

PRESTON CITY COUNCIL

LANDLORDS INFORMATION PACK

HOUSES IN MULTIPLE OCCUPATION

Guest Houses and Similar Standards for Hostels,

Houses generally referred to as hostels, guest houses, boarding houses and bed and breakfast establishments on a commercial basis with the appropriate planning permission, and catering for specific groups. Living accommodation is provided for those with no other available home.

STANDARDS OF AMENITY AND FITNESS FOR HABITATION

1.0 REPAIR

- 1.1 The property shall be in a good standard of repair having regard to its age, character and locality and, in particular, shall be free from any disrepair which may prejudice the health and safety of the occupiers.

2.0 STABILITY

- 2.1 The property must be in a structurally sound condition. Properties which have previously experienced slight settlement but are now structurally stable are normally considered to be acceptable. However, if the building is considered likely to further instability or, if previous movement has left it substantially weakened, then it may not be considered to be in a satisfactory condition.

3.0 DAMPNESS

- 3.1 The property shall be substantially free from dampness so that neither the personal comfort nor the health and safety of the occupier is prejudiced. This includes dampness caused by a missing or defective damp proof course, any form of disrepair or condensation.

4.0 NATURAL LIGHTING

- 4.1. All habitable rooms shall be provided with an area of clear glazing situated in either a window and/or a door, equivalent in total area to at least one-tenth of the floor area of the room.
- 4.2. Where practicable, all kitchens, bathrooms and water closet compartments shall comply with 4.1 above. Where this is not practicable, adequate artificial lighting shall be provided in accordance with the requirements of Part 5. All glazing to windows in bathrooms and rooms with toilets shall be obscure.
- 4.3. Where practicable all staircases, landings and passages shall be provided with an area of clear glazing in a window. Where this is not practicable, adequate artificial lighting shall be provided in accordance with the requirements of Part 5.

PART 3/4

- 4.4. Underground rooms used as habitable rooms shall comply with the Council's guidance note 'Standards for Underground Rooms' available as part of this information pack.

5.0 ARTIFICIAL LIGHTING

- 5.1. All habitable rooms, kitchens, bathrooms, water closet compartments, staircases, landings and passages shall be adequately lighted by electricity. All wiring and fittings should be maintained in a safe condition.

6.0 VENTILATION

- 6.1. All habitable rooms shall be ventilated directly to the external air by a window, the openable area of which shall be equivalent to at least one-twentieth of the floor area of the room and some portion of this should be at least 1.75m above floor level. Neither an openable door giving access directly to the external air nor a louvered opening in such a door will be acceptable for the purpose of this requirement.

- 6.2. Where practicable, all kitchens, bathrooms and water closet compartments shall comply with 4 above, but where this is not practicable, mechanical ventilation providing a minimum of three air changes per hour shall be provided. Such an installation shall be fitted with an overrun device and be connected to the lighting circuit of the room. All wiring and fittings shall be maintained in a safe condition.

- 6.3 Permanent means of ventilation in the form of a flue, air brick, louvered window or equivalent shall be provided in all dining/kitchens, kitchens, bathrooms, water closet compartments, and any other rooms containing either cooking and/or washing facilities.

7.0 WATER SUPPLY

- 7.1. A supply of cold running water suitable for drinking purposes shall be provided for the use of the occupants at each washing point, and in the kitchen. Where the supply is provided at a common washing point, the tap shall be marked "drinking water".

8.0 PERSONAL WASHING FACILITIES

- 8.1 Preferably, each bedroom shall be provided with a wash hand basin, complete with its own supplies of hot and cold running water.

Where bedrooms are shared by four or more persons, an additional wash hand basin will be required in the bedroom.

Wash hand basins shared between bedrooms will only be accepted where they are separate from the bath/shower room and located on the same floor as the users in the ratio of one wash basin to three persons sharing.

- 8.2 There shall be sufficient bathrooms or shower rooms on each floor for the number of users on that floor in the following ratios:

1 - 6 persons	1 bathroom/shower room.
7 - 12 persons	2 bathroom/shower room.
13 - 18 persons	3 bathroom/shower room.

PART 3/4

Hot water supplies to every bath, shower and wash basin shall be available at all times. This includes supplies which are exclusive to the individual appliances and circumstances where there is a common supply which is paid for as part of the rent or other charge.

Baths and showers shall not be provided in kitchens.

9.0 DRAINAGE AND WATER CLOSETS

9.1 All above and below ground drainage should wherever possible in existing houses in multiple occupation, comply with the requirements of the Building Regulations currently in force.

9.2 There shall be sufficient water closet compartments on each floor for the number of users on that floor in the following ratios:

1 - 6 persons	1 toilet.
7 - 12 persons	2 toilets.
13 - 18 persons	3 toilets.

External toilets shall not be counted for this purpose.

9.3 Each shared closet shall be situated away from the bathroom or shower room and shall have a wash hand basin with hot and cold running water in or near the room containing the toilet.

9.4 Rooms with toilets should not open directly onto the area of a kitchen immediately adjacent to where food is prepared.

10.0 FACILITIES FOR STORAGE, PREPARATION AND COOKING OF FOOD AND FOR THE DISPOSAL OF WASTE WATER

General

10.1 Households who are living in hotels and hostels where not all meals are provided, should have access to cooking facilities for other meals.

10.2 Kitchens and dining rooms shall comply with the requirements of the current Food, Hygiene Regulations to the extent that they require a higher standard than stated below.

Brief details about these Regulations and how to get further advice are included in the Landlords' Information Pack.

10.3 Shared kitchens may be provided for single person lettings and where provided, shall be on the same floor as the occupancies sharing or not more than one floor away.

10.4 All walls, floors and ceilings should be generally non-porous and reasonably smooth such that they can be cleaned effectively.

10.5 There shall be an adequate number of properly located electrical power points for the safe use of all kitchen appliances provided. As a minimum there shall be:

- one power point or equivalent for each electrical cooker or oven; and

PART 3/4

- where the kitchen is shared by more than one occupancy, an additional single power point shall be provided per occupancy for the second and subsequent occupancies.

Food Storage

- 10.6 Each separate occupancy shall be provided with a proper food store consisting of a refrigerator of 0.13m³ minimum capacity, In practical terms, the standard indicates that each HMO occupier should be provided with a dedicated shelf slot within a conventional fridge, of typical 550-600mm width. The space above the shelf needs to be of a usable height, typically 125-150mm and dry goods storage of 0.3m³ minimum capacity. The space in a sink unit below the sink will not be accepted.
- 10.7 Where shared kitchens are provided, each occupancy sharing shall have its own facility within the unit of accommodation. In shared kitchens the sharing of unpartitioned food storage spaces by separate households is considered inappropriate.

Food Preparation

- 10.8 Worktops of sufficient size shall be provided which are securely fixed, of adequate depth, impervious and capable of being readily cleaned.

Cooking

- 10.9 Each separate occupancy shall be provided with a safely located proper cooking appliance. The minimum acceptable will be:
- 10.9.1 two rings or hot plate together with a grill and oven for a one person unit of accommodation, OR
- 10.9.2 a cooker with four rings or hot plates together with a grill and an oven for units of accommodation for more than one person.
- 10.10 In shared kitchens, a cooking appliance in accordance with 10.9.2 above shall be shared by not more than three small households.

Disposal of Waste Water

- 10.11 Each separate occupancy shall be provided with its own sink of adequate size complete with drainer and provided with its own supplies of hot and cold running water. In shared kitchens, sinks shall be provided in the ratio of one sink per three, small household using. A second bowl of reasonable size may be substituted for a drainer.

11.0 SPACE HEATING

- 11.1 All habitable rooms shall be adequately heated by a fixed space-heating appliance of either gas or electricity. Solid fuel will only be permitted in exceptional circumstances where it can be shown that there is no risk to safety. The appliance must comprise a reasonably efficient and safely designed and installed fixed heating source.

PART 3/4

- 11.2 All heating systems shall be of a sufficient output so as to adequately heat the rooms they are designed to serve.
- 11.3 Portable paraffin or oil fired heaters (except sealed radiators of the Dimplex type) and liquefied petroleum gas, shall not be acceptable.

12.0 REFUSE STORAGE AND DISPOSAL

- 12.1 Refuse storage containers shall be provided sufficient for the needs of the house and type acceptable to the Council.
- 12.2 All containers to be located on hard-standing with suitable access for cleansing of area and removal of containers.

13.0 MEANS OF ESCAPE FROM FIRE AND OTHER FIRE PRECAUTIONS

- 13.1 Please see separate Leaflet. "Guidance on Means of Escape from Fire in Houses in Multiple Occupation".

14.0 SPACE STANDARDS

- 14.1 All floor areas are the minimum to be achieved. In rooms with sloping ceilings, the floor area will only be measured for the portion where the ceiling height exceeds 1.5m. All other rooms will be expected to have a reasonable ceiling height, generally not less than 2.3m.
- 14.2 In calculating room areas, parts of the room which provide insignificant amenity to the occupants must be disregarded. In particular, narrow corridor space which is only useful for access should be disregarded.

Bedrooms:	All bedrooms are to be as follows:	
	1 person	6.50m ²
	2 persons	10.00m ²
	3 persons	16.00m ²
	4 persons	21.00m ²
Common Living Rooms:	All living rooms are to be as follows:	
	Used by 1 - 5 persons	11.00m ²
	Used by 6 -10 persons	17.00m ²
	Used by 11-15 persons	21.00m ²
	Used by 16+ persons	25.00m ²
Dining Rooms and Kitchens:	Should comply with the requirements of the Food Hygiene Regulations currently in force (see above)	
Kitchens:	Used by 1 - 5 persons	7.00m ²
	Used by 6 -10 persons	10.00m ²
	Used by 11-15 persons	13.00m ²
	Used by 16+ persons	17.00m ²
Dining/Kitchens:	Used by 1 - 5 persons	12.00m ²
	Used by 6 -10 persons	19.00m ²
	Used by 11-15 persons	24.00m ²
	Used by 16+ persons	29.00m ²

PART 3/4

Dining Rooms:	Used by 1 - 5 persons	11.00m ²
	Used by 6 -10 persons	17.00m ²
	Used by 11-15 persons	21.00m ²
	Used by 16+ persons	25.00m ²

15.0 FURNISHING, ELECTRICAL AND GAS SAFETY

- 15.1 Where provided, furnishings shall comply with the Furniture and Furnishings (Fire) (Safety) Regulations 1988.
- 15.2 Where provided, all electrical appliances shall comply with the Electrical Equipment (Safety) Regulations 1994.
- 15.3 Where provided, gas appliances and installations shall comply with the Gas Safety (Installation and Use) Regulations 1994 (as amended).
- 15.4 The legislation is not enforced by Preston City Council but by Lancashire County Council Trading Standards Department (15.1 and 15.2) and the Health and Safety Executive (15.3). Separate leaflets are available as part of this information pack.

Note: This is a guidance note only and is not a statement of law. If you are not sure about your legal position in any respect you should seek expert legal advice.