



Amenity and Space Standard for Private Rented Sector

The Council operates a Selective Licensing Scheme and Mandatory HMO licensing scheme and this guidance may form the basis for licence conditions or form the basis of works required to a property.

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Introduction

This document gives advice to anyone involved with letting out housing in the private rented sector, whether as an individual letting or as a House in Multiple Occupation (HMO). Higher risk HMOs and properties within a designated area of Selective Licensing require licences to operate and this guidance may form the basis of condition attached to the licence or the basis of works required to ensure that any rental property is compliant.

The document sets out the legal framework and gives guidance for living space amenities, fire safety and good management, adopted in this local authority area. It is not meant to explain the detail of the law. If this is needed you should seek independent legal advice or refer to the specific legislation.

Definitions & Categories

[Part 1 of the Housing Act 2004](#) introduced a new method of assessing whether housing conditions are a risk to the health and safety of the occupiers, called the Housing Health & Safety Rating System (HHSRS). It is broken down into 29 hazards, such as falls on the stairs, damp and mould and entry by intruders and assesses the likelihood of an incident occurring that causes harm and the likely severity of that harm, as outlined with the [HHSRS Operating Guidance](#).

If the local authority assesses a hazard as Category 1 (severe), the authority has a duty to take action to reduce the hazard to an acceptable level. In less severe cases, referred to as a Category 2, the authority has the power to take action, rather than a duty. The range of actions available include requiring the owner of a property to carry out improvements, prohibiting the use of the whole or parts of the property, the authority taking emergency action itself, serving an enforcement notice or, where appropriate, requiring demolition of the property.

HHSRS applies to all residential property irrespective of how it is occupied. In privately rented property, it will be the main method of the authority making judgements about whether enforcement action is needed to remedy unsatisfactory conditions, and the action to be taken.

In relation to Houses in Multiple Occupation (HMOs), [The Management of Houses in Multiple Occupation \(England\) Regulations 2006](#) sets out the responsibilities of the manager of a HMO. [Section 17](#) gives further information and regulation are linked above.

[Part 2 of the Housing Act 2004](#) requires the licensing of higher risk HMOs. When considering an application, the authority must be satisfied that the property is reasonably suitable for occupation by the number of people proposed to be living there. Some standards are prescribed in the [Licensing and Management of Houses in Multiple Occupation \(Miscellaneous Provisions\) \(England\) Regulations 2006](#), the authority also has powers to specify other standards.

[Section 67 of the Housing Act 2004](#) enables a local authority to issue a licence subject to conditions.

This guidance has been based on those recommended by the Chartered Institute of Environmental Health and subsequently amended following changes in the law.

The structure of this document identifies;

Legal requirements which are set out in bold type, and;

Guidance that gives greater explanation of what is required set out in italics.

Definitions and Categories of Property

House in Multiple Occupation (HMO)	A house which is occupied by people who do not form a single household and share basic amenities such as bathroom, toilet and kitchen facilities.
House	'House' is not conclusively defined in legislation but includes flats, blocks of flats and the grounds, outbuildings and boundaries.
Household	Each of these is a single household • A single person • Co-habiting couples • Families of related people.
Licensable HMO	A property requires a mandatory Licence when five or more occupants living in two or more separate households occupy the property.
Selective Licence	A house which is occupied by a single household and have exclusive use of the amenities, some tenancies are exempt as outlined in The Selective Licensing of Houses (Specified Exemptions) (England) Order 2006

Further advice and Information

If you need help in applying these standard to your own situation or you require information regarding property licensing please visit the Council website using the links below;

Information regarding Houses in Multiple Occupation - https://www.oadby-wigston.gov.uk/pages/houses_in_multiple_occupancy

Information regarding Selective Licensing - https://www.oadby-wigston.gov.uk/pages/selective_licensing_scheme

Information regarding Private Sector Housing - https://www.oadby-wigston.gov.uk/pages/private_housing_information

Alternatively please contact the Private Sector Housing team

By Phone - 0116 257 2637.

By Email - privatesectorhousing@oadby-wigston.gov.uk.

By using web enquiry form - https://myaccount.oadby-wigston.gov.uk/service/Selective_Licensing_General_Enquiry

1 Heating

1.1 Each property or unit of living accommodation in a HMO must be equipped with adequate means of space heating

1.2 Heating shall be provided in every habitable room and bathroom capable of maintaining a temperature of 20°C (Degrees Celsius) when the outside temperature is -1°C. *The provision of insulation can assist in meeting this standard.*

1.3 The heating provision must be capable of being safely used at any time and be suitably guarded.

1.4 Heating may be by means of:

- a) Central Heating, or
- b) Gas heaters connected to a suitable flue and terminal outlet, or
- c) Oil heaters connected to a suitable flue and terminal outlet, or
- d) Electricity, in some circumstances the sole use of electricity may be acceptable to heat a dwelling but if propose to use this method heating you must discuss this with your local authority. Individual heaters must be a fixed installation.
- e) Solid fuel, if solid fuel is used, proper fuel storage facilities shall be provided outside the building in a readily accessible position for each unit of accommodation. *Fuel must be in the form of an authorised smokeless fuel or alternatively solid fuel burnt in a smokeless appliance.*
- f) Air or Ground Source Heat Pump.

1.5 Wherever practicable, heaters (excluding radiators) shall be fixed to an existing chimney breast or otherwise positioned so as to direct heat towards the centre of the room.

1.6 All appliances shall be maintained by a competent person. Gas appliances shall be inspected annually and certified in accordance with the [Gas Safety \(Installation and Use\) Regulations 1998](#).

1.7 The use of portable paraffin or oil fired heaters and liquefied petroleum gas heaters (LPG) (bottled gas heaters) are prohibited whether provided by the landlord or the tenant. *If temporary heaters are provided due to failure of the primary fixed heating system whilst repairs are undertaken this shall be communicated to the Council.*

2 Washing Facilities and Sanitary Conveniences

2.1 Where all or some of the of the units of living accommodation in a HMO do not contain bathing and toilet facilities for the exclusive use of each individual household:

- a) Where there are four or fewer occupiers sharing those facilities there must be at least one bathroom with a fixed bath or shower and a toilet, *which must be situation in the bathroom.*
- b) Where there are five or more occupiers sharing those facilities there must be:
 - i) One separate toilet with a wash hand basin and appropriate splash back for every five occupiers sharing; and
 - ii) At least one bathroom *which may contain a toilet* with a fixed bath or shower for every five occupiers sharing.

2.2 The provision of washing facilities shall be for exclusive use wherever possible but otherwise as follows:

Number of occupiers sharing	Washing Facilities
Up to five people	One bathroom with wash hand basin and bath or shower
Six to ten people	Two Bathrooms

2.3 Wash Basins, approximately sized 550mm x 400mm with a 300 waterproof splash back with cold and constant hot running water shall be supplied in each shared bath/shower room serving a maximum of five occupiers

2.4 Bath and Shower Facilities, should be readily accessible, standard sized bath in a bathroom or a standard sized shower in a suitable room together with adequate drying and changing space shall be provided. A 300mm waterproof splash back to the bath is to be provided. In the case of a shower whether it is over a bath or in its own compartment, the splash back shall be 150mm above the showerhead and up to at least the edge of a fixed shower screen. Where a shower curtain is used the splash back should extend 300mm beyond the shower curtain. All joints shall be adequately sealed. Any shower shall have fully tiled walls, alternative waterproof finish, or a complete self-standing cubicle.

2.5 The provision of toilet facilities it outlined as follows:

Number of occupiers sharing	Toilet facilities required
One to Four Occupiers	One toilet may be incorporated within the bathroom
Five Occupiers	One toilet to be separate from the bathroom, although may be within a second bathroom
Six to Eight Occupiers	Two toilets may be sited within two separate bathrooms
Nine to Ten Occupiers	Two toilets, one toilet must be separate from any bathrooms
Eleven Occupiers or Above	Three toilets, one toilet must be separate from any bathrooms or provision of a fourth toilet separate from any bathroom.

2.6 Each separate toilet compartment shall be provided with a suitable wash basin with cold and constant hot water and a 300mm tiled splash back.

2.7 External toilets shall be ignored.

2.8 Having regard to the age and character of the HMO, the size and layout of each unit of accommodation and its existing provision for wash hand basins, toilets and bathrooms, where reasonably practical there must be a wash hand basin with appropriate splash back in each unit except where a sink has been provided. *In some circumstances a wash basin may not be required at the discretion of the case officer.* Where wash hand basins are required, the splash back to a wash basin shall be a minimum of 300mm high and at least equal to the width of the wash basin and all joints shall be adequately sealed.

2.9 All baths, showers and wash hand basins in a HMO or single dwelling must be equipped with taps providing an adequate supply of cold and constant hot water and shall be available at all times.

- 2.10 All bathrooms in a HMO must be suitably and adequately heated and ventilated (See [section 1](#) for details relating to heating and [section 7](#) for ventilation).
- 2.11 All bathrooms and toilets in a HMO must be of an adequate size and layout (See [section 16](#) for space standards and room sizes).
- 2.12 All baths, toilets and wash hand basins in a HMO must be fit for purpose as outlined below
- 2.12.1 The walls and floor of any toilet, bathroom or shower room must be reasonably smooth, non-absorbent and capable of being easily cleaned.
- 2.12.2 Any sanitary fittings must be of a non-absorbent material and capable of being easily cleaned.
- 2.13 All bathrooms and toilets in a HMO must be suitably located in or in relation to the living accommodation in the HMO.
- 2.13.1 A bathroom has be no more than one floor distant in relation to the bedroom.
- 2.13.2 A toilet shall be no more than one floor distant from living and bedrooms
- 2.13.3 Where shared, these facilities must be accessible from a common area.

3 Kitchens (Shared)

- 3.1 Where all or some of the units of accommodation within the HMO do not contain any facilities for the cooking of food:
- 3.1.1 There must be a kitchen, suitably located in relation to the living accommodation, and of such layout, size and equipped with such facilities so as to adequately enable those sharing the facilities to store, prepare and cook food.
- 3.1.2 The kitchen must be equipped with the following, which must be fit for purpose and supplied in sufficient quantity for the number of those sharing the facilities

Facility	Requirements
a) Sinks with draining boards	A suitable sink and drainer in a good condition and of minimum dimensions of 500 x 1000mm set on a stable base or support shall be supplied at the ratio of one sink for 5 occupiers. Where a house is occupied by 6-10 occupiers, either the provision of a double bowled sink or a dishwasher in addition to a single sink may be treated as meeting this requirement, where the Council considers that such provision adequately meets the occupiers needs. Where practicable, a waterproof splash back shall be provided to the sink and draining board and all joints adequately sealed. The sink(s) shall be connected to the

	drainage system via a suitable trap and provided with plug and chain or equivalent.
b) Adequate supply of cold and constant hot water to each sink supplied.	An adequate supply of cold drinking water and constant hot water. Stand alone water heaters are not a satisfactory supply of hot water.
c) Installations of equipment for the cooking of food.	1-5 Occupiers – 1 Full sized cooker with a minimum of 4 ring burners, a standard sized oven and grill. 6-10 Occupiers – 2 full sized cookers with a minimum of four ring burners, a standard sized oven and grill or 1 full sized cooker plus microwaves as required.
d) Electrical Sockets.	Four sockets per five occupiers sharing the kitchen shall be provided to be sited above the worktops, plus one socket for each fixed appliance. Electrical cookers shall be provided with a dedicated cooker point outlet, suitable for the rating of the cooker. Fixed electric space or water heating appliances sited in the kitchen shall be provided with a separate, dedicated point.
e) Worktops for preparation of food.	A worktop or table of smooth and impervious material of a minimum size of 500mm x 1500mm per 5 occupiers and suitably located; this is to be in addition to any space taken up by any large appliance, sink unit or cooker.
f) Cupboards for the storage of food and kitchen or cooking utensils.	Each separate household shall with provided with dry goods storage space either within the kitchen, or in an adjacent and readily accessible position. One double wall cupboard or single base unit is required is required per household for the storage of dry goods and utensils. Although households larger than 1 person will require additional space.
g) Refrigerators with an adequate freezer compartment (or where the freezer compartment is no adequate for sufficient separate freezers)	If possible, separate fridges should be provided per household, otherwise each separate household shall be provided with at least one shelf of refrigerator space either within the kitchen, or in an adjacent and readily available position. Adequate freezer space shall also be provided.
h) Appropriate refuse disposal facilities	See section 9
i) Appropriate extractor fans, fire blankets and fire doors	See section 5 All kitchens shall be ventilated by means of suitability sited extractor fan compliant with standards outlined within Building Regulations

	2010, Approved document F or any subsequent standard.
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4 Units of Living Accommodation Without Shared Basic Amenities

- 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 the following facilities

Facility	Requirements
a) Adequate appliances and equipment for the cooking of food	The minimum requirement is two rings/hot plates together with a minimum of 1 cubic foot/28 litre oven and a grill for one person or four rings/hot plates together with a minimum of a full size oven and grill if provided for more than one person. A microwave oven can be substituted for one or two rings subject to the agreement of the case officer and/or their immediate line manager or departmental manager. All appliances must be properly connected to the gas or electricity supply and must be working correctly. All gas appliances shall be maintained by a competent person.
b) A sink with adequate supply of cold and constant hot water	A full size sink with a draining board with a plug and a chain and a waterproof splash-back 300mm high to be provided. A wash hand basin shall not be used in place of a sink. Stand alone water heaters are not a satisfactory supply of hot water.
c) A work top for the preparation of food	A worktop or table of smooth and impervious material that is capable of being easily cleaned and of minimum size of 500mm x 1000mm for single person units or 500mm x 1500mm for two person units. A suitable waterproof splash-back 300mm high should be provided where any work surface abuts a wall and joints shall be adequately sealed.
d) Sufficient electrical sockets	Four power sockets in addition to any serving major appliances set at a convenient height and safe position above the work surface.
e) A cupboard for the storage of the kitchen utensils and crockery	Each separate occupancy shall be provided with dry goods storage space either within the kitchen, or in an adjacent and readily accessible position. One double wall cupboard or a single base unit is required per occupancy for the storage of dry goods and utensils, although occupancies comprising more than one individual will require additional space. If located in a communal room, the dry goods storage shall be lockable or otherwise secure. The space in a

	unit below the sink will not be accepted for the above purposes.
f) A refrigerator	If possible separate fridges should be provided with at least one shelf of refrigerator space in a readily accessible room. Adequate freezer space shall also be provided.

- 4.2 Where there are no adequate shared washing facilities provided for a unit of living accommodation, as mentioned in section 2, an enclosed and adequately laid out and ventilated room with a toilet, bath or fixed shower and hand basin with the adequate supply of cold and constant hot water much be provided for the exclusive use of the occupiers for that unit either

Within the living accommodation; or

Within reasonable proximity to the living accommodation.

- 4.3 Washing facilities should ideally be for exclusive use but where this is not possible the following should apply.
- 4.4 "Reasonable proximity to the living accommodation" shall mean no more than one floor away from the living accommodation.
- 4.5 One standard sized wash basin, (Approx 550mm x 400mm with a 300mm waterproof splash back with cold and constant hot water shall be supplied in each shared bath/shower room serving a maximum of five occupiers.
- 4.6 Each occupancy shall be provided, where practicable, with a bath or shower in a separate room. Otherwise, a readily accessible, standard sized bath in a bathroom, or a standard sized shower in a suitable room together with adequate drying and changing space, shall be provided. A 300mm waterproof splash back to the bath is to be provided. In the case of a shower whether it is over a bath or in its own compartment, the splash back shall be 150mm above the shower head and up to at least the edge of a fixed shower screen. Where a shower curtain is used the splash back should extend 300mm beyond the shower curtain. All joints should be adequately sealed. Any shower shall have fully tiled walls or a complete free-standing cubicle.
- 4.7 Each separate toilet compartment shall be provided with a suitable wash hand basin with cold and constant hot water and a 300mm tiled splash back.
- 4.8 External toilets shall be ignored.
- 4.9 The bath/shower, with adequate cold and hot water supplies, shall be available at all times.
- 4.10 The walls and floor of any toilet, bathroom or shower much be reasonably smooth and non-absorbent and capable of being easily cleaned.
- 4.11 All sanitary fitments must be of non-absorbent material and capable of being easily cleaned.

5 Fire Precaution Facilities

- 5.1 Appropriate fire precaution facilities and equipment must be provided of such type, number and location as is considered necessary.
- 5.2 The property shall be provided with an adequately protected means of escape from fire, together with other fire precautions including so far as necessary, a detection and a warning system with emergency lighting to the satisfaction of the case officer.
- 5.3 Guidance is available in a separate document, linked below

LACORS, Housing Safety

[Guidance on fire safety provisions for certain types of existing housing.](#)

- 5.4 The following matters are not covered specifically in the regulations but must be considered in regard to the Housing Health and Safety Rating System and for the purposes of HMO licensing they may form part of the licence conditions.
- 5.5 When designing or amending the building compliance with [Building Regulation, Approved Document B](#) must be adhered to.

6 Natural and Artificial Lighting

- 6.1 All habitable rooms shall have an adequate level of natural lighting, provided via a clear glazed window, windows and/or door(s), the glazed area to be equivalent to at least 1/10th of the floor area and to extend normally to a point 1.75m above floor level. The window shall be positioned that the light from the window is able to illuminate most of the room.
- 6.2 Windows to bathrooms and toilets are to be glazed with obscured glass.
- 6.3 Adequate electric lighting points are to be provided to all habitable rooms, staircases, landings, passages, kitchens, bathrooms and toilets. All lighting to common parts to be provided, maintained and paid for by the landlord. Lighting to staircases, landing and passages may be controlled by time switches or other devices having a similar effect and be illuminated for ease of location. Two-way switches shall be provided on stairs and passageways as necessary.

7 Ventilation

- 7.1 All habitable rooms shall be ventilated directly to the external air by a window that has an openable area not less than 1/20th of the floor area of that room. Alternatively, a whole house ventilation system, suitable for use in habitable rooms will satisfy this standard providing it is installed and serviced with accordance with the manufacturers recommendations and has room by room control.
- 7.2 All bathrooms shall have intermittent mechanical humidistat ventilation providing a minimum of 15 litres per second of extraction and interlinked to the light fitting.

- 7.3 All toilet compartments must have either an openable window or mechanical ventilation providing a minimum 6 litres per second, this requirement can be agreed with the case officer.
- 7.4 A kitchen shall have cooker hood extraction to the outside providing a minimum of 30 litres per second of extraction or where a cooker hood is not practical an extractor fan providing a minimum of 60 litres per second shall be installed. The table below outlines the requirements for room type below.

Room	Intermittent Extract Rate (Litres per second l/s)
Kitchen (cooker hood extracting to the outside)	30
Kitchen (no cooker hood or cooker hood does not extract to the outside)	60
Utility Room	30
Bathroom	15
Sanitary Accomodation	6

- 7.5 All extraction shall be installed in line with [Building Regulations, Approved Document F](#).
- 7.6 See [Section 16](#) on how to measure a room.

8 Drainage

- 8.1 All new drainage shall comply with standards outlined in [Building Regulation, Approved Document H](#) or any subsequent documents.
- 8.2 The whole house shall be provided with an effective system, both above and below ground for the drainage of foul, waste and surface water.

9 Refuse, Storage and Disposal

- 9.1 Refuse and recycling bins or containers shall be provided in sufficient numbers to meet the needs of the house and an acceptable means of disposal provided.
- 9.2 All refuse containers should be located away from habitable rooms and wherever practicable at the rear of the premises. All bins to be positions so that they do not cause obstruction to the footways and access ways and do not obscure natural lighting from the windows below bin height.
- 9.3 Refuse containers should presented on your curtilage (kerbside), as demonstrated by 6.30am on your collection day. Bins should be removed from the kerbside as soon as possible after collection but no later than 10pm on the day of collection. With the lid closed and no side waste left next to the container will be taken.
- 9.4 Specifications for refuse containers are outlined in the image below and requirements and storage locations can be agreed with the case officer.

Container	Dimensions (mm)		Floor space	
1100 litre communal bin	Width	1360	1560 x 1420	
	Depth	1070		
	Height	1465		
	Height with lid open	2400		
240 litre wheeled bin	Width	580	780 x 930	
	Depth	730		
	Height	1080		
	Height with lid open	1700		
140 litre wheeled bin	Width	480	680 x 760	
	Depth	560		
	Height	1080		
	Height with lid open	1500		

10 Electrical Safety

10.1 Electrical socket outlets shall be provided to individual rooms to a minimum standard as below:

Room Type	Number of Sockets required
Living Room	6 Sockets
Bedroom/Study	6 Sockets
Bedroom within a letting comprising more than one room	4 Sockets
Bedsits containing cooking facilities	4 in Kitchen area plus 6 elsewhere

10.2 In bedsit kitchen area, at least 4 socket outlets shall be located above the work surface for the use of portable appliances.

10.3 All socket outlets shall be located in positions which permit safe convenient and proper use at all times, having regard to the room layout. They shall not be positioned where appliance cables are likely to pose a safety hazard.

10.4 All new electrical shall comply with standards outlined in [Building Regulations, Approved Document P](#) or any subsequent standard.

10.5 All installations shall be checked at 5 yearly intervals to ensure compliance with [The Electrical Safety Standards in the Private Rented Sector and Social Rented Sector \(England\) Regulations 2020](#). With the satisfactory Electrical Installation Condition Report (EICR) provided to the Council.

10.6 Portable appliances provided by the landlord must be visually inspected when undertaking management inspections of the property, see [section 17](#) for management expectations. With portable appliance testing (PAT) to be completed annually by a competent person with a certificate provided upon completion and a copy must be shared with the Council.

11 Gas Safety

- 11.1 [The Gas Safety \(Installation and Use\) Regulations 1998](#) requires landlords to ensure that gas appliances, fittings and flues provided for tenants' use are safe. An annual safety check must be carried out by a [Gas Safe](#) registered engineer. A copy of the annual safety check certificate must be provided to each tenant and if the HMO is licenced a copy must be sent to the Council.
- 11.2 The landlord must comply with the requirements of the [Gas Safety \(Installation and Use\) Regulations 1994 \(as amended\)](#). These regulations are enforced by the Health and Safety Executive but are a requirement under the Management Regulations 2006 and form part of any licence.

12 Furniture Safety

- 12.1 [The Furniture and Furnishings \(Fire\) \(Safety\) Regulations 1988](#) (as amended) set down levels of fire resistance for items of domestic upholstered furniture, furnishings and other products containing upholstery. They require certain furniture included in accommodation that is made available for let complies with fire safety requirements detailed in the regulations. Landlords and estate and letting agents who let accommodation, therefore have duties under the above regulations.
- 12.2 In a licenced premises the furniture safety requirements form part of the licence conditions. Further information can be obtained from your local Trading Standards Service or from the Department for Business and Trade.

13 Personal Safety and Security

- 13.1 Sufficient measures must be in place to provide a secure environment for the occupiers, including appropriate locks to external doors and tenant's own rooms to prevent unauthorised access but permit safe egress. Windows must also be capable of being effectively secured against entry without compromising the means of escape in the case of fire.
- 13.2 All doors and windows shall be installed with keyless egress to ensure there is no impediment to means of escape in the event of a fire.
- 13.3 Appropriate arrangements must be in place to control the issue or return of keys upon change of tenancy, or the locks being changed.
- 13.4 Simple locks must be provided to communal bathrooms and toilets to provide privacy.
- 13.5 When designing security features within the property consideration should be given to [Building Regulations, Approved Document Q](#).

14 Thermal Efficiency

- 14.1 All dwellings should be capable of achieving and maintaining suitable room temperature without undue heat loss. To achieve this additional insulation or other works may be required.

15 Asbestos

- 15.1 Landlords have a duty to identify and manage Asbestos containing materials in their property. If the material is in good condition and not liable to damage or disruption then it may be appropriate to remain in place with effective encapsulation to reduce the risk posed by the material, this is at the discretion of the case officer and would require the submission of an Asbestos Survey and report confirming that the material remaining is the most effective option.
- 15.2 If you are aware of any Asbestos containing materials you should keep a record of the location, type of material and confirm that it is in a sound condition. You should then check every 6 months to see there has been no damage and date and sign the record to show that you have done this.
- 15.3 Where a property is being converted to a House of Multiple Occupation or when works are being completed in single residential dwelling, it is recommended that an Asbestos Survey be undertaken prior to works commencing.

16 Space Standards

- 16.1 The number of people sharing included babies and children. Everyone must have their own allocation of space.
- 16.2 The following rules will be used to determine the size of accommodation needed by a household. A separate bedroom is needed for each of the following:
- Every adult married or cohabiting couple or single parent
 - Every person aged 16 years or more
 - Two children aged 10-16 of the same sex (sharing a room)
 - Two children aged 10 years regardless of sex (sharing a room)
 - Any other child

These requirements coincide with the standards outlined within the [Council's Housing Allocations Policy](#).

- 16.3 All habitable rooms, kitchens, bathrooms and toilet compartments shall have a minimum floor to ceiling height of 2130mm. In the case of rooms with sloping ceilings, there shall be a minimum height of 2130mm over half of the floor area of the room. Measurements shall be taken on a plan 1500mm above the floor. Any floor area where the ceiling height is less than 1500mm high shall be disregarded.

16.4 The standard are based on useable floor area. Certain layouts may require an increased floor area.

16.5 One Person Units of Accommodation

One room units	
Including kitchen facilities in the room	11m ²
Separate individual or shared kitchen	8m ²

These room sizes can be reduced by up to 1.5m² down to a minimum of 6.5m² at the discretion of the case officer where a communal living room or kitchen with dining area exists. This will depend on the size and nature of the communal facilities and adequate standards of management. Health and Safety issues will also be taken into consideration when accepting reduced space standards.

Two or more room units	
Each living room/kitchen	10m ²
Each living room	8.5m ²
Each bedroom	6.5m ²

Trade off between room sizes in 2 or more roomed units may be acceptable at the discretion of the case officer, providing the proposed layout is acceptable and the aggregate habitable floor area is not less than 14.5m².

A staircase, landing or any room that has been appointed as kitchen or bathroom, shall not be used as sleeping accommodation.

16.6 Two Person Units of Accommodation

One room units	
Including kitchen facilities in the room	16m ²
Separate individual or shared kitchen	13m ²

Not normally suitable for persons who are not either married or co-habiting couples.

Room sizes can be reduced by up to 2m² at the discretion of the case officer where a communal living room or kitchen with dining area exists. This will depend on the size and nature of the communal facilities and adequate standards of management. Health and Safety issues will also be taken into consideration when accepting reduced space standards.

Trade off between room sizes in 2 or more roomed units may be acceptable at the discretion of the case officer, providing the proposed layout is acceptable and aggregate habitable room area of the rooms is not less than 19.5m².

16.7 Common Rooms

Kitchens	If more than 5 occupiers are sharing a kitchen and there is no separate dining area then facilities must be doubled and the installation and circulation space must be adequate, see section 3 .
Numbers Sharing	Minimum Floor Area
Used by 1-5 occupiers	6m ²
Used by 6-10 occupiers	11m ²

The kitchen must be sited no more than one floor distance from the bedroom or suitable dining area.	
Dining/kitchens	
Used by 1-5 occupiers	8.5m ²
Used by 6-10 occupiers	12.5m ²
Living Room or Dining Rooms	
Used by 1-5 occupiers	8.5m ²
Used by 6-10 occupiers	12.5m ²

The above minimum space standard based on optimum shape and layout. In practice, it may be necessary to have a larger space standard to ensure that there is sufficient space standard to ensure that there is sufficient space to fit in all facilities required and provide a circulation area which permits safe use of the kitchen for the number of users.

A staircase, landing or any room, used as kitchen or bathroom, shall not be used as sleeping accommodation.

17 Management

- 17.1 The manager/operator of the house is ultimately responsible for maintaining standards within the building. Where the manager/operator is not a resident they must make suitable arrangements to ensure that conditions and facilities are kept in good order.
- 17.2 Where a property is subject to a licence, the requirements outlined in section 17.1 shall also apply to the licence holder.
- 17.3 In order to fulfil their duties managers/operators/licence holders must undertake to regularly visit the property either personally or via a representative to ensure standards are maintained and improved where necessary.
- 17.4 Managers/operators/licence holders should retain records relating to property inspections noting when they attended and any concerns identified.
- 17.5 The manager of a HMO must comply with [The Management of Houses in Multiple Occupation \(England\) Regulations 2006](#). These duties are outlined below and greater information can be found within the Regulations and linked within this document.
 - 17.5.1 Duty of manager to provide information to occupier ([Regulation 3](#)).
 - 17.5.2 Duty of manager to take safety measures ([Regulation 4](#)).
 - 17.5.3 Duty of manager to maintain water supply and drainage ([Regulation 5](#)).
 - 17.5.4 Duty of manager to supply and maintain gas and electricity ([Regulation 6](#)).
 - 17.5.5 Duty of manager to maintain common parts, fixtures, fittings and appliances ([Regulation 7](#)).
 - 17.5.6 Duty of manager to maintain living accommodation ([Regulation 8](#)).
 - 17.5.7 Duty to provide waste disposal facilities ([Regulation 9](#)).
 - 17.5.8 Duties of occupiers to HMOs ([Regulation 10](#)).

- 17.6 A good standard of management shall be observed in the house, in particular this shall ensure the repair, maintenance, cleaning and good order of:
- 17.6.1 All means of water supply and draining in and serving the house.
 - 17.6.2 All means of escape from fire and all apparatus, systems and other things provided by way of fire precautions and alarm.
 - 17.6.3 Kitchen, bathrooms and toilets in common use.
 - 17.6.4 Sinks and wash basins in common use, common staircases, corridors and passages.
 - 17.6.5 Outbuildings, yards and gardens in common use.
 - 17.6.6 The repair and maintenance of all lettings and facilities within lettings
 - 17.6.7 To make satisfactory arrangements for the disposal of refuse and litter from the house and to ensure that all means of escape from fire are kept clear of obstructions.

18 Enforcement

- 18.1 The Council will encourage managers/operators/licence holders to comply with their legal obligations with information, advice and support. Where managers/operators/licence holders are unwilling to meet their obligations or where failures are significant, the Council will take appropriate enforcement action in accordance with the enforcement policy to protect the health, safety or wellbeing of occupiers and other affected.
- 18.2 Where formal enforcement action is taken this may affect future decisions as whether someone associate with a licence or property is a fit and proper person and future applications licences.