

GUIDANCE ON HOUSING IN MULTIPLE OCCUPATION AND (HMO) AMENITY STANDARDS WITHIN HASTINGS BOROUGH COUNCIL

Amenity Standards for Shared Houses and Flats in Multiple Occupation

The following information is given for amenities and facilities within various types of HMO accommodation, both those that share some amenities and facilities, and those that have exclusive use of some amenities and facilities. Even if facilities are shared there is still a requirement to provide certain basic amenities within each unit of accommodation. Consideration must also be given with regard to the shared amenities provided to common hallways and areas within buildings that have self-contained flat units of accommodation only.

The following guidance covers most eventualities, but there may be situations where difficulties arise in applying the requirements of the guidance given. Such cases will be considered individually, and the Council in negotiation with the landlord/manager will decide what measures and standards are adequate and reasonable depending on the circumstances.

Heating

All common habitable rooms (Kitchens, living rooms, dining rooms etc.), bath and shower rooms shall be provided with a fixed heating appliance capable of heating the room to a temperature of 21°C when the outside temperature is -1°C. All circulation spaces should be heated to 18°C when the outside temperature is -1°C.

The method of heating shall normally comprise an efficient and safely designed and installed fixed heating source - a gas fired central heating system is the ideal or fixed electric storage heaters with a convector boost facility and individual thermostatic controls. All heating appliances in the common parts of the house shall be provided and fuelled at the expense of the person having control of the house and be available at all times for the tenants to control.

Gas Central Heating

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).

Gas boilers in shared houses should be located in a shared space and the landlord should not unreasonably prevent access to the timer or boiler controls.

Electric Central Heating

A full electric heating system should be designed and installed for the dwelling using off peak storage heaters.

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 bedrooms 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.

Sufficient permanent ventilation shall be available for rooms containing gas and other combustion appliances such as boilers, fires and cookers.

Washing facilities

Where exclusive bathroom/shower room and toilet facilities cannot be provided, bath or shower rooms and toilets with a wash hand basin shall be provided as follows:-

1-4 Persons	One bathroom or shower room and one toilet	The WC may be located within the Shower Room
5 persons	One bathroom or shower room and one toilet	The WC and Shower room must be provided in a room separate to the bath/shower room
6-10 persons	Two bathrooms or shower room and two toilets	One of the required WC and wash hand basins shall be provided in a separate room to the bathroom
11-15	Three bathrooms or shower room and three toilets	Two of the required WC and wash hand basins shall be provided in a separate room to the bathroom

Where practicable each bedroom must have a wash hand basin, minimum size 560mm x 430mm, provided with constant and adequate supply of hot and cold water and properly connected to the drainage system. A

tiled splashback (minimum 300mm high) shall be provided to the wash hand basin. A wash hand basin is not required where a sink with a constant and adequate supply of cold and hot water is provided within the letting on the grounds that the sink can be used for personal washing in addition to food preparation. Where there are less than five occupiers the wash hand basin can be in the bathroom.

Determination of whether it is practical to install a wash hand basin in a sleeping room / bedroom

It will generally be deemed not reasonably practical to install wash basins in bedrooms where any of the following apply:

- the relevant bedroom is part of a listed building
- the relevant bedroom has a floor area of less than 7.5 square metres
- installation of a wash basin in the relevant bedroom would require the provision of a new downpipe and/or new underground drainage to take the waste water
- accessing an existing downpipe would necessitate the waste pipe running within a floor void in such a direction that would involve cutting through joists

An existing downpipe will generally be acceptable for use if it is:

- a rainwater or soil pipe that ultimately connects, whether directly or via a gulley, to the property's foul drainage system
- in such a position that the new waste pipe could access it in compliance with Building Regulations requirements

Though we anticipate that such cases will arise rarely, we appreciate that there are likely to be other reasons in individual cases where it would not be practicable to install wash basins. We will consider these on a case by case basis on receipt of representations from the owner or manager of the property.

All washing facilities must be of an adequate size and layout, be fit for purpose and suitably located.

Bath/shower rooms must have adequate heating and ventilation.

Where there are five or more occupants, at least half of all shared WC's shall be separate from the bath or shower room.

Bath/shower rooms shall be of adequate dimensions to provide an adequate changing and drying space for the users.

Each wash hand basin shall be provided with an adequate and constant supply of hot and cold water and designed to ensure reasonable temperature control and connected to the foul water drainage system.

Each bathroom shall have either a bath of minimum dimensions 1700mm x 700mm or a shower of minimum dimensions 800mm x 800mm.

Each bath or shower shall be provided with an adequate and constant supply of hot and cold water designed to ensure reasonable temperature control and connected to the foul water drainage system.

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

Appropriate splash backs shall be provided:

- wash hand basin - a tiled splashback of minimum height 300mm,

- bath - a tiled splashback of minimum height 300mm, and
- shower - the shower compartment shall be tiled from floor to ceiling and shall be provided with a fully enclosing cubicle.

Each toilet and bath/shower room shall be provided with adequate artificial electrical lighting and all wiring and fittings shall be maintained in a safe condition. The artificial lighting shall be available at all times and no lighting points shall be controlled with a time switch. Bath/shower rooms shall have ceiling pull switches or a wall switch outside the room.

Each bath/shower room and toilet compartment shall have surfaces which are reasonably smooth, non-absorbent and capable of being easily cleansed. Floor coverings shall be slip resistant, easily cleaned and waterproof.

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.

Each toilet in a separate compartment should have either an opening window equivalent to 1/20th of the floor area or mechanical extract ventilation (MEV) at a minimum extraction rate of 6 litres per second. Any MEV must be provided with a 20 minute overrun.

Personal washing or toilet facilities should not normally be more than one floor distant from the unit of accommodation of the user.

Kitchen Facilities

Shared kitchens must be suitably located and laid out, and provide adequate facilities for storage, preparation and cooking of food for the number of people occupying the property.

Shared kitchens must include sinks (with drainers), hot and cold water supply, cookers, electrical sockets, work surfaces, cupboards, fridge/freezers, refuse disposal facilities, extractor fans, fire blankets and fire doors.

Each unit of accommodation shall have constant access to a shared kitchen not more than one floor distant from their accommodation.

Dining facilities for shared kitchen users shall be provided within the kitchen/dining room or in a separate dining room adjacent to the kitchen.

In general, one set of facilities, as given above, shall be provided per five occupants. No more than two sets of facilities (for in total up to nine occupants) shall be provided in the same room. Only in exceptional circumstances shall this standard be exceeded in agreement with the Local Authority.

A set of kitchen facilities for up to 5 people shall include the following:

Kitchen Facilities	Standard	Minimum Provision
Sink and drainer on a base unit	A sink unit comprising a fixed impervious bowl with a drainer located within a base unit and properly connected through an adequate sized trapped waste pipe to the foul water drainage system shall be provided.	<p>A sink and drainer of dimensions 1000mm x 600mm.</p> <p>The level of provision shall be one sink for the first five occupiers and one per four occupiers thereafter.</p>

	<p>Each unit of accommodation shall be provided with a constant and adequate supply of cold running water suitable for drinking and food preparation purposes directly from the rising main. The supply is to be sited over the kitchen sink.</p>	<p>A maximum of two sets of facilities shall be provided in the same kitchen and only in exceptional circumstances shall this standard be exceeded in agreement with the Local Authority.</p> <p>Where the property is occupied by up to 7 persons a double sink and drainer may be considered acceptable in lieu of two separate sinks</p>
Cooker	<p>A gas or electric cooker with four burners/rings, an oven and a grill shall be provided for up to five occupiers. The level of provision shall be one cooker for the first five occupiers and one per four occupiers thereafter.</p> <p>A maximum of two sets of facilities shall be provided in the same kitchen and only in exceptional circumstances shall this standard be exceeded in agreement with the Local Authority.</p>	<p>A gas or electric cooker with four burners/hobs, an oven and a grill shall be provided.</p> <p>In a one person unit the cooker must comprise at least two burners/hobs, an oven and a grill.</p>
Worktops	<p>A secure fixed work surface of smooth and impervious material to be provided at 2000mm for the first five occupiers and an additional 500mm per occupancy for up to four occupiers thereafter.</p>	
Storage Cupboard for dry Goods	<p>One cupboard for each tenant.</p> <p>Separate storage space shall be provided for shared cooking equipment such as pans.</p>	<p>Dry goods storage space shall be provided within the kitchen, of 500mm width for a floor based unit or 1000mm for a wall mounted unit. Both are to be of average height and depth.</p> <p>Households that comprise of more than one individual will require more storage space as agreed with the inspecting officer</p> <p>The space beneath the sink cannot be included in any calculation.</p>
Refrigerator	<p>1 refrigerator for every five persons</p>	<p>A large standard sized refrigerator with a minimum capacity of 300 litres or 75 litres per person (whichever is greater) and freezer with a minimum capacity of 110 litres shall be provided for the first five occupiers and one additional refrigerator/freezer of the same size and capacity for each</p>

		additional four occupiers thereafter.
A Freezer	1 freezer for every five people	85 litres for up to 5 people
A washing machine	A washing machine with an adequate exclusive power source, water supply and drainage properly plumbed in.	Where there are more than 10 people occupying an HMO there must be 2 washing machines.
A clothes dryer	Clothes dryer with an appropriate power socket and venting to the outside. If it is not possible to vent to the external atmosphere then a condensing dryer is to be used.	Where there are more than 10 people then there must be at least 2 clothes dryers
Electrical Sockets	<p>Three twin outlet power sockets, in addition to any serving major appliances, shall be provided above the work surface. These shall be set at a convenient height and safe position.</p> <p>The level of provision shall be three twin outlet power sockets for the first five occupiers and one additional twin outlet power socket per two occupiers thereafter.</p>	
Lighting and Ventilation	<p>Kitchens shall be ventilated directly to the external air by means of the openable parts of a window and/or by suitable mechanical extract ventilation which shall be operated manually and/or automatically by sensor controller.</p> <p>Suitable and sufficient natural and artificial lighting</p>	
		<p>The extract ventilation rates are as follows:-</p> <p>Adjacent to a hob – 30 litres/second Elsewhere in the kitchen – 60 litres/second.</p> <p>The extract ventilation system must be provided with a 20 minute overrun. Sufficient to enable the safe preparation and cooking of food.</p>
General	<p>A two course tiled splashback of minimum height of 300mm shall be provided behind the sink.</p> <p>Kitchens shall be of such a size and layout that they can practicably and safely be used.</p> <p>Cookers shall not be located adjacent to doorways and there shall be sufficient space for items to be retrieved from the oven and for the safe circulation of occupants generally.</p>	

Space Standards for Shared Houses

Space standards vary considerably, depending on the type of HMO being considered. It is very important that you consider the relevant space standards for the facility you are providing.

Flats in Multiple occupation (FMOs) and shared houses without a shared lounge will generally be considered as a cluster of bedsits/studio rooms, each of which is required to comply with the Bedsit/Studio Room Standards (see bedsit standards)

The room sizes given here are minimum expected sizes. It is understood that there may be exceptions and individual issues that will need to be considered on a case by case basis. However, best efforts will be sought to ensure these minimum standards are reached in all cases to ensure the health, safety and welfare of the occupying tenant.

In all cases a child will be considered as a separate person/occupant in terms of these standards.

The minimum room sizes are also subject to each room being of a shape offering adequate useable living space in determining where it is suitable for occupation.

A 10% margin of flexibility will be applied to standards should additional facilities exist:

For shared house type HMO accommodation, the following space standards for sleeping rooms shall apply, as a minimum.

Where a shared communal lounge and a kitchen/dining room is provided then the minimum sleeping room size may be 6.52m² for single persons and 11m² for a double room

Where there is no communal living room the room sizes should be 10m² for a single person room and 15 m² for a double room. In all cases a dining area should be provided, which may be either in or adjacent to the kitchen.

Minimum room size	
Single Bedroom	Minimum size should be 6.52 square metres.
Double Bedroom i.e. bedrooms for married couples /co-habitees/civil partnerships	Minimum size should be 11.00 square metres.
Kitchen without dining facilities	
Kitchen shared by 3-4 persons	Minimum size should be 6.5 square metres.
Kitchen shared by 5 persons	Minimum size should be 7 square metres.
Kitchen shared by 6 persons	Minimum size should be 8.5 square metres.
Kitchen shared by 7 persons	Minimum size should be 9 square metres.
Kitchen shared by 8 persons	Minimum size should be 9.5 square metres.
Kitchen shared by 9 persons	Minimum size should be 10 square metres.

Kitchen with dining facilities	
Kitchen/diner shared by 3-4 persons	Minimum size should be 11.5 square metres.
Kitchen/diner shared by 5 persons	Minimum size should be 12 square metres.
Kitchen/diner shared by 6 persons	Minimum size should be 13.5 square metres.
Kitchen/diner shared by 7 persons	Minimum size should be 14 square metres.
Kitchen/diner shared by 8 persons	Minimum size should be 14.5 square metres.
Kitchen/diner shared by 9 persons	Minimum size should be 15 square metres.
Separate living room and dining rooms	
Living or diner shared by 1-3 persons	Minimum size should be 8.5 square metres. (16 m ² if combined)
Living or diner shared by 4 persons	Minimum size should be 9 square metres. (17m ² if combined)
Living or diner shared by 5-9 persons	Minimum size should be 10 square metres. (18.5m ² if combined)

The floor to ceiling height should normally be no less than 2.14m. It is the floor area beneath this ceiling height that will be used to calculate the appropriate size of the unit provided. Please note that where a ceiling is sloping, only the floor area where the ceiling height is 1.5 metres or higher can be counted

It is expected that a shared house HMO will be provided with a kitchen, kitchen/diner and living room or a combination of the three.

Where the type of HMO accommodation to be offered is of a Hostel, Guest House or Bed & Breakfast accommodation type, the following space standards will apply. Note that in addition to room unit sizes there is also a standard requirement in this type of HMO to supply a common room of a certain size.

The minimum floor area for each bedroom unit shall be as follows:

- For 1 person, not less than 8.5 m²
- For 2 persons, not less than 11m²
- For 3 persons, not less than 15m²
- For 4 persons, not less than 19.5m²
- For each additional person there should be an additional 4.5m² of floor area.

In no case shall a room be occupied by more than five persons being of the same family and rooms shall not be shared unless the individuals concerned consent to share the room. In any event, no persons over the age of 10 years and of opposite sexes shall be required to sleep in the same room unless they are co-habitees.

In this type of HMO a common room is to be provided. The area, or aggregate areas if more than one room is to be provided shall be calculated on the basis of 1m² of floor area per person. This shall include at least the provision of one area of 15 m².

Amenity Standards for Bedsit and Studio HMOs where there is some exclusive use of facilities within letting rooms

This standard applies to a property occupied by more than one household which is let as bedsits, studios (one room with a combined living and sleeping area with amenities exclusive to the occupier, usually within the letting), or any combination of these arrangements.

Tenants may have a room or number of rooms for exclusive occupation. In this type of accommodation, each occupancy is separately rented. Each room for exclusive occupation will normally be lockable. There is often sharing of some amenities, for example WCs and washing facilities, between separate lettings. Generally in this type of HMO there is no shared living space provided and tenants are required to use their letting rooms for both sleeping and day to day living. Kitchens may be shared but only where they are outside the confines of the exclusive accommodation.

Heating

All common habitable rooms (Kitchens, living rooms, dining rooms etc.), bath and shower rooms shall be provided with a fixed heating appliance capable of heating the room to a temperature of 21°C when the outside temperature is -1°C. All circulation spaces should be heated to 18°C when the outside temperature is -1°C.

The method of heating shall normally comprise an efficient and safely designed and installed fixed heating source - a gas fired central heating system or fixed electric storage heaters, with individual thermostatic controls. All heating appliances in the common parts of the house shall be provided and fuelled at the expense of the person having control of the house and be available at all times for the tenants to control.

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 square meters 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.

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°C (common areas) and 22°C (bathrooms) when the external temperature is -1°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.

Gas Central Heating

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).

Gas boilers which provide whole house heating should be located in a shared space and the landlord should not unreasonably prevent access to the timer or boiler controls.

Electric Central Heating

A full electric heating system should be designed and installed for the dwelling using off peak storage heaters.

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 bedrooms 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.

Sufficient permanent ventilation shall be available for rooms containing gas and other combustion appliances such as boilers, fires and cookers.

Washing facilities (for exclusive use of the occupier)

Where practicable, in Hostels, guest houses, B&B type HMOs and bedsit type HMOs (where other washing facilities are shared) each unit of accommodation shall be provided with a wash hand basin of minimum dimensions of 560mm x 430mm. Each wash hand basin shall be provided with adequate and constantly available supplies of hot water (designed to ensure reasonable temperature control) and wholesome cold water for drinking purposes and shall be connected to the foul water drainage system by means of a trapped waste pipe. Each wash hand basin shall have a two course tiled splashback of a minimum height of 300mm.

Each unit of accommodation shall have an enclosed and adequately laid out and ventilated room with a toilet, wash hand basin (minimum dimensions of 560mm x 430mm) and bath or fixed shower supplying adequate cold and constant hot water for the exclusive use of the occupiers within the unit of accommodation.

The bathroom or shower room shall contain either a bath (minimum dimensions 1700mm x 760mm) or a shower (minimum dimension 800mm x 800mm) and a wash hand basin properly connected to the existing drainage system by means of a trapped waste pipe.

The bathroom or shower room shall be of adequate dimensions to provide an adequate changing and drying space for the users.

A tiled splashback of minimum height 300mm shall be provided to each wash hand basin and bath. Shower compartments shall be tiled from floor to ceiling and shall be provided with a fully enclosing cubicle.

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.

Each toilet in a separate compartment should have either an opening window equivalent to 1/20th of the floor area or mechanical extract ventilation (MEV) at a minimum extraction rate of 6 litres per second. Any MEV must be provided with a 20 minute overrun.

Bathrooms and shower rooms shall have surfaces which are reasonably smooth, non-absorbent and capable of being easily cleansed. Floors shall be slip resistant.

An “en-suite” bath or shower shall be acceptable as the sole provision for any unit of accommodation only where that accommodation is of the “studio” or one bedroom variety.

Where bedsit HMOs share a common bathroom then the standards for “Shared House HMOs apply.

Kitchens

Kitchen Facilities	Minimum Provision
Sink and drainer on base unit	A sink unit comprising a fixed impervious bowl with a drainer located within a base unit and properly connected through an adequate sized trapped waste pipe to the foul water drainage system shall be provided. Each unit of accommodation shall be provided with a constant and adequate supply of cold running water suitable for drinking and food preparation purposes directly from the rising main. The supply is to be sited over the kitchen sink.
Cooker	A gas or electric cooker with four burners/hobs, an oven and a grill shall be provided. In a one person unit the cooker must comprise at least two burners/hobs, an oven and a grill.
Worktops	A secure, fixed worktop of smooth and impervious material of minimum size 600mm x 1000mm shall be provided.
Storage Cupboard for dry Goods	Dry goods storage space shall be provided within the kitchen, of 500mm width for a floor based unit or 1000mm for a wall mounted unit. Both are to be of average height and depth. Households that comprise of more than one individual will require more storage space as agreed with the inspecting officer
Refrigerator/freezer	A standard sized under counter refrigerator/freezer with a minimum

	capacity of (130 litres) shall be provided for each letting. Households that comprise of more than one individual will require additional refrigerator/freezer space as agreed with the inspecting officer.
Electrical Sockets	Two twin outlet power sockets (in addition to any power socket outlets serving major appliances) set at a convenient height and safe position.
Lighting and Ventilation	Kitchens shall be ventilated directly to the external air by means of the openable parts of a window and/or by suitable mechanical extract ventilation which shall be operated manually and/or automatically by sensor controller. The extract ventilation rates are as follows:- Adjacent to a hob – 30 litres/second Elsewhere in the kitchen – 60 litres/second. The extract ventilation system must be provided with a 20 minute overrun. Suitable and sufficient natural and artificial lighting
General	A two course tiled splashback of minimum height of 300mm shall be provided behind the sink. Kitchens shall be of such a size and layout that they can practicably and safely be used. Cookers shall not be located adjacent to doorways and there shall be sufficient space for items to be retrieved from the oven and for the safe circulation of occupants generally.

Space Standards

The following are minimum floor areas for accommodation where there are some amenities or facilities for the exclusive use of the occupier (i.e. bedsits and studios)

One person Unit of accommodation

If the accommodation unit consists of one room only:

- Each bedroom (where kitchen facilities are included within the bedroom): 14m²
- Each bedroom (without kitchen facilities): 10m²

If the accommodation unit consists of 2 or more rooms:

- Each Kitchen: 4.65m² + Living Room 9.3m² + bedroom 6.52m²
or
- Each living room/kitchen: 11m² + Bedroom 6.52m²

Two person unit of accommodation

If the accommodation unit consists of one room only:

- One room accommodation is not suitable for more than one person

If the accommodation unit consists of 2 or more rooms:

- Each Kitchen: 4.65m² + Living Room 12m² + bedroom 10m²
Or
- Each living room/kitchen: 15m² + Each bedroom: 10m².

Space standards for Section 257 HMOs

Section 257 HMOs are buildings which have been poorly converted into self-contained flats. These vary from large flats to small studio lets containing a kitchen/bedroom/living room with adjoining bathroom. With Section 257 HMOs there is no sharing of facilities. Where the flat has separate rooms for all activities then the following standards apply.

One person one bedroom flat	Bedroom – 7m ² Living Room -11.5m ² Kitchen -5.5m ² Total habitable floor area – 24m ²
One person flatlet with separate Kitchen	Bedroom/Living Room – 14m ² Kitchen- 5.5m ² Total habitable floor area –19.9m ²
One Person Flatlet with separate Bedroom	Bedroom – 7m ² Kitchen Living Room 14.5 Total habitable floor area – 21.5m ²
Two person one bedroomed flat	Bedroom – 10.5m ² Living Room -13m ² Kitchen -5.5m ² Total habitable floor area – 29m ²
Three person two bedroom flat	Main Bedroom (2 persons) -10.5m ² Second bedroom – 6.5m ² Living Room - 13m ² Kitchen - 5.5m ² Total habitable floor area – 35.5m ²
Four person three bedroom flat	Main Bedroom (2 persons) -10.5m ² Second bedroom – 6.5m ² Third bedroom – 6.5m ² Living Room - 13m ² Kitchen - 5.5m ² Total habitable floor area – 42m ²

All rooms should be accessible directly off a common hallway or access lobby. Kitchens should not be used to access bathrooms unless there is a separate means of escape from the bathroom

Standards for All HMOs

Lighting

Natural Lighting

All habitable rooms such as living rooms and bedrooms shall have an adequate level of natural light provided by means of a clear glazed window to enable normal domestic activities to be carried out safely and conveniently during daytime lighting conditions. Where practicable bathrooms and toilet compartments shall also comply with this standard. Glazing to windows and doors in bathrooms and toilet compartments shall be obscure.

Artificial Lighting

All habitable rooms, kitchens, bathrooms, toilet compartments, staircases, landings and passages shall be provided with adequate electrical lighting, and all wiring and fittings shall be maintained in a safe condition.

All habitable rooms, kitchens, bathrooms, and toilet compartments shall have at least one ceiling or suitably located wall lighting outlet with the capacity to allow normal domestic activity to be undertaken without strain after dark.

Light switches shall be fixed and conveniently located near the entrances to rooms and circulation spaces.

Bathrooms shall have ceiling pull switches or a wall switch outside the room.

Clothes washing and drying facilities

There should be space for a washing machine with an appropriate power socket adjacent provided. There should be clothes drying facilities, preferably both outside and internally. Internal clothes drying space could be an airing cupboard but where there is no airing cupboard in the building it is important to consider how clothes will be dried inside to minimize condensation – drying clothes internally without adequate ventilation is to be discouraged. There should be space for a clothes dryer with an appropriate power socket and venting to the outside provided. If it is not possible to vent to the external atmosphere then a condensing dryer is to be used.

Refuse storage and disposal

Rubbish should not be allowed to accumulate in the house except where properly stored pending disposal.

Provide suitable rubbish containers of adequate size for the number of occupants.

Site containers in the kitchen and in other appropriate locations.

Ensure that tenants are aware of collection days for refuse and recycling (other than in areas where communal street bins are provided).

Make arrangements with the Council's waste collection service for extra collections if there isn't adequate space to store rubbish within the boundaries of the house or to avoid causing a nuisance to the neighbourhood.

At the end of each tenancy any rubbish or unwanted household goods left behind by tenants should be removed and disposed of appropriately by the landlord before the start of the next tenancy.

In particular, any rubbish or goods left in front or back gardens or on the pavement in the front of the HMO should be removed immediately.

Tenants should not be allowed to store rubbish under the stairs or within the common parts and cupboards in the common parts should be kept locked.

Cleaning

At the start of a tenancy, each unit of accommodation must be in a clean condition and in good repair before the tenants move in. Similarly, any common parts of the house must be clean and in good order.

In shared houses it is recognised that the cleaning of shared facilities is usually the tenants' responsibility. Landlords should provide clear instructions/notices to tenants on their cleaning responsibilities and follow up as appropriate if these are not observed.

However, the cleaning of communal areas in houses occupied as bedsits and flats (where the tenants have separate tenancies) are the responsibility of the landlord or manager. The manager should ensure that all common parts and shared facilities are cleaned on a regular basis, e.g. by employing a cleaner.

Security

Entry through the communal front door is the most common means of access for residential burglary. All insurance companies require key operated locks on all windows and British Standard door locks otherwise they will not provide insurance cover.

(a) Communal front door

The main entrance door from the street should close properly, be capable of resisting bodily pressure and slipping of the door lock. Entry systems should not have 'tradesmen' buttons, which bypass normal locking. The following requirements apply:

- The door should be of solid construction.
- Solenoid based, bolt-action locks are preferred, as they cannot be put on the latch and require less maintenance (also fully compliant with means of escape).
- Landlord registered keys to control access.
- Letterbox Cowl to prevent access to the door lock.
- Properly maintained door closer to ensure the door shuts properly.
- Glazing should be protected (see Windows).

(b) Individual dwelling doors

Entrance doors to FMOs/Individual dwelling doors (shared houses)

- Landlord registered keys should be used for all locks. The main entrance door to an FMO and each individual letting within a shared house should meet the following minimum standard.
- Door to be of solid construction and attached using three hinges.
- BS8621:2007 Auto-Deadlocking Night-latch.
- BS8621:2007 Mortice lock with thumb turn cylinder, which does not require a key to open the door from the inside, to allow escape in the event of a fire.
- Hinge Bolts and Frame Reinforcers to resist bodily pressure (the most common method of forcing doors in converted properties).
- Door Chain and Viewer.

(c) Windows

All windows should have key operated locks (this is an insurance requirement).

All basements, ground floors and other externally accessible windows should have restrictors fitted.

Glazing may be protected in a variety of ways:

- Internal grilles or gates

- Security film
- Laminated glazing

NB: Georgian wired glass offers no security