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Council

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Housing Standards for Houses in Multiple Occupation – HMOs

Revised 2015

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Foreword

The standards contained in this document are for guidance, and are to be applied to both licensable and non-licensable Houses in Multiple Occupation (HMO). They have been developed to address hazards to health assessed as being the most serious for this type of property under the Housing Health & Safety Rating System. Guidance on the servicing, maintenance and management of HMOs is also detailed. These standards will be revised from time to time in accordance with good practice.

Definitions of HMOs

In general terms a property is a HMO if it is occupied by persons who do not form a single household and who share one or more basic facility; personal washing, WC or cooking facilities. This includes houses and self-contained flats. Section 254 of the Housing Act 2004 defines the meaning of “house in multiple occupation” in detail.

Unless otherwise detailed these standards apply to the 3 main categories of HMO; Category A – bedsit, Category A2 – bedsit occupied in a hostel style and Category B – shared houses.

Whilst the standards have been designed to be appropriate for a wide range of the most common types of HMO, the diversity of HMOs means it is not always possible to make provision for every eventuality. Where owners or managers are uncertain of any aspect of the application of these standards, the Council will be pleased to discuss possible variations appropriate for any individual HMO.

Category A – Bedsit

These are premises comprising of multiple units of accommodation that are rented as individual lettings. The landlord often selects the tenants and issues individual tenancy agreements which give exclusive use of certain rooms, usually a single room which includes sleeping and living space. Occupiers will usually share personal washing, WC and cooking facilities, but do not usually have a communal living room. The rental agreement would be to an individual or household and will usually detail the parts of the HMO they may occupy.

Examples of Bedsit type HMOs:

- Single room for exclusive use by the occupant sharing some/all personal washing, WC and cooking facilities.
- Multi-room letting for exclusive use of the occupant sharing some/all personal washing, WC and cooking facilities.
- Non self-contained flat – single or multi room letting for exclusive use by the occupant sharing some/all personal washing, WC and cooking facilities.

Please note the presence of a shared communal living room does not make a HMO a shared house.

Category A2 – bedsit occupied in a hostel style

Properties which are occupied in a hostel style manner are intended for groups of occupiers that due to their specific situation could not access a normal tenancy and need temporary

accommodation in the area. Such properties are still required to provide certain facilities and meet minimum room sizes. A HMO falls into the category of hostel style if it provides temporary accommodation to people with no other permanent place of residence or provides accommodation to people in conjunction with treatment or an application process such as rehabilitation or asylum seeking. This category of HMO may also include residential properties provided to workers on a temporary basis as part of a short term contracts of employment in the area. In such cases it is expected that the work/accommodation is for a predetermined period of time which is substantially shorter than what could be catered for through an assured short hold tenancy. It would also be expected that workers in Category A2 houses have family links and permanent accommodation elsewhere, where they often return for weekends or holidays, making it unlikely they become long term residents of the area. If a property is to be used as a Category A2 HMO, it is expected that the whole property is dedicated to this type of occupation, for one specific group of occupiers.

Please note the provision of short term tenancies or a high turnover of occupants does not make a HMO a hostel style. If you believe your HMO to be occupied in a hostel style, please contact Housing Standards to discuss the standards you should comply with. Housing Standards – Private Sector Housing, Civic Office, Waterdale, Doncaster, DN1 3BU, 01302 862016, email: housing.standards@doncaster.gov.uk

Category B – Shared houses

This type of HMO is rented to a group of people on one contract (group/joint contract) typically a group of students or professionals who have collectively opted to live together as a preformed group for a predetermined period of time. Occupiers can still have exclusive use of a bedroom and would share personal washing, WC and cooking facilities. There must be a communal living/dining room which is shared by all occupants. Shared houses are usually smaller HMOs and it is unlikely that sharing arrangements by larger groups would be able to demonstrate the communal living environment and close personal links between tenants expected for this category of properties.

Please note that the presence of locks of bedroom doors within a shared house may result in the requirement for a higher specification of fire detection.

Self-contained flats

It should be noted that a property consisting of self-contained flats can also be classed as a HMO if:

- The building works undertaken in connection with the conversion did not comply with the appropriate building standards and still does not comply with them; and
- Less than two-thirds of the self-contained flats are owner occupied.

Properties that have been erected or converted into dwellings which are self-contained may still be classed as a HMO if they meet the self-contained test detailed in section 254 of the Housing Act 2004. HMOs containing self-contained flats that do not have building approval may also fall under the definition of a converted block of flats under section 257. S257 HMOs are subject to the requirements of The Licensing and Management of Houses in Multiple Occupation (Additional Provisions)(England) Regulations 2007. For further information in relation to s257

HMOs, please contact Housing Standards – Private Sector Housing, Civic Office, Waterdale, Doncaster, DN1 3BU, 01302 862016, email: housing.standards@doncaster.gov.uk

Single household

Section 258 of the Housing Act 2004 details the criteria for persons not forming a single household in relation to HMOs under s254. Persons are to be regarded as not forming a single household unless:

- they are all members of the same family, or
- their circumstances are circumstances of a description specified for the purposes of this section in regulations made by the appropriate national authority

A person is a member of the same family as another person if:

- those persons are married to each other or live together as husband and wife (or in an equivalent relationship in the case of persons of the same sex);
- one of them is a relative of the other; or
- one of them is, or is a relative of, one member of a couple and the other is a relative of the other member of the couple

A “couple” means two persons who are married to each other or live together as husband and wife (or in an equivalent relationship in the case of persons of the same sex);

“Relative” means parent, grandparent, child, grandchild, brother, sister, uncle, aunt, nephew, niece or cousin;

A relationship of the half-blood shall be treated as a relationship of the whole blood; and the stepchild of a person shall be treated as his child.

General Amenity Standards

Heating

Fixed heating is to be provided throughout the property which is capable of efficiently maintaining an indoor temperature of 21°C in all habitable rooms and bathrooms and 18°C in all functioning space (hallways, corridors and passages) when the outside temperature is -1°C. The provision of insulation can assist in meeting this standard.

Heating may be by means of:

- Gas or oil programmable central heating,
- Electric storage heaters,
- Warm air systems,
- Under floor systems,
- Programmable solid fuel central heating. If this system is used, proper fuel storage facilities must be provided outside the building in a position readily accessible to occupiers of each unit; or
- Similarly efficient heating systems which may be developed in the future.

Wherever practical, heaters (excluding radiators) shall be fixed in such a position so as to direct heat towards the centre of the room.

The heating system must be safely installed by a competent person and maintained in a safe and full working order. Gas appliances must be safety inspected annually and certified in accordance with the Gas Safety (Installation & Use) Regulations 1998.

The heating system must be capable of use at all times and be fully temperature controllable by the occupiers of the HMO, both within their exclusive use rooms and communal spaces. If central heating is on a timed supply, where tenants do not have access to the main controls, then supplementary heating must be installed in each unit of accommodation. Where this supplementary heating is provided, it must be from a fixed appliance capable of thermostatically controlled instant heat, connected to a suitable flue and terminal outlet, or dedicated fixed spur socket.

The use of portable paraffin or oil fired heaters and liquefied petroleum gas heaters (LPG or Bottled Gas heaters) will not be acceptable under any circumstances, whether provided by the landlord or the tenant.

Insulation

The level of insulation which is appropriate will vary according to the differences between gas/oil heating systems and the other systems listed above. It is recommended that 270mm of loft insulation is provided. If the existing loft insulation has settled or is less than 100mm in thickness, it should be topped up.

Un-insulated cavity walls should be insulated to satisfy current building standards.

For properties without cavity walls, consideration should be given to external wall insulation in order to compliment a suitable heating system.

Other considerations in relation to efficiency of heating systems include insulation of the eaves void, suspended floors where the joists can be easily accessed from an unoccupied cellar, and the underside of sloping roof areas.

You should consult with the authority's Building Control Team as building approval may be required for certain insulating works.

Electricity supply

Electrical socket outlets shall be provided to individual rooms or lettings to a minimum standard as follows:

- Living rooms – 4 single sockets or equivalent.
- Bedrooms – 4 single sockets or equivalent.
- Bedrooms containing living space – 6 sockets or equivalent.
- Category A bedsits containing kitchen facilities – 3 sockets in suitable locations away from the kitchen and in addition to those require as part of the kitchen facilities (see section 5).

The above number of required sockets is in addition to any which are permanently in use, such as for refrigerators, cookers or water heaters.

Electric cookers must be provided with a dedicated cooker point outlet suitable to the rating of the cooker, and fixed electric space or water heating appliances must also be provided with separate dedicated electric points.

Natural lighting

All habitable rooms should be capable of direct illumination by natural light sufficient to allow normal daytime activity without the need for additional artificial lighting. Total glazed area should be equivalent to at least 1/10th of the floor area and is to be provided with a direct view to the outside environment. (Light tubes are not acceptable).

All kitchens, bathrooms and water closet compartments shall ideally comply with requirements above. All glazing to windows in bathrooms and water closet compartments is to be obscure. Where it is not practicable to provide natural light, adequate artificial lighting shall be provided.

Artificial lighting

All rooms, passageways, staircases and cellars in use shall be adequately lit with suitable switching, including two-way switching to stairs and passageways etc, as necessary.

There should be sufficient switches to operate the lighting on each staircase, landing, corridor or passage and each switch should allow adequate lengths of corridors, passages and stairways to be illuminated at the same time. Time switches will only be allowed on common landings and stairways and should stay on for a sufficient time to allow a person to climb stairs

and enter a room.

Ventilation

All habitable rooms with a window to external air, the openable area of which is approximately 1/20th of the floor area of that room, will satisfy any standard for room ventilation. Alternatively, a suitable ventilation system may be provided in accommodation where non-opening windows are required.

In addition to the above, all kitchens and bathrooms will be fitted with mechanical ventilation, with an overrun device in the bathroom, providing a minimum of 3 air changes an hour.

Security of residents

External doors should be provided with appropriate locks, which should be capable of being opened from the inside without the use of the key, to allow residents to escape in case of emergency. To prevent intruders reaching locks by breaking a pane of glass in or near the door, locks should be fitted away from glazed areas. As an additional safeguard Georgian wired glass or strengthened glass should be used in and around doors.

Windows which are accessible from ground level should be provided with security locks, to which the occupant has a key; except where the window is a designated means of escape, in which case it must be capable of being opened from the inside without the use of a key.

Doors to individual lets within the building should also be capable of being opened from the inside without the use of a key.

Bathrooms and toilets should have locks or privacy bolts.

Refuse, storage and disposal

Waste containers shall be provided to contain all the waste generated at the premises, prior to its off-site disposal.

The Council will issue one (240 litre) wheeled bin per HMO/self-contained flat. The minimum recommended provision is 120 litres of waste capacity per resident. If the Council provided bins are insufficient to the occupancy number you must increase waste capacity.-The Council will provide sufficient bins (if required), boxes and bags to facilitate recycling from the premises. For information about recycling collection services, including details of materials accepted please visit our website www.doncaster.gov.uk/recycling or telephone 01302 736000.

If you do not have an appropriate refuse collection service in place or require further capacity, both the Council and private contractors can provide containers and an appropriate refuse collection service. The Council provide waste and recycling collection services across the borough and understand that all properties are not the same; to this end the council would look to provide a tailored service to suit your needs. Please visit www.doncaster.gov.uk/commercial or contact the Council on 01302 736000 and ask for information on a trade waste.

Properties must be provided with adequate waste storage to meet the need of residents and there should be suitable access and egress if required. Further information can be found in the Waste Storage and Collection Guidance for New Developments. The landlord is responsible for

placing container(s) on his/her premises as not to cause a nuisance. Containers must not be stored on the highway. A suitable hard standing with suitable access for cleansing of the area and removal of containers shall be provided. Container storage should be located in an area away from window openings and habitable rooms and, wherever practicable, at the rear of the premises.

The Council will only empty waste within the bin (with the lid closed). It is the Council's policy not to clear side waste; this will be the responsibility of the residents and/or Landlord/Managers. If side waste hinders the emptying of bins the Council reserves the right not to empty the bins until such time as access is available.

If a bin becomes contaminated it will not be emptied by our contractor until the contamination has been dealt with. It is the residents and/or Landlord/Managers responsibility. If persistent contamination occurs the Council reserves the right to remove provisions as it sees fit.

Doncaster Council classifies waste from your unoccupied rented properties as 'generated as a result of your business' which means that you have a responsibility for ensuring that all waste is disposed of properly and legally. Demolition and construction waste is always classified as industrial waste.

Tenants are householders and may dispose of their waste at household waste recycling centres, recycling bring sites or kerbside collections.

Amenity Standards for Bathroom and Toilet Facilities

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:

- There must be an adequate number of bathrooms, toilets (WC) and wash-hand basins (WHB) suitable for personal washing for the number of persons sharing those facilities.
- A washbasin with a constant adequate supply of hot and cold running water must be provided for each WC. If the WC is separate from a bathroom then a small hand rinse basin will suffice.

The term 'bathroom', as used in the standards, normally means a bathroom containing a bath or shower and a wash hand basin but also includes a shower compartment. The basin should be of an adequate size for normal personal hygiene purposes including personal washing, the cleaning of teeth and shaving.

Amenity provision in relation to total number of persons in HMO

1-4 persons	At least 1 bathroom and 1 WC with WHB(the bathroom and WC may be combined)
5 persons	1 bathroom, AND 1 separate WC with WHB (this can be contained within a second bathroom)
6-10 persons	2 bathrooms, AND 2 separate WCs with WHBs (one of the WCs can be contained within one of the bathrooms)
11-15 persons	2 bathrooms, AND 3 separate WCs with WHBs (but 2 of the WCs can be contained within 2 of the bathrooms).

Where there are no adequate shared personal washing facilities provided for a unit of living accommodation, an enclosed and adequately laid out, ventilated room, with a toilet, bath, or fixed shower, and wash hand basin supplying adequate cold and constant hot water must be provided for the exclusive use of the occupiers of that unit either:

- within the living accommodation; or
- within reasonable proximity and no more than one floor away from the living accommodation

All baths, showers, WCs and WHBs must be fit for purpose.

All baths and wash hand basins in an HMO must be equipped with taps or controls providing an adequate supply of constant cold and hot water and be properly connected to the drainage system via a trapped waste outlet.

All showers must be provided with constant supplies of hot and cold water or hot water at a suitably controlled temperature and be properly connected to the drainage system via a trapped waste outlet.

Hot water may be provided by any of the following methods:

- Piped from storage or boiler e.g. combi and multipoint boilers
- Immersion Heater
- Instantaneous heaters (only to wash hand basins and electric showers) having a minimum rating of 6KW.)

All WCs must be properly connected to the drainage system via a trapped waste outlet.

All bathrooms must be suitably and adequately heated (see page 6 for details) and ventilated (see page 8 for details).

All bathrooms and WCs must be of an adequate size and layout.

- Wash hand basins to be not less than 600mm x 400mm (if in separate WC 250mm x 350).
- Baths to be not less than 1700mm in length and 700mm wide.
- Shower trays to be not less than 750mm x 750mm.

All bathrooms and toilets must be of an adequate size and layout.

Baths and WHBs must have a 300mm waterproof splash back.

Showers must have an impervious surround – either a cubicle or tiled walls and a screen.

The walls and floor coverings of any bathroom or WC must be reasonably smooth and impervious and capable of being readily cleansed.

Lights must be operated by pull cord switches within bathrooms and WCs.

All bathrooms and WCs must be suitably located in or in relation to the living accommodation in the HMO.

- Suitably located bathrooms mean that there shall be bathroom facilities not more than one floor distance from the sleeping accommodation in the case of a **category A HMO** and not more than two floors distant from the sleeping accommodation in relation to **category B HMO**.
- Suitably located WC facilities shall be not more than one floor distant from living and sleeping accommodation.

Amenities shared by two or more households must be accessible from a common area.

Amenity Standards for Kitchen Facilities

Shared kitchens

The following guidance applies when units of accommodation do not contain any facilities for the cooking of food.

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 in a safe and hygienic manner;

In general terms, kitchens must be laid out safely so as not to put users and others at risk.

Walls and floors surfaces must be readily cleansable.

No kitchen facility should be more than one floor distance from the users of that facility. This will not apply in **Category A2 & B HMOs** if communal dining facilities are provided on the same or not more than one floor distance from the kitchen. E.g. a kitchen on the ground floor is not suitable to serve a bedroom on the second floor of a shared house unless communal dining room facilities are provided on the ground or first floor.

The kitchen must be equipped to allow use of the following equipment. If equipment is provided, it must be fit for the purpose intended and supplied in a sufficient quantity for the number of those sharing the facilities. A kitchen shall not be used for more than 2 sets of facilities:

Facility	Category A & Category A2	Category B
Cooking appliances	<p>1 cooker with 4 rings/hotplates, a standard sized oven and a grill per 5 persons. Microwave ovens may be satisfactory as a supplementary cooking appliance in place of 2 rings/hot plates.</p> <p>Where a bedsit type HMO is occupied by up to 7 persons the standard may be met by providing a microwave in addition or a cooker with 6 rings and more than one oven.</p>	<p>1 cooker with 4 rings/hotplates, a standard sized oven and a grill per 5 occupants. Microwave ovens may be satisfactory as a supplementary cooking appliance in place of 2 rings/hot plates.</p> <p>Where a shared house is occupied by up to 9 persons the standard may be met by providing a microwave in addition or a cooker with 6 rings and more than one oven.</p>
Sink and drainer	<p>1 sink, of minimum dimensions 500mm x 600mm, with drainer per 5 persons. Sinks must be supplied with a constant supply of hot and safe</p>	<p>1 sink, of minimum dimensions 500mm x 600mm, with drainer per 5 persons. Sinks must be supplied with a constant supply of hot and safe potable cold water and be properly connected to the drainage system via a suitable trap.</p>

	<p>potable cold water and be properly connected to the drainage system via a suitable trap.</p> <p>Where more than 5 persons occupy a house, the provision of a double-bowled sink & single drainer, or a dishwasher (in addition to a sink) may be treated as meeting this standard up to 9 persons.</p>	<p>Where more than 5 persons occupy a house, the provision of a double-bowled sink & single drainer, or a dishwasher (in addition to a sink) may be treated as meeting this standard up to 9 persons.</p>
Electrical sockets located above a useable worktop space (in addition to any sockets required for major appliances)	At least 4 sockets (2 doubles) per 3 persons plus an additional double socket for each additional household sharing the kitchen up to a maximum requirement of 4 doubles.	At least 4 sockets (2 doubles) per 5 persons plus an additional double socket for each additional household sharing the kitchen up to a maximum requirement of 4 doubles.
Useable worktop or table space of smooth and impervious material.	500mm x 1000mm per 3 persons with an additional 250mm for every additional person sharing the kitchen to a maximum requirement of 2000mm.	500mm x 1500mm per 5 persons with an additional 250mm for every additional person sharing the kitchen to a maximum requirement of 2000mm.
Storage facilities	1 standard 500mm wide base or wall unit plus 30 litres of refrigerated storage space per person. Adequate freezer space is also required.	1 standard 500mm wide base or wall unit plus 30 litres of refrigerated storage space per person. Adequate freezer space is also required.
Refuse facility	Adequate internal and external storage for bins and wheelie bins.	Adequate internal and external storage for bins and wheelie bins.
Extractor fan	To be provided which is capable of achieving 3 air changes an hour.	To be provided which is capable of achieving 3 air changes an hour.
Fire blanket	To be provided and fitted to a fixed surface NOT directly over or opposite the cooker or hob/hotplates.	To be provided and fitted to a fixed surface NOT directly over or opposite the cooker or hob/hotplates.

Where the landlord provides a catering service any facilities which are required to comply with The Food Safety and Hygiene (England) Regulations 2013 must be provided. In addition, some self-catering facilities will need to be provided and the level of facilities required will be

determined on a case-by-case basis, taking into account the level of provision by the landlord. The Council will provide advice on request.

Units with kitchen facilities

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:

Facility	
Cooking appliances	Cooker with 2 rings/hotplates (4 rings/hotplates in provided for more than one person), oven and grill. A microwave can substitute 1 of the rings/hotplate (or 2 rings/hotplates if provided for more than one person).
Sink and drainer	1 sink, of minimum dimensions 500mm x 600mm, with drainer. Sinks must be supplied with a constant supply of hot and safe potable cold water and be properly connected to the drainage system via a suitable trap.
Electrical sockets located above a useable worktop space	A minimum of 3 sockets in addition to those required for major appliances.
Useable worktop or table space of smooth and impervious material.	500mm x 1000mm
Storage facilities	1 standard 500mm wide base or wall unit plus 30 litres of refrigerated storage space per person. Adequate freezer space is also required.
Refuse facility	Adequate internal and external storage for bins and wheelie bins.
Fire blanket	To be provided and fitted to a fixed surface NOT directly over or opposite the cooker or hob/hotplates.

The standard referred to in the above table shall not apply in relation to a unit of accommodation where:

- the landlord is not contractually bound to provide such appliances or equipment;
- the occupier of accommodation is entitled to remove such appliances or equipment from the HMO; or
- the appliances or equipment are otherwise outside the control of the landlord

Space Standards for Category A HMOs

Room sizes must comply with the following standards set out below. All standards for floor space apply whatever the age of the occupants.

The calculation of room size only takes into consideration that part of the room where the ceiling height is greater than 1.5m, and assumes the majority of the room to be of a reasonable height and free of potentially injurious obstructions. Please note all advisory room sizes are exclusive of any en-suite bathroom facilities that may be provided, and exclusive of any floor area that is not effectively useable.

One room units

One person	10m ² - unit not containing kitchen facilities
	13m ² - kitchen facilities within unit
Two persons – living as a co-habiting couple/single house hold	15m ² - unit not containing kitchen facilities
	18.7m ² - kitchen facilities within unit

Multi-room units- (Occupier having exclusive use of several rooms)

One person	Bedroom 6.5m ² , and Living room 9m ² , or Living room & kitchen 11m ²
Two persons – living as a co-habiting/ couple single house hold	Bedroom 10m ² , and Living room 12m ² , or Living room & kitchen 15m ² Or Bedroom & living room 14m ² , and Kitchen of size and layout fit for purpose.

Please note that the sizes for Multi-room units are advisory and we recognise that there may be different layout arrangements that also would give an occupier adequate usable space for living. If your layout does not fall into the above suggested arrangements, please contact us for further advice.

Where separate kitchens are provided the floor space must be a minimum of 2m² per person sharing the facility and no less than 3.7m² - whether the kitchen is shared or for exclusive use. Optimal floor space for kitchens is dependent on suitable design and layout. Please note larger floor space may be required to fit in all required facilities. An additional 1m² per person is required if residents are expected to use dining facilities in the kitchen.

Space Standards for Category A2 HMOs

Room sizes must comply with the following standards set out below. All standards for floor space apply whatever the age of the occupants.

The calculation of room size only takes into consideration that part of the room where the ceiling height is greater than 1.5m, and assumes the majority of the room to be of a reasonable height and free of potentially injurious obstructions.

In no case should a bedroom be occupied by more than two persons and rooms should not be shared unless the individuals concerned consent in writing to share. In any case no persons of the opposite sex shall be required to sleep in the same room unless they are co-habitees.

One room units

One person	6.5m ² - with additional shared living room (not contained within a kitchen or dining room)
	10m ² - no shared living room
Two persons	11m ² - with additional shared living room (not contained within a kitchen or dining room)
	15m ² - no shared living room

Please note all advisory room sizes are exclusive of any en-suite bathroom facilities that may be provided, and exclusive of any floor area that is not effectively useable.

Where shared dining or living rooms are provided, they must be separate from any kitchen, and each other, and be a minimum of 8.5m² for up to 3 persons and 11m² for 4 to 6 persons. An extra 1m² is required within a living room for each addition person sharing the facility.

Where separate kitchens are provided the floor space must be a minimum of 2m² per person sharing the facility and no less than 3.7m², whether the kitchen is shared or for exclusive use. Optimal floor space for kitchens is dependent on suitable design and layout. Please note larger floor space may be required to fit in all required facilities. An additional 1m² per person is required if residents are expected to use dining facilities in the kitchen.

Space Standards for Category B HMOs

Room sizes must comply with the following standards set out below. All standards for floor space apply whatever the age of the occupants.

The calculation of room size only takes into consideration that part of the room where the ceiling height is greater than 1.5m, and assumes the majority of the room to be of a reasonable height and free of potentially injurious obstructions.

One person	6.5m ² - with additional shared living room (not contained within a kitchen or dining room)
	10m ² - no shared living room
Two persons – living as a co-habiting couple/single house hold	11m ² - with additional shared living room (not contained within a kitchen or dining room)
	15m ² - no shared living room

Please note all advisory room sizes are exclusive of any en-suite bathroom facilities that may be provided, and exclusive of any floor area that is not effectively useable.

Where shared dining or living rooms are provided, they must be separate from any kitchen, and each other, and be a minimum of 8.5m² for up to 3 persons and 11m² for 4 to 6 persons. An extra 1m² is required within a living room for each additional person sharing the facility.

Where shared kitchens are provided, the floor space must be a minimum of 2m² per person sharing the facility and no less than 5m². An additional 1m² per person is required if dining facilities are also contained within the same room.

Optimal floor space for kitchens is dependent on suitable design and layout. Please note larger floor space may be required to fit in all required facilities.

Fire Safety

Fire precautions

Appropriate fire precautions and equipment must be provided of such type, number and location as is considered necessary. Such facilities must comply with BS5839, Part 6.

All fire detection, equipment and emergency lighting must be routinely tested and serviced to maintain in full working order.

Landlords or managing agents of HMOs, as 'responsible persons', have a duty to take general fire precautions to ensure, as far as is reasonably practicable, the safety of people on the premises and in the immediate vicinity. For this purpose a Fire Risk Assessment should be carried out in order to:

- identify fire hazards
- reduce the risk of those hazards causing harm to as low as reasonably practicable; and
- decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in the property if a fire does start.

A Fire Risk Assessment is an organised and methodical look at the premises, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises.

National standards for fire safety are contained within the LACORS Guidance document 'Housing - Fire Safety – Guidance on fire safety provisions for certain types of existing housing', which describes appropriate measures for fire safety that may be required in a range of housing situations, including HMOs. This document also sets out when and how to carry out a Fire Risk Assessment.

For a copy of this guidance, and further information regarding the grading of fire detection systems, please visit:

http://www.cieh.org/library/Knowledge/Housing/National_fire_safety_guidance_08.pdf

Fire detection within Category A & A2 HMOs

One or two storeys **with cooking facilities** within bedsit = Mixed system

- Grade D: LD2 coverage – mains powered detection in all circulation spaces that form part of the escape route and heat detectors within the bedsit. These must all be interlinked.
- Grade D smoke detectors in each bedsit (not interlinked).

Three to six storeys **with cooking facilities** within the bedsit = Mixed system

- Grade A: LD2 coverage – mains powered detection in all circulation spaces that form part of the escape route and heat detectors within the bedsit. These must all be interlinked to each other and a control panel.

- Grade D smoke detectors in each bedsit (not interlinked).
- Appropriately sited call points.

One or two storeys **without cooking facilities** within bedsit = Mixed system

- Grade D: LD3 coverage – mains powered detection in all circulation spaces that form part of the escape route with the addition of detection within kitchens, lounges and cellar. These must all be interlinked and appropriate for their location.
- Grade D smoke detectors in each bedsit (not interlinked).

Three to six storeys **without cooking facilities** within the bedsit = Mixed system

- Grade A: LD3 coverage – mains powered detection in all circulation spaces that form part of the escape route with the addition of detection within the kitchens, lounges and cellar. These must all be interlinked and suitable for their location.
- Grade D smoke detectors in each bedsit (not interlinked).
- Appropriately sited call points.

For further information in relation to the fire detection requirements within a Category A HMO, please contact the Housing Standards – Private Sector Housing, Civic Office, Waterdale, Doncaster, DN1 3BU, 01302 862016, email: housing.standards@doncaster.gov.uk

Fire detection with Category B HMOs

One to four storeys with **shared cooking** facilities **no locks** on bedroom doors

- Grade D: LD3 coverage – mains powered detection in all circulation spaces that form part of the escape route and the addition of detection within the kitchens, lounges and cellar. These must all be interlinked and appropriate for their location.

Five to six storeys with **shared cooking** facilities **no locks** on bedroom doors

- Grade A: LD2 coverage – mains powered detection in all circulation spaces that form part of the escape route, the bedrooms, kitchen, lounge and cellar. These must all be interlinked to each other and a control panel and be appropriate for their location.
- Appropriately sited call points.

One to two storeys **shared cooking** facilities **locks** on bedroom doors

- Grade D: LD3 coverage – mains powered detection in all circulation spaces that form part of the escape route with the addition of detection within the kitchens, lounges and cellar. These must all be interlinked and appropriate for their location.
- Grade D smoke detectors in each bedsit (not interlinked).

Three to six storeys **shared cooking** facilities **locks** on bedroom doors

- Grade A: LD3 coverage – mains powered detection in all circulation spaces that form part of the escape route with the addition of detection within the bedrooms, kitchens, lounges and cellar. These must all be interlinked to each other and a control panel and be appropriate for their location.
- Appropriately sited call points.

For further information in relation to the fire detection requirements within a Category B HMO, please contact the Housing Standards – Private Sector Housing, Civic Office, Waterdale, Doncaster, DN1 3BU, 01302 862016, email: housing.standards@doncaster.gov.uk

General

Alternative fire control systems are available, such as sprinkler or mist systems, however if you wish to install such a system, please consult with the Housing Standards Team prior to installation.

In addition to appropriate fire detection, HMOs must also have the following:

- Protected means of escape – walls, floors, ceilings and door sets should be of such construction as to provide 30 minutes fire resistance.
- In high risk areas, e.g. walls, floors or ceilings separating commercial and residential areas, 60 minutes fire resistance is required.
- Where locks are provided on doors, they must have the ability to be opened from the inside without the need for a key.
- Routes of escape to be kept free from obstructions and flammable materials.
- Fire blanket to be provided and fitted in each kitchen facility. The location of the fire blanket should not be directly opposite or above the oven or rings/hot plates.

Fire door sets, emergency lighting and escape windows may be required to achieve adequate separation, fire resistance or a protected escape route within a HMO. For clarification on the requirements within a specific property, please consult with the Housing Standards – Private Sector Housing Team prior to installation at Civic Office, Waterdale, Doncaster, DN1 3BU, 01302 862016, email: housing.standards@doncaster.gov.uk

Other Matters

Housing Health & Safety Rating System

Under Part 1 of the Housing Act 2004 a new method was introduced of assessing whether housing conditions are a risk to the health of occupiers. This is known as the Housing Health & Safety Rating System (HHSRS) and looks at 29 specified hazards to assess the likelihood of an incident occurring that leads to harm of the occupant or their visitors. HHSRS applies to all residential properties regardless of how they are occupied.

When considering renting out a property you should try and assess how safe it is for an individual to live in it. For further information regarding HHSRS please contact the Housing Standards – Private Sector Housing, Civic Office, Waterdale, Doncaster, DN1 3BU, 01302 862016, email: housing.standards@doncaster.gov.uk

Management

The Management of Houses in Multiple Occupation (England) Regulations 2006 set out the responsibilities of the manager of the HMO. The Manager is also given certain responsibilities with regard to the disposal of refuse and litter and the general safety of residents while on the premises. Failure to comply with these regulations could lead straight to prosecution.

The Regulations also require the occupiers or tenants of the property to take reasonable steps and to generally behave in a tenant-like manner.

For further information regarding HHSRS please contact the Housing Standards – Private Sector Housing, Civic Office, Waterdale, Doncaster, DN1 3BU, 01302 862016, email: housing.standards@doncaster.gov.uk

Gas appliances

The Gas Safety (Installation and Use) Regulations 1994 (as amended) places duties on gas consumers, installers, suppliers and landlords in relation to the installation, repair, maintenance and inspection of gas appliances.

All gas appliances within a property should be inspected and tested by a GasSafe Registered engineer every 12 months. Landlord's gas safety certificates should be available for inspection by Local Authority Officers and tenants(s) at all times.

For further information please contact GasSafe on 0800 408 5500 or visit their website: http://www.gassaferegister.co.uk/advice/renting_a_property/for_landlords.aspx

Planning requirements

It is recommended that you consult with Doncaster Metropolitan Borough Council's Development Management Team to ensure you have relevant permissions / change of use in relation to a HMO. Planning permission will be required from the Council if more than six persons occupy the property, or for properties to be converted into self-contained flats. Building Regulation approval will be required for any structural, fire related, drainage, electrical, insulation or conversion works. For further information please contact Planning Services, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU, 01302 736000, email:

tsi@doncaster.gov.uk or building control on 01302 734848, e-mail, building.control@doncaster.gov.uk

Furniture and furnishing regulations

Within a HMO the supply and provision of furniture and furnishings must satisfy the requirements of the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended in 1989 and 1993). These Regulations set levels of fire resistance for domestic upholstered furniture, furnishings and other products containing upholstery.

Food hygiene

In any HMO where any meals are provided facilities for the storage, preparation, cooking and serving of food including any kitchen or dining room must comply with The Food Hygiene (England) Regulations 2006. There is a requirement to register the HMO as a food business with the Council's Food Safety Team. For further information please contact the Food Control/Hygiene Team, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU, 01302 737573, email: food.safety@doncaster.gov.uk

Electrical appliances

The electrical wiring and installation should be tested and certified by an NICEIC or ECA registered electrical contractor and the appropriate certification provided every five years or at change of tenancy if appropriate. All Code 1 & 2 defects should be attended to as a matter of priority.

There should be sufficient and suitably located socket outlets to avoid overloading the supply and the use of multiple adaptors. There should be no electrical sockets in bathrooms, near kitchen sinks, wash hand basins or other sources of water. Ceiling switches should operate electric light fittings in bathrooms.

All electrical equipment must be supplied in a safe and fully operational condition with appropriate fuses and plugs. There should be no taped joints or loose or exposed wiring.

Smoke free

If communal facilities within a HMO are cleaned by a contractor, the HMO may fall within the requirements of the Health Act 2006 where smoking is not allowed in the workplace or significantly enclosed public space. For further information please contact the Health & Safety Team, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU. email: health&safety@doncaster.gov.uk or Tel: 01302 737548.