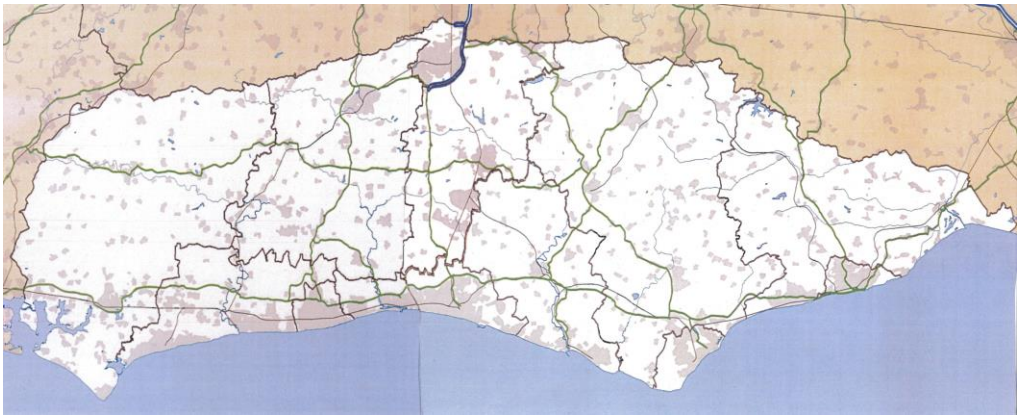
Standards for

Houses in Multiple Occupation



Produced by the CIEH Sussex Housing Group

The Licensing and& Management of Houses in Multiple Occupation and& Other Houses (Miscellaneous Provisions) (England) Regulations 2006 (as amended)
Schedule 3

Standards for Houses in Multiple Occupation

This document is guidance only in order to assist landlords to comply with the above legislation and for local authorities in deciding the suitability for occupation of an HMO by a particular maximum number of households or individuals.

It is expected that this guidance will be followed. However, there might be exceptional circumstances at a particular property that demand a lesser or higher standard.

This guidance, should be assessed alongside the Housing Health and Safety Rating System Operating Guidance and the Licensing & Management of Houses in Multiple Occupation & Other Houses (Miscellaneous Provisions) (England) Regulations 2006 Schedule 3.

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The Licensing and& Management of Houses in Multiple Occupation and& Other Houses (Miscellaneous Provisions) (England) Regulations 2006 (as amended)
Schedule 3

1. Heating – General Requirement

The above Regulations specify:
1. Each unit of living accommodation in an HMO must be equipped with adequate means of space heating.

To comply with the Regulations :

A. Adequate **fixed** space heating should be provided to every room including bathrooms, kitchens, common landings and staircases. The heating should be capable of reaching and maintaining the following temperatures when the external temperature is -1^{o}C, within one hour of being turned on.

Living room/bedroom	21^{o}C
Bathroom	22^{o}C
Elsewhere	18^{o}C

B. Night storage heaters are only acceptable where they have a 'convector boost' or have a dual heat facility such as an integrated convector heater which can be switched on at times when all of the stored heat has been expelled (both types should be supplied by an economy tariff).*

All Storage heaters shall have automatic charge control and a thermostatically controlled damper outlet.*

C. Heating in bedsit type HMOs should be from storage heaters which are also fan assisted, gas fires or gas-fired central heating. Wall-mounted electric panel heaters are only acceptable where the room is up to 11 m2 in area, has only one external wall, has a ceiling height of no more than 2.4m and has another heated space above and below it. Such panel heaters shall have timers and electronic thermostats.*

D. Where individual heaters are provided in bedsits, suitable heating should also be provided to all communal rooms, common areas and bathrooms capable of reaching and maintaining 18^{o}C *(common areas) and 22* ^{o}C (bathrooms) when the external temperature is -1^{o}C.

The cost of heating the communal areas of shared houses or bedsit type HMOs shall be met out of the general rental or energy charges and not from a prepayment meter.

E. Whichever form of heating is installed it should be fully controllable by the occupants at all times and should be thermostatically controlled and programmable.

F. Paraffin, LPG or free standing, plug in electric heaters **are not** acceptable.

G. Adequate structural thermal insulation should be provided to the building. This will include up to 270mm of loft insulation and where appropriate cavity walls should be insulated.

* Chartered Institute of Environmental Health guidance on enforcement of excess cold hazards in England – July 2011

For more details on acceptable heating and insulation - **See Appendix A**

Gas and electrical safety:

Gas safety – If gas is supplied to the property, a Gas Safe Registered Engineer must issue a current gas safe report to cover all appliances and installations in accordance with the Gas Safety (Installation and Use) Regulations 1998 .

Electrical Safety – All fixed electric heaters provided by the landlord should be in a safe condition and where requested must be covered by a current IEE regulations certificate.

It is recommended that the electrical installations are tested every 5 years. For HMOs to which The Management of Houses in Multiple Occupation (England) Regulations 2006 and The Licensing and Management of Houses in Multiple Occupation (Additional Provisions) (England) Regulations 2007 apply, this is a requirement.

2. Washing facilities – General Requirement

The Regulations specify the following:-

2. (1) Where all or some of the units of living accommodation in an HMO do not contain bathing and toilet facilities for the exclusive use of each individual household -

(a) There must be an adequate number of bathrooms, toilets and wash-hand basins suitable for personal washing) for the number of persons sharing those facilities; and

(b) Where reasonably practicable there must be a wash hand basin with appropriate splash back in each unit other than a unit in which a sink has been provided as mentioned in paragraph 4(1),

Having regard to the age and character of the HMO, the size and layout of each flat and its existing provision for wash-hand basins, toilets and bathrooms.; and

(2) The requirements in this subsection have been removed.

(3) All baths, showers and wash hand basins in an HMO must be equipped with taps providing an adequate supply of cold & constant hot water.

(4) All bathrooms in an HMO must be suitably and adequately heated and ventilated.

(5) All bathrooms and toilets in an HMO must be of an adequate size and layout.

(6) All bathrooms and toilets in an HMO must be fit for purpose.

(7) All bathrooms and toilets in an HMO must be suitably located in or in relation to the living accommodation in the HMO.

The following table gives the number of wash hand basins, bathrooms and WCs that should be provided according to the number of people occupying the HMO:

Washing facilities in shared houses and bedsits	
	Amenity level in relation to number of people
1-4 people	**No requirement for wash hand basins in sleeping room / bedroom** A minimum of 1 bathroom and 1 WC (the bathroom and WC may be combined) A wash hand basin is required in all bathrooms and in separate WC's** (if present)
5 people	1 wash hand basin required in each sleeping room / bedroom (where practical) plus 1 bathroom AND 1 separate WC with wash hand basin** (but the WC can be contained within a second bathroom)
6 - 10 people	1 wash hand basin required in each sleeping room / bedroom (where practical) plus 2 bathrooms AND 2 separate WCs with wash hand basins (1 of the WCs can be contained within 1 of the bathrooms)
11-15 people	1 wash hand basin in each sleeping room / bedroom (where practical) plus 3 bathrooms AND 3 separate WCs with wash hand basins (2 of the WCs can be contained within 2 of the bathrooms)
Note - In bedsits the requirement for a wash hand basin in the sleeping room is satisfied if there is a kitchen sink in the room.	

Bathroom means a room containing a bath or shower.

To comply with the Regulations:

A. Each bathroom shall have a wash hand basin (minimum dimensions 560mm x 430mm) and either a bath (minimum dimensions 1700mm x 760mm**) or a shower cubicle (minimum dimensions 800mm x 800mm**).

(Smaller wash hand basins can be accepted within WC compartments for hand washing only).

B. Each bath, shower cubicle and wash hand basin shall be provided with an adequate and constant supply of hot and cold water designed to ensure reasonable temperature control and connected to an appropriate drainage system.

C. Each toilet shall be properly connected to the main foul drainage system.

D. Each bath, shower cubicle and wash hand basin should be provided with adequate splash-backs, (300mm to baths and wash hand basins, full heights to all shower cubicles or showers located over baths) with an adequate waterproof seal between the splash-backs and the fitting.

Shower cubicles should be enclosed on three sides. Across the entrance a rail and waterproof curtain or hinged screen should be provided to deflect all water into the tray. Alternatively, provide an enclosed proprietary shower cubicle incorporating all the above.

E. Each bathroom or shower room shall be of an appropriate size to provide adequate changing and drying space for the users**.

F. And be conveniently and suitably located in or in relation to the living accommodation in the HMO. The room should not be more than one floor distant from the sleeping accommodation**.

G. Each bathroom and WC should have a suitable floor covering that is slip resistant, impervious, easily cleansable and in good condition.

H. In addition to any window each bathroom is to have mechanical ventilation to the outside air at a minimum extraction rate of 15 litres per second.

I. Each toilet in a separate compartment should have either an opening window equivalent to $1/20^{th}$ of the floor area or mechanical ventilation at a minimum extraction rate of 6 litres per second.

J. Each bathroom should have adequate fixed space heating capable of reaching and maintaining 22^{o} C when the external temperature is -1^{o} C, within one hour of being turned on.

**CIEH Amenity Standards for HMOs, 1994

3. Kitchens in shared houses

With regard to shared kitchens, the Regulations specify the following:-

3. Where all or some of the units of accommodation within the HMO do not contain any facilities for the cooking of food –

(a) there must be a kitchen, suitably located in relation to the living accommodation, and of such layout and size and equipped with such facilities so as to adequately enable those sharing the facilities to store, prepare and cook food;

(b) the kitchen must be equipped with the following equipment, which must be fit for the purpose and supplied in a sufficient quantity for the number of those sharing the facilities

(i) sinks with draining boards;
(ii) an adequate supply of cold and constant hot water to each sink supplied;
(iii) installations or equipment for the cooking of food;
(iv) electrical sockets;
(v) worktops for the preparation of food
(vi) cupboards for the storage of food or kitchen and cooking utensils;
(vii) refrigerators with an adequate freezer compartment (or, where the freezer compartment is not adequate, adequate separate freezers);
(viii) appropriate refuse disposal facilities; and
(ix) appropriate extractor fans, fire blankets and fire doors.

The following table shows the facilities that should be provided within the shared kitchen

FACILITY	**MINIMUM STANDARD ACCEPTED**	**UP TO & INCLUDING 5 PEOPLE****	**>THAN 5 PEOPLE < 10 PEOPLE**
(i) Sinks and draining boards;	A fixed impervious sink and drainer. (**Sinks** – can be butler or Belfast type but should be combined with a specifically designed drainer) (**Drainers** – where drainers are not integral to the sink, these should be fixed and specially designed for the purpose (freestanding type will not be acceptable) or be an integral part of the fixed work surface and drain properly into the sink provided.	1 for up to 5 occupiers** **Sinks** - min overall size: 620 x 500 x 160mm. **Bowl:** 340 x 400 x 150mm	1 per 4 occupiers or part thereof (a dishwasher may be considered as an alternative to an additional sink . Minimum size will depend upon recommended place settings)

	(Splash-backs - All sinks should be provided with an adequate impervious splash-back (minimum height being not less than 300mm) and should be properly sealed between the sink and splash-back using a suitable waterproof sealant.		
(ii) Hot and cold water to the sink	A constant supply of hot water to the sink from a gas or electric boiler/water heater A wholesome supply of mains cold water to the sink (drinking water).		
(iii) Cookers	The main cooking appliance should have either an electric or gas hob with 4 rings and an oven with a grill.	1 appliance for up to 5 occupiers**	1 per 4 occupiers or part thereof (a microwave oven may be considered as an alternative to a second cooker)
(iv)Electric sockets	A 30amp supply for each electric cooker. Power points should be set at a safe working height above the food preparation surface (between 200mm – 300mm).	6 power points (3 doubles) above food preparation surface. Additional dedicated sockets are required for each cooker, refrigerator, washing machine or dishwasher.	An additional double power point above food preparation surface for each two persons over 5 sharing. Additional power points are required for all additional cookers, refrigerators, washing machines or dishwashers.
(v) Worktops	All food preparation surfaces (worktops) should be secure, fixed and of an impervious material. All edges are to be sealed **(Splash-backs** - All work surfaces should be provided with adequate impervious splash-backs (minimum height being not less than 300mm) and should be properly sealed between the worktop and splash-back using a proprietary	Min. size per user 500mm (length) x 600mm (depth) (smaller lengths of less than 500mm cannot be counted towards the overall requirement). **Standard height for work tops –** Finished height should be between 900m – 910mm, dependent upon	Additional 500mm length required for each additional user.

	sealant.	work surface thickness used (30mm – 40mm)	
(vi) Cupboards	A single cupboard (wall or floor mounted) per user ***N.B.*** **The space below any sink unit is not acceptable to comply with this standard**	A fixed floor based food storage cupboard of 500mm width x 600mm depth and standard height (870mm) Or A fixed wall mounted food storage cupboard of 1000mm width X 300mm depth and standard height (720mm) to be provided per person	Capacity to be increased proportionately for each additional occupant.
(vii) Fridges and freezers	A large standard sized combined fridge/freezer	A refrigerator with a minimum capacity of 0.15m^3 and a freezer with a minimum capacity of 0.11 m^3	Fridge/freezer capacity to be increased proportionately for each additional occupant.
(viii) Refuse disposal	The refuse facilities should not cause problems of hygiene or attract pests and should not obstruct the means of escape in case of fire. Note: Mandatory conditions require the licence holder to comply with any scheme which is provided by the local housing authority to the licence holder and which relates to the storage and disposal of household waste at the HMO pending collection.	Suitable and sufficient numbers of receptacles should be provided for household waste and recycling. Receptacles should be suitable for separating recyclable waste from residual waste while awaiting collection both within the unit of accommodation and outside.	Suitable and sufficient additional receptacles according to the number of occupants
(ix) Extractor fans	An electrical extractor fan** Fan to be in accordance with approved document F under the Building Regulations 2010.	Mechanical ventilation to the outside air at a minimum extraction	

		rate of 60 litres per second or 30 litres per second if the fan is sited adjacent to the hob. (This is in addition to any windows).	
Fire blankets	*Refer to fire precautionary facilities / fire safety*		
Kitchen floors, walls and ceilings	Kitchen floors should have a suitable floor covering that is slip resistant, impervious and easily cleansable. Kitchen walls adjacent to cookers, sinks and food preparation areas shall be provided with impervious splash-backs Kitchen ceilings to be in good repair.		
Dining facilities	There should be space to eat meals either within the kitchen or in a separate dining or living room (see room sizes below)		

**CIEH Amenity Standards for HMOs, 1994

Please note that, other than a separate dining room, only in certain circumstances will it be acceptable for any of the facilities above to be located outside the kitchen. By agreement with the case officer, it may be acceptable to locate them in an adjacent utility room or a cupboard directly off the kitchen.

Conservatories are unlikely to meet the requirements of the current Building Regulations in terms of fixed heating and thermal insulation and will therefore not be counted as a bedroom, lounge, dining room or kitchen unless they meet the relevant requirements

4. Kitchens within bedsits

The Regulations refer to units of living accommodation without shared basic amenities as follows:

4. (1) Where a unit of living accommodation contains kitchen facilities for the exclusive use of the individual household, and there are no other kitchen facilities available for that household, that unit must be provided with –

(a) adequate appliances and equipment for the cooking of food;
(b) a sink with an adequate supply of cold and constant hot water;
(c) a work top for the preparation of food;
(d) sufficient electrical sockets;
(e) a cupboard for the storage of kitchen utensils and crockery; and
(f) a refrigerator

(1A)The standards referred to in paragraphs (a) and (f) of sub-paragraph (1) shall not apply in relation to a unit of accommodation where –
(a) The landlord is not contractually bound to provide such appliances or equipment;
(b) The occupier of the unit of accommodation is entitled to remove such appliances or equipment from the HMO; or
(c) The appliances or equipment are otherwise outside the control of the landlord.

The following table shows the facilities that should be provided within the bedsitting room:

FACILITY	MINIMUM STANDARD	EACH UNIT
(a) Cookers	Cooking facilities to include a minimum of 2 hob rings (4 if provided for more than 1 person), an oven and grill** (minimum size 482mm width X 430mm depth and 418mm height) **Finished Hob height** - should be level with adjacent work surfaces **Splash backs** – all cooking facilities should be provided with adequate impervious splash-backs (minimum height being not less than 300mm)	Per unit
(b)Sink with hot and cold water	A fixed impervious sink with a drainer. It should be provided with an adequate and wholesome supply of cold water and an adequate supply of constant hot water **Drainers** – where drainers are not integral to the sink, these should be	Per unit **Sinks** - minimum overall size: 620 x 500 x 160mm. **Bowl:** 340 x 400 x 150mm

	fixed and specially designed for the purpose (freestanding type will not be acceptable) or be an integral part of the fixed work surface and drain properly into the sink provided **Splash-backs** - All sinks should be provided with an adequate impervious splash-back (minimum height being not less than 300mm) and should be properly sealed between the sink and splash-back using a proprietary sealant.	
(c)Worktop	The worktop should be secure, fixed and of an impervious material **<u>Standard height for work tops –</u>** Finished height should be between 900m -910mm, dependent upon work surface thickness used (30mm – 40mm) **Splash-backs** - All work surfaces should be provided with an adequate impervious splash-back (minimum height being not less than 300mm) and should be properly sealed between the worktop and splash-back using a proprietary sealant.	Minimum size 600mm X 1000mm**
(d) Electric sockets	Points should be set at a convenient height and safe position above the work surface	4 sockets (2 doubles) Additional dedicated sockets are required for a cooker and refrigerator**.
(e)Cupboards	A floor or wall mounted cupboard. The space below the sink unit is not acceptable to comply with this standard.	A floor based food storage cupboard of 500mm width and standard depth and height or a wall mounted food storage cupboard of 1000mm width and standard depth and height
(f) A fridge	A Standard sized under work surface refrigerator Minimum size approximately: 590mm width X 490mm depth X 830mm height	A refrigerator with a minimum capacity of $0.15m^{3}$ **

Flooring to all kitchen areas	Kitchen floors should have a suitable floor covering that is slip resistant, impervious and easily cleansable.	Should extend 800mm from all units and have an edging strip to secure the edges and / or to mark the edges of carpets

**CIEH Amenity Standards for HMOs, 1994

4 (2) Where there are no adequate shared washing facilities provided for a unit of living accommodation as mentioned in paragraph 2, an enclosed and adequately laid out and ventilated room with a toilet and bath or fixed shower supplying adequate cold and constant hot water must be provided for the exclusive use of the occupiers of that unit either –

(a) within the living accommodation; or

(b*) within reasonable proximity to the living accommodation*

These amenities should be located not more than 30 metres away on the same floor, or normally no more than one floor distant from the unit of accommodation**.

Standard of facilities as already indicated in points A – J in section 2 above.

5. Fire Precautionary Facilities / Fire Safety

Owners of HMOs are responsible for ensuring adequate fire safety measures to protect all occupiers.

With regard to fire precautions, the Regulations specify that -
***5. Appropriate fire precaution facilities and equipment must be provided of such type, number and location as are considered necessary**.*

Guidance on fire safety is contained in the LACORS guidance document - '**HOUSING – FIRE SAFETY, Guidance on fire safety provisions for certain types of existing housing**'.

The LACORS guide can be viewed via the following link:
http://www.cieh.org/library/Knowledge/Housing/National_fire_safety_guidance_08.pdf

If an HMO meets the relevant standards in this guidance, the local authority should be satisfied that the HMO is reasonably suitable for occupation in terms of fire safety.

For HMOs with a common-way escape route (usually only in larger houses divided into bedsits or flats), owners should also have regard to the **Regulatory Reform (Fire Safety) Order 2005** and the related **Fire Safety Risk Assessment Sleeping Accommodation Guide**.

N.B. A fire risk assessment must be carried out in accordance with the Regulatory Reform (Fire Safety) Order 2005.

All recommendations should only be drawn up by persons with appropriate fire experience and all recommendations must be approved by the respective Fire Authority via appropriate consultation.

Risk Assessment:
HMOs can comprise a wide range of property types, occupancy arrangements and occupier type. Fire risks in houses in multiple occupation (HMOs) can be complex.
It is not possible to offer a single solution to fire safety which can be applied broadly.
Fire safety solutions must instead be based on the level of risk at a particular property.
Local authority officers will normally inspect the property and specify works having regard to the LACORS guidance.

Despite this risk-based approach, some basic fundamental principles apply to fire safety.

Brief guide to HMO fire safety:
The following information may be of use when interpreting what fire safety measures to provide to meet the recommendations in the LACORS guidance.

General fire safety principles:
The fire safety approach adopted in the LACORS guide is to provide early warning of any fire to all occupiers and to ensure that they can safely evacuate the building to a place of safety.

The following information is taken from the LACORS guidance document –
'**HOUSING – FIRE SAFETY, Guidance on fire safety provisions for certain types of existing housing**'

Escape routes:
The usual escape route for HMO properties will be down the main staircase and out the front door. Therefore this staircase and any associated halls and landings should be protected from fire as follows:

Fire doors:
- The doors to rooms leading onto the escape route should be self-closing fire doors complying with BS EN 1154:1997 (for example, hydraulic overhead closers), normally 30-minute fire resisting, fitted with intumescent strips and cold/brush smoke seals. The door should be hung on 3 steel hinges and it should latch properly into the frame. Room door locks should normally be of a thumb turn type e.g. Yale 81 or 91.

(Cold/brush smoke seals restrict the passage of smoke and intumescent strips expand during a fire to seal any gaps around the door).

- In some situations good quality, well-fitting, solid timber doors of a minimum thickness of 44mm may be acceptable.

Partitions:
- The partitions separating rooms from the escape route should be fire-resisting, normally to a 30-minute standard.

- Similarly, the partitions between rooms should be fire resisting, normally to a 30-minute standard.

Low risk rooms:
- There is usually no need to provide protection to bathrooms and shower rooms or WC compartments which open onto protected routes.

Escape route safety:
- The escape route should be kept free from obstructions such as bicycles, push-chairs, furniture and stored items.

- And be free from anything that could start or fuel a fire, such as combustible materials, cookers, portable heaters, gas bottles, unenclosed gas or electric meters.

- Cupboards in the escape route or cupboards under stairs should be lined inside to provide a 30-minute fire resistance. The doors to these cupboards should also provide 30 – minute fire resistance and be fitted with intumescent strips and cold/brush smoke seals. A 'Keep Locked Shut' sign should be fitted to each cupboard door.

Exit from the property:
- The main escape staircase should lead directly to a final exit without passing through another room.

- When occupants get to the front door they need to be able to open it without the use of a key, card or code. This usually means providing a 'thumb-turn' device on the inside of the door to replace the internal key-operated device. A key is still used when entering the house from the outside.

Automatic Fire Detection
The presence of a properly installed and maintained automatic fire detection and warning system will alert occupiers to the presence of a fire in its early stages. It will also enable them to evacuate to a place of safety before the escape routes become blocked by smoke or are directly affected by fire. It should also announce the presence of a developing fire in any hidden areas such as storerooms and cellars.

All HMOs should have an automatic fire detection and alarm system

Types of fire alarm
The type of alarm required will depend on the type of property, how it is occupied, the number of storeys and various other factors.
Grade A and Grade D systems (BS 5839) are the usual type specified for HMOs and sometimes circumstances demand the installation of both (known as a mixed system).

Grade A system
- These systems are generally only required in larger properties occupied as bedsits and self-contained flats.

- This system comprises a set of electrically operated smoke and/or heat detectors, separate sounders and manual call points. These are all linked to a control panel.

- Alarm bells or electronic sounders should achieve a minimum sound level in bedrooms of 75 dBA when all doors are shut, to arouse sleeping occupants.

Grade D system
- These systems are required in smaller properties such as shared houses.

- This system has one or more interlinked, mains-powered smoke and/or heat alarms each with an integral battery standby supply.

- The alarms are normally powered from the local lighting circuit.

- There is no control panel with this system and maintenance is simpler.

Grades of automatic fire detection and warning systems are specified in BS 5839: parts 1 and 6.

Floors and ceilings:
In addition to providing a protected escape route, it is necessary to restrict the spread of fire and smoke from one unit of accommodation to another
- In most premises floor/ceiling separation between units of accommodation (and between units and the escape route) should provide a standard of fire resistance of 30 minutes.
- However, in high risk areas such as basements, cellars and in mixed use buildings where there is also commercial accommodation it should be 60 minutes.

Basements and lower ground floors:
A fire in a basement or lower ground floor will spread to the ground floor and may prevent occupants from getting out the front door. Even if a fire does not spread to this area, it may become filled with smoke.
- Therefore, the fire separation between the basement and the ground floor (including the staircase soffit and spandrel) should be 30-minute fire resisting.
- A 30-minute fire resisting door should be fitted at the top of the basement stairs, and another at the foot of the basement stairs.
- There should be a separate exit from these basement/lower ground floor rooms.

Cellars and unoccupied basements:
Even if unoccupied, a cellar may present an increased risk of fire due to the presence of electric and gas meters, items stored and general neglect.
- Therefore these areas should also be 30-minute fire separated from the rest of the house.

Emergency lighting:
In some premises emergency lighting is installed to light the escape route if mains power fails, (BS 5266)

Inner rooms:
A room where the only escape route is through another room is termed an ‘inner room’ and if it is a bedroom this arrangement poses a risk to its occupier if a fire starts unnoticed in the outer room. Therefore this arrangement should be avoided though additional fire precautionary work may be possible in certain circumstances to overcome the risk.

Escape windows:
In some situations escape through a window is permitted if it meets certain requirements for height from the ground and size of opening. It should also lead to a place of ultimate safety.

Fire blankets and fire extinguishers:
The provision of fire blankets and simple fire extinguishers can be useful in restricting the development and spread of small fires in their early stages.
- Fire blankets are recommended in kitchens of all premises.

- The LACORS guide recommends the provision of fire extinguishers on all floors, **however, local authorities do not normally require them**. This is due to the need for training, for regular maintenance and problems with extinguishers being maliciously set off or played with.

Surface finishes:
In the early stages of a fire, the safety of a building's occupants can be affected by the properties of surface linings and the finishes of walls, ceilings and soffits. Rapid spread of flame across surfaces allows the fire to spread more quickly through the building, thereby reducing the time for escape.
- There should be no highly combustible wall, ceiling or soffit surfaces in the escape route. For example, wood panelling or polystyrene tiles.

Mixed commercial and residential use:
A fire occurring at night in commercial premises under or within a residential dwelling may not be noticed until well developed.
- Generally there should be 60-minute separation between the two uses: and
- Automatic fire detection in the commercial parts should be linked to the residential system.

Management and maintenance of fire safety:
Whatever physical fire safety measures are provided in residential accommodation, their effectiveness will only be as good as their management and maintenance.
- HMO accommodation will require ongoing attention to ensure fire safety measures remain effective.

6. Room sizes

Mandatory conditions imposed under The Licensing of Houses in Multiple Occupation (Mandatory Conditions of Licences) (England) Regulations 2018 impose minimum room sizes for sleeping accommodation as:

6.51 m2 for one person over 10 years of age

10.22 m2 for two persons over 10 years of age

4.64 m2 for one child under the age of 10 years

It is also a mandatory condition that any room of less than 4.64 m2 may not be used as sleeping accommodation and the landlord will need to notify the local housing authority of any room in the HMO with a floor area of less than 4.64 m2.

Any area of the room in which the ceiling height is less than 1.5m cannot be counted towards the minimum room size.

In addition local housing authorities are required to impose conditions specifying the maximum number of persons over 10 years of age and/or persons under 10 years of age who may occupy specified rooms provided in HMOs for sleeping accommodation.

The mandatory room size conditions are however the statutory minimum and are not intended to be the optimal room size. Local housing authorities have the discretion to set their own higher standards within licence conditions, but must not set lower standards.

In order to ensure adequate space and prevention of overcrowding the following standards/room sizes would be expected in normal circumstances:

The standards for room sizes are contained in the Chartered Institute of Environmental Health (CIEH) Amenity Standards for HMOS, 1994.

7. (1) a child will be considered as a separate person/occupant in terms of these standards

(2) When determining whether it is suitable for occupation, the minimum room sizes are also subject to each room being of a shape offering adequate useable living space and 10% flexibility may be applied to standards should additional facilities exist

Please note that where a ceiling is sloping, only the floor area where the ceiling height is 1.5metres or higher can be counted**.

Room sizes for SHARED HOUSES

Occupancy type	**Minimum room size**	**Other facilities**
Single Bedroom -	Minimum size should be 6.51m^2 ** (minimum floor to ceiling height should be no less than 2.4m)**	Shared bathroom of adequate size - as above Shared kitchen to be an appropriate size to provide the number and size of facilities as described in section 3.
Double Bedroom - i.e. bedrooms for married couples / co-habitees / civil partnerships	Minimum size should be 10.22m^2 ** (minimum floor to ceiling height should be no less than 2.4m)**	Shared bathroom of adequate size - as above Shared kitchen to be an appropriate size to provide the number and size of

		facilities as described in section 3.
Kitchen without dining facilities in it		Shared bathroom of adequate size - as above
Kitchen shared by 1 – 3 persons	Minimum size should be 5m²	Minimum bath size – 1700mm X 800mm
Kitchen shared by 4 persons	Minimum size should be 6m²	Minimum shower size– 800mm X 800mm
Kitchen shared by 5 persons	Minimum size should be 7m²	where practicable, shared bathroom to be provided not more than one floor distant from any user.
Kitchen shared by 6 persons	Minimum size should be 9m² **	
Kitchen with dining facilities in it		Shared bathroom of adequate size - as above
Kitchen/diner shared by 1-3 persons	Minimum size should be 10m²	
Kitchen/diner shared by 4-6 persons	Minimum size should be 11.5m² **	
Size of Living room/diner where kitchen has no dining facilities in it		
Living/diner shared by 1-3 persons	Minimum size should be 8.5m²	
Living/diner shared by 4-6 persons	Minimum size should be 11m² **	

**CIEH Amenity Standards for HMOs, 1994

By agreement with the case officer it may be acceptable for kitchen room sizes to be lower than specified so long as the layout adequately enables those sharing the facilities to store, prepare and cook food.

Room sizes for BEDSITS

Occupancy type	Minimum room size	Other facilities
Single bedsit or studio with kitchen facilities within the room One-roomed unit Two or more -roomed unit	Minimum size of bedsit or studio should be 13m^2 Minimum size of bedroom should be 6.51m^2 Minimum size of living room should be 9m^2 Minimum size of living room/kitchen should be 11m^2 Minimum floor to ceiling height should be no less than 2.4m (does not include bathroom size)**	Shared bathroom of adequate size - as above
Double bedsit or studio with kitchen facilities within the room ie bedsits and studios for married couples / co-habitees / civil partnerships One-roomed unit Two or more -roomed unit	Minimum size should be 15m^2 Minimum size of bedroom should be 10m^2 Minimum size of living room should be 12m^2 Minimum size of living room/kitchen should be 15m^2 Minimum size of living room/bedroom should be 14m^2 Minimum floor to ceiling height should be no less than 2.4m (does not include bathroom size)**	Shared bathroom of adequate size - as above

Single bedsit or studio with a kitchen elsewhere One-roomed unit Two or more -roomed unit	Minimum size should be 10.5m^2 Minimum size of bedroom should be 6.5m^2 Minimum size of living room should be 9m^2 Minimum size of living room/kitchen should be 11m^2 Minimum floor to ceiling height should be no less than 2.4m **	Shared bathroom of adequate size - as above Shared kitchen to be an appropriate size to provide the number and size of facilities as described in section 3.
Double bedsit or studio with a kitchen elsewhere ie bedsits and studios for married couples / co-habitees / civil partnerships One-roomed unit Two or more -roomed unit	Minimum size should be 14m^2 Minimum size of bedroom should be 10 m^2 Minimum size of living room should be 12 m^2 Minimum size of living room/kitchen should be 15m^2 Minimum size of living room/bedroom should be 14m^2 Minimum floor to ceiling height should be no less than 2.4m **	Shared bathroom of adequate size - as above Shared Kitchen to be an appropriate size to provide the number and size of facilities as described in section 3.

**CIEH Amenity Standards for HMOs 1994

Room sizes for HOSTEL, BED & BREAKFAST, GUESTHOUSES

Occupancy type	Minimum room size	Other facilities
Bedrooms - with a kitchen elsewhere		Shared bathroom of adequate size - as above
1 person	Minimum size should be 6.5m^2	All common rooms kitchens, living rooms, dining rooms shall be calculated on the basis of 1m^2 per person, this shall include one area of at least 15m^2
2 persons	Minimum size should be 10m^2	
3 persons	Minimum size should be 15m^2	
4 persons	Minimum size should be 19.5m^2	
5 persons	Minimum size should be 24m^2 **	
	(minimum floor to ceiling height should be no less than 2.4m)	
Bedrooms – with kitchen facilities within the room		Shared bathroom of adequate size - as above
1 person	Minimum size should be 10m^2	All common rooms kitchens, living rooms, dining rooms shall be calculated on the basis of 1m^2 per person, this shall include one area of at least 15m^2
2 persons	Minimum size should be 14m^2	
3 persons	Minimum size should be 18.5m^2	
4 persons	Minimum size should be 23m^2	
5 persons	Minimum size should be 28m^2 **	
	(minimum floor to ceiling height should be no less than 2.4m)	

Background Documents taken into consideration:-

- CIEH Amenity Standards for HMOS 1994
- CIEH Guidance on enforcement of excess cold hazards in England 2011.
- Fire Safety Risk Assessment: Sleeping accommodation - 2006
- Housing Health & Safety Rating System (HHSRS) Operating Guidance and HHSRS Enforcement Guidance, both issued by CLG in February 2006
- LACORS Housing – Fire Safety Guidance 2008

- Regulatory Reform Order (Fire Safety) Order 2005
- Fire Safety Risk Assessment Sleeping Accommodation 2006
- The Licensing & Management of Houses in Multiple Occupation & Other Houses (Miscellaneous Provisions) (England) Regulations 2006 - Schedule 3

Participating Local Authorities

APPENDIX A

Acceptable heating and insulation guidance

(The information in this Appendix is taken from the CIEH Guidance on enforcement of excess cold hazards in England 2011).

1. Heating

1.1 Full Gas Central Heating (**shared houses**)
A whole house gas fired central heating system should satisfy the design and installation requirements of British Standard 5449: 1990 and be in accordance with Part L of the current Building Regulations.
The system shall be capable of maintaining the following internal temperatures when the external temperature is –1˚C
Living room and dining room 21˚C
Bathroom 22 ˚C
Elsewhere 18 ˚C
Sizing of the boiler and radiators shall be determined using an approved Domestic Central Heating Calculator and approved radiator manufacturer's sizing tables.

Radiators shall be so sited as to ensure even distribution of heat whilst minimising heat loss through walls and windows.

The following controls shall be provided:

• A room thermostat suitably positioned
• A programmer
• Thermostatic Radiator Valves on all radiators except on the one in the room containing the room thermostat (usually the hall).

Installation and testing should be carried out in strict accordance with the manufacturer's instructions, the Gas Safety (Installation and Use) Regulations 1994 (as amended) and the relevant British Standards/Codes of Practice applicable to domestic gas installations.

A copy of the Manufacturer's instructions should be left with the occupiers.

Note: Prior to installation of a combination boiler, the water pressure available in the dwelling at peak time should be tested to confirm that it is capable of providing the maximum hot water flow rate specified in the chosen boiler manufacturer's schedule.

Where it is established that there is insufficient water pressure for a combination boiler, a conventional boiler shall be used, coupled with an indirect high performance hot water cylinder. As a guide a combination boiler shall be capable of providing domestic hot water at a draw off rate of at least 9.5 litres per minute at a temperature rise of 35˚C.

1.2 Full Gas Central Heating (Bedsit type HMO, landlord control, heating only)
A whole house gas fired central heating system should satisfy the design and installation requirements of British Standard 5449: 1990 and in accordance with Part L of the current Building Regulations.
The system shall be capable of maintaining the following internal temperatures when the external temperature is –1˚C:
Bed sitting rooms, communal living/dining room 21˚C
Bathrooms 22˚C
Elsewhere, including common landings/stairs 18˚C

Sizing of the boiler and radiators shall be determined using an approved Domestic Central Heating Calculator and approved radiator manufacturer's sizing tables.

Radiators shall be so sited as to ensure even distribution of heat whilst minimising heat loss through walls and windows. All radiators shall be fitted with thermostatic radiator valves.

All controls, including the programmer and provision of boiler interlock shall be in accordance with a recognised standard for a communal heating system, and be compliant with Part L of the current Building Regulations.

The programmer and room thermostat should be accessible to the tenants. If this is not possible, the heating should be programmed to be on all the time except for up to 7 hours at night.

Installation and testing should be carried out in strict accordance with the manufacturer's instructions, the Gas Safety (Installation and Use) Regulations 1994 as amended and the relevant British Standards/Codes of Practice applicable to domestic gas installations.

A copy of the Manufacturer's instructions should be left with the occupiers.

1.3 Full Electric Heating – Shared houses (Storage heaters)
A full electric heating system should be designed and installed for the dwelling using off peak storage heaters.

The system shall be capable of maintaining the following internal temperatures when the external temperature is –1˚C:

Living room 21˚C
Bathroom 22˚C
Elsewhere 18 ˚C

The system shall include the following: The living room shall be provided with a fan assisted combination storage heater with thermostatically controlled top up convector heater.

The main bedroom, kitchen, hallway, and any other bedroom with a design heat loss of 600w or over shall be provided with storage heaters. Small bedrooms where storage heating is deemed inappropriate shall be provided with wall mounted electric panel heaters with timers and electronic thermostats.

Bathrooms where practicable shall be provided with storage heaters or otherwise with on peak down flow heaters.

All storage heaters shall have automatic charge control and a thermostatically controlled damper outlet.

For sizing and positioning of storage heaters regard shall be had to the method set out in DOM 8: Guide to the Design of Electric Space Heating Systems, The Electrical Heating and Ventilation Association, 2006. In particular the system shall be designed so that 90% of the annual heat requirement is available at the off peak rate.

All works to comply with the latest edition of the IEE Regulations and Part P of the current Building Regulations.

1.4 Full Electric Heating – Bedsit HMO (Storage heaters)
A full electric heating system should be designed and installed for the whole building using off peak storage heaters. The system shall be capable of maintaining the following internal temperatures when the external temperature is –1˚C:

Bedsitting rooms 21 ˚C
Bathroom 22 ˚C
Elsewhere, including common landings 18 ˚C

All bedsitting rooms shall be provided with a fan assisted combination storage heater with thermostatically controlled top up convector heater.

Kitchens of sufficient size and bathrooms where practicable shall be provided with storage heaters or with on peak down flow heaters otherwise.

All storage heaters shall have automatic charge control and a thermostatically controlled damper outlet.

For sizing and positioning of storage heaters regard shall be had to the method set out in DOM 8: Guide to the Design of Electric Space Heating Systems, The Electrical Heating and Ventilation Association, 2006. In particular the system shall be designed so that 90% of the annual heat requirement is available at the off peak rate.

All works to comply with the latest edition of the IEE Regulations and Part P of the current Building Regulations

2. Insulation

Walls

2.1 Dry lining (solid walls)
Thermal insulation to solid walls can be improved by dry lining external solid walls with a proprietary thermal check/vapour check dry insulated lining system installed strictly in accordance with the manufacturer's instructions. The thickness of the insulation shall be such as to comply with the requirements set out in Building Regulations - Approved Document L1B (Existing Buildings) for Renovation of Thermal Elements.

Special care should be taken during the fixing process to minimise piercing of the vapour check; the insulation shall be continuous at edges, corners and salient features such as beams, columns and window heads/reveals so as to reduce local paths of high heat loss.

2.2 Cavity Wall Insulation
Thermal insulation to cavity walls can be improved by providing cavity wall insulation using a proprietary method, in accordance with relevant British Standards/Agrément Certificates as appropriate (urea formaldehyde foamed insulant should not be used). The resultant U value of the walls shall be as close as is practical to 0.35w/m2˚C.

Prior to installation an assessment of the wall for suitability for cavity fill shall be carried out in accordance with BS8208 and best practice guides from the Cavity Insulation Guarantee Agency (CIGA). Carry out repairs as necessary to the external leaf of the wall, including cracks, spalled masonry, defective mortar joints and pointing to leave in good condition to receive the cavity fill. The cause of any moisture ingress should be identified and remedied.

Holes in the inner leaf and open cavities at wall heads should be sealed. Services, ventilation ducts and flues should be sleeved through both leaves of the wall and precautions taken to isolate polystyrene and polyurethane insulation from hot flues.

Roofs

2.3 Insulation to pitched roof (between ceiling joists)
Thermal loss through the roof can be reduced by installing insulation between the ceiling joists in the roof space.

It is recommended that all roof timbers are checked for damp, rot or infestation and remedied as necessary. Proprietary quilted or loose fill insulation material to BS 5803 should be installed. The insulation shall be applied between and across the top of the ceiling joists.

The depth of insulation to comply with the Building Regulations 2010 is around 270mm. Electrical cables shall be kept above the insulation to avoid overheating.

Ensure that adequate ventilation (including cross ventilation) is provided to the roof space, the amount determined by the angle of the roof pitch. Where loft insulation is installed any cold water storage tanks in the loft shall be fitted with a lid and sides and top insulated, omitting insulation to the underside of the cistern.

Insulate the rising main and all cold water pipes to the loft including overflows with materials conforming to BS5803 and BS5422. Regard shall be had to BS5803 and BS6700 regarding installation of pipe insulation which shall be continuous over all pipes and fittings including junctions.

2.4 Insulation to pitched roof (between rafters – e.g. where there is a loft room)
Thermal loss through the roof where there is a room in the roof space can be reduced by installing insulation between the rafters in the roof space.

Proprietary quilted insulation material should be installed to the main roof between and below the rafters. The depth of insulation to comply with the Building Regulations 2010 is around 270mm.

Purpose-made eaves vents that provide the equivalent of a 25mm continuous ventilation gap should be installed, as well as ventilation at the ridge in order to maintain cross ventilation of the roof space and prevent condensation.

A vapour control layer of 500 gauge polyethylene should be provided on the warm side of the insulation to prevent moist air passing through.

2.5 Insulation to flat roof (concrete deck)
To minimize heat loss through an otherwise sound concrete deck flat roof, a proprietary high density mineral wool (or equivalent) can be installed along with an inverted roof board system. System shall be installed onto the existing waterproof membrane strictly in accordance with manufacturer's instructions. Thickness of board to comply with the maximum U-value in the current Building Regulations.

Allowances should be made for increased height of upstands and for preparation of the roof surface to accept boards in accordance with manufacturer's instructions and to ensure adequate drainage.

Where a concrete deck is not sound, it should be repaired or replaced before undertaking improvement of the insulation.

Proper notice of this work shall be given to the Council's Building Control Officer and a full assessment of the existing roof shall be undertaken by a competent person, including any structural and wind loading calculations recommended by the manufacturer, prior to start on site.

2.6 Flat Roof (Wooden deck, insulation from above)
To minimize heat loss through a wooden deck flat roof, insulation can be installed above the deck.

Thermal insulation should comply with the maximum U-value in the current Building Regulations, and be fitted using a proprietary method strictly in accordance with the manufacturer's instructions.

The required thickness of insulation to achieve the above value should be confirmed with the manufacturer.

The existing waterproof layer should be repaired/prepared to receive thermal insulation and act as the new vapour barrier. If required, the waterproof layer should be stripped, decking repaired as necessary and new high performance vapour barrier bonded or mechanically fixed to the deck using approved methods before insulation is bonded to the deck.

Bond insulation material to vapour control layer using only method specified by the manufacturer.

Allow for increasing height of upstands as necessary.

Provide a new waterproof membrane and ensure a solar reflective finish such as white chippings or solar reflective paint to prevent solar deterioration and leave whole sound and watertight.

Adequate ventilation should also be included in the schedule of remedial works.

2.7 Flat Roof (Wooden deck, insulation between/below joists)
To minimize heat loss through a wooden deck flat roof, insulation can be installed between/below the joists.

Thermal insulation should comply with the maximum U-value in the current Building Regulations, installed using a proprietary method strictly in accordance with the manufacturer's instructions. The required thickness of insulation to achieve the above value to be confirmed with the manufacturer.

The existing ceiling should be taken down complete. Proprietary insulation should be installed between joists, and a thinner layer below the joists to prevent cold bridging, using fixings supplied by manufacturer. Leave a 50mm air gap between the top of the insulation and the timber roof deck and provide ventilation to this space.

Provide a new plaster board ceiling incorporating a vapour barrier.

Floors
2.8 Insulation to ground floor (suspended timber)
Mineral wool insulation to a ground floor with access from below should be supported by netting between the floor joists strictly in accordance with the manufacturer's instructions to comply with the maximum U-value in the current Building Regulations.

Gaps between floorboards and skirting boards should be filled with sealant (care must be taken not to block under floor air vents).

3. VENTILATION

Windows and doors
3.1 Double glazed window(s)/door(s)
Double glazed windows should comply with the current Building Regulations Part L.

3.2 Secondary Glazing
A proprietary secondary glazing system set in an aluminium or plastic frame shall be installed in accordance with the manufacturer's instructions.

The air gap between the existing and secondary glazing shall be a minimum of 20mm. Secondary glazing shall be draught stripped while the existing windows shall be left without seals.

The selected system should be easily openable for rapid ventilation and be capable of being left slightly open to allow trickle ventilation into the room.

3.3 Draught Proofing – general
Proprietary draught strips should comply with BS7386: 1997 and installation shall be in accordance with BS Code of Practice 7880: 1997 and manufacturer's instructions.

3.4 Draught Proofing External Doors
Suitable draught strips for the top and sides shall be in good quality rubber (EPDM, silicone), sheathed foam or nylon brush, with rigid PVC-U or aluminium carriers nailed or screwed to the door frame. Seals fitted within the gap between the door and frame shall have a range of 6mm with a compression allowance of 3mm.

A letter box draught cover and aluminium threshold seal incorporating flexible draught and weather strips should also be provided.

3.5 Draught Proofing Wooden Windows
Where applicable draught strips shall be angled blade seals or rubber tube fixed to carriers for casement windows and brush pile bonded to carriers for sliding sash windows. Self-adhesive options should be avoided where possible. Ensure that the strips are suitably sized for the gaps to be covered.

3.6 Draught proofing Steel Frame Windows
Specialist draught strips may be needed for these windows as they often have very small gaps, especially on the hinge side. These include tube and 'V' seals, fixed face seals, and clip on seals where a carrier is fitted into position over the thin steel section of the frame