

**PROPOSED HMO**

**LICENSING CONDITIONS**

**APPENDIX 2**



## Appendix 2

### NOTES

1. In these licence conditions:
  - “*HMO*” refers to the building or such part of it as is licensed under Part 2 of the Housing Act 2004 (The Act).
  - “*Authority*” refers to the local housing authority, namely the London Borough of Hillingdon.
  - “*Licence Holder*” refers to: (a) the person to whom the Authority has granted this licence; and (b) from the date of their consent, any other person who agrees to comply with the licence restrictions and obligations that follow;
2. The following are standard conditions that will be attached to each HMO licence issued by the London Borough of Hillingdon under Part 2 of the Housing Act 2004. In some circumstances, where the Council believes there are specific issues not covered in the standard conditions for a particular property, additional or more specific conditions will be added.
3. It is the licence holder’s responsibility to ensure that the licensed property complies with all the conditions set out in this booklet. Failure to do so may lead to prosecution for a breach of the licence conditions, a loss of the licence, and an unlimited fine per offence, or the imposition of a civil penalty charge with a maximum of £30,000 per offence.
4. The licence holder is responsible for ensuring that all licence conditions are complied with at all times whether or not a manager or another person is bound by the conditions.
5. The property licence must be displayed within a communal area of the property and a copy of the conditions should be made available to all the occupying tenants.

## Appendix 2

In accordance with the Housing Act 2004, section 67 and Schedule 4 there are two types of conditions that a licence can include:

- 1 **Mandatory conditions** are required by law and must be included in a licence. These **mandatory conditions are in bold** and do not form part of the consultation.
- 2 **Discretionary conditions** are those which the council can apply for regulating the management, use and occupation of the property and its condition and contents. The proposed discretionary conditions do form part of the consultation and respondents are able to give us their views on these.

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### CONDITIONS OF THE LICENCE

#### Permitted Occupation

##### 1. Number of occupiers and households

The licence holder must ensure that the number of persons occupying the property and the maximum number of persons who may occupy each room does not exceed the maximum numbers stated on the licence.

**1.1** The Licence Holder must ensure that the following minimum space standards are complied with:

- a. the floor area of any room in the HMO used as sleeping accommodation by one person aged over 10 years is not less than 6.51 square metres;
- b. the floor area of any room in the HMO used as sleeping accommodation by two persons aged over 10 years is not less than 10.22 square metres;
- c. the floor area of any room in the HMO used as sleeping accommodation by one person aged under 10 years is not less than 4.64 square metres;
- d. any room in the HMO with a floor area of less than 4.64 square metres is not used as sleeping accommodation.

**1.2** The Licence Holder must ensure that:

- a. Where any room in the HMO is used as sleeping accommodation by persons aged over 10 years only, it is not used as such by more than the maximum number of persons aged over 10 years specified in the licence;
- b. Where any room in the HMO is used as sleeping accommodation by persons aged under 10 years only, it is not used as such by more than the maximum number of persons aged under 10 years specified in the licence;
- c. Where any room in the HMO is used as sleeping accommodation by persons aged over 10 years and persons aged under 10 years, it is not used as such by more than the maximum number of persons aged over 10 years specified in the licence and the maximum number of persons aged under 10 years so specified.

- 1.3** The licence holder must take the necessary steps to rectify the breach within the specified period\*, where:
- a. any of the Licence conditions imposed above have been breached in relation to the HMO,
  - b. the licence holder has not knowingly permitted the breach, and
  - c. the local housing authority have notified the licence holder of the breach,

\*The specified period means the period, of not more than 18 months beginning with the date of the notification, which is specified in the notification.

In this section above;

- a. A reference to a number of persons using a room in an HMO as sleeping accommodation does not include a person doing so as a visitor of an occupier of the HMO.
- b. A room is used as sleeping accommodation if it is normally used as a bedroom, whether or not it is also used for other purposes.
- c. Any part of the floor area of a room in relation to which the height of the ceiling is less than 1.5 metres is not to be taken into account in determining the floor area of that room for the purposes of this paragraph.

### **2. Amenity and space (size of rooms) standards**

The licence holder must ensure that the number of occupiers permitted in the HMO is appropriate having regard to the amenities, facilities, size and layout of the property as determined by the Authority at the time of licensing.

[For further information on Hillingdon Councils Amenity and Space Standards see Appendix 1 below, pages 23-27].

## **Tenancy Management**

### **3. Terms of occupation**

The licence holder must supply to the occupiers of the HMO a written statement of the terms on which they occupy the property (this is usually a tenancy or licence agreement).

The licence holder must provide a copy to the Council within 14 days on demand.

### **4. Tenant references**

The licence holder must take reasonable steps to obtain references or other suitable information before granting a tenancy. Referencing must be applied fairly and must not exclude applicants who may be unable to provide conventional references, including those moving on from homelessness, prison leavers, people granted asylum or individuals fleeing domestic abuse.

Where standard references are not available, the licence holder must consider appropriate alternatives, such as information provided by a previous accommodation provider, support service or relevant professional. For the purposes of this condition, a “satisfactory reference” means reasonable evidence that the applicant can engage with the tenancy agreement.

Referencing processes must be carried out in a non discriminatory manner and in accordance with the Equality Act 2010 and Right to Rent requirements.

### **5. Deposits**

The licence holder must protect any deposits taken from the occupiers under an assured short hold tenancy agreement by placing them in a statutory tenancy deposit scheme.

Information about the scheme being used must be given to the occupier within 30 days of the time the deposit is taken. When requested this information must be provided to the Council within 14 days on demand.

### **6. Complaints**

The licence holder must provide occupiers with clear written information, such as a complaints or reporting procedure, setting out how to report repairs, property

condition issues or management concerns, including acknowledgement and response times. Where a national landlord redress scheme applies, details of the relevant scheme must also be provided to occupiers.

### **7. Anti-social behaviour (ASB)**

The licence holder must take reasonable and proportionate steps to prevent and address anti-social behaviour associated with the property, including investigating complaints, keeping appropriate records and cooperating with the Council, Police or other relevant agencies where necessary.

[For further information on what the Council considers to be anti-social behaviour see useful information below].

#### **7a. Prevention**

The licence holder must ensure that occupiers are made aware of their responsibilities regarding noise, waste management and anti-social behaviour, and that tenancy agreements include appropriate behavioural clauses. Referencing processes must be fair and must not require disclosure of criminal convictions or other sensitive personal data. Property inspections must take place at reasonable intervals, typically every six months, unless more frequent visits are justified due to previous management concerns or as directed by the Authority.

#### **7b. Action**

Where the licence holder becomes aware of alleged anti-social behaviour, they must take reasonable steps to investigate, communicate with the occupiers involved, and where necessary, engage with the Council, Police or other relevant agencies. The licence holder must keep written records of any actions taken.

### **Property Management**

#### **8. Gas**

If gas is supplied to the HMO, the Licence Holder must produce to the local housing authority annually for their inspection a gas safety certificate obtained in respect of the HMO within the last 12 months.

If gas is supplied to the property, the licence holder must ensure that the gas installation and appliances are tested annually by an approved Gas Safe engineer. Within 14 days of the licence holder being notified by the Council of any safety risk, a new Gas Safe certificate must be submitted to the Council.

The licence holder must provide the Council, a current Gas Safe Certificate within 14 days on demand.

#### **9. Electrical Appliances**

The licence holder is responsible for the maintenance and safety of all supplied electrical appliances and must ensure:

- a. Electrical appliances are safe and in good working order. A declaration as to their condition must be provided at the point of application.
- b. Test reports on the condition of the electrical appliances in the property must be provided to the Council within 14 days on demand.
- c. All electrical equipment supplied by the landlord must be safe to use. Portable Appliance Test (PAT) report must be provided to the Council within 14 days on demand.

### **10. Furniture and Furnishings**

The Licence holder must keep furniture made available in the HMO in a safe condition and comply with the Furniture and Furnishings (Fire) (Safety) Regulations 1988.

The Licence Holder must supply the authority, within 14 days on demand, with a declaration as to the safety of such furniture.

### **11. Heating and Insulation**

The Licence Holder must provide an adequate and efficient fixed heating system with adjustable controls, which is capable of maintaining an indoor temperature of at least 21°C in habitable rooms.

### **12. Security**

The Licence holder is responsible for the security of the property and must ensure:

- a. The access to the property such as locks, latches and entry systems are maintained and in good working order at all times.
- b. The front door of the property is fitted with a mortice lock (thumb turn) or equivalent, to a five-lever security level.
- c. Where window locks are fitted, the keys are provided to the relevant occupants.
- d. Where a burglar alarm is fitted to the property, the occupiers are informed in writing about the circumstances under which the code for the alarm can be changed and are given details on how this can be arranged.
- e. Where previous occupants have not returned keys, the relevant locks will be changed prior to new occupants moving in.

### **13. Common Parts (shared areas)**

The Licence Holder must ensure that:

- a. The common parts and areas in the premises are kept free from

obstruction, in a clean condition and in good order and repair.

b. Common areas, including shared living rooms, kitchens, and hallways are not used for sleeping by tenants or their guests.

c. Where required by the Health Act 2006 and associated regulations, smoking is not permitted in any smokefree common area and at least one legible no smoking sign must be displayed in such areas.

For the purposes of this condition “common parts” means—

(i) the entrance door to the HMO and the entrance doors leading to each unit of living accommodation within the HMO; and

(ii) all such parts of the HMO as comprise staircases, lifts, passageways, corridors, halls, lobbies, entrances, balconies, porches and steps that are used by the occupiers of the units of living accommodation within the HMO to gain access to the entrance doors of their respective unit of living accommodation.

### 14. External areas

The licence holder must take reasonable steps to ensure that external areas under their control are kept clean, safe and free from disrepair.

Where the exterior of the building or communal grounds fall under the responsibility of a freeholder, managing agent or other third party, the licence holder must take reasonable steps to report any defects or issues to the responsible party and, where appropriate, request that necessary works are undertaken.

### 15. Refuse and waste

The Licence Holder must comply with the Council’s policy on the storage and disposal of waste at the HMO pending collection. In addition, the Licence holder must;

- a. Ensure that there are adequate arrangements for the storage and disposal of waste.
- b. Ensure that the occupiers of the HMO are given the information in writing about waste and recycling within 7 days of the start of their occupation:
- c. Ensure that a sufficient number of suitable external rubbish bins for the occupiers to dispose and recycle waste.
- d. Ensure that any kind of refuse which the Council will not ordinarily collect (e.g. large items of bedding, furniture, hazardous waste etc.) are disposed of responsibly and appropriately.
- e. Actively respond to complaints of poor waste practices associated with the property. The Licence holder must keep a record of the action taken and provide this to the Council within 14 days on demand.

**Information on Recycling and waste can be found at:  
<http://www.hillingdon.gov.uk/rubbishandrecycling>**

### 16. Repairs

The Licence Holder must ensure that:

- a. All occupants of the HMO receive written confirmation detailing arrangements in place to deal with repairs. If requested, this must be provided to the Council within 14 days on demand.
- b. Disrepair and/or defects identified to the landlord by the Council are investigated and adequately addressed within the specified timeframes as may be stipulated by the Council.
- c. All repairs to the property or any installations, facilities or equipment within it are carried out by competent and reputable persons.
- d. They respond positively and within the specified time period given to any mandatory housing related enforcement notices, issued by the Council.
- e. Whilst any works are in progress, the work is carried out to ensure the safety of all persons occupying or visiting the premises.
- f. On completion of any works, the property is left in a clean and tidy condition.

### 17. Compliance Works

Where the Authority identifies works necessary to ensure compliance with this licence or with statutory housing standards, the licence holder must complete such works within the reasonable timescale specified in writing by the Authority.

### 18. Pest Control

The Licence holder is responsible for ensuring that the property, including external areas such as gardens, are free from pest infestation e.g. rodents. Any pest infestations must be managed effectively and within a period of 7 days of being reported. Records of treatment and management must be kept and copies of these must be provided to the Council within 14 days on demand.

### Fire Safety

#### 19. Smoke Alarms and Carbon Monoxide Alarms

##### 19.1 Smoke alarms

The licence holder must ensure that:

- a. A smoke alarm is installed on each storey of the HMO on which there is a room used wholly or partly as living accommodation; and that,

- b. Each alarm is kept in proper working order; and that,
- c. On demand, the Authority is supplied with a declaration as to the condition and positioning of any such alarms.

When considering the appropriate level of fire detection coverage, consideration should be given to the latest fire safety guidance and BS5839. Alarms should be interlinked by either hard-wiring or wireless connection to ensure audibility throughout the property.

For the purpose of Condition 21(1), a bathroom or lavatory is to be treated as a room used as living accommodation.

### **19.2 Carbon Monoxide Alarms**

The Licence Holder must ensure that:

- a. A carbon monoxide alarm is installed in any room in the HMO which is used wholly or partly as living accommodation and contains a fixed combustion appliance other than a gas cooker; and that,
- b. Any such alarm is kept in proper working order; and that The Authority is, on demand, supplied with a declaration as to the condition and positioning of any such alarm or alarms.

For the purpose of Condition 21(2) “room” includes a hall or landing, and a bathroom or lavatory is to be treated as a room used as living accommodation.

### **20. Fire precautions**

The licence holder must ensure that all fire precautions provided to the property, e.g. fire doors, automatic fire alarm and emergency lighting system(s), etc. are maintained in full working order at all times.

Where the HMO is of a type which falls under the remit of the Fire Safety Order, the licence holder must ensure that a fire risk assessment as required under The Regulatory Reform (Fire Safety) Order 2005 is carried out by a competent person.

### **21. Servicing and testing of systems and equipment**

The licence holder must ensure that all fire detection systems, means of escape and fire-fighting equipment installed in the property must be annually serviced by a registered qualified person and be maintained and tested in accordance with the manufacturer’s instructions. A new test/servicing report must be provided to the Council on demand within 14 days of any identified damage or Disrepair being notified to the landlord by the Council.

### **22. Electricity supplies and fire safety**

The licence holder must ensure that electricity supplies to fire detection and

emergency lighting systems are not disconnected, or threatened with disconnection, due to non-payment of monies owed to the relevant provider.

### **23. Doors**

The licence holder must ensure that the main entrance/exit doors and all unit doors leading to common areas are openable from the inside without the use of a key.

### **24. Fire routine**

The licence holder should ensure that all residents are fully aware of the procedures to be followed in the event of a fire.

They should also ensure that the fire routine notice detailing action to be taken in the event of fire, is clearly worded and displayed in a central location e.g. next to the main entrance/exits.

### **25. Fire blankets**

The licence holder must ensure that a fire blanket conforming to current British standards is provided in each kitchen.

### **26. Means of escape**

The licence holder must ensure that all means of escape from fire are free from obstruction and fire precautions are maintained.

### **27. Compliance with fire safety guidance**

The licence holder must ensure that appropriate fire safety measures are provided, maintained and kept up to date in accordance with current fire safety legislation, including the Regulatory Reform (Fire Safety) Order 2005 (where applicable), the Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022, and relevant British Standards as amended.

When determining appropriate fire precautions, the licence holder should have regard to recognised national fire safety guidance, including the LACORS “Housing – Fire Safety” guidance or any subsequent guidance issued by the Government or fire authorities.

Fire safety measures must be reviewed and updated as necessary to reflect any changes in legislation or recognised guidance during the term of the licence.

### **28. Electrical Installations**

The licence holder must ensure that:

- Every electrical installation in the house is in proper working order and safe for continued use; and that
- The Authority is, on demand, supplied with a declaration as to the safety of

such installations;

- The Licence Holder must supply a current (i.e. within the previous 5 years) Domestic Electrical Installation Periodic Report for the whole of the electrical installations to the Council within 28 days of demand.
- All recommendations for urgent attention and improvement (Codes 1 and 2) must be carried out within 28 days of the report.

For the purposes of condition 30 “electrical installation” has the meaning given in regulation 2(1) of the Building Regulations 2010.

### General

#### **29. Consultation of Changes**

The licence holder must notify the Council before making changes to the layout of the property, amenity provisions (such as adding or removing bathroom or kitchen facilities), fire precautions or occupation of the accommodation.

#### **30. Notification of changes of circumstances**

The licence holder must inform the Council of:

- a. Details of any unspent convictions not previously disclosed to the Local Authority involving fraud or dishonesty, violence or drugs, any offence listed in Schedule 3 to the Sexual Offences Act 2003 or any other conviction relevant to the licence holder and/or the property managers fit and proper person status.
- b. Details of any finding by a court or tribunal against the licence holder and/or the manager that they have practiced unlawful discrimination on the grounds of sex, colour, race, ethnic or national origin or disability.
- c. Details of any civil or criminal proceedings against the licence holder or manager, relating to housing, public health, environmental health or landlord and tenant law, resulting in a judgment or finding being made against them.
- d. Information about any property the licence holder or manager owns or manages or has owned or managed, that has been refused a licence by a local housing authority or has had a licence revoked due to the breaching of the licence conditions.
- e. Information about any property the licence holder or manager owns or manages or has owned or managed that has been the subject of an interim or final management order under the Housing Act 2004.
- f. The property becoming empty for more than 3 months.
- g. Notification of repossession/foreclosure.
- h. Successful claims against the licence holder for default of tenancy deposits.
- i. A change in managing agent or the instruction of a managing agent.

- j. The undertaking of substantial works to the property, including conversions and modernisation or emergency problems relating to fire, flood or disaster.

### **31. Absence of the Licence Holder**

Where the property is managed by a competent managing agent identified in the licence, this condition does not apply.

Where no managing agent is appointed, the licence holder must ensure that suitable arrangements are in place for the effective management of the HMO during any period of their absence. These arrangements must include providing occupiers with up to date contact details for the person responsible during such periods, and displaying these details in a prominent position within a common area, preferably near the entrance door.

Where the licence holder appoints a person to manage the HMO during any period of absence, they must:

- a. obtain from that person a signed declaration confirming that they understand the licence conditions by which they are bound and the consequences of failing to comply; and
- b. provide the Council with a copy of the signed declaration within 14 days of the change of circumstances.

### **32. Compliance inspections**

The licence holder must arrange for access to be granted when requested by the Council at any reasonable time.

The Licence Holder must ensure that council officers are not obstructed from carrying out their statutory duties including inspecting and the surveying of the property to ensure compliance with licence conditions and relevant legislation.

### **33. Training**

The licence holder and/or manager may be required by the Council to attend an accredited management training course, in the event of significant and/or continuous deficiencies in the supervision and/or maintenance of a licensed HMO being identified by the Council.

## **Documents to be displayed**

### **34. Within the property**

The following documents must be displayed in a prominent position within a common area of the HMO:

- a. copy of the current HMO licence;
- b. the name, address and telephone number of the licence holder or managing agent, including emergency contact details;
- c. a copy of the current Gas Safety Certificate (where applicable); and
- d. a copy of the Energy Performance Certificate.

These documents must be kept up to date at all times.

### **35. Licensing and Management Regulations**

All licensing conditions shall be read in conjunction with the relevant provisions of the:

1. Management of Houses in Multiple Occupation (England) Regulations 2006
2. Licensing and Management of Houses in Multiple Occupation and other houses (Miscellaneous Provisions) (England) Regulations 2006
3. The Licensing and Management of Houses in Multiple Occupation (Additional Provisions) (England) Regulations 2007.

**[END OF CONDITIONS]**

## USEFUL INFORMATION

### 1. Definition of terms

- a) “*HMO or house*” refers to the building or such part of it as is licensed under Part 2 of the Housing Act 2004;
- b) “*Licence Holder*” refers to: (a) the person to whom the Authority has granted this licence; and (b) from the date of their consent, any other person who agrees to comply with the licence restrictions and obligations that follow.
- c) “*Mandatory Licence Conditions*” refers to conditions that the Authority is obliged to impose under any licence granted under Part 2 or Part 3 Housing Act 2004 by virtue of Schedule 4 of Housing Act 2004.
- d) “common parts” means:
  - (i) the entrance door to the HMO and the entrance doors leading to each unit of living accommodation within the HMO; and
  - (ii) all such parts of the HMO as comprise staircases, lifts, passageways, corridors, halls, lobbies, entrances, balconies, porches and steps that are used by the occupiers of the units of living accommodation within the HMO to gain access to the entrance doors of their respective unit of living accommodation.

### 2. Anti-social behaviour

For the purposes of the Housing Act 2004, antisocial behaviour means conduct on the part of occupiers of, or visitors to, residential premises.

- (a) Which or is likely to cause a nuisance or annoyance to persons residing, visiting or otherwise engaged in lawful activities in the vicinity of such premises, or
- (b) Which involves or is likely to involve the use of such premises for illegal purposes.

*Examples of include:*

*Crime:* tenants engaging in vandalism, criminal damage, burglary, robbery/ theft and car crime

*Nuisance neighbours:* Intimidation and harassment; noise, rowdy and nuisance behaviour; animal related problems; vehicle related nuisance. Tenants engaged in begging; antisocial drinking; street prostitution and kerb-crawling; street drugs market within the curtilage of the property.

*Enviro-crime:* tenants engaged in graffiti and fly-posting; fly-tipping; litter and waste; drugs paraphernalia; fireworks misuse in and around the curtilage of the property.

Call 01895 556000 or email [asbriskmanagement@hillington.gov.uk](mailto:asbriskmanagement@hillington.gov.uk)

### 3. The London Landlord Accreditation Scheme (LLAS)

A partnership of landlord organisations, London Councils and university accommodation units who have worked together to set up a development programme which will provide you with the information necessary to improve your business.

[www.londonlandlords.org.uk/accreditation](http://www.londonlandlords.org.uk/accreditation)

Tel: 020 7974 1970

### 4. Electrical Safety First — the UK's leading electrical safety charity

The Electrical Safety Council (now known as *Electrical Safety First*) is an independent charity committed to reducing deaths and injuries through electrical accidents at home and at work. They are supported by all sectors of the electrical industry as well as local and central government and work to promote safety and good practice.

<http://www.esc.org.uk>

Tel: 0870 040 0561

### 5. Gas safety

The Health and Safety Executive website provides guidance in relation to gas safety. By law you must repair and maintain gas pipework, flues and appliances in safe condition, ensure an annual gas safety check on each appliance and flue, and keep a record of each safety check.

[www.hse.gov.uk/gas/landlords/index.htm](http://www.hse.gov.uk/gas/landlords/index.htm)

### 6. Tenants Deposit Protection

The Tenancy deposit must be placed in a government-backed tenancy deposit scheme (TDP) if you rent on an assured short hold tenancy that started after 6 April 2007. In England and Wales your deposits can be registered with:

- Deposit Protection Service
- MyDeposits, or
- Tenancy Deposit Scheme

<https://www.gov.uk/tenancy-deposit-protection>

Tel: 020 702 0003

### 7. Formerly MHCLG; now the Department for Levelling Up, Housing and Communities (DLUHC)

<https://www.gov.uk/government/organisations/department-for-communities-and-local-government>

### 8. LACoRS (Local Authorities Coordinators of Regulatory Services) Fire Safety Guidance.

[www.lacors.gov.uk](http://www.lacors.gov.uk)

### Appendix 1 – SPACE STANDARDS

The Council HMO amenities and space standards are provided as guidance. These standards will be applied in deciding the suitability of the HMO at the time of the licence approval and its compliance.

#### Bedroom sizes

- i. Single occupancy:
  - Minimum 6.51 m<sup>2</sup> where provided with separate shared kitchen.
  - Minimum 10.22 m<sup>2</sup> where the room contains kitchen facilities.
- ii. Two person occupancy:
  - Minimum 10.22 m<sup>2</sup> where provided with separate shared kitchen.
  - Minimum 13.9 m<sup>2</sup> where the room contains kitchen facilities.
- iii. The standard applies irrespective of the age of occupants.
- iv. Floor area taken up by solid chimney breasts should be discounted.
- v. Floor area taken up by en-suite bathroom/shower facilities should be discounted.
- vi. Opposite sex sharing rule: In line with the statutory room standard (Housing Act 1985), persons of the opposite sex aged over 10 years must not be required to sleep in the same room unless they are living together as partners.
- vii. Irrespective of floor area, the shape, usable living space and layout should be considered when determining suitability and maximum occupancy.
- viii. All rooms should normally have a minimum floor to ceiling height of 2.14 m over not less than 75% of the room area.
- ix. Any floor area where ceiling height is less than 1.53 m should be disregarded.
- x. No staircase, landing, or any room used or appointed as a kitchen or bathroom should be deemed suitable for sleeping accommodation.

### Advice regarding kitchen facilities in HMOs Kitchens for Communal Use

Where the Council is satisfied that exclusive kitchen provision is not practicable, shared kitchens may be provided on the basis of:

- 1 full set of kitchen facilities for every 3 households or 5 persons, whichever is the smaller (irrespective of age).
- Kitchens should normally be not more than one floor distant from any individual letting unless a suitable adjacent communal dining area is provided.
- No more than two full sets of facilities should be installed in any single kitchen.
- A kitchen with one set of facilities should be at least 5.5 m<sup>2</sup>; two sets should be at least 11 m<sup>2</sup>.

Each set of kitchen facilities should normally include:

#### **COOKING**

Gas or electric cooker with four burners/hobs, oven and grill.

#### **SINK**

- Stainless steel sink and drainer (min 1000 mm × 600 mm).
- Constant supply of hot and potable cold water.
- Properly trapped waste connection.
- 300 mm tiled splashback.

*A wash hand basin is not an acceptable alternative to a kitchen sink.*

#### **STORAGE**

Lockable cupboards providing:

- Minimum 0.3 m<sup>3</sup> per single bedroom,
- Minimum 0.4 m<sup>3</sup> per two person household,

or an equivalent demonstrable arrangement offering the same storage capacity.

Base unit cupboards beneath sinks/drainers should be discounted.

#### **WORKTOP**

Impervious worktop minimum 1000 mm × 600 mm.

#### **POWER**

At least two double 13-amp sockets above work surface (in addition to appliance points).

### LIGHTING AND VENTILATION

All kitchens should have:

- Adequate artificial lighting, and
- Ventilation in accordance with the current Building Regulations Approved Document F (or successor guidance), achieved via:
  - An openable window, and/or
  - A suitably designed mechanical extract system with appropriate controls and overrun where required.

### LAYOUT / SAFETY

- Cookers should be located away from doorways.
- Adequate floor space must allow safe retrieval from ovens and circulation.
- Worktops, sink areas, adjacent walls and floors should be non-porous and easy to clean.

### Prohibited layouts

No kitchens may be installed in hallways, corridors or lobbies.

No bedroom should be accessed through a kitchen unless a satisfactory alternative means of escape from fire is available.

### Advice regarding sanitary facilities

#### WCs

- Provide 1 WC per maximum of 5 persons (irrespective of age).
- WCs should be in a separate room, entered from a common area.
- Normally not more than one floor distant from users.
- At least 50% of all WCs should be in separate compartments from bath/shower facilities.
- Minimum compartment size: 1300 mm × 800 mm.
- All WC compartments should have:
  - Hot and cold water wash hand basin (min 300 mm splashback)
  - Adequate artificial lighting
- Surfaces should be smooth, non-absorbent and easy to clean.
- External WCs are not acceptable.

#### Bathrooms / Showers

Provide:

- 1 bath or shower per maximum of 5 persons.
- Facility must be within one floor level of the users.

Minimum dimensions:

- Bath: 1700 mm × 700 mm
- Shower: 800 mm × 800 mm

Each bath/shower room should have:

- A wash hand basin (min 500 mm × 400 mm)
- Hot/cold running water
- 300 mm splashback
- Adequate artificial lighting
- Non-slip flooring
- Hygienic, easily cleaned surfaces
- Shower curtain or door
- Fully tiled or impervious shower walls

### Ventilation

All bathrooms and WCs must have:

- Ventilation in accordance with the current Building Regulations Approved Document F, via:
  - A suitably sized openable window, or
  - Adequate mechanical extract with appropriate boost/overrun where required.

### Access

- Facilities must be accessible at all times.

### Drainage

The HMO must have effective above- and below-ground drainage for foul, waste and surface water.

### Personal washing facilities

- Each occupancy should, where practicable, be provided with a separate bath or shower.
- Where not practicable, a ratio of 1 bath/shower per 5 persons is acceptable. Facilities must be:
  - Within one floor level of users
  - Adequately lit
  - Adequately ventilated (per Part F)
  - Adequately supplied with hot/cold water
  - Accessible at all time