

(Draft for consultation)

Private Sector Housing Space and Amenity Standards

Introduction

This document has been produced by Portsmouth City Council to provide guidance on some of the requirements for privately rented residential dwellings.

This guidance concentrates on requirements for functional space, available amenities such as kitchens and bathrooms and other design matters such as lighting and ventilation. These requirements may vary for different types of accommodation, however properties that fail to provide adequate functional space, amenities, natural lighting or ventilation may be unsuitable to be used as living accommodation.

To assess single household residential dwellings, including health and safety implications of crowding and space, as a first step, Local Authorities use the Housing Health and Safety Rating System (HHSRS). HHSRS was introduced by the Housing Act 2004 (Part 1). The underlying principle of the HHSRS is that “any residential premises should provide a safe and healthy environment for any potential occupier or visitor”

Statutory overcrowding is based on the number of occupiers and number and size of rooms available as sleeping accommodation. Statutory overcrowding is a criminal offence unless it falls within one of the exception categories.

The Housing Act 2004 (Part 2) covers licencing of Houses in Multiple Occupation. It is used as an initial step for determining suitability of Houses in Multiple Occupation (HMO's) for the occupation by a specified number of occupiers. In most cases, implications of crowding and space in an HMO would be addressed during licence application process.

A property that is shared by 5 or more occupiers that do not form one household requires a mandatory HMO licence. This includes converted building HMO's that might contain self-contained flats.

This guidance aims to provide an overview of standards and legislation applicable to certain types of accommodation to assist landlords, property managers and other stakeholders in performing their duties. This guidance will also provide tenants with information regarding adequate space and amenity standards in their home.

Contents

Introduction	1
PART 1 Single Household Dwellings	4
1. Single Household Definition	4
2. Size and Layout	4
2.1. Bedrooms, Dining and Living Rooms.....	4
2.2. Kitchens	4
2.3. Bathrooms/Toilets	5
3. Statutory Overcrowding.....	5
3.1. The Room Standard	6
3.2. Space Standards	6
4. Heating.....	6
5. Ventilation.....	6
6. Lighting.....	7
PART 2 HMO	8
1. House in Multiple Occupation Definition	8
2. HMO Mandatory Licence	8
3. Shared HMO.....	8
3.1. Bedrooms	8
General	8
Heating.....	9
Ventilation.....	9
Lighting.....	9
3.2. Communal Areas (Kitchens, Lounges and Dining Rooms)	9
General	9
Heating.....	12
Ventilation.....	12
Lighting.....	12
3.3. Kitchens	12
3.4. Bathrooms	14
4. Bedsitting HMO.....	16
4.1. General	16
4.2. Kitchen/kitchenettes.....	17
4.3. Bathrooms	18

4.4. Heating.....	19
4.5. Ventilation.....	19
4.6. Lighting.....	20
Part 3 FIRE SAFETY	21
1. General Requirements	21
PART 4 TECHNICAL GUIDANCE	24
1. Statutory Overcrowding.....	24
2. Heating.....	24
3. Lighting.....	25
APPENDIX A: FURNITURE SCHEDULE	26
APPENDIX B: STANDARD LICENCE CONDITIONS	27
APPENDIX C: FIRE RISK ASSESSMENT TEMPLATE FOR HOUSES IN MULTIPLE OCCUPATION	37

PART 1 Single Household Dwellings

1. Single Household Definition¹

The single household criteria is met when premises are occupied by a single person or members of the same family. People forming a single household include:

- Married couple or civil partners or those living together as a married couple or civil partners.
- Relatives of both or one person in the couple

2. Size and Layout

The suitability of the property is assessed on the size and layout to ensure adequate and defined areas for basic activities can be provided. The following areas are required in each dwelling:

- Bedroom Area(s)
- Dining and lounge area
- Kitchen Area
- Bathroom/shower room and WC

2.1. Bedrooms, Dining and Living Rooms

All bedrooms, dining rooms and living rooms should provide sufficient functional space for basic daily activities such as sleeping, dressing, eating, relaxing, socialising and storing personal possessions. To accommodate these activities, the size and layout of the rooms should be sufficient to fit the furniture required for those activities. Furniture schedule showing standard furniture size and required activity space has been prepared using data from Metric Handbook: Planning and Design Data (6th Edition) and Housing Standards Handbook (National Housing Federation) (*See Appendix A Furniture Schedule in Technical Guidance*)

2.2. Kitchens

A kitchen area should be of an adequate size and layout to accommodate furniture and activity space for cooking, washing up and storage of dry and refrigerated goods.

- Cooking appliances should have an adjacent work surface of at least 300mm on both sides.
- Minimum width of 1.70m for "single wall kitchens" and 2.3m for "galley" kitchens should be maintained
- Each sink must be set on a suitable base and provide hot and cold water and be properly connected to the drainage system. Easily cleanable and impervious splashback (such as tiles) should be provided to all abutting walls and extend to 300mm height

¹ [Housing Act 2004 \(legislation.gov.uk\)](http://legislation.gov.uk)

- All appliances must be connected correctly by a professional to the gas or electricity supply. Electric cooking appliances must be connected as instructed by the manufacturer
- Hobs should be set at the same height as the adjacent worktop
- The worktop should be of easily cleanable and impervious material, securely fixed and sealed at all edges. Easily cleanable and impervious splashback (such as tiles) should be provided to all abutting walls and extend to 300mm height.

2.3. Bathrooms/Toilets

All bathrooms/shower rooms and WC's should be of a suitable size and layout to provide adequate drying and changing space. All baths, showers and wash hand basins (including hand basins) must provide constant hot and cold water and be connected to a drainage system.

- Separate WC units should be a minimum of 1300mm x 900mm, a total space of 1.17m² and include a hand basin with 300mm tile or alternative easily cleanable and impervious splash back to all abutting walls
- Minimum size of a bathroom should be 3.74m²; guide bathtub dimensions: 1700mm x 700mm with activity space of 900mm x 700mm next to a bathtub; bathtubs should have 450mm tile or alternative easily cleanable and impervious splash back to all abutting walls
- Where "over bath" showers are used, a well fitted screen or curtain should be provided
- Minimum size of a shower room should be 2.74m²; guide shower dimensions: 800mm x 800mm with activity space of 900mm x 700mm next to a shower cubicle; walls should be fully tiled within the cubicle (alternative easily cleanable and impervious materials are also acceptable)
- Wash hand basins should have 300mm tile or alternative easily cleanable and impervious splash back to all abutting walls; activity space of 900mm x 700mm next to a wash hand basin should be provided
- Flooring should be slip resistant, watertight and easily cleanable and be sealed at all edges

3. Statutory Overcrowding

Statutory overcrowding is addressed by applying the Room Standard and the Space Standard as set in Housing Act 1985 Part X. Statutory Overcrowding can be caused or allowed by either landlord or occupier and is a criminal offence unless it falls within one of the exception categories:

- Attaining Age of 1 or 10 - There is no offence if statutory overcrowding is caused by a child reaching a certain age and there are no other changes to the household, provided the occupier have made an application to the council for an alternative accommodation. ²

² <https://www.legislation.gov.uk/ukpga/1985/68/section/328>

- Temporary Visitation - There is no offence if statutory overcrowding is caused by a member of family staying in the property temporarily.³
- Licence for Overcrowding - Licence granted by the local housing authority to the occupiers in exceptional circumstances, such as seasonal overcrowding.

3.1. The Room Standard⁴

The Room Standard is used to assess whether the property is suitable based on the number of rooms available as sleeping accommodation and the size and composition of the household.

The Room Standard is not met where 2 people of different sex over the age of 10, who do not live together as a married or co-habiting couple, must sleep in the same room.

The rooms available as sleeping accommodation include rooms such as living rooms, studies etc.

3.2. Space Standards⁵

The space standard is used to assess the property based on the number of rooms available as sleeping accommodation and their size, taking account the size and composition of the household. (*Please see Technical Guidance 1 for the Space Standard Tables*)

4. Heating

Fixed heating equipment must be provided in all rooms, including bathroom and toilet areas. The occupying tenant must be able to control the heating and the temperature within the premises. The heating system must be capable of maintaining the adequate indoor temperatures. (*See Technical Guidance 2*)

5. Ventilation

There should be adequate means of controllable ventilation provided for people in the building, including extraction ventilation and whole building ventilation to provide continuous air flow.

Extract ventilation should be provided in each bathroom, WC, kitchen and utility room. In rooms with no openable windows, extractor fans should have at least 15 minutes overrun.

Trickle vents should ideally be positioned at minimum 1.7m above the floor level to avoid discomfort through cold drafts.

Means of ventilation such as doors and windows should be controllable. (*See Technical Guidance 3*)

³ [Housing Act 1985 \(legislation.gov.uk\)](https://legislation.gov.uk)

⁴ [Housing Act 1985 \(legislation.gov.uk\)](https://legislation.gov.uk)

⁵ [Housing Act 1985 \(legislation.gov.uk\)](https://legislation.gov.uk)

6. Lighting

Limited natural light can negatively impact the living environment and restrict the usability of a room. Consideration needs to be given to the amount of natural sunlight that is radiated into a room throughout daylight hours. (*See Technical Guidance 4*)

PART 2 HMO

1. House in Multiple Occupation Definition

A House in Multiple Occupation (HMO) is a property that is occupied by 3 or more unrelated persons forming 2 or more households that usually share an amenity (bathroom, toilet or cooking facilities)⁶. In some cases amenities are designated for a sole use of an occupier but are only accessible through a communal room or walkway.

2. HMO Mandatory Licence

HMOs that are occupied by 5 or more individuals as their main residence require a HMO Licence.

Other properties that do not require a licence include:

- Houses occupied by single households
- Tenants of Housing Associations or registered providers
- Student accommodation operated or owned by an approved educational establishment

Other exceptions may apply, please contact PSH for further information if required.

HMO's requiring a Mandatory Licence would normally fall within one of the following categories:

- Shared House/Flat
- Bedsit Type HMO
- Converted Building HMO

Appendix B provides an overview of the standard licence conditions.

3. Shared HMO

Shared HMO is the most common type of HMO in Portsmouth. The occupiers would usually have their own bedrooms but share kitchens, bathrooms and communal lounges and dining rooms.

It is important to ensure that all HMO's in the city offer a good standard of accommodation and provide a safe living environment. All rooms should be of a convenient, accessible and a usable shape for their intended purpose.

3.1. Bedrooms

General

When assessing the size of any room attention must be paid to the 'usability' of the space, along with the height and shape of the room. A floor to ceiling height of 2.3m over at least 75% of the usable room area is expected in any habitable room. Any

⁶ [House in multiple occupation licence - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

areas with a ceiling height of 1.5m or less, chimney breasts and in some cases circulation spaces behind doorways and around staircases will not be counted.

- A minimum mandatory requirement of a bedroom used by a child under 10 years of age is 4.64m².
- A minimum bedroom size of 6.51m² (single occupancy) and 10.22m² (double occupancy) is a mandatory requirement for sleeping accommodation used by occupiers aged 10 years and over.
- Portsmouth City Council expects a single bedroom to have a minimum of 7.5m² floor space and be at least 2.15m wide in line with Nationally Described Space Standards (NDSS). Additional storage provisions for the sole use of the occupier would be required if a bedroom in single occupancy is below 7.5m².
- Any room should be of a layout that can accommodate the furniture and activity space as per tables in *Technical Guidance Appendix A*

Heating

All bedrooms should be provided with fixed heating equipment capable of maintaining the temperatures of 18°C when the outdoor temperatures are -1°C. Where bedrooms areas are used significantly for other purposes such as lounging or studying, the system should be able to maintain a temperature of 21°C. The occupying tenant must be able to control the heating and the temperature within their bedrooms.⁷ (See *Technical Guidance 2*)

Ventilation

All bedrooms must have means of ventilation directly to outside. (See *Technical Guidance 3*)

Lighting

Limited and restrictive natural light and lack of view and outlook can negatively impact on the living environment and restrict usability of the room. All Bedrooms should have adequate means of lighting, view and outlook (See *Technical Guidance 4*)

3.2. Communal Areas (Kitchens, Lounges and Dining Rooms)

General

The communal space required to provide adequate living environment is determined based on the number of occupiers and size of the bedrooms.

Rooms such as conservatories and lean-to's will be disregarded unless sufficient level of thermal insulation is provided as well as means of adequate space heating.

(For the purposes of establishing required communal space, a bedroom occupied by 2 occupiers will be counted as a single room, unless the room is over 15m²)

⁷ [cieh-excess-cold-enforcement-guidance.pdf](#)

The tables below show the size of required communal space based on the occupancy levels and size of the bedrooms

OPEN PLAN COMMUNAL

		Occupancy Level							
		3	4	5	6	7	8	9	9+
Number of bedrooms over 10m ²	0	18.0	20.5	23.0	26.5	29.0	31.5	34.0	36.5
	1	16.5	19.0	21.5	25.0	27.5	30.0	32.5	35.0
	2	15.0	17.5	20.0	23.5	26.0	28.5	31.0	33.5
	3	13.5	16.0	18.5	22.0	24.5	27.0	29.5	32.0
	4		14.5	17.0	20.5	23.0	25.5	28.0	30.5
	5			15.5	19.0	21.5	24.0	26.5	29.0
	6				17.5	20.0	22.5	25.0	27.5
	7					18.5	21.0	23.5	26.0
	8						19.5	22.0	24.5
	9							20.5	23.0
	10								21.5

Where communal areas are in separate rooms, the following minimum requirements should be met:

Kitchen Size

No of occupiers sharing the kitchen	Size (m ²)
3	6
4	6.5
5	7
6	9
7	9.5
8	10
9	10.5
10	11

Open Plan Dining Room/Lounge (in addition to a separate kitchen)

		Occupancy Level							
		3	4	5	6	7	8	9	9+
Number of bedrooms over 10m ²	0	11	13	15	17	19	21	23	25
	1	10	12	14	16	18	20	22	24
	2	9	11	13	15	17	19	21	23
	3	8	10	12	14	16	18	20	22
	4		9	11	13	15	17	19	21
	5			10	12	14	16	18	20
	6				11	13	15	17	19
	7					12	14	16	18
	8						13	15	17
	9							14	16
	10								15

NOTE: Any bedrooms below 7.5m² but above statutory minimum requirement of 6.51m² require designated storage in addition to the communal requirements in the tables above.

Heating

Fixed heating must be provided in all communal rooms. The occupying tenant must be able to control the heating and the temperature within the premises. (See *Technical Guidance 2*)

Ventilation

All habitable spaces in communal areas should be provided with means of controllable ventilation. This includes extract ventilation for areas where most water vapour is released, whole building ventilation and purge ventilation such as windows.

Extract ventilation must be provided in all kitchens.

Trickle vents should ideally be positioned at minimum 1.7m above the floor level to avoid discomfort through cold drafts.

Means of purge ventilation such as external doors and windows should be controllable. (See *Technical Guidance 3*)

Lighting

Limited natural light can negatively impact the living environment and restrict the usability of a room. (See *Technical Guidance 4*)

3.3. Kitchens

All kitchens and kitchen areas shall have a safe and practical layout

- All kitchens must be suitably located in relation to the living accommodation. Kitchens should not be located more than 1 floor away from a room in which a dining area is provided
- Cooking appliances should have an adjacent work surface of at least 300mm
- No soft furnishings are to be located within 600mm of the cooker rings or hotplates
- The minimum clearance between the cooker rings or hotplates and any cupboard or extractor above must comply with the manufactures instructions
- Minimum width of 1.8m for "single wall kitchens" and 2.4m for "galley" kitchens should be maintained
- Slip resistant, watertight and easily cleanable flooring sealed at all edges must be provided

The table below provides an overview of required kitchen amenities based on the number of sharing occupiers

No of people sharing	Sinks	Cooking Appliances	Electrical sockets	Worktops	Dry Goods Storage	Refrigerated Storage*	Refuse	Fire Safety (SEE APP B)
3 to 5	1 single bowl sink and drainer	1 conventional cooker*	2 double sockets	2000mm x 600mm	3 x 500mm base and 4 x 500mm wall units with doors or equivalent	1 fridge freezer (or 1 fridge with a separate freezer)	Yes	1 Fire Blanket
6 to 7	1 double bowl sink with drainer or 1 single bowl sink with drainer and a dishwasher	2 conventional cookers** or 1 conventional cooker** and a microwave	3 double sockets	2500mm x 600mm	4 x 500mm base and 5 x 500mm wall units with doors or equivalent	1 fridge freezer and 1 fridge	Yes	1 Fire Blanket
8 to 9	1 double bowl sink with drainer and 1 single bowl sink with drainer (a dishwasher in lieu of a single bowl sink is also accepted)	2 conventional cookers	3 double sockets and 1 single socket	3000mm x 600mm	5 x 500mm base and 6 x 500 wall units with doors or equivalent	2 fridge freezers (or 2 fridges with 2 separate freezers)	Yes	2 fire Blankets
10 to 11	2 double bowl sinks with drainers	2 conventional cookers and a microwave	4 double sockets	3500mm x 600mm	6 x 500mm base and 7 x 500 wall units with doors or equivalent	2 fridge freezers and 1 fridge	Yes	2 fire Blankets

NOTES: *any combination of fridges and freezers that satisfy the requirement

**conventional cooker to include 4 ring hob, an oven and grill

Sinks

- Space within the unit under the sink must not be included as storage space
- Each sink must be set on a suitable base system and provide hot and cold water and be properly connected to the drainage system
- Easily cleanable and impervious splashback (such as tiles) must be provided to all abutting walls and extend to 300mm height

Cooking appliances

- All appliances must be connected correctly by a professional to the gas or electricity supply
- Electric cooking appliances must be connected as instructed by the manufacturer

- Hobs should be set at the same height as adjacent worktop
- Each cooker should have a full width splashback of impervious and durable material to at least 300mm height
- Where 2 cookers/hobs are required, those should be placed at least 600mm apart

Electrics

- The requirements in the table above are in addition to power needed for white goods

Worktops

- The requirements in the table above are in addition to space needed to house cooking appliances
- The worktop should be of easily cleanable and impervious material, securely fixed and sealed at all edges.
- Easily cleanable and impervious splashback (such as tiles) must be provided to all abutting walls and extend to 300mm height

Dry goods storage

- The requirements in the table above are in addition to units underneath the sink and drainer

Refrigerated storage

- Fridge dimension: 84cm(h) x 60cm(w) x 60cm(d) 100litre capacity
- Freezer dimension: 84cm(h) x 60cm(w) x 60cm(d) 100litre capacity
- Fridge/freezer dimension: Upright 175cm(h) x 60cm(w) x 65cm(d) - 150litre capacity fresh / 85litre frozen

Refuse

- Adequate refuse facilities must be provided for the number of occupiers

Fire Safety Provisions

- Please see Appendix C

3.4. Bathrooms

All bathrooms/shower rooms and toilets must be enclosed in a separate room and have a suitable layout, providing appropriate drying and changing space. All baths, showers and wash hand basins (including hand basins) must provide constant hot and cold water and be connected to a drainage system. All installation should comply with relevant Building Regulations.

Where bathing and toilet facilities are shared between occupiers, a certain number of toilets, wash hand basin (WHB) and baths/showers are required. Any shared facilities should be in a lockable room. No bedroom should be more than 2 floors away from a bathroom/shower room or WC. Example: facilities provided on the

ground floor are suitably located to be used by the occupiers of the 2nd floor bedroom.

No of people sharing	No of bathrooms or shower rooms	No of toilets	Additional Notes
3 to 4	1	1	toilet can be located within a bathroom/shower room
5	1	1	toilet must be separate*
6 to 10	2	2	1 toilet must be separate*
10 to 15	3	3	1 toilet must be separate*

NOTES: Number of sharing occupiers does not include occupiers having exclusive use of facilities such as en-suites.

Where additional bathrooms/shower rooms containing a WC are provided in addition to minimum requirements, the requirement for separate toilet can be relaxed

WC

- Separate WC must be a minimum of 1300mm x 900mm, a total space of min 1.17m² and include a hand basin
- 300mm tile or alternative easily cleanable and impervious splash back to all abutting walls

Bathroom

- Minimum size of a bathroom should be 3.74m²
- Guide bathtub dimensions of 1700mm x 700mm
- Activity space of 900mm x 700mm next to a bathtub is required
- 450mm tile or alternative easily cleanable and impervious splash back to all abutting walls
- Well fitted screen or curtain must be provided where over bath showers are used

Shower Room

- Minimum size of a shower room should be 2.74m²
- Guide shower tray dimensions 800mm x 800mm
- Activity space of 900mm x 700mm next to a shower cubicle is required
- Fully tiled walls within the cubicle (alternative easily cleanable and impervious materials are also acceptable)

Wash Hand Basins

- Wash hand basins suitable for upper body wash must be provided in all bathrooms/shower rooms
- Guide wash hand basin dimensions 400mm x 300mm internal bowl
- Activity space of 900mm x 700mm next to a wash hand basin

- 300mm tile or alternative easily cleanable and impervious splash back to all abutting walls

Flooring

- Slip resistant, watertight and easily cleanable flooring sealed at all edges

Heating

- Fixed heating equipment must be provided in all bathrooms, shower rooms or toilets and be capable of maintaining temperature of 22°C when the outdoor temperatures are -1°C.

Ventilation

- Extract ventilation should be provided in each bathroom, shower room or room containing sanitary accommodation. In rooms with no openable windows, extractor fans should have at least 15 min overrun.

Lighting

- Adequate lighting should be provided in all bathrooms, shower rooms and toilets.

4. Bedsitting HMO

4.1. General

A bedsit is a room usually consisting of sleeping accommodation and cooking facilities, however actual facilities provided within bedsits may vary from property to property. In some cases cooking facilities for the exclusive use of the tenant are provided in a separate room accessible from communal passage, although on occasion those might be shared with other occupiers. Bedsitting HMO's often have a mixture of self-contained units and bedsits sharing some facilities such as shower rooms/bathrooms.

A good standard of accommodation is particularly important for bedsitting HMO's. The room shall be of a convenient and usable shape and should ideally be able to provide a degree of separation between sleeping room and living accommodation.

A floor to ceiling height of 2.3m over at least 75% of the usable room area is expected in any habitable room. Any areas with a ceiling height of 1.5m and less, chimney breasts and in some cases circulation spaces behind doorways and around staircases will not be counted.

Where no communal living rooms or lounges are available elsewhere in the building, the following minimum standards should be met:

- 17m² for a single occupancy bedsit
- 21m² for a double occupancy bedsit
- 20m² for a single occupancy self-contained unit
- 24m² for a double occupancy self-contained unit

Rooms such as conservatories and lean-to's will be disregarded unless sufficient level of thermal insulation is provided.

In all cases, in addition to cooking facilities below, the space available for any occupier should be capable of accommodating the furniture required in furniture schedule (See *Appendix A of Technical Guidance*)

4.2. Kitchen/kitchenettes

All kitchens and kitchen areas shall have a safe and practical layout

- Cooking appliances should have an adjacent work surface of at least 300mm
- No soft furnishings are to be within 600mm of the cooker rings or hotplates
- The minimum clearance between the cooker rings or hotplates and any cupboard or extractor above must comply with the manufactures instructions.
- All kitchen areas within bedsits must be a minimum width of 1.7m for "single wall kitchens" and 2.3m for "galley".

No of people sharing	Sinks	Cooking Appliances	Electrics	Worktops	Dry Goods Storage	Refrigerated Storage	Refuse	Fire Safety (SEE APP 1)
Single Occupancy	1 single bowl sink and drainer	2 ring hob and oven (microwave oven is acceptable)	2 double sockets	1000mm x 600mm	1 x 500mm base and 2 x 500mm wall units with doors or equivalent	1 under counter fridge freezer	Yes (600mm x 300mm space)	1 Fire Blanket
Double Occupancy	1 single bowl sink and drainer	2 ring hob and oven	2 double sockets	1000mm x 600mm	2 x 500mm base and 2 x 500mm wall units with doors or equivalent	1 under counter fridge freezer	Yes (600mm x 300mm space)	1 Fire Blanket

Sinks

- Space within the unit under the sink must not be included as storage space
- Each sink must be set on a suitable base and provide hot and cold water and be properly connected to the drainage system
- Easily cleanable and impervious splashback (such as tiles) must be provided to all abutting walls and extend to 300mm height.

Cooking appliances

- All appliances must be connected correctly by a professional to the gas or electricity supply
- Electric cooking appliances must be connected as instructed by the manufacturer. This will often require equipment having their own fused spur.
- Hobs should be set at the same height as adjacent worktop

Electrics

- The requirements in the table above are in addition to power needed to house cooking appliances

Worktops

- The requirements in the table above are in addition to space needed to house cooking appliances.
- The worktop should be of easily cleanable and impervious material, securely fixed and sealed at all edges
- Easily cleanable and impervious splashback (such as tiles) must be provided to all abutting walls and extend to 300mm height

Dry goods storage

- The requirements in the table above are in addition to units underneath the sink and drainer

Refrigerated storage

- Fridge/freezer dimension: 84cm(h) x 60cm(w) x 60cm(d) 100litre capacity

4.3. Bathrooms

All bathrooms/shower rooms and toilets must be enclosed in a separate room and have a suitable layout, providing appropriate drying and changing space. All baths, showers and wash hand basins (including hand basins) must provide constant hot and cold water and be connected to a drainage system.

Where some HMO units are not self-contained and bathing and toilet facilities are shared between occupiers, a certain number of toilets, wash hand basin (WHB) and baths/showers are required. Any shared facilities should be in a lockable room. No bedroom should be more than 2 floors away from a bathroom or WC. Example: facilities provided on the ground floor are suitably located to be used by the occupiers of the 2nd floor bedroom.

No of people sharing	No of bathrooms or shower rooms	No of toilets	Additional Notes
3 to 4	1	1	toilet can be located within a bathroom/shower room
5	1	1	toilet must be separate*
6 to 10	2	2	1 toilet must be separate*
10 to 15	3	3	1 toilet must be separate*

Note *where additional bathrooms/shower rooms containing a WC are provided in addition to minimum requirements, the requirement for separate toilet can be relaxed

WC

- Separate WC units must be a minimum of 1300mm x 900mm, a total space of 1.17m² and include a hand basin with 300mm tile or alternative easily cleanable and impervious splash back to all abutting walls

Bathroom

- Minimum size of a bathroom should be 3.74m²
- Guide bath dimensions of 1700mm x 700mm
- Activity space of 900mm x 700mm next to a bathtub is required
- 450mm tile or alternative easily cleanable and impervious splash back to all abutting walls
- Well fitted screen or curtain must be provided where over bath showers are used

Shower Room

- Minimum size of a shower room should be 2.74m²
- Guide Shower dimensions 800mm x 800mm
- Activity space of 900mm x 700mm next to a shower cubicle is required
- Fully tiled walls within the cubicle (alternative easily cleanable and impervious materials are also acceptable)

Wash Hand Basins

- Wash hand basins suitable for upper body wash must be provided in all bathrooms/shower rooms
- Guide wash Hand Basin dimensions 400mm x 300mm internal bowl
- Activity space of 900mm x 700mm next to a wash hand basin
- 300mm tile or alternative easily cleanable and impervious splash back to all abutting walls

Flooring

- Slip resistant, watertight and easily cleanable flooring sealed at all edges

4.4. Heating

Fixed heating equipment must be provided in all rooms, including bathroom and toilet areas. The occupying tenant must be able to control the heating and the temperature within the premises. (*See Technical Guidance 2*)

4.5. Ventilation

There shall be adequate means of controllable ventilation provided for people in the building. This includes extract ventilation, such as extractor fans, for areas where most water vapour is released, whole building ventilation, such as trickle vents, providing continuous air exchange and purge ventilation such as windows.

Extract ventilation should be provided in each bathroom, kitchen, utility room and for sanitary accommodation. In rooms with no openable windows, extractor fans should have at least 15 min overrun.

Trickle vents should ideally be positioned at minimum 1.7m above the floor level to avoid discomfort through cold drafts.

Means of purge ventilation such as external doors and windows should be controllable and be of an adequate size. (*See Technical Guidance 3*)

4.6. Lighting

Limited natural light can negatively impact the living environment and restrict the usability of a room. Consideration needs to be given to the amount of natural sunlight that is radiated into a room throughout daylight hours. (*Please see Technical Guidance 4*)

Part 3 FIRE SAFETY

1. General Requirements

Assessments of residential dwellings for fire safety cover a wide range of fire risks and fire precautions to mitigate those risks. The property is usually assessed on the following aspects:

- Type, size and layout of the premises
- Tenure type and lifestyle of the occupiers
- Type of fire detection system and firefighting equipment
- Deficiencies of structure, fixtures and fittings

The minimum fire detection requirements for residential dwellings are set in The Smoke and Carbon Monoxide Alarm (England) Regulations 2015⁸. Private Residential landlords are required to:

- Provide at least one smoke alarm installed on every floor of their rental property which is used as living accommodation (including floors with bathroom and toilet facilities)
- Provide a carbon monoxide alarm in any room used as living accommodation where solid fuel is used (including floors with bathroom and toilet facilities)
- Ensure the alarms are in working order at the start of each new tenancy

The above minimum requirements are usually sufficient for most single household residential dwellings, however this may not always be the case. All HMO's will require additional fire safety features. The table below provides an overview of minimum fire safety requirements for different types of accommodation.

Lower Risk HMOs are usually lower occupancy HMOs (up to 4 people) rented out on a joint tenancy to an identifiable social group. For example a small group of students that are likely to know each other and have a higher social interaction level.

Higher Risk HMO's include all Bedsitting HMO's, most HMO's rented out on separate "room" contracts and in some cases HMO's rented out to vulnerable tenants.

Fire safety requirements for different types of accommodation are set in the table below.

Fire Safety Feature	Single Household (up to 3 storey)	1-2 Storey Lower Risk HMO	3-4 Storey Lower Risk HMO	1-2 Storey Higher Risk HMO	3-4 Storey Higher Risk HMO
Fire Alarm System	Mains wired smoke alarms on every floor used as living accommodation* and carbon monoxide alarms in every room with solid fuel burning appliance are	Interlinked mains wired with tamper proof backup supply (Grade D1) smoke alarms located in the escape route at all levels and the lounge/dining area with additional interlinked heat alarm in the kitchen	Interlinked mains wired with tamper proof backup supply (Grade D1) smoke alarms located in the escape route at all levels and the lounge/dining area with additional interlinked heat	Interlinked mains wired smoke alarms with tamper proof backup supply (Grade D1) located in the escape route on each level, interlinked heat detectors in each kitchen including bedsitting kitchens, interlinked (Grade D1)	Grade A alarm system comprising of a central control panel, interlinked mains wired smoke alarms located in the escape route on each level, interlinked heat detectors in each kitchen including bedsitting kitchens, interlinked smoke

⁸ [The Smoke and Carbon Monoxide Alarm \(England\) Regulations 2015 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

	required. Interlinked system with a heat detector in the kitchen area is recommended.	area are required. Smoke alarms in bedrooms are recommended	alarm in the kitchen area are required. Smoke alarms in bedrooms are recommended	smoke alarms in any communal areas such as lounges or dining rooms with stand-alone (non-interlinked) smoke alarms in each bedsitting sleeping/living area	alarms in any communal areas such as lounges and dining rooms with additional stand-alone smoke alarms in each bedsitting sleeping area/living area
Fire Doors	Sound, well-constructed and close-fitting conventional doors are required. FD30S door in the kitchen is recommended	Sound, well-constructed and close-fitting doors of such as solid wood are acceptable. FD30S door separating higher risk rooms and fire escape route are required	FD30 doors to all bedrooms, FD30S doors separating higher risk rooms from the fire escape route are required	FD30S doors to all bedsitting rooms and any shared communal lounges, dining rooms and kitchens that open onto fire escape route	FD30S doors to all bedsitting rooms and any shared communal lounges, dining rooms and kitchens that open onto fire escape route
Protected Escape Route	No requirement for a protected escape route. Sound and conventional construction with not excessive travel distance is acceptable	Sound and conventional construction with adequate compartmentation. Must not pass through high risk rooms.	30 minute protected fire escape route is required. The travel distance must not be excessive and must not pass through a risk room	30 minute protected fire escape route is required	30 minute protected fire escape route is required. The travel distance must not be excessive
Fire Fighting Equipment	Fire Blanket in the kitchen strongly recommended	Fire Blanket in the kitchen is required	Fire Blanket in the kitchen is required	Fire blanket in each kitchen including bedsits containing kitchen facilities	Fire blanket in each kitchen including bedsits containing kitchen facilities
Emergency Lighting	No requirement for Emergency Lighting	No requirement for Emergency Lighting	Emergency lighting required if the route is long and complex	Emergency lighting is required if the route is long and complex	Emergency lighting is required if the route is long and complex and recommended in all cases
Fire Safety Signs	Not Required	Not required unless the route is long and complex	Required if the route is long and complex	Required if the route is long and complex	Final Exit Sign and signage along escape route required if the route is long and complex and recommended in all cases

NOTES:

Living Accommodation of Single Occupancy Buildings includes floors includes containing bathroom and toilet facilities

Higher Risk Rooms include communal kitchens, lounges, dining rooms etc

FD30 doors are fire doors (including door leaf, door frame and hardware) providing a minimum of 30 minute fire resistance)

FD30S doors are FD30 doors with smoke seals preventing a passage of smoke. Any reference to FD30S doors in the above table includes self-closing devices.

Risk Room is the room with higher eventuality of fire starting such as kitchens, dining rooms and lounges.

30 minute protected fire escape route is a route out of the building to a place of safety that provides 30 minute protection from fire originating from rooms opening onto it.

2. Fire Safety Risk Assessments

Fire risk assessment is a good practice for all residential dwellings and is a requirement for Houses in Multiple Occupation under Regulatory Reform (Fire Safety) Order 2005. All licensable properties must have a written record of the Fire Risk Assessment for the premises. Any such assessment must be reviewed regularly to keep it up to date, particularly following any changes in layout or type of tenancy.

Fire risk assessments must contain prescribed information regarding any group of persons identified by the assessment as being especially at risk and significant findings of the assessment, including the measures which have been or will be taken by the responsible person. Fire risk assessments must be undertaken by a competent person, defined in fire safety risk assessment as: "someone with enough training and experience or knowledge and other qualities to be able to implement preventative and protective measures required by the Order properly"⁹.

Significant Findings should include the following:

- The fire hazards and deficiencies identified
- Persons at risk including persons particularly at risk
- Preventative and protective measures that will be taken to reduce the chance of uncontrolled fire
- Actions to be taken in the event of fire
- Information and instruction for that might be required for occupiers or relevant persons

Appendix C provides a sample Fire Risk Assessment (HMO) Template

⁹ [Guidance overview: Fire safety risk assessment: sleeping accommodation - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/fire-safety-risk-assessment-sleeping-accommodation)

PART 4 TECHNICAL GUIDANCE

1. Statutory Overcrowding

To calculate the size of the household, the following rules should be applied:

- Anyone 10 years of age and above counts as 1 person
- Children under 10 years of age count as ½ person
- Small children under age of 1 should not be included in the calculation

To calculate the number of rooms available as sleeping accommodation, the following rules should be applied:

- Include rooms such as living rooms, studies etc
- Do not include any rooms smaller than 4.6m² (50 square feet)

To meet the space standard, the requirements in the tables below should be met:

Number of Rooms	Number of Persons
1	2
2	3
3	5
4	7.5
5 or more	2 for each room

Min Size of the Room (m ²)	Max Number of Persons
10.2	2
8.4	1.5
6.5	1
4.6	0.5

2. Heating

The heating system must be capable of maintaining the following temperatures when the outdoor temperatures are -1C^o¹⁰

- Reception rooms: 21°C
- Kitchens large enough to also accommodate dining space: 21°C
- Bedrooms: 18°C
- Bathrooms: 22°C
- Hallways: 19°C

3 Ventilation

To provide adequate purge ventilation, the following criteria should be met:¹¹

For external doors, hinged or pivot window that open 30° or more or for parallel sliding windows (e.g. vertical sliding sash windows), the height x width of the opening part should be at least 1/20th of the floor area of the room.

- For a hinged or pivot window that opens between 15° and 30°, the height x width of the opening part should be at least 1/10th of the floor area of the room

¹⁰ [cieh-excess-cold-enforcement-guidance.pdf](#)

¹¹ [Ventilation: Approved Document F - GOV.UK \(www.gov.uk\)](#)

- If the window opens less than 15° it is not suitable to provide purge ventilation
- The areas of all window openings might be added to achieve the required proportion of the floor area

3. Lighting

The following daylight target illuminance values should be exceeded over at least 50 % of the points on a reference plane 0.85 m above the floor, for at least half of the daylight hours ¹²

- 100 Lux in Bedroom Areas
- 150 Lux in Living Room Areas
- 200 Lux in Kitchen Areas

Where one room serves more than one purpose, the higher target illuminance value should be achieved.

500 Lux target illuminance is required for food preparation areas, however this can be achieved with aid of artificial lighting.

¹² BS EN 17037:2018 Daylight in Buildings

APPENDIX A: FURNITURE SCHEDULE

Furniture	Typical Size (mm)	Access/Activity zone (mm)	Number of items Required (by sharing occupiers)							
			1	2	3	4	5	6	7	Plus 1
LIVING ROOM										
Armchair	850 x 850	300 directly in front	2	2	3	1	2	3	4	plus 1
3 Seater Sofa	850 x 1850	300 directly in front				1	1	1	1	1
TV			1	1	1	1	1	1	1	1
Coffee Table	500 x 1050		1	1	1	1	1	1	1	1
Occasional Table	450 x 450		1	1	1	1	1	1	1	1
Storage Units	500 x length	500 directly in front	1000	1000	1000	1500	2000	2000	2000	
Walkthrough		750	1	1	1	1	1	1	1	1
DINING SPACE										
Dining Chair	450 x 450		2	2	3	4	5	6	7	plus 1
Dining Table	800 x length		800	800	1000	1200	1350	1500	1650	plus 150
BEDROOM										
Bed	1900 x width	400 at access sides	900	1350						
Bedside Table	400 x 400	500 directly in front	1	2						
Chest of Drawers	450 x 750	500 directly in front	1	1						
Desk and Chair	500 x 1050 plus chair	700 in front of desk	1	1						
Wardrobe	600 x width	500 directly in front	600	1200						

NOTES: 3 seater sofa requirements are in addition to Armchair requirements; 750mm diameter coffee tables acceptable as an alternative to; wall mounted TV is acceptable. Twin bedroom requirements: 2 single beds instead of a double bed.

APPENDIX B: STANDARD LICENCE CONDITIONS

This section will provide a list of standard licence conditions and a brief explanation

1. ***The licence holder will provide to Portsmouth City Council (The Council) copies of the following documents on, or within, 2 weeks of each anniversary of the granting of this licence:***
 - a) ***A current certificate certifying the safety of the landlord's gas appliances and installations (if present)***
 - b) ***A current certificate of service demonstrating the proper operation of the fire alarm system(s) (If required).***
 - c) ***Details of visual inspection and testing of the fire alarm system by the licence holder.***
 - d) ***A current certificate of service demonstrating the proper operation of the emergency lighting system (if present).***
 - e) ***A current PAT certificate (electrical appliance safety certificate) for appliances provided by the landlord (if required).***

NOTES: - The Gas Safety Certificate must be carried out annually as set out in The Gas Safety (Installation and Use) Regulations 1998

- Grade A alarm system should be serviced every 6 months as set is BS 5839
- Grade A alarm systems should be tested weekly and recorded at least once a month. Other systems should be tested monthly (BS 5839). Portsmouth City Council accept a quarterly testing of Grade D alarms by the manager or licence holder, with 2 out of 3 tests per quarter carried out by the tenant. Monthly records of alarm testing should be provided in all cases.
- Monthly testing should be undertaken to ensure all luminaires are in a good working order. A full rated duration test should be undertaken annually.
- PAT testing should be done annually

2. ***With the exception of item (c) above, all these documents are to be provided by a competent person (fully qualified Electrician who is a member of a recognised Electrical association such as NAPIT or other similar association). Or a member of Gas Safe association with regards to gas safety certificates.***

NOTES: Competent person is a person with the relevant current training and experience, and with access to the requisite tools, equipment and information, and capable of carrying out a defined task.

In case of Gas Safety Certificates, a competent person means an engineer recognised by the Council of Registered Gas Installers as being competent to undertake such testing. (The Gas Safety (Installation and Use) Regulations 1998 Reg 3) GAS SAFE replaced CORGI as HSE SCHEME IN 2009.

In case of Electrical Works, the definition of competent person is the same as definition of "a skilled person" in BS 7671 : "a person who possesses, as appropriate to the nature of work being undertaken, adequate education, training and practical skills, and who is able to perceive risks and avoid hazards which electricity can create"

- 3. The following rooms are to be occupied for sleeping purposes by no more than the number of persons stated below:**

Room number on plan Occupancy level

X xxx

NOTES: This condition provides an overview of rooms available as sleeping accommodation with a permitted occupancy level.

- 4. The following room(s) are NOT to be used as sleeping accommodation by any person:**

NOTES: Condition 4 will only be applicable to some licences and is left blank in most cases.

- 5. The licence holder will inform the local housing authority of any rooms within the property which have a floor area of less than 4.64 square metres.**

NOTES: Condition 5 is a mandatory condition as set in the Housing Act 2004 Schedule 4 (Licences Under Part 2 and 3: Mandatory Conditions)

"- (6)Conditions requiring the licence holder to notify the local housing authority of any room in the HMO with a floor area of less than 4.64 square metres"

- 6. A copy of the following documents shall be displayed in the HMO to which all tenants have access:**

- a) this licence, and the conditions attached thereto;**
- b) the manager's contact details; and**
- c) the procedure for notifying the manager of any emergency and other complaints concerning the property and details of how the manager will address them.**

NOTES: Condition 6 is reflective of Management of Houses in Multiple Occupation (England) Regulations 2006

"Duty of Manager to Provide Information to Occupier:

- 3. The manager must ensure that—**

(a) his name, address and any telephone contact number are made available to each household in the HMO; and

(b) such details are clearly displayed in a prominent position in the HMO"

- 7. The licence holder must comply with any waste management scheme, introduced by the local housing authority in respect of the storage and**

disposal of the household waste from the property pending collection.

NOTES: Condition 7 is a mandatory condition as set in the Housing Act 2004 Schedule 4 (Licences Under Part 2 and 3: Mandatory Conditions)

"1C. Where the HMO is in England, a licence under Part 2 must include conditions requiring the licence holder to comply with any scheme which is provided by the local housing authority to the licence holder and which relates to the storage and disposal of household waste at the HMO pending collection."

Condition 7 is also reflective of Management of Houses in Multiple Occupation (England) Regulations 2006

" Duty to provide waste disposal facilities:

9. *The manager must—*

(a)ensure that sufficient bins or other suitable receptacles are provided that are adequate for the requirements of each household occupying the HMO for the storage of refuse and litter pending their disposal; and

(b)make such further arrangements for the disposal of refuse and litter from the HMO as may be necessary, having regard to any service for such disposal provided by the local authority."

PCC Waste Department allow the following allocations:

Amount of bedrooms in HMO	Size of refuse bin needed	Size of recycling bin needed
3	180 litre	240 Litre
4 to 5	240 litre	240 Litre
6 to 7	360 litre	360 Litre
8 to 10	360 litre + 140 litre	360 Litre
10 to 12	360 litre + 240 litre	360 Litre + 240 litre
12+	2 x 360 litre	2 x 360 litre

- 8. Any alteration to the electrical wiring must be completed by a competent fully qualified Electrician as mentioned in section 2.**

NOTES: Definition of "competent and fully qualified" person in Condition 8 is the same as a definition of "a skilled person" in BS 7671 : "a person who possesses, as appropriate to the nature of work being undertaken, adequate education, training and practical skills, and who is able to perceive risks and avoid hazards which electricity can create"

- 9. The licence holder is required to ensure that smoke alarms are installed in the property and that these are kept in proper working order. Further, a licence holder will be required to supply the local housing authority, on demand, with a written declaration by him as to the condition and positioning of such alarms.**

NOTES: Condition 9 is a mandatory condition as set in the Housing Act 2004 Schedule 4 (Licences Under Part 2 and 3: Mandatory Conditions)

" (4)Conditions requiring the licence holder—

(za)where the house is in England—

(i)to ensure that a smoke alarm is installed on each storey of the house on which there is a room used wholly or partly as living accommodation, and

(ii)to keep each such alarm in proper working order;

(a) where the house is in Wales, to ensure that smoke alarms are installed in the house and to keep them in proper working order;

(b) in either case, to supply the authority, on demand, with a declaration by him as to the condition and positioning of such alarms."

Condition 9 also reflects The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 which cover all residential lettings:

"Duties of relevant landlord in relation to prescribed alarms

4.—(1) A relevant landlord in respect of a specified tenancy must ensure that—

(a)during any period beginning on or after 1st October 2015 when the premises are occupied under the tenancy—

(i) a smoke alarm is equipped on each storey of the premises on which there is a room used wholly or partly as living accommodation"

- 10. The licence holder is required to ensure that the carbon monoxide alarm is installed in any room in the house which is used wholly or partly as living accommodation and contains a solid fuel burning combustion appliance and that these are kept in proper working order. Further, a licence holder will be required to supply the local housing authority, on demand, with a written declaration by him as to the condition and positioning of such alarm.**

NOTES: Condition 10 is a Mandatory Condition as set in Housing Act 2004 Schedule 4 (Mandatory Conditions)

"(4A) Where the house is in England, conditions requiring the licence holder—

(a) to ensure that a carbon monoxide alarm is installed in any room in the house which is used wholly or partly as living accommodation and contains a solid fuel burning combustion appliance;

(b) to keep any such alarm in proper working order; and

(c) to supply the authority, on demand, with a declaration by him as to the condition and positioning of any such alarm"

Condition 10 is in line with The Smoke and Carbon Monoxide Alarm (England) 2015 Regulations which cover all residential lettings:

"Duties of relevant landlord in relation to prescribed alarms

4.—(1) A relevant landlord in respect of a specified tenancy must ensure that—

(a) during any period beginning on or after 1st October 2015 when the premises are occupied under the tenancy—

(ii) a carbon monoxide alarm is equipped in any room of the premises which is used wholly or partly as living accommodation and contains a solid fuel burning combustion appliance;"

- 11. The licence holder is required to ensure that furniture made available by him in the house is in a safe condition. Further a licence holder will supply to the local housing authority on demand, with a written declaration by him of the safety of such furniture.**

NOTES: Condition 11 is a mandatory condition as set in Housing Act 2004 Schedule 4 (Mandatory Conditions)

"(3) Conditions requiring the licence holder—

(a) to keep electrical appliances and furniture made available by him in the house in a safe condition;

(b) to supply the authority, on demand, with a declaration by him as to the safety of such appliances and furniture;"

Condition 11 is in line Furniture and Furnishings (Fire Safety) Regulations 1988 which is also applicable to other residential lettings.

- 12. The licence holder is to ensure that every electrical installation in the house is in proper working order and safe for continued use; and to supply the authority, on demand, with a declaration by him as to the safety of such installations; "electrical installation" has the meaning given in regulation 2(1) of the Building Regulations 2010."**

NOTES: Condition 12 is reflective of The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 that stipulate a requirement for Electrical Installation Condition Reports for all residential rental properties. A copy of the Electrical Installation Report must be supplied to the Local Authority within 7 days of receiving a written request. Electrical defects marked as C1, C2 and FI must be addressed within 28 days of the report date. Written confirmation of completed works must be supplied to the tenants and to the Local Authority within 28 days of completed works.

- 13. At the start of each tenancy, occupants must be given appropriate fire safety advice regarding the means of escape in case of fire and other fire precautions. In particular, the importance of keeping fire doors closed and keeping the escape route clear, plus how to use the fire alarm system, fire extinguishers and fire blankets.**

NOTES: Condition 13 is in line with Management of Houses in Multiple Occupation (England) Regulations 2006:

"Duty of Manager to Take safety Measures

4(1) The manager must ensure that all means of escape from fire in the HMO are—

(a) kept free from obstruction; and

(b) maintained in good order and repair.

(2) The manager must ensure that any fire fighting equipment and fire alarms are maintained in good working order.

(3) Subject to paragraph (6), the manager must ensure that all notices indicating the location of means of escape from fire are displayed in positions within the HMO that enable them to be clearly visible to the occupiers."

- 14. The licence holder is to ensure that the requirements of landlord and tenant legislation are properly adhered to. In particular, the licence holder will ensure that written terms of tenancy are to be provided for all occupiers. These terms will describe and give details of:**

- a) The type of tenancy, its duration and terms of notice.**
- b) The amount of rent due together with dates and method of payment, and the circumstances when the rent may be reassessed.**
- c) The amount of deposit taken, how it is held and the terms for its return.**
- d) An inventory of contents and condition at the commencement of the tenancy.**
- e) The means of contacting the property owner and/or property manager to report repairs, etc.**

NOTES: Condition 14 is line with a mandatory condition as set in the Housing Act 2004 Schedule 4 (Licences Under Part 2 and 3: Mandatory Conditions)

"(5)Conditions requiring the licence holder to supply to the occupiers of the house a written statement of the terms on which they occupy it."

15. The licence holder (or the property manager) shall attend the property at frequent intervals. The frequency of the inspections will be determined by Portsmouth City Council and the licence holder. The purpose of the inspections is to:

- a) Ensure the proper management of the property;**
- b) Ensure compliance with The Management of Houses in Multiple Occupation (England) Regulations 2006, and any revisions thereto; and**
- c) Ensure the property is maintained in such a condition that category 1 hazards, within the meaning of Part 1 of the Housing Act 2004, are not present or quickly eliminated.**

NOTES: Quarterly inspections should be carried out as a minimum. More frequent visits might be required in some circumstances.

16. The licence holder will provide to the council copies of all the current tenancy agreement(s), and details of where any security deposit is held, on demand.

NOTES: Most commonly this will be required to determine permitted occupancy levels of a property.

17. The licence holder is required to notify the Council of any changes to the property, including structural alterations, changes to the ownership or management, or events that may affect the fit and proper person status of the owner, licence holder or manager, which may affect the licence.

NOTES: HMO Licence Applications consist of 2 parts: Part 1 relating to the property to assess if the property is suitable or can be made suitable for occupation by the proposed number of occupiers; Part 2 relates to the proposed Licence Holder and assesses management arrangements that are in place. This is set out in Sections 64 to 66 of the Housing Act 2004. Any changes as specified in condition 16 could therefore affect the licence. The Licence cannot be transferred to another person as set in Section 68 of the Housing Act 2004.

18. The licence holder (or his manager) will attend the property as may be reasonably necessary for the purposes of inspection by the council.

NOTES: The council may be required to visit and inspect the property to perform their duties. Access to all areas will often be required for which the licence holder or the property manager will need to be present.

- 19. The licence holder will work pro-actively and responsibly with all enforcement agencies in response to anti-social behaviour caused by tenants within the curtilage of the property and take all reasonable steps to prevent anti-social behaviour from within the boundaries of the property.**

NOTES: Condition 19 is in line with Section 67 of the housing Act 2004

"(1)A licence may include such conditions as the local housing authority consider appropriate for regulating all or any of the following—

(a)the management, use and occupation of the house concerned, and

(b)its condition and contents.

(2)Those conditions may, in particular, include (so far as appropriate in the circumstances)

(b)conditions requiring the taking of reasonable and practicable steps to prevent or reduce anti-social behaviour by persons occupying or visiting the house;"

- 20. The licence holder and, where appropriate, their nominated managing agent are required to undertake a detailed investigation of any complaints which have been made either directly to them, or via the Local Housing Authority, regarding their tenants and keep a written record.**

NOTES: ASB is defined in The Crime and Disorder Act (1998) 'Acting in a manner that caused or was likely to cause harassment, alarm or distress to one or more persons not of the same household as (the defendant).'

The definition of ASB covers a wide range of wrongdoings; it is therefore important that all complaints about the tenants are investigated and recorded.

- 21. The licence holder must inform the Council if they no longer reside at the address given and provide the Council with the new address details within 21 days.**

NOTES: It is important that legal documents and other correspondence is sent to the correct address

- 22. The licence holder must inform the Council if there is a change in managing agent, within 21 days.**

NOTES: Condition 22 is crucial to ensure any correspondence that may be necessary is sent correctly. Change of managing agent may also affect "Fit and Proper" status. Please see Condition 17.

- 23. If the licence holder is a managing agent they must inform the Council if the person who is specified as the main contact ceases to be employed by them and inform the Council of a new contact, within 21 days.**

NOTES: Condition 23 is important to make sure all correspondence is effective and to prevent any unnecessary delays.

24. If the licence holder is a managing agent they must inform the Council if they cease to have an interest in the property, within 21 days.

NOTES: Condition 24 is important to make sure the licence is held and administered by the most appropriate person at all times.

25. A written record of visual inspections of the property undertaken by the licence holder relating to the overall condition of the property and Management Regulations shall be maintained by the licence holder and produced to the council when requested.

NOTES: Condition 15 requires that the licence holder or manager complies with management regulations and effectively maintains the property with regards to these regulations and proof of suitable management may be required.

26. Produce to the local housing authority for their inspection a written copy of the Fire Risk Assessment. (Reviewed annually).

NOTES: Written Record of Fire Risk Assessments is a requirement under Regulatory Reform (Fire Safety) Order 2005 for all licensable HMO's. Please see Section 5 for further details including RRO Template. Annual review is required to establish if a new/amended Risk Assessment is necessary, particularly following a change of tenure.

27. The licence holder and/or manager shall attend a specified training course if and when required to do so by the Council. (The arrangements for this will be by negotiation, but an unreasonable failure to attend such a course will be a breach of the conditions of licence).

NOTES: A special condition relating to Condition 27 would often be required for new Licence Holders or in some cases for existing licence holders where additional training requirements were identified by the investigating officer. Special Condition will typically be worded as follows:

"With regard to condition 27, the licence holder is required to attend a course relating to licensing and managing of HMO's by a recognised industry training provider. This course must provide them with enough understanding of Housing Act 2004 to ensure that the licence holder is fully aware of his legal responsibilities regarding HMO licencing and proper management of a house in multiple occupation including hazard identification. The licence holder is required to provide evidence of attendance and completion of the relevant training."

28. The licence holder is to ensure that any works carried out at the property are done so with due regard to the comfort of the occupying tenants.

NOTES: Where on demand is stated within these licence conditions, this means within 7 (seven) days from the written request by the licensing authority.

APPENDIX C: FIRE RISK ASSESSMENT TEMPLATE FOR HOUSES IN MULTIPLE OCCUPATION

(It is a duty of the person responsible for the premises to ensure appropriate fire risk assessment is carried out. This template is provided for guidance only and might not be the most appropriate assessment for certain types of premises)

Address of the premises	
Licence Holder	
Manager	
Person carrying out the risk assessment	
Date of the Assessment	
Recommended Review Date	

PEOPLE AT RISK

Sleeping Occupiers	How many? Fire safety introduction/guidance provided?
Guests and visitors (inc trades and regular maintenance)	Fire safety introduction/guidance for working on premises provided?
Vulnerable occupiers/visitors	Additional fire precautions required?

Guidance Notes:

An introduction to Fire Safety at the premises should be given to all occupiers at the beginning of the tenancy. This should include evacuation procedure, introduction to firefighting equipment such as fire blankets and tenant's responsibilities to ensure the premises remain safe. The most common issues relating to tenant's behaviour include leaving fire doors wedged open, obstructing escape routes and misusing fire doors to hook clothes hangers and door mirrors that can compromise doors integrity in the event of fire. A person responsible for the premises is expected to manage all fire safety aspects including aspects relating to tenant's behaviour.

Vulnerable occupiers and visitors (where possible) at special risk from fire should be identified. These will include young children, elderly people and disabled occupiers. All types of disability should be considered, particularly disabilities relating to mobility, eyesight or hearing impairments and learning difficulties. People who may be dependent on drugs and alcohol can be particularly vulnerable.

THE PREMISES (GENERAL)

Property Type	Detached/terrace/flat/over commercial etc
Number of Floors	
Is there a basement	Non habitable basement/converted into living accommodation
Type of tenure	Joint tenancy/Individual room tenancies
Type of HMO	Shared HMO/Bedsitting HMO
Current Fire Safety features in place	<p>Number and position of smoke and heat alarms</p> <p>Interlinked/stand alone</p> <p>Fire Blanket (s)</p> <p>Emergency Lighting/Signage</p>

Guidance Notes:

Fire Safety requirements will vary depending on the size and layout of the property and type of tenure. Table A and the accompanying guidance provides an overview of the Fire Safety features that are required in the property based on the type of the HMO.

IDENTIFYING FIRE HAZARDS AND DEFICIENCIES

Cooking Appliances	<p>Gas Safety Certificate satisfactory and in date?</p> <p>Cooker(s) appropriately sited?</p> <p>Cooking appliances clean and regularly maintained?</p> <p>Extractor fan clean and regularly maintained?</p>
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Guidance Notes:

A satisfactory Gas Safety Certificate should be provided if there is gas burning appliances in the property such as gas boilers or gas cookers. Gas Safe replaced Corgi in 2009 as the HSE (Health and Safety Executive) approved scheme and all work to gas fittings and installations must be carried out by a Gas Safe registered engineer.

Cookers should not be positioned within 600mm of soft furnishings including curtains and should have at least 300mm worktop either side of the cooker.

All cooking appliances including extractor fans should be clean and regularly maintained. Greasy/food residues present a significant fire risk.

Space Heating	<p>Type of fixed heating</p> <p>Fixed Heating is available in all bedrooms?</p> <p>In communal areas including kitchen?</p> <p>Adequate heating provisions in bathrooms and toilets?</p> <p>Fixed heating maintained regularly?</p> <p>Any signs of disrepair to any of the heating system?</p>
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Guidance Notes:

Inappropriate, inefficient or defective heating is likely to encourage use of additional heaters. As a rough guide the following are the combination boiler sizes required for different dwelling size: • Small house (1-2 bedrooms) or flat: 24-27Kw • Medium house (3-4 bedrooms): 28-35Kw • Large house (more than 4 bedrooms): 35-42Kw

The heating system must be capable of maintaining the following temperatures when the outdoor temperatures are -1C°

- Reception rooms: 21°C
- Kitchens large enough to also accommodate dining space: 21°C
- Bedrooms: 18°C
- Bathrooms: 22°C
- Hallways: 19°C

Power Sockets	<p>Adequate number of sockets provided</p> <p>In the kitchen?</p> <p>In communal lounge/diner?</p> <p>In all bedrooms?</p> <p>Any signs of disrepair?</p> <p>Any extension leads in use in the premises? Any trailing extension leads?</p> <p>Any sockets within 300mm of water source?</p>
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Guidance Notes:

Lack of or inappropriately sited sockets encourage use of extension leads that present a fire risk when excessively used and overloaded. All extension leads must be used to the manufacturer's instructions to ensure the amperage of appliances powered via the extension lead does not exceed the maximum permitted amperage of the extension lead.

A single bedroom should have at least 2 double sockets, a double bedrooms should have at least 4 double sockets.

In addition to sockets used to power white goods, kitchens should be equipped with sufficient number of sockets based on the number of sharing occupiers.

Any extension leads provided by the landlord must be subject to annual PAT by a competent person.

Electrical Installation	EICR in date and satisfactory? C1, C2 and FI (if any showing on the report) rectified? All light switches and power sockets visually inspected for any damage and wear and tear? Extractor fans in bathrooms clean and well maintained?
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Guidance Notes:

Electrical Installation Condition Reports are required for all residential lettings under The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020. Electrical defects marked as C1, C2 and FI must be addressed within 28 days of the report date. Written confirmation of completed works must be supplied to the tenants and to the Local Authority within 28 days of completed works.

It is also important to carry out regular visual inspections for any damage, wear and tear and maintenance issues. The common issues include damaged light switches and sockets, dusty and greasy extractor fans etc

Protected route and Fire and Smoke Compartmentation	<p>Under stairs cupboard boarded up with 30 minutes fire resisting material?</p> <p>Any gaps around wiring/pipes entry holes?</p> <p>Any borrowed light/glazed units between risk rooms and escape route?</p> <p>Compartmentation between units of accommodation adequate?</p> <p>Any reduced standard of fire resistance such as lath and plaster walls and ceilings?</p> <p>Any damage to walls, ceiling or floors allowing spread of smoke and fire?</p>
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Guidance Notes:

The common defects usually include borrowed lights above doors, unboarded under stairs cupboards and holes around wiring and pipe entry points.

Consideration should be given to the fire resistance of materials going through floors and walls.

Storage cupboards should not be located in protected routes unless they are fire resisting and kept locked shut and smoke alarms/detectors are fitted within them

Basement/cellar - If a basement/cellar is present, 30-minute separation between the cellar and the ground floor escape route is required

White goods such as washing machines and tumble dryers should not be located in a protected route.

Protected route must be kept free of obstruction at all times

Consumer units on protected routes should have 30 minutes fire resistant casing or be within a cupboard providing 30 minute fire resistance

Borrowed lights and other glazing should be replaced with fire resisting material, unless fire rated glazing such as "Georgian Wire" is used

Butting up against glazing to provide separate units of accommodation is not suitable

Internal Doors	<p>Type of doors used to separate bedrooms from the escape route</p> <p>Adequate fire door between communal kitchen/lounge/diner and the escape route</p> <p>All doors fit tightly in its frame when closed</p> <p>Fire doors fitted with self-closing devices</p> <p>Self-closing devices adjusted correctly</p> <p>Threshold gaps correct</p> <p>Any internal doors require removable key on the inside</p> <p>Final exit door requires a removable key on the inside</p>
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Guidance Notes:

Common deficiencies include hollow core or thin panelled doors being used where resistance from fire and smoke is required. Doors warped by incorrect use such as being used to hang clothes on or being wedged open.

All self-closing devices should be adjusted to ensure the device is strong enough to latch the door in its frame.

All doors should be in close contact with the door stops/frame and fitted as per manufacturer's instructions. Threshold gaps of FD30S doors should not exceed 4mm. Drop down smoke seals can be used where it is not possible to raise threshold to reduce the threshold gap.

To avoid entrapment, thumb turn locks should be provided on the inside of the final exit doors and HMO Bedrooms/Bedsits

Smoke and Heat Detectors	<p>Type and location of detectors in the property</p> <p>Fire Detection adequate for the size and type of the premises? (Please see Table A)</p> <p>Fire detection system tested regularly?</p> <p>Written records of testing kept?</p>
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Guidance Notes:

Fire detection requires regular testing. If an alarm system is not properly installed, tested or maintained, it could fail without warning or at the moment that it is needed most and that people would be at risk in the case of fire.

Grade A alarm system should be serviced every 6 months as set is BS 5839.

Grade A alarm systems should be tested weekly and recorded at least once a month.

Other systems should be tested monthly (BS 5839).

Smoke detectors are not recommended in kitchen areas and heat detectors should be used instead.

Standalone smoke alarms in addition to interlinked heat alarms is recommended for bed sitting accommodation containing cooking facilities.

Alarms in bedrooms are required where bedroom doors are fitted with smoke seals

Emergency Lighting and Safety Signage	<p>Any complex escape routes at the property?</p> <p>Emergency Lighting required due to size and type of the property?</p> <p>Safety Signs required due to the size and type of the premises?</p> <p>Emergency Lighting tested regularly?</p> <p>Emergency Lighting Annual Checks Certification in date?</p> <p>Visual inspection carried out to identify any potential faults?</p>
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Guidance Notes:

Complex escape routes would usually include split levels, change in direction in hallways and on stairwells and exits that do not lead to a place of safety such as small and enclosed gardens or verandas.

Monthly emergency lighting testing is required to ensure all luminaires are in a good working order.

A full rated duration test of emergency lighting should be undertaken annually by a competent person and test certification issued.

Fire Safety Signs should be positioned to ensure the next escape sign is always visible

Directional signs should be positioned above exit doors

Safety Signed on walls should be positioned between 1.7 and 2 m high and where practically possible be set at the same height and be of the same design and pattern throughout the escape route.

Fire Fighting Equipment	<p>Fire blankets available in every kitchen including kitchenettes in bedsitting accommodation?</p> <p>Fire Blanket location:</p> <p>Away from the source of fire?</p> <p>In a prominent location?</p> <p>Fire Blanket inspected for any signs of damage and wear and tear?</p> <p>The casing and handheld devices in good condition?</p> <p>Fire Blanket contained fully in its casing?</p> <p>Requires replacing?</p>
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Guidance Notes¹³:

Fire Blankets should be manufactured to BS EN 1869, which come in 3 different sizes (1.1m x 1.1m; 1.2m x 1.2m and 1.2m x 1.8m)

Fire Blankets should be located in the room where a fire is likely to start and be fixed on a wall approx. 1.5m high in a prominent location where they can be readily seen

Fire Blankets should ideally be located between the potential source of fire and fire exit

Fire Blankets should not be located in concealed locations or in the areas where potential fire could prevent accessing them (e.g. above cooker)

Fire Blankets should be inspected regularly and replaced if there is wear, contamination or damage to fire blanket material (including damage from fire), wear or damage to the blanket's hand hold devices, damage to the container (including damage from fire). Fire blankets should be replaced every 7 years regardless of condition, unless specified otherwise by the manufacturer.

¹³ FIA Code of Practice for the Selection, Installation, Commissioning and Maintenance of Fire Blankets Manufactured to BS EN 1869

Property Design/Layout	<p>Any inner rooms in the property?</p> <p>MOE windows provided from the inner room?</p> <p>Way out of the garden (such as through an alleyway)?</p> <p>Size of the garden adequate to be classed as place of safety?</p> <p>Fire suppression system required?</p>
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Guidance Notes:

Inner room is a room where the only escape route out is through another room. Inner rooms that are communal living rooms or kitchens and bathrooms are generally accepted. Inner rooms that are used as sleeping accommodation should be avoided. Where a protected route is required but cannot be provided, alternative fire safety features such as Fire Suppression System will be required.

Escape route from an inner room can be provided via the garden. Where gardens are enclosed and do not provide way out, the garden can only be suitable as a place of safety when the distance from the building to the back of the garden exceeds the height of the building (to the mean roof level in case of pitched roof and full height of the building in case of flat roofs/dormitories)

Means of Escape windows should have an unobstructed openable area that complies with all of the following.

- A minimum area of 0.33m²
- A minimum height of 450mm and a minimum width of 450mm (the route through the window may be at an angle rather than straight through).
- The bottom of the openable area is a maximum of 1100mm above the floor.
- Locks (with or without removable keys) and opening stays (with child-resistant release catches) may be fitted to escape windows.
- Windows should be capable of remaining open without being held
- MOE windows are not appropriate in the rooms where the floor is 4.5m and above from the ground level

