



## **STANDARDS FOR HOUSES IN MULTIPLE OCCUPATION**

Every household should have access to a home of a size, type and standard and in a location suitable to its need. Occupiers of houses in multiple occupation tend to have the least ability to choose their housing and it is all the more important, consequently, that the standard of it is not left to chance.

Chartered Institute of Environmental Health.

<b>PARAGRAPH No.</b>	<b>CONTENTS</b>	<b>PAGE No</b>
<b>1</b>	<b>INTRODUCTION</b>	<b>3</b>
<b>2</b>	<b>HOW TO USE THIS GUIDE</b>	<b>4</b>
<b>3</b>	<b>HOW TO CONTACT US</b>	<b>4</b>
<b>4</b>	<b>GENERAL HOUSING ACT REQUIREMENTS</b>	<b>4</b>
<b>5</b>	<b>PARTICULAR ISSUES IN HOUSES IN MULTIPLE OCCUPATION</b>	<b>5</b>
5.1	Fire Protection	5
5.2	HMO Licensing	5
5.3	Electrical Appliances	6
5.4	Management	6
5.5	Other Issues	7
<b>6</b>	<b>CATEGORIES OF HOUSE IN MULTIPLE OCCUPATION (HMO)</b>	<b>9</b>
6.1	CATEGORY A	9
6.2	CATEGORY B	9
6.3	CATEGORY C	9
6.4	CATEGORY D	9
<b>7</b>	<b>STANDARDS FOR HOUSES IN MULTIPLE OCCUPATION</b>	<b>10</b>
7.1	CATEGORY A – BEDSIT TYPE ACCOMMODATION	10
7.1.1	<i>A1 Space Standards</i>	10
7.1.2	<i>A2 Personal Washing Facilities</i>	10
7.1.3	<i>A3 Toilet Facilities</i>	11
7.1.4	<i>A4 Facilities for the Storage, Preparation</i>	11
7.2	CATEGORY B – SHARED HOUSES	13
7.2.1	<i>B1 A1 Space Standards</i>	13
7.2.2	<i>B2 Personal Washing Facilities</i>	13
7.2.3	<i>B3 Toilet Facilities</i>	14
7.2.4	<i>B4 Facilities for the Storage, Preparation</i>	14
7.3	CATEGORY C – SHORT STAY HOSTELS AND HOTELS	16
7.3.1	<i>C1 A1 Space Standards</i>	16
7.3.2	<i>C2 Personal Washing Facilities</i>	17
7.3.3	<i>C3 Toilet Facilities</i>	17
7.3.4	<i>C4 Facilities for the Storage, Preparation</i>	18
7.3.5	<i>C5 Additional Facilities</i>	20
7.4	CATEGORY D – GROUP HOMES AND LONG STAY HOSTELS	21
7.4.1	<i>D1 A1 Space Standards</i>	21
7.4.2	<i>D2 Personal Washing Facilities</i>	21
7.4.3	<i>D3 Toilet Facilities</i>	22
7.4.4	<i>D4 Facilities for the Storage, Preparation</i>	22
7.4.5	<i>D5 Additional Facilities</i>	23

## 1 INTRODUCTION

These standards are applicable to all types of Houses in Multiple Occupation whether they are licensable or not.

The standards within this guide were formally adopted by Southwark Council in 1990. Since then we have reviewed their contents to ensure they reflect the requirements of the Housing Act 2004 and to be sure that they are still appropriate for use today. By researching the vast amount of guidance now available on overcrowding and design standards for living we have concluded that the basic requirements included in our standards are still as appropriate today as they were in 1990. In fact, we believe there is more supporting documentation now than there was in 1990 and have therefore, chosen to keep the main body of our standards the same.

The Housing Act 2004 introduced a risk based assessment of dwellings for disrepair, fire safety and other health and safety risks in the home. Under this assessment, the Housing Health and Safety Rating system ensures all properties are judged individually based on risk. This booklet aims to give guidelines to the standards which, generally need to be achieved in order to bring properties up to an acceptable standard within the recommendations of the HHSRS guidance. These standards are, therefore, intended to be flexible, to allow for the variation of risk between individual properties. Where room sizes are specified consideration should be given to the shape and usable living space of the whole house and any room within it in determining whether, and by how many people, it is suitable for occupation. This is a matter of functionality; whether, given its shape and size, the house or particular room is reasonably capable in fact of performing the role assigned to it for the number of persons who need to use it. In assessing a property's suitability for occupation we take into account the whole property and all available and suitable space and amenities for the occupiers.

There may be more than one way to achieve an acceptable standard and we will endeavour to give landlords a choice in how they achieve these standards. Any alternative schemes to those given by formal or informal notice or to the contents of this guidance must be approved by an enforcement officer from the Private Sector Housing & Public Health team following a full risk based assessment of the property.

This guide is divided into a number of different sections. The first gives general guidance to the standard required to all properties in the private rented sector to comply with the Housing Act 2004. The subsequent sections give standards required for different types of HMO categorised on a risk basis. Some types of HMO generally have a higher risk from hazards, such as food poisoning and fire, because of the numbers of people occupying them and the length of time occupiers tend to stay in a property before moving on. For example, a person who is unfamiliar with a property and is perhaps only living there for a few days or weeks, especially in large properties, may be unfamiliar with the layout of the building and could have more difficulty finding the exit if there were a fire.

## 2 HOW TO USE THIS GUIDE

To use this guide appropriately, you must first find out which category of HMO you are dealing with. By referring to the standards for each category you will find the specific requirements for each HMO type.

Although this guide is mainly concerned with the space and amenity standards, we have also included a summary of the other, more general requirements which need to be met for all HMO's. These relate to repair, management regulations, and means of escape in case of fire. For more detailed information on general Housing Act requirements, you should contact us (details below). In any case if you are in any doubt as to the specific requirements for your property to make it suitable for use as a house in multiple occupation you should contact us for advice.

## 3 HOW TO CONTACT US

### Southwark Council

**Private Sector Housing & Public Health**  
Environmental Health & Trading Standards  
PO Box 64529  
London  
SE1 5LX  
Tel: 020 7525 3114

Email: [resi@southwark.gov.uk](mailto:resi@southwark.gov.uk)

## 4 GENERAL HOUSING ACT REQUIREMENTS

All properties, regardless of the type of HMO should be in a good state of repair and free from category 1 hazards or category 2 hazards significantly above the national average (as detailed in Housing Act 2004 and the Housing Health and Safety Rating System Guidance).

More information on how these hazards are assessed can be found at <http://www.communities.gov.uk/publications/housing/hhrsoperatingguidance>

The hazard categories are:

### A PHYSIOLOGICAL REQUIREMENTS

#### Hygrothermal Conditions

- 1 Damp and mould growth
- 2 Excess cold
- 3 Excess heat

#### Pollutants (non-microbial)

- 4 Asbestos (and MMF)
- 5 Biocides
- 6 Carbon Monoxide and fuel combustion products
- 7 Lead
- 8 Radiation

- 9 Uncombusted fuel gas
- 10 Volatile Organic Compounds

**B PSYCHOLOGICAL REQUIREMENTS**

**Space, Security, Light and Noise**

- 11 Crowding and space
- 12 Entry by intruders
- 13 Lighting
- 14 Noise

**C PROTECTION AGAINST INFECTION**

**Hygiene, Sanitation and Water Supply**

- 15 Domestic hygiene, Pests and Refuse
- 16 Food safety
- 17 Personal hygiene, Sanitation and Drainage
- 18 Water supply

**D PROTECTION AGAINST ACCIDENTS**

**Falls**

- 19 Falls associated with baths etc
- 20 Falling on level surfaces etc
- 21 Falling on stairs etc
- 22 Falling between levels

**Electric Shocks, Fires, Burns and Scalds**

- 23 Electrical hazards
- 24 Fire

- 25 Flames, hot surfaces etc

**Collisions, Cuts and Strains**

- 26 Collision and entrapment
- 27 Explosions
- 28 Position and operability of amenities etc
- 29 Structural collapse and falling elements

## **5 ISSUES PARTICULAR TO HOUSES IN MULTIPLE OCCUPATION**

### **5.1 Fire Protection**

Means of escape in case of fire is a cause of particular concern in HMO's. Fire protection is required in all houses in multiple occupation and to a certain degree in privately rented single family properties. The level of fire protection required is calculated on a risk basis and in consultation with the London Fire Authority. If you would like more information regarding fire precautions contact us using the contact details page 4

### **5.2 Licensing**

A house in multiple occupation is required to be licensed by the Local Authority if it is three or more storeys in height and is occupied by 5 or more tenants, of which at least 2 households share one or more basic amenities including kitchen,

bathroom or WC. It is the landlord/manager's responsibility to apply to the Council to license a property.

If you think your property needs to be licensed please contact us using the contact details given on page 4

### **5.3 Electrical Appliances**

All electrical appliances supplied within the HMO must comply with the following:

***The Electrical Equipment (Safety) Regulations 1994*** – These regulations apply to the supply of electrical equipment with a working voltage of between 50 and 1000 volts A.C. or between 75 and 1500 volts D.C. This imposes a duty on you as the supplier that they are 'safe' as defined by section 19 of the Act, so that there is no risk of injury or death to humans or pets or risk of damage to the property.

These regulations cover all mains voltage household electric goods including cookers, kettles, toasters, electric blankets, washing machines, immersion heaters etc. The Act also requires that if any equipment is supplied with any particular characteristic, suitable information or instruction booklets should be provided.

***Plugs & Sockets (Safety) Regulations 1994*** – These regulations require that where any plug, socket or adaptor supplied for intended domestic use, that it complies with the appropriate current standard and specifically that:

The live and neutral pins on the plugs are part insulated so as to prevent shocks when removing plugs from sockets; and  
All plugs are pre-wired.

***Electricity at Work Regulations 1989*** – These regulations require the testing of portable appliances (PAT testing) provided within the common areas of the property, e.g. kettles, toasters etc.

### **5.4 Management**

The Management of Houses in Multiple Occupation (England) Regulations 2006 places the following duties on the manager of the HMO.

- Duty to inform the occupier of contact details including name, address and telephone number and to display this information in a prominent place in the HMO. If a landlord is regularly out of the country or away for long periods of time, a local manager should be appointed who can act on behalf of the landlord, contact details for this person should also be displayed.
- Duty of the manager to take safety measures in relation to providing and maintaining the means of escape from fire & fire fighting equipment and to reasonably protect the occupiers of the HMO from injury.

- Duty of the manager to maintain water supply & drainage. Water rates should be registered in the name of the landlord/manager who is responsible for paying the bills.
- Duty of the manager to supply & maintain gas & electricity, including the provision of the latest gas safety certificate to the local authority when requested and the uninterrupted supply of gas and electricity. Utility bills should be registered in the name of the landlord/manager who is responsible for paying the bills. Key meters are not acceptable unless they are exclusive to a letting/room. If exclusive meters are fitted to rooms supplies to common areas (hallways, landings, stairs, kitchens, bathrooms, WCs) are the responsibility of the landlord/manager – these cannot be supplied by key meters.
- Duty of the manager to maintain common parts, fixtures, fittings and appliances including stairs, banisters, floor coverings, windows, lighting, shared appliances, yards, gardens and boundaries. Common parts must be kept free from obstruction, clean and in good order & repair.
- Duty of the manager to maintain living accommodation and any furniture, fittings and appliances provided by the landlord.
- Duty to provide waste disposal facilities.
- Duties of occupiers to reasonably cooperate with, not to hinder or frustrate the manager in performance of his duties; to provide information reasonably requested by the manager for the purpose of carrying out his duties; take reasonable care to avoid causing damage; properly dispose of rubbish; and comply with reasonable instructions regarding the means of escape from fire, prevention of fire and the use of fire equipment.

## **5.5 Other Issues**

Loft spaces and cellars are unsuitable for use as living accommodation unless proper Building Control & Planning Permission have been obtained. These spaces may require extra works in order to comply with these standards and the Housing Act 2004.

All works to the electrical installation shall be carried out by a properly qualified engineer.

All works to the gas installation and gas appliances shall be carried out by an engineer registered on the Gas Safe Register.

All gas pipe work, appliances and flues must be tested by a registered Gas Safe Engineer every 12 months. You must keep a copy of the Gas Safety Certificate for 2 years and issue a copy to each existing tenant within 28 days of the check being completed and issue a copy to any new tenants before they move in. A copy of the Gas Safety Certificate can be provided within the common areas.

## APPENDIX 2

Where a letting is let as furnished it should contain the following basic items of furniture: a bed (single or double as appropriate); a chest of drawers; a wardrobe and a small table and a chair.

All furniture provided in connection with the letting shall comply with The Furniture & Furnishings (Fire) (Safety) Regulations 1988.

Consideration should be given to space for a washing machine with an appropriate power socket adjacent and clothes drying facilities preferably both inside and outside the property.

Any pest control issues must be referred to a specialist pest control company and is the responsibility of the manager for the property.

## **6 CATEGORIES OF HOUSE IN MULTIPLE OCCUPATION (HMO)**

For the purposes of application of these standards, four categories of multiple occupation are defined as follows:-

### **6.1 CATEGORY A - Bedsit type accommodation**

A house occupied in rooms as bedsits, flat lets, on a floor by floor basis, or any combination of these arrangements. Tenants will have a room or number of rooms for exclusive occupation. Generally, there will be some sharing of amenities; a kitchen, bathroom and/or toilet. In such a house, each occupancy would be separately rented on individual tenancies.

### **6.2 CATEGORY B - Shared Houses**

Houses or flats occupied on a shared basis. For certain activities the occupiers might live as a single household, but for other activities they do not. Usually, the house will be let to a defined group on a single tenancy and not to individuals. Payment of bills would typically be the group responsibility and payment arranged and shared between the group. Some meals would be cooked and eaten as a group. Although most common amongst students, shared housing is increasingly found in other groups of people. The occupiers will share certain amenities such as a kitchen and bathroom, but will have a bedroom. The accommodation will usually be provided with a living room and a dining room if there is enough space for one so that the occupiers can share leisure time with each other and cleaning of all communal spaces would be arranged and organised by the group . . .

### **6.3 CATEGORY C – Short stay hostels and hotels**

Premises referred to as hostels, hostel type accommodation, hotels, guest houses, bed and breakfast, and similar establishments. The category includes establishments providing temporary accommodation for persons who have no other place of residence, such as single and priority homeless persons. It does not include bona fide commercial establishments, catering exclusively for tourists and other visitors to an area.

### **6.4 CATEGORY D – Group homes and long stay hostels**

This category includes houses which are used as special needs/group homes by registered charities or specialised housing associations. The category also includes larger hostels with medium and longer stay residents. This type of accommodation will offer shared facilities and an agreed level of support, provided by a worker/warden who may live in.

There will in addition, be some unique cases, which do not fall neatly into any one category. One such example is that of a “Youth Hostel Association” hostel. In these cases, judgement will be made on individual merits and circumstances.

These standards do not apply to premises which are registered, or to be registered, under the Registered Homes Act 1984. These are “homes” providing residential accommodation, with both board and personal care to more than four persons, who, because of disablement, past or present dependence on alcohol or drugs, or past or present mental illness, have special needs.

## **7 STANDARDS FOR HOUSES IN MULTIPLE OCCUPATION**

### **7.1 CATEGORY A - BEDSIT TYPE ACCOMMODATION**

A house occupied in rooms as bedsits, flat lets, on a floor by floor basis, or any combination of these arrangements. Tenants will have a room or number of rooms for exclusive occupation. Generally, there will be some sharing of amenities; a kitchen, bathroom and/or toilet. In such a house, each occupancy would be separately rented on individual tenancies.

#### **7.1.1 A1 Space standards**

In no case shall rooms be occupied by more than two persons, and rooms shall not be shared unless the individuals concerned consent to share the rooms. In no case however, shall sleeping arrangements be such that any two persons being 12 years old or more, of opposite sexes, be required to sleep together in the same room, unless they are co-habitees.

Separate kitchens and bathrooms are deemed unsuitable for sleeping accommodation.

For one room lettings, with inclusive kitchen facilities, the following minimum room sizes shall apply:

If occupied by one person - 14 sq. metres  
If occupied by two persons - 18.5 sq. metres

A one room letting for more than two individuals is deemed unsuitable.

In cases where lettings are comprised of more than one room where practicable, one of those rooms shall be a kitchen.

With the exception of one room lettings, the following minimum room sizes shall apply:

Single room - 10 sq. metres  
Double room - 14 sq. metres  
Kitchen - 5.5 sq. metres, plus 1 sq. metre for each additional person sharing use of the kitchen, up to a maximum of five persons sharing (e.g. 4 persons sharing a kitchen the room size shall be 5.5 sq. metres plus 3 giving a total of 8.5 sq. metres.)

The size of the letting therefore determines the number of permitted occupants.

#### **7.1.2 A2 Personal Washing Facilities**

Ideally, each separate letting shall be provided with a bath/shower for the sole use of the occupants.

## APPENDIX 2

Where this is not practicable, and amenities are shared, one bath, or one shower shall be provided for every five persons, irrespective of age. These amenities shall be provided within a separate bathroom of an adequate size, or in a suitable shower room. These rooms must be within one floor of the letting, and must be accessible from a common area. Not less than half of these amenities shall be baths, and in every case, a minimum of one bath shall be provided.

When calculating the required number of baths/shower, those persons already having exclusive use of a bath or shower should be disregarded.

Each bath and shower shall be provided with a readily available supply of hot and cold running water.

A splash back, shall be provided to all baths. Shower cubicles shall have fully tiled walls, and be provided with a suitable water resistant shower curtain or door to the cubicle.

Each bath or shower room shall be provided with a wash hand basin, together with constant supplies of hot and cold running water. A tiled splash back is to be provided to each wash hand basin.

The following minimum dimensions shall apply:

Wash hand basin	-	500mm x 400mm
Splash back	-	300mm high
Bath -		1700mm x 700mm
Shower	-	800mm x 800mm
Shower room	-	1600mm x 900mm

### 7.1.3 A3 Toilet Facilities

Ideally, each separate letting shall be provided with a WC for the sole use of the occupants.

If this is not practicable, one WC is to be provided for every 5 persons, irrespective of age. (External WC's are disregarded). WC's shall be situated within one floor of the letting, and where amenities are shared, these must be accessible from a common area.

Not less than half of these facilities shall be in separate compartments, and in every case, a minimum of one WC shall be provided within a separate compartment.

Where a WC is provided in a separate compartment, a hand wash basin shall be provided together with its own adequate and constant supplies of hot and cold running water.

### 7.1.4 A4 Facilities for the Storage, Preparation, and Cooking of Food

Ideally, each letting shall be provided with its own set of kitchen facilities for the exclusive use of the occupants. Where practicable, and for all lettings for more than two persons, these facilities shall be provided in a separate kitchen as part of the letting.

## APPENDIX 2

Where this is not practicable, a lesser standard will be permitted, but in no case will more than five persons, irrespective of age, be allowed to share the use of a kitchen.

A set of facilities shall include:

- (1) A cooker with a minimum of 4 burners, oven and grill;
- (2) A sink and integral drainer set on a base unit. The sink shall be provided with a constant supply of hot and cold water, and be properly connected to the drainage system. The cold water supply shall be direct from the mains supply;
- (3) A fixed worktop of impervious material;
- (4) A storage cupboard. (The space in a sink unit below the sink will not be accepted as a storage cupboard);
- (5) A refrigerator;
- (6) Two double 13 amp electric power sockets. These shall be provided within the food preparation area, and at least one of the power outlets shall be at worktop level.

No more than one set of facilities is to be accommodated within one kitchen.

The kitchen shall be reasonably accessible to the user, and in any event, not more than one floor distant from those it serves.

Where a separate kitchen is provided, this will have a minimum size of 5.5 sq. metres. plus 1 sq. metre for each additional person sharing the use of the kitchen, up to a maximum of five persons sharing.

The following minimum dimensions shall apply:

Sink and drainer	-	1000mm x 600mm
Fixed worktop	-	1000mm x 600mm
Storage cupboards	-	0.3 cubic metres
Refrigerator	-	0.14 cubic metres

## **7.2 CATEGORY B - SHARED HOUSES**

Houses or flats occupied on a shared basis. For certain activities the occupiers might live as a single household, but for other activities they do not. Usually, the house will be let to a defined group on a single tenancy and not to individuals. Payment of bills would typically be the group responsibility and payment arranged and shared between the group. Some meals would be cooked and eaten as a group. Although most common amongst students, shared housing is increasingly found in other groups of people. The occupiers will share certain amenities such as a kitchen and bathroom, but will have a bedroom. The accommodation will usually be provided with a living room and a dining room if there is enough space for one so that the occupiers can share leisure time with each other and cleaning of all communal spaces would be arranged and organised by the group

### **7.2.1 B1 Space standards**

The standard is to be applied irrespective of the age of the occupants.

In no case shall rooms be occupied by more than two persons, and rooms shall not be shared unless the individuals concerned consent to share the room. In no case however, shall sleeping arrangements be such that any two persons being 12 years old or more, of opposite sexes, be required to sleep together in the same room, unless they are co-habitees.

Separate kitchens and bathrooms are deemed unsuitable for sleeping accommodation.

The following minimum room sizes shall apply:

Single room	-	10 sq. metres
Double room	-	14 sq. metres
Kitchen	-	5.5 sq. metres, plus 1 sq. metre for each additional person sharing use of the kitchen.

### **7.2.2 B2 Personal Washing Facilities**

One bath or one shower shall be provided for every five persons, irrespective of age. These amenities shall be provided within a separate bathroom of an adequate size, or in a suitable shower room. These rooms must be within one floor of each bedroom, and must be accessible from a common area. Not less than half of these amenities shall be baths, and in every case, a minimum of one bath shall be provided.

Each bath and shower shall be provided with a readily available supply of hot and cold running water.

A splash back, shall be provided to all baths. Shower cubicles shall have fully tiled walls, and be provided with a suitable water resistant shower curtain or door to the cubicle.

Each bath or shower room shall be provided with a wash hand basin, together with constant supplies of hot and cold running water. A tiled splash back is to be provided to each wash hand basin.

The following minimum dimensions shall apply:

Wash hand basin	-	500mm x 400mm
Splash back	-	300mm high
Bath	-	1700mm x 700mm
Shower	-	800mm x 800mm
Shower room	-	1600mm x 900mm

### 7.2.3 B3 Toilet Facilities

One WC is to be provided for every 5 persons, irrespective of age. (External WC's are disregarded). WC's shall be situated within one floor of the letting, and where amenities are shared, these must be accessible from a common area.

A hand wash basin shall be provided in each WC that is in its own compartment, together with its own adequate and constant supplies of hot and cold running water.

### 7.2.4 B4 Facilities for the Storage, Preparation, and Cooking of Food

One set of kitchen facilities is to be provided for every 5 persons irrespective of age. An additional set of kitchen facilities shall be provided where there are more than 5 persons, but no more than two sets of facilities shall be accommodated in any one kitchen.

A set of facilities shall include:

- (1) A cooker with a minimum of 4 burners, oven and grill;
- (2) A sink and integral drainer set on a base unit. The sink shall be provided with a constant supply of hot and cold water, and be properly connected to the drainage system. The cold water supply shall be direct from the mains supply;
- (3) A fixed worktop of impervious material;
- (4) A storage cupboard. (The space in a sink unit below the sink will not be accepted as a storage cupboard);
- (5) A refrigerator;
- (6) Two double 13 amp electric power sockets. These shall be provided within the food preparation area, and at least one of the power outlets shall be at worktop level.

The kitchen shall be reasonably accessible to the user, and in any event, not more than one floor distant from those it serves.

Kitchens must have a minimum floor area of **5.5 sq. metres.** plus **1 sq. metre** for each additional person sharing the use of the kitchen, up to a maximum of five persons sharing.

## APPENDIX 2

The following minimum dimensions shall apply:

Sink and drainer	-	1000mm x 600mm
Fixed worktop	-	1000mm x 600mm
Storage cupboards	-	0.3 cubic metres
Refrigerator	-	0.14 cubic metres

### **7.3 CATEGORY C - SHORT STAY HOSTELS AND HOTELS**

Premises referred to as hostels, hostel type accommodation, hotels, guest houses, bed and breakfast, and similar establishments. The category includes establishments providing temporary accommodation for persons who have no other place of residence, such as single and priority homeless persons. It does not include those hostels with more than 35 beds which operate on a direct access basis; nor does it include bona fide commercial establishments catering exclusively for tourists and other visitors to an area.

The standard for hostels/hotels is based upon the “Joint London Borough Code of Practice: The Use of Hotel/Hostel Accommodation for the Placement of Homeless people”.

#### **7.3.1 C1 Space standards**

The standard is to be applied irrespective of the age of the occupants.

In no case shall rooms be occupied by more than four persons, and rooms shall not be shared unless the individuals concerned consent to share the room. In no case however, shall sleeping arrangements be such that any two persons being 12 years old or more, of opposite sexes, be required to sleep together in the same room, unless they are co-habitees.

Separate kitchens and bathrooms are deemed unsuitable or sleeping accommodation.

The following minimum room sizes shall apply:

Where cooking facilities are provided in a separate room/kitchen:-

If occupied by one person	-	6.5 sq. metres
If occupied by two persons	-	10.2 sq. metres
If occupied by three persons	-	14.9 sq. metres
If occupied by four persons	-	19.6 sq. metres

Where cooking facilities are provided within a bedroom:-

If occupied by one person	-	10.2 sq. metres
If occupied by two persons	-	14.0 sq. metres
If occupied by three persons	-	18.6 sq. metres
If occupied by four persons	-	23.3 sq. metres

Kitchens must have a minimum floor area of 5.5 sq. metres for each set of facilities.

#### **Notices in sleeping accommodation.**

There should be prominently displayed in each room used or suitable for use as a bedroom, a clearly legible notice in the following prescribed form:

(LOCATION AND/OR ROOM NUMBER)

THIS ROOM IS NOT TO BE USED FOR SLEEPING  
PURPOSES BY MORE THAN.... PERSONS

(Where rooms are used by persons whose first language is not English, then the appropriate language in common use shall be used in addition to the statement in English).

### **7.3.2 C2 Personal Washing Facilities**

Each separate bedroom shall be provided with a wash hand basin. This must be supplied with constant hot and cold running water, and a tiled splash back must be provided. (If there is an en-suite bathroom, then the wash hand basin can be provided within that bathroom).

One bath or one shower shall be provided for every five persons, irrespective of age. These amenities shall be provided within a separate bathroom of an adequate size, or in a suitable shower room. These rooms must be within one floor of each bedroom, and must be accessible from a common area. Not less than half of these amenities shall be baths, and in every case, a minimum of one bath shall be provided.

When calculating the required number of baths/showers, those persons already having exclusive use of a bath or shower should be disregarded.

Each bath and shower shall be provided with a readily available supply of hot and cold running water.

A splash back, shall be provided to all baths. Shower cubicles shall have fully tiled walls, and be provided with a suitable water resistant shower curtain or door to the cubicle.

Each bath or shower room shall be provided with a wash hand basin, together with constant supplies of hot and cold running water. A tiled splash back is to be provided to each wash hand basin.

The following minimum dimensions shall apply:

Wash hand basin	-	500mm x 400mm
Splash back	-	300mm high
Bath	-	1700mm x 700mm
Shower	-	800mm x 800mm
Shower room	-	1600mm x 900mm

### **7.3.3 C3 Toilet Facilities**

One water closet is to be provided for every 5 persons, irrespective of age. (External WC's are disregarded). Water closets shall be situated within one floor of each bedroom, and must be accessible from a common area.

Not less than half of these facilities shall be in separate compartments, and in every case, a minimum of one water closet shall be provided within a separate compartment.

Where practicable, a hand rinse basin shall be provided in each separate water closet, together with its own adequate and constant supplies of hot and cold running water.

### **7.3.4 C4 Facilities for the Storage, Preparation, and Cooking of Food**

Each household shall be provided with its own facilities for the exclusive use of the occupants, and where practicable, these facilities shall be provided in a separate kitchen as part of the letting.

#### (a) Kitchen facilities for exclusive use by households

A full set of facilities shall be provided for each household. This must include:

- (1) A cooker with a minimum of 4 burners, oven and grill;
- (2) A sink and integral drainer set on a base unit. The sink shall be provided with a constant supply of hot and cold water, and be properly connected to the drainage system. The cold water supply shall be direct from the mains supply;
- (3) A fixed worktop of impervious material;
- (4) A storage cupboard. (The space in a sink unit below the sink will not be accepted as a storage cupboard);
- (5) A refrigerator;
- (6) Two double 13 amp electric power sockets. These shall be provided within the food preparation area, and at least one of the power outlets shall be at worktop level.

The kitchen shall be reasonably accessible to the user, and in any event, not more than one floor distant from those it serves.

Where a separate kitchen is provided, this will have a minimum size of 5.5 sq. metres

The following minimum dimensions shall apply:

Sink and drainer -	1000mm x 600mm
Fixed worktop -	1000mm x 600mm
Storage cupboards -	0.3 cubic metres
Refrigerator -	0.14 cubic metres

In circumstances where the local authority is satisfied that the provision of kitchen facilities for exclusive use is not practicable or appropriate, the lesser standards may be applied, as described in the sub-paragraphs (b) and (c) below.

#### (b) Kitchens for communal use

One set of kitchen facilities is to be provided for every 5 persons irrespective of age. An additional set of kitchen facilities shall be provided where there are more

## APPENDIX 2

than 5 persons, but no more than two sets of facilities shall be accommodated in any one kitchen.

When calculating the required number of kitchen facilities, those persons already having exclusive use of a complete set of kitchen facilities should be disregarded.

A full set of facilities shall include:

- (1) A cooker with a minimum of 4 burners, oven and grill;
- (2) A sink and integral drainer set on a base unit. The sink shall be provided with a constant supply of hot and cold water, and be properly connected to the drainage system. The cold water supply shall be direct from the mains supply;
- (3) Four double 13 amp electric power sockets. These shall be provided within the food preparation area, and at least two of the power outlets shall be at worktop level.

In addition, the following facilities shall be provided for exclusive use within each room, or within the total accommodation occupied by a single household:

- (4) A fixed worktop of impervious material;
- (5) A storage cupboard. (The space in a sink unit below the sink will not be accepted as a storage cupboard);
- (6) A refrigerator.

The kitchen shall be reasonably accessible to the user, and in any event, not more than one floor distant from those it serves.

Kitchens must have a minimum floor area of 5.5 sq. metres for each set of facilities,

The following minimum dimensions shall apply:

Sink and drainer -	1000mm x 600mm
Fixed worktop -	1000mm x 600mm
Storage cupboards -	0.3 cubic metres
Refrigerator -	0.14 cubic metres

### (c) Where meals are provided by the hotel/hostel

Where those having control of the hotel/hostel, can properly show to the satisfaction of the local authority, either by virtue of the scale of their provision of meals, or because of the manner in which the premises are occupied, that such provision would be excessive, a lesser standard may be applied.

Kitchen facilities shall be made available for use 24 hours per day, subject to any representation from the person in control/manager, as agreed by the receiving and placing authorities.

### **7.3.5 C5 Additional facilities**

A number of additional facilities, whilst not an absolute requirement, are recommended for hostels, and bed & breakfast hotels. These include:

- Laundry and drying facilities;
- Living room;
- Children's play facilities where appropriate;
- Room for visiting G.P/health visitor/social worker;
- Telephone for residents use;
- Access for people with disabilities;
- Office facilities

## **7.4 CATEGORY D - GROUP HOMES AND LONG STAY HOSTELS**

This category includes houses which are used as special needs/group homes by registered charities or specialised housing associations. The category also includes larger hotels with medium and longer stay residents. This type of accommodation will offer shared facilities and an agreed level of support, provided by a worker/warden who may live in.

### **7.4.1 D1 Space standards**

The standard is to be applied irrespective of the age of the occupants.

In no case shall rooms be occupied by more than two persons, and rooms shall not be shared unless the individuals concerned consent to share the room. In no case however, shall sleeping arrangements be such that any two persons being 12 years old or more, of opposite sexes, be required to sleep together in the same room, unless they are co-habitees.

Irrespective of the floor area, consideration is given to the shape and unusable living space within the room in determining whether it is suitable for occupation.

Separate kitchens and bathrooms are deemed unsuitable for sleeping accommodation.

Residents common rooms, (living rooms, dining rooms, etc.), should be provided in accordance with the standard set out below.

The following minimum room sizes shall apply:

Single room -	10 sq. metres
Double room -	14 sq. metres
Kitchen -	5.5 sq. metres, plus 1 sq. metre for each additional person sharing use of the kitchen.

### **7.4.2 D2 Personal Washing Facilities**

Each bedroom shall be provided with a wash hand basin. This must be supplied with constant hot and cold running water, and a tiled splash back must be provided.

In group homes, where those in control can show that this is impracticable because of the manner in which the premises are occupied, a lesser standard may be applied.

One bath or one shower shall be provided for every five persons, irrespective of age. These amenities shall be provided within a separate bathroom of an adequate size, or in a suitable shower room. These rooms must be within one floor of each bedroom, and must be accessible from a common area. Not less than half of these amenities shall be baths, and in every case, a minimum of one bath shall be provided.

Each bath and shower shall be provided with a readily available supply of hot and cold running water.

A splash back, shall be provided to all baths. Shower cubicles shall have fully tiled walls, and be provided with a suitable water resistant shower curtain or door to the cubicle.

Each bath or shower room shall be provided with a wash hand basin, together with constant supplies of hot and cold running water. A tiled splash back is to be provided to each wash hand basin.

The following minimum dimensions shall apply:

Wash hand basin	- 500mm x 400mm
Splash back	- 300mm high
Bath	- 1700mm x 700mm
Shower	- 800mm x 800mm
Shower room-	- 1600mm x 900mm

#### **7.4.3 D3 Sanitary Convenience**

One water closet is to be provided for every 5 persons, irrespective of age. (External water closets are disregarded). Water closets shall be situated within one floor of the letting, and where amenities are shared, these must be accessible from a common area.

Not less than half of these facilities shall be in separate compartments, and in every case, a minimum of one water closet shall be provided within a separate compartment.

Where practicable, a hand rinse basin shall be provided in each separate water closet, together with its own adequate and constant supplies of hot and cold running water.

#### **7.4.4 D4 Facilities for the Storage, Preparation, and Cooking of Food**

One set of kitchen facilities is to be provided for every 5 persons irrespective of age. An additional set of kitchen facilities shall be provided where there are more than 5 persons, but no more than two sets of facilities shall be accommodated in any one kitchen.

A set of facilities shall include:

- (1) A cooker with a minimum of 4 burners, oven and grill;
- (2) A sink and integral drainer set on a base unit. The sink shall be provided with a constant supply of hot and cold water, and be properly connected to the drainage system. The cold water supply shall be direct from the mains supply;
- (3) A fixed worktop of impervious material;
- (4) A storage cupboard. (The space in a sink unit below the sink will not be accepted as a storage cupboard);

## APPENDIX 2

- (5) A refrigerator;
- (6) Two double 13 amp electric power sockets. These shall be provided within the food preparation area, and at least one of the power outlets shall be at worktop level.

The kitchen shall be reasonably accessible to the user, and in any event, not more than one floor distant from those it serves.

Kitchens must have a minimum floor area of 5.5 **sq. metres** plus 1 **sq. metre** for each additional person sharing the use of the kitchen/

The following minimum dimensions shall apply:

Sink and drainer -	1000mm x 600mm
Fixed worktop -	1500mm x 600mm
Storage cupboards -	0.4 cubic metres
Refrigerator -	0.2 cubic metres

Where those having control of the hostel, or managing a group home can properly show to the satisfaction of the local authority, either by virtue of the scale of their provision of meals, or because of the manner in which the premises are occupied, that the above provision would be excessive, a lesser standard may be applied.

### 7.4.5 D5 Additional facilities

A number of additional facilities, whilst not an absolute requirement, are recommended for hostels, and bed & breakfast hotels. These include:

- Laundry and drying facilities;
- Children's play facilities where appropriate;
- Room for visiting G.P/health visitor/social worker;
- Telephone for residents use;
- Access for people with disabilities;
- Office facilities