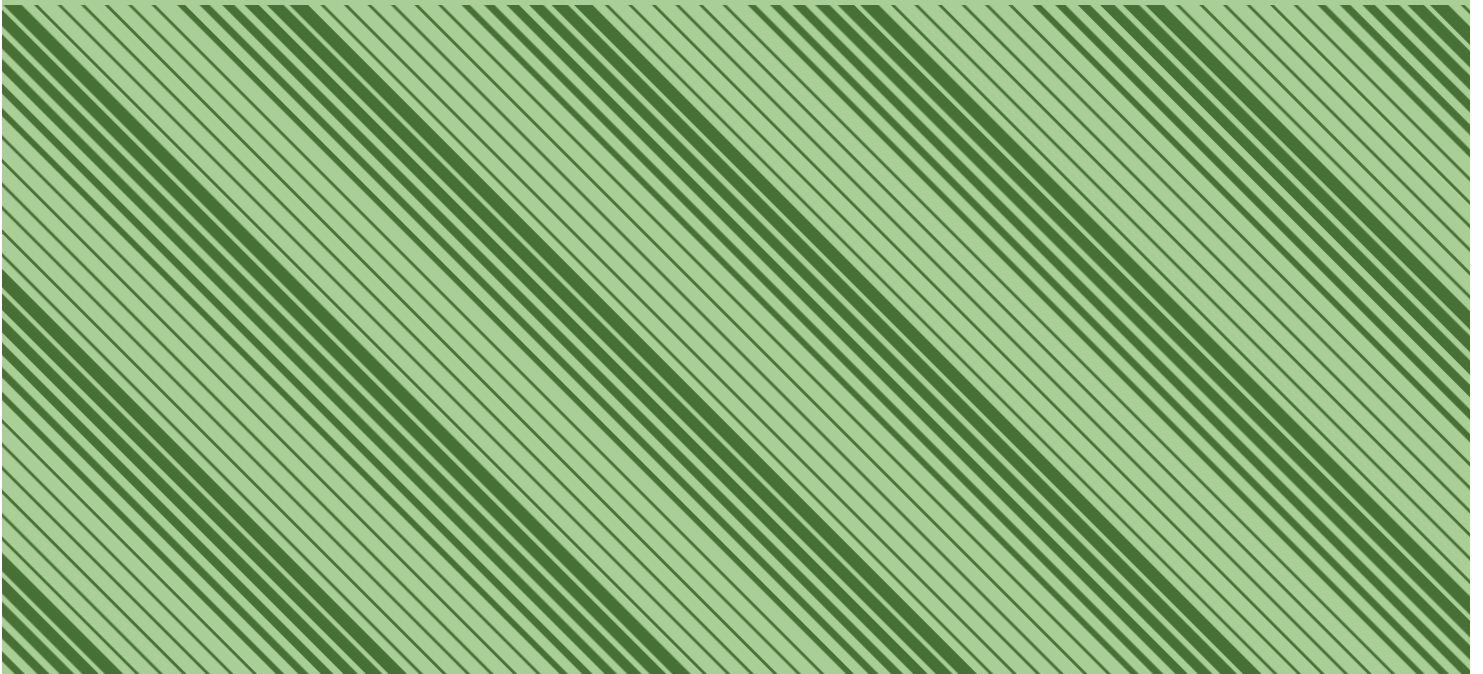




NORWICH
City Council

AMENITY STANDARDS IN HOUSES IN MULTIPLE OCCUPATION (HMOS)

Private sector housing
Providing homes building communities



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Introduction

All licensed Houses in Multiple Occupation (HMO) need to be supplied with amenities such as heating, washing facilities, kitchen facilities and toilets.

The number and type of amenities depend on the type and size of the house.

There are regulations which set out the required standards*.

The purpose of this guide is to explain the regulations and to give guidance on how to comply.

We have listed each regulation in green. Underneath we have given guidance of how to comply with the regulation.

Although the regulations only apply to licensed HMOs we expect every HMO to have amenities meeting this standard.

* Schedule 3 of the Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions)(England) Regulations as amended by the Licensing and Management of Houses in Multiple Occupation (additional provisions)(England) Regulations 2007.

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Definitions:

HMO – generally, an HMO is a property which is occupied by two or more households consisting of three or more people where two or more of the households may share basic amenities. It may consist of bedsits, shared houses or some self contained flats. If you are unsure, please contact the council on 0844 980 3333 or email privatesectorhousing@norwich.gov.uk

Unit of accommodation – A living area occupied by one household eg a bedsit.

Licensable HMO – If an HMO is not entirely self contained flats **and** is three or more storeys **and** contains five or more persons it requires a licence.

Schedule 3 – prescribed standards for deciding the suitability for occupation of an HMO by a particular maximum number of households or persons illustrated in the boxed paragraph at the beginning of each section.

Heating

Regulation 1

Each unit of living accommodation in an HMO must be equipped with adequate means of space heating.

1.0 Heating – guidance

- 1.1 The heating system should be of appropriate design and layout to heat the whole of the house adequately and efficiently.
 - 1.1.1 All habitable rooms and bathrooms shall be provided with a fixed heating appliance in a suitable position, capable of maintaining a room temperature of 21 degrees (celcius). (See *Insulation* below).
 - 1.1.2 The heating should be controllable by the occupants. If space heating is centrally controlled, it should be provided with controls to allow the occupants to regulate the temperature in their unit of accommodation.
 - 1.1.3 Suitable methods of heating are:
 - a) central heating
 - b) electrical storage heaters as a fixed installation and run on economy 7 with minimum standards of auto charge control in accordance with Building Regulations Part L1 and manual back up.
 - c) fixed gas heaters connected to a suitable flue and terminal outlet.
 - 1.1.4 Portable heating appliances such as paraffin oil and LPG (bottled gas) are not to be provided by the landlord.
 - 1.1.5 The heating system is to be safely and properly installed and maintained.

1.2 Safety

Gas

Under the Gas Safety (Installation and Use) Regulations 1998 landlords must:

- ensure gas fittings and flues are maintained in safe condition
- ensure an annual safety check is carried out on each gas appliance and flue
- have all installation, maintenance and safety checks carried out by a Corgi registered installer
- keep a record of each safety check for at least two years.

Electricity

Electrical appliances must be checked regularly for wear and tear and any defects remedied. It is strongly recommended that a Portable Appliance Test (PAT) should be undertaken by a competent person at least once every two years and a written record of tests, repairs and maintenance is kept.

1.3 Insulation and draught proofing

Achieving appropriate room temperatures can be improved by adequately insulating the property. There should be a minimum 250mm of loft insulation and where appropriate, cavity walls should be filled, and solid walls and dormer windows insulated.

Draughts waste heat and reduce temperatures causing discomfort for the occupiers. Draughts can be caused by ill-fitting, butt-jointed floor boarding or ill-fitting doors or windows. The house should have draught proofing to prevent excessive draughts.

1.4 Ventilation and damp

If the house does not have adequate ventilation this could result in condensation dampness.

There should be means to provide low level background ventilation (without excessive draughts). This includes windows which open (and where possible contain trickle vents) and in kitchens and bathrooms should include extractor fans.

Washing facilities

Regulation 2

- (1) Where all or some of the units of living accommodation in an HMO do not contain bathing and toilet facilities for the exclusive use of each individual household –
 - (a) there must be an adequate number of bathrooms, toilets and wash-hand basins (suitable for personal washing) for the number of persons sharing those facilities; and
 - (b) where reasonably practicable there must be a wash hand basin with appropriate splash back in each unit other than a unit in which a sink has been provided as mentioned in Paragraph 4(1), having regard to the age and character of the HMO, the size and layout of each flat and its existing provision for wash-hand basins, toilets and bathrooms.
- (2) All baths, showers and wash hand basins in an HMO must be equipped with taps providing an adequate supply of cold and constant hot water.
- (3) All bathrooms in an HMO must be suitably and adequately heated and ventilated.
- (4) All bathrooms and toilets in an HMO must be of an adequate size and layout.
- (5) All baths, toilets and wash hand basins in an HMO must be fit for the purpose.
- (6) All bathrooms and toilets in an HMO must be suitably located in or in relation to the living accommodation in the HMO.

Definitions:

Bathroom – A room containing a bath or a shower.

WHB – Wash hand basin.

Suitably located – Bathrooms should not be more than one floor distance from the living and sleeping accommodation.

2.0 Washing facilities – guidance

2.1 Number of facilities must be provided in accordance with the following table:

Washing facilities

Provision of amenities for the number of people	
1-4 persons	<ul style="list-style-type: none"> At least one bathroom and one toilet (the bathroom and the toilet may be combined).
5 persons	<ul style="list-style-type: none"> one WHB may be required in each unit of accommodation / sleeping room and one bathroom and one separate toilet with WHB (but the toilet can be located within a second bathroom).
6-10 persons	<ul style="list-style-type: none"> one WHB may be required in each unit of accommodation / sleeping room and two bathrooms and two separate toilets with WHB's (but one of the toilets can be located in one of the bathrooms).
11-15 persons	<ul style="list-style-type: none"> one WHB may be required in each unit of accommodation / sleeping room and three bathrooms and three separate toilets with WHB's (but two of the toilets can be located within two of the bathrooms).

2.2 Bathroom facilities – guidance

- a) All bathrooms and toilets in an HMO shall be of an adequate size and layout.
- b) All baths, toilets and wash hand basins (WHB) shall have a smooth and impervious surface and be easy to clean.
- c) Each bathroom shall either have a bath of minimum dimension 1700mm x 760mm or a shower of minimum dimensions 800mm x 800mm.
- d) A WHB shall be of minimum dimension 560mm x 430mm. If the WHB is provided in units of accommodation / sleeping room it is acceptable to provide a sink as an alternative.
- e) All bathrooms and toilets shall be suitably located, ie no more than one floor distance from the living and sleeping accommodation.

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- f) All baths showers and WHB basins in an HMO must be equipped with taps providing adequate supply of hot and cold water.

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

1. piped from a boiler
 2. immersion heater
 3. fixed gas appliance (eg. Multipoint)
 4. instantaneous heater (only to WHB and electric showers).
- g) Bathrooms should be adequately heated and lighted with the heating maintaining a temperature of 21 degrees (celcius).
- h) Bathrooms must have adequate ventilation. An extractor should be provided (in addition to a window to the outside air) at a minimum extraction rate of 15 litres per second.
- i) If the toilet is in a separate compartment it is required to have a window equivalent to 1/20th of the floor area or an extractor to a minimum extraction rate of 6 litres per second and a WHB.
- j) Bathrooms in single brick extensions are often inadequately heated because of the poor insulation quality of the wall and the roof. Generally the only remedy is to insulate the walls and roof. This may mean dry lining the walls internally or providing an insulated render coat externally.
- k) The splash backs to baths, WHB's and sinks shall be a minimum of 300mm and extend to at least one equal width of the WHB or bath. All joints to be mastic sealed and all tiling fixed with waterproof adhesive and joints filled with waterproof grouting.
- l) In showers (in a cubicle or over the bath) the tiling shall be 150mm above the head of the shower and up to the edge of a fixed shower screen. Where a shower curtain is used, the tiling should extend 300mm beyond the curtain.

2.3 General

- 2.3.1 Bathroom fitments and water supply need to be installed in compliance with Building Regulations: Approved Documents G and appropriate British Standards.
- 2.3.2 Drainage to bathroom and toilet fitments need to be installed in compliance with Building Regulations: Approved Document H and appropriate British Standards.

Kitchens

Regulation 3

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

- (a) there must be a kitchen, suitably located in relation to the living accommodation, and of such layout and size and equipped with such facilities so as to adequately enable those sharing the facilities to store, prepare and cook food;
- (b) the kitchen must be equipped with the following equipment, which must be fit for the purpose and supplied in a sufficient quantity for the number of those sharing the facilities –
 - (i) sinks with draining boards;
 - (ii) an adequate supply of cold and constant hot water to each sink supplied;
 - (iii) installations or equipment for the cooking of food;
 - (iv) electrical sockets;
 - (v) worktops for the preparation of food;
 - (vi) cupboards for the storage of food or kitchen and cooking utensils;
 - (vii) refrigerators with an adequate freezer compartment (or, where the freezer compartment is not adequate, adequate separate freezers);
 - (viii) appropriate refuse disposal facilities; and
 - (ix) appropriate extractor fans, fire blankets and fire doors.

3.0 Kitchen facilities – guidance

3.1 This table below and overleaf sets out a range of measures which landlords can take to meet the prescribed standard depending on the number of people accommodated.

Facility	Minimum standard	Up to and including 5 persons	> than five persons
Sinks with draining boards and an adequate supply of cold and constant hot water	A fixed impervious sink with a drainer, with an adequate supply of cold and an adequate supply of constant hot water.	1 for up to 5 occupiers	1 for 5 occupiers 2 for 6-8 occupiers 3 for 9-12 occupiers 4 for 18-16 occupiers
Cooker second hob	An electric or gas hob with four rings and an oven with a grill.	1 up to 5 occupiers	1 for 5 occupiers 2 for 6-8 occupiers 3 for 9-12 occupiers 4 for 18-16 occupiers
Electric sockets	<ul style="list-style-type: none"> • 30 amp supply for an electric cooker. • Dedicated sockets for refridgeration and washing machine set at a convenient height and safe position. • Three double sockets at worktop height 	As minimum standard	5 persons or less – 3 double sockets 6-7 persons – 4 double sockets 8-9 persons – 5 double sockets 9-10 persons – 6 double sockets 10-11 persons – 7 double sockets 11-12 persons – 8 double sockets
Work tops for food preparation	Work tops should be secure, fixed and of an impervious material. 500mm (length) x 600mm (width) per user (to a maximum requirement of 2.5m length)	As minimum standard	5 persons at least 500mm 6 persons at least 1m 7 persons at least 1.5m 8 persons at least 2m 9+ persons at least 2.5m
Cupboards for the storage of food and kitchen and cooking utensils. The space below the sink is not counted.	A floor based food storage cupboard 500mm wide and standard depth and height or a wall mounted food storage cupboard 1000mm wide and standard depth and height should be provided per person.	As minimum standard	One cupboard per person

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Facility	Minimum standard	Up to and including 5 persons	> than five persons
Refrigerators with an adequate freezer compartment (or separate freezer)	A large standard fridge/freezer with a minimum capacity of 0.15m ³ and a freezer with a minimum capacity of 0.11m ³ .	As minimum standard	Up to 5 persons as minimum standards 5-10 persons, twice minimum standards 11+ persons, three times minimum standards
Appropriate refuse disposal facilities	A sufficient number of bins must be provided for the storage of refuse awaiting collection both inside and outside.	As minimum standard	As minimum standard
Appropriate extractor fans	Electrical extraction in accordance with approved document F under Building Regulations 2006.	As minimum standard	As minimum standard
Appropriate fire blankets	To be supplied and sited in accordance with fire guidance*	As minimum standard	As minimum standard
Appropriate fire doors	See fire guidance*	As minimum standard	As minimum standard
Appropriate finishes	Kitchen floors should be cleansable. Kitchen walls adjacent to cookers, sinks and food preparation areas shall have impervious splash backs. Kitchen ceilings shall be in good repair.	As minimum standard	As minimum standard

* See *Fire precautions in dwellings* - Norwich City Council

Units of living accommodation without shared basic amenities: kitchen facilities

Regulation 4.1

- (1) Where a unit of living accommodation contains kitchen facilities for the exclusive use of the individual household, and there are no other kitchen facilities available for that household, that unit must be provided with –
- (a) adequate appliances and equipment for the cooking of food;
 - (b) a sink with an adequate supply of cold and constant hot water;
 - (c) a work top for the preparation of food;
 - (d) sufficient electrical sockets;
 - (e) a cupboard for the storage of kitchen utensils and crockery; and
 - (f) a refrigerator.
- (1A) The standards referred to in paragraphs (a) and (f) of sub-paragraph (1) shall not apply in relation to a unit of accommodation where –
- (a) the landlord is not contractually bound to provide such appliances or equipment
 - (b) the occupier of the unit of accommodation is entitled to remove such appliances or equipment from the HMO; or
 - (c) the appliances or equipment are otherwise outside the control of the landlord.

4.0 Kitchen facilities – guidance

4.1 This table below sets out a range of measures which landlords can take to meet the prescribed standards.

Facility	Minimum standard
Adequate appliances and equipment for the cooking of food	A cooker with at least two rings with an oven and grill.
Sinks with draining boards: an adequate supply of cold and constant hot water to each sink supplied	A fixed impervious sink with a drainer. It should be provided with an adequate and wholesome supply of cold water and an adequate supply of constant hot water.
Sufficient electrical sockets	4 sockets (2 doubles), plus dedicated sockets for a cooker and refrigerator. Points should be set at a convenient height and safe position.
A work top for the preparation of food	Minimum size 600mm x 1000mm. The worktop should be secure, fixed and of impervious material.
A cupboard for the storage of kitchen utensils and crockery	Floor or wall mounted. The space below the sink is not counted. A floor based storage cupboard of 500mm wide and standard depth and height or a wall mounted food storage cupboard of 1000mm wide and standard depth and height.
A refrigerator	A standard refrigerator with a minimum capacity of 0.15m ² .

Bathroom facilities

Regulation 4.2

- (2) Where there are no adequate shared washing facilities provided for a unit of living accommodation as mentioned in Prescribed Standard 2 (page 3), an enclosed and adequately laid out and ventilated room with a toilet and bath or fixed shower supplying adequate cold and constant hot water must be provided for the exclusive use of the occupiers of that unit either –
- (a) within the living accommodation; or
 - (b) within reasonable proximity to the living accommodation

Bathroom facilities – guidance

See **2.2** on page 5.

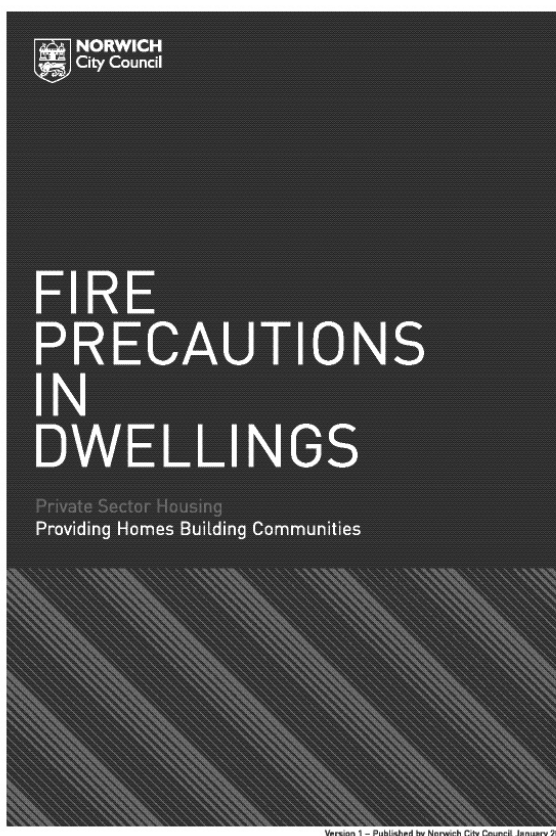
Fire precaution facilities and equipment

Regulation 5

Appropriate fire precaution facilities and equipment must be provided of such type, number and location as is considered necessary.

Fire precautions – guidance

Please refer to the document below which can be found on the Norwich City Council website www.norwich.gov.uk or you can request a copy by either emailing privatesectorhousing@norwich.gov.uk or calling 0844 980 3333.





If you require this booklet in another format
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on 0844 980 3333 or email info@norwich.gov.uk

Published by Norwich City Council January 2009
Norwich City Council, City Hall, Norwich, NR2 1NH

www.norwich.gov.uk