

Amenity Standards for Houses in Multiple Occupation and Other Houses

Adopted 2007, Amended with updated legislation and formatting changes December 2018



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Introduction

This document gives advice to anyone involved with letting out housing in the private rented sector, whether as an individual letting or as a House in Multiple Occupation (HMO). Higher risk HMOs require licences and this guidance may well form the basis of conditions attaching to a licence.

The document sets out the legal framework and gives guidance for living space, amenities, fire safety and good management, adopted in this local authority area. It is not meant to explain the detail of the law – if this is needed you should seek legal advice or refer to the specific legislation.

Legislative Background

Part 1 of the Housing Act 2004 introduced a new method of assessing whether housing conditions are a risk to the health of the occupiers, called the Housing Health & Safety Rating System, or 'HHSRS'. It looks at 29 hazards such as falls on stairs, and assesses the likelihood of an incident occurring that causes harm, and the likely severity of that harm. If the local authority assesses a hazard as Category 1 (severe), the authority has a duty to take action to reduce the hazard to an acceptable level. In less severe cases, referred to as Category 2, the authority has the power to take action rather than a duty. The range of actions available include requiring the owner of a property to carry out improvements, prohibiting the use of parts of a property, the authority taking emergency action itself, serving an enforcement notice or, where appropriate, requiring the demolition of the property.

HHSRS applies to all residential property irrespective of how it is occupied. In privately rented property it will be the main method of the authority making judgements about whether enforcement action is needed to remedy unsatisfactory conditions and the action to be taken.

[The Management of Houses in Multiple Occupation \(England\) Regulations 2006 \(SI2006/372\)](#) updated in part by [The Licensing and Management of Houses in Multiple Occupation \(Additional Provisions\) \(England\) Regulations 2007](#) sets out the responsibilities of the manager of an HMO.

Part 2 of the Housing Act 2004 requires the licensing of higher risk HMOs. When considering an application the authority must be satisfied that the property is reasonably suitable for occupation by the number of people proposing to live there. Some standards are prescribed in [The Licensing and Management of Houses in Multiple Occupation \(Miscellaneous Provisions\) \(England\) Regulations 2006 \(SI2006/373\)](#) also updated by [The Licensing and Management of Houses in Multiple Occupation \(Additional Provisions\) \(England\) Regulations 2007](#) . The Authority also has power to specify other standards.

Section 67 of the Housing Act 2004 enables a local authority to issue a licence subject to conditions.

In 2018 changes have been introduced with [The Licensing of Houses in Multiple Occupation \(Prescribed Description\) \(England\) Order 2018](#) amending the definition of a property that is required to be licensed and [The Licensing of Houses in Multiple Occupation \(Mandatory Conditions of Licences\) \(England\) Regulations 2018](#) imposing additional conditions covering the minimum floor area for sleeping accommodation and household waste storage and disposal.

This guidance has been based on those recommended by the Chartered Institute of Environmental Health and subsequently amended following changes in the law. They have been prepared in co-operation with all local authorities in Hertfordshire and Bedfordshire to provide a consistent approach to housing across the counties. This authority has considered local needs before adopting them for use in this district.

The structure of this document identifies:

Legal requirements which are set out in bold type enclosed within a box with paragraph numbering from Schedule 3 of The Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006 as amended.

followed by

Guidance that gives greater explanation of what is required by this Authority (independently numbered).

Definitions and Categories of Property

This table summarises the definitions, there are exceptions to these which are given in regulations made under the Housing Act 2004 .

House in Multiple Occupation	A house which is occupied by people who do not form a single household and share basic amenities such as bathroom, toilet and kitchen facilities.
House	House is not conclusively defined in legislation but includes flats, blocks of flats and the grounds, outbuildings and boundaries.
Household	Each of these is a single household: <ul style="list-style-type: none">• A single person• Co-habiting couples whether or not of the opposite sex• Families of related people.
Licensable HMO	An HMO that is <ul style="list-style-type: none">• Occupied by 5 or more people, and• Occupied by people as their only or main home.

Further Advice and Information.

If you need help in applying these standards to your own situation, or you have an alternative proposal for meeting a particular standard, contact Environmental Health at

East Herts Council, Housing and Health, Wallfields, Pegs Lane, Hertford, SG13 8EQ
01279 655261 housingandhealth@eastherts.gov.uk

Planning permission may be required if an owner is considering major conversions, extensions or a change of use from a single family home (C3) or small HMO (C4) to an HMO of more than six occupiers (Sui Generis) or if the property has protected status.

Contact the Development Control Department at

East Herts Council, Wallfields, Pegs Lane, Hertford, SG13 8EQ
01279 655261 planning@eastherts.gov.uk

Building Regulation approval may be required if an owner is considering conversion, adaptation or structural alterations. Our Building Control service is managed by Hertfordshire Building Control (HBC) who provide a complete local authority statutory building control approval service across Hertfordshire.

For more information, including whether your project requires Building Regulation Approval, please visit the Hertfordshire Building Control website or Contact the A10 team on 01992 845960 building.control@hertfordshirebc.co.uk

Further information is also available on the Council's website, www.eastherts.gov.uk

Prescribed standards

Standards prescribed by legislation as above with guidance to explain the application of these standards by this authority.

Heating

1. Each unit of living accommodation in an HMO must be equipped with adequate means of space heating.
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1. Heating shall be provided in every habitable room and bathroom capable of maintaining a temperature of 20 degrees Celcius (°C) when the outside temperature is -1 °C. (The provision of insulation can assist in meeting this standard.)
2. The heating provision must be capable of being safely used at any time and be suitably guarded.
3. Heating may be by means of:-
 - Central Heating
 - Gas heaters connected to a suitable flue and terminal outlet
 - Oil heaters connected to a suitable flue and terminal outlet
 - Electricity (In some circumstances, the sole use of electricity may be acceptable to heat a dwelling but if you propose to use this method of heating you must discuss it with your local authority. Individual heaters (except oil filled radiators) must be a fixed installation)
 - Solid Fuel (in the form of an authorised smokeless or alternatively solid fuel burnt in a smokeless appliance.) If solid fuel is used, proper fuel storage facilities shall be provided outside the building in a readily accessible position for each unit of accommodation.
4. Wherever practicable, heaters (excluding radiators) shall be fixed to an existing chimney breast or otherwise positioned so as to direct heat towards the room centre.
5. All such appliances shall be maintained by a competent person. Gas appliances shall be inspected annually and certificated in accordance with the Gas Safety (Installation & Use) Regulations 1994.
6. The use of portable paraffin or oil fired heaters and liquefied petroleum gas heaters (LPG) (bottled gas heaters) are prohibited under any circumstances, whether provided by the landlord or the tenant.

7. A carbon monoxide alarm must be installed in any room, hall or landing in the house which is used wholly or partly as living accommodation and contains a solid fuel burning combustion appliance (for the purposes of this condition bathrooms or lavatories are to be treated as rooms used as living accommodation). Any such alarm must be maintained in proper working order and the licence holder must supply the authority, on demand, a declaration by him/her as to the condition and positioning of any such alarm.

Washing Facilities, Sanitary Conveniences (Shared)

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,

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.

(3) 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.

(4) All bathrooms in an HMO must be suitably and adequately heated and ventilated.

(5) All bathrooms and toilets in an HMO must be of an adequate size and layout.

(6) All baths, toilets and wash hand basins in an HMO must be fit for the purpose.

(7) All bathrooms and toilets in an HMO must be suitably located in or in relation to the living accommodation.

1. The provision of washing facilities and toilets shall be for exclusive use wherever possible but otherwise the minimum requirement will be:

Number of occupiers sharing	Washing Facilities
Up to 5 people	One bathroom with wash basin and bath or shower
6 – 10 people	Two bathrooms

Number of occupiers sharing	Toilet Facilities
1 - 4 occupiers	1 toilet may be incorporated within the bathroom
5 occupiers	1 toilet to be separate from the bathroom (although may be in second bathroom)
6 – 8 occupiers	2 toilets may be sited within 2 separate bathrooms
9 – 10 occupiers	2 toilets. 1 toilet must be separate from any bathrooms
11- 16 occupiers	3 toilets. 1 toilet must be separate from any bathrooms or provision of a 4th toilet separate from any bathroom.

2. Wash Basins - One standard sized wash basin, (approx 550mm x 400mm) with a 300mm waterproof splash back with cold and constant hot running water shall be supplied in each shared bath/shower room.
3. Bath and Shower Facilities - A readily accessible, standard sized bath in a bathroom, or a standard sized shower in a suitable room together with adequate drying and changing space, shall be provided. A 300mm waterproof splash back to the bath is to be provided. In the case of a shower whether it is over a bath or in its own compartment, screen.
4. Each separate toilet compartment shall be provided with a suitable wash basin with cold and constant hot water and a 300mm tiled splash back.
5. External toilets shall be ignored.
6. Wash hand basins must be provided within each letting unit unless it can be shown not to be reasonably practicable.
7. Heating shall be provided in every bathroom capable of maintaining a temperature of 20 degrees Celcius (0C) when the outside temperature is -1 0C.
8. All bathrooms shall have mechanical ventilation providing a minimum of 4 air changes an hour. Such an installation shall be fitted with an overrun device. This

will usually be to the lighting circuit of the bathroom but in certain cases, for example, where the fan is humidity controlled, this may not be possible.

9. The walls and floor of any toilet, bathroom or shower room must be reasonably smooth and non-absorbent and capable of being easily cleaned.
10. All sanitary fittings must be of non-absorbent material and capable of being easily cleaned.
11. A bathroom shall be no more than one floor distant in relation to the bedroom.
12. A toilet shall be no more than one floor distant from living and bedrooms.
13. Where shared, these facilities must be accessible from a common area.

Kitchens (Shared)

3. 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 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**

1. A suitable sink and drainer in good condition and of minimum dimensions 500 x 1000 mm set on a stable base or support shall be supplied at the ratio of one sink for 5 occupiers.
2. Where a house is occupied by 6 -10 occupiers, either the provision of a double bowled sink or a dishwasher in addition to a single sink may be treated as meeting this requirement, where the Council considers that such provision adequately meets the occupiers needs.
3. Where practicable, a waterproof splash back shall be provided to the sink and draining board and all joints shall be adequately sealed. The sink(s) shall be connected to the drainage system via a suitable trap and provided with a plug and chain or equivalent.
4. An adequate supply of cold drinking water and constant hot water must be supplied to all sinks. Stand-alone water heaters are not a satisfactory supply of hot water.
5. The following table gives the cooking facilities required for up to 10 persons. No more than 10 occupiers may share one kitchen.

Number of occupiers sharing	Cooking Facilities
Up to 5 people	1 full sized cooker with a minimum of 4 ring burners, a standard size oven and a grill
6 – 10 people	2 full sized cookers with a minimum of 4 ring burners, a standard size oven and a grill or 1 full size cooker plus microwaves as required.

6. Four sockets per five occupiers sharing the kitchen shall be provided to be sited above the worktops, plus one socket for each fixed appliance.
7. Electric cookers shall be provided with a dedicated cooker point outlet suitable for the rating of the cooker.
8. Fixed electric space or water heating appliances sited in the kitchen shall be provided with a separate, dedicated point.
9. A suitable sink and drainer in good condition and of minimum dimensions 500 x 1000 mm set on a stable base or support shall be supplied at the ratio of one sink for 5 occupiers.
10. Where a house is occupied by 6 -10 occupiers, either the provision of a double bowled sink or a dishwasher in addition to a single sink may be treated as meeting this requirement, where the Council considers that such provision adequately meets the occupiers needs.

Units of living accommodation without shared basic amenities

4. (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.**

(2) Where there are no adequate shared washing facilities provided for a unit of living accommodation as mentioned in paragraph 2, 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**

Cooking Facilities

1. The minimum requirement for the cooking of food is two rings/hot plates together with a minimum of a 1 cubic foot/28 litre oven and a grill for one person, or four rings/hot plates together with a minimum of a full size oven and a grill if provided for more than one person. A microwave oven could be substituted for one or two rings subject to agreement with the local officer. All appliances must be properly connected to the gas or electricity supply and must be working correctly. All gas appliances shall be maintained by a competent person.

2. A full size sink with a draining board with a plug and a chain and a waterproof splash-back 300mm high to be provided. A wash basin shall not be used in place of a sink. Stand alone water heaters are not a satisfactory supply of hot water.
3. A worktop or table of smooth and impervious material to be provided that is capable of being easily cleaned and of minimum size 500mm x 1000mm for single person units, or 500mm x 1500mm for two person units. A suitable waterproof splash-back 300mm high should be provided where any work surface abuts a wall and all joints shall be adequately sealed.
4. Four power sockets must be available in the kitchen area in addition to any serving major appliances these must be set at a convenient height and safe position above the work surface.
5. Dry goods storage space shall be provided with either within the cooking area, or in an adjacent and readily accessible position. One double wall cupboard or a single base unit is required for the storage of dry goods and utensils, although occupancies comprising more than one individual will require additional space. The space in a unit below the sink will not be accepted for the above purposes.
6. If possible, separate fridges should be provided per occupancy. Otherwise, each separate occupancy shall be provided with at least one shelf of refrigerator space in a readily accessible room. Adequate freezer space shall also be provided.

Washing Facilities

7. "Reasonable proximity to the living accommodation" shall mean no more than one floor away from the living accommodation.
8. Each unit of accommodation shall be provided, where practicable, with a separate bathroom or shower room to include:
 - One standard sized wash basin, (approx 550mm x 400mm) with a 300mm with a waterproof splash back and cold and constant hot water.
 - A readily accessible, standard sized bath with a 300mm waterproof splash back and cold and constant hot water or a standard sized shower. In the case of a shower over a bath, the splash back shall be 150mm above the shower head and up to at least the edge of a fixed shower screen. Where a shower curtain is used the splash back should extend 300mm beyond the shower curtain. Any shower shall have fully tiled walls or a complete free standing cubicle. All joints shall be adequately sealed.
 - Adequate drying and changing space.

- A toilet. Where the toilet is provided in a separate toilet compartment it must be provided with a suitable wash hand basin with cold and constant hot water and a 300mm tiled splash back. External toilets shall be ignored.
- The walls and floor of any toilet, bathroom or shower room must be reasonably smooth and non-absorbent and capable of being easily cleaned
- All bathroom furniture must be made of non-absorbent material and be capable of being easily cleaned.

Fire Precautionary Facilities

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

1. The property shall be provided with an adequately protected means of escape from fire, together with other fire precautions including so far as necessary, a detection and warning system with emergency lighting to the satisfaction of the inspecting officer.
2. Guidance is available in a separate document entitled "Guide to Fire Precautions in Houses in Multiple Occupation" produced by the Local Authorities of Hertfordshire in partnership with Hertfordshire Fire and Rescue Service.

Space Standards

Statutory requirements for the minimum floor area for sleeping accommodation were introduced in [The Licensing of Houses in Multiple Occupation \(Mandatory Conditions of Licences\) \(England\) Regulations 2018](#) . The minimum sizes are given in the box below. These are the minimum permitted and are lower than the space standards adopted by this authority which are given in the text below the box.

Room used as sleeping accommodation by	Floor area to be no less than
one person aged over 10 years	6.51 square metres
two persons aged over 10 years	10.22 square metres
one person aged under 10 years	4.64 square metres

Any room in an HMO with a floor area of less than 4.64 square metres must not be used as sleeping accommodation.

Any part of the floor area of a room in relation to which the height of the ceiling is less than 1.5 metres is not to be taken into account in determining the floor area of that room..

General Requirements

1. The number of people sharing includes babies and children. Everyone must have their own allocation of space.
2. Everyone over the age of 10 years must be able to occupy sleeping accommodation so that they do not have to share with someone who is not a close relative or with someone of the opposite sex unless they are living together/co-habiting.
3. 'Close relative' means parent, grandparent, child, grandchild, brother, sister, uncle, aunt, nephew, niece or cousin.
4. All habitable rooms, kitchens, bathrooms, and toilet compartments shall have a minimum floor to ceiling height of 2130mm. In the case of rooms with sloping ceilings, there shall be a minimum height of 2130mm over half of the floor area of the room. Measurements shall be taken on a plane 1500mm above the floor. Any floor area where the ceiling height is less than 1500mm high shall be disregarded.
5. The standards are based on usable floor area. Certain layouts may require an increase in floor area.
6. A staircase, landing, or any room which is used as a kitchen or bathroom, shall not be used as sleeping accommodation.

One Person Units of Accommodation

One room units

including kitchen facilities in the room	11m²
separate individual or shared kitchen	8m²

Note: These room sizes can be reduced by up to 1.5m² down to a minimum of 6.51m² at the discretion of the inspecting officer where a communal living room or kitchen with dining area exists. This will depend on the size and nature of the communal facilities and adequate standards of management. Health and Safety issues will also be taken into consideration when accepting reduced space standard.

Two or More room units

Each living kitchen/diner	10m²
Each living room	8.5m²
Each bedroom	6.51m²

Note: Trade off between room sizes in 2 or more roomed units may be acceptable at the discretion of the inspecting officer, providing the proposed layout is acceptable and the aggregate habitable floor area of the rooms is not less than 14.5m².

Two Person Units of Accommodation

One room units

including kitchen facilities in the room	16m²
separate individual or shared kitchen	13m²

Note: These room sizes can be reduced down to a minimum of 10.22m² at the discretion of the inspecting officer where a communal living room or kitchen with dining area exists. This will depend on the size and nature of the communal facilities and adequate standards of management. Health and Safety issues will also be taken into consideration when accepting reduced space standard.

Two or More room units

Each kitchen/diner	10m²
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Each living room	8.5m²
Each bedroom	11m²

Note: Trade off between room sizes in 2 or more roomed units may be acceptable at the discretion of the inspecting officer, providing the proposed layout is acceptable and the aggregate habitable floor area of the rooms is not less than 19.5m².

Communal Rooms

Numbers sharing	Minimum Floor Area
Kitchens	
Used by 1 – 5 occupiers	6m²
Used by 6 – 10 occupiers	11m²
A kitchen must be sited no more than one floor distant from the bedroom or living/dining room	
Kitchen/Diners	
Used by 1 – 5 occupiers	8.5m²
Used by 6 – 10 occupiers	12.5m²
Living Rooms	
Used by 1 – 5 occupiers	8.5m²
Used by 6 – 10 occupiers	12.5m²

Note: the above are minimum space standards based on optimum shape and layout. In practice, it may be necessary to have a larger space standard to ensure that there is sufficient space to fit in all the facilities required and provide a circulation area which permits safe use of the room for the number of users.

Other Matters

The following matters are not covered specifically in the Regulations but must be considered in regard to the Housing Health and Safety Rating System and for the purposes of HMO licensing they may form part of the licence conditions.

Natural and Artificial Lighting

1. All habitable rooms shall have an adequate level of natural lighting, provided via a clear glazed window or windows and/or door(s), the glazed area to be equivalent to at least 1/10th of the floor area and to extend normally to a point 1.75m above floor level. The window shall be so positioned that the light from the window is able to illuminate most of the room.
2. Windows to bathrooms and toilets are to be glazed with obscured glass.
3. Adequate electric lighting points are to be provided to all habitable rooms, staircases, landings, passages, kitchens, bathrooms and toilets. All lighting to common parts to be provided, maintained and paid for by the landlord. Lighting to staircases, landings and passages may be controlled by time switches or other devices having a similar effect and be illuminated for ease of location. Two way switches shall be provided on stairs and passageways as necessary.

Ventilation

1. All habitable rooms shall be ventilated directly to the external air by a window that has an openable area not less than 1/20th of the floor area of that room. Alternatively a whole house ventilation system, suitable for use in habitable rooms will satisfy this standard providing it is installed and serviced in accordance with manufacturer's recommendations and has room by room control.
2. All bathrooms shall have mechanical ventilation providing a minimum of 4 air changes an hour. Such an installation shall be fitted with an overrun device. In the case of bathrooms, this will usually be to the lighting circuit of the room but in certain cases, for example, where the fan is humidity controlled, this may not be possible.
3. All toilet compartments must have either an openable window or mechanical ventilation providing at least one air change per hour.
4. A kitchen shall have extract ventilation capable of providing at least one air change per hour.

Drainage

1. All new drainage shall comply with current Building Regulations.

2. The whole house shall be provided with an effective system, both above and below ground for the drainage of foul, waste and surface water.

Refuse - Storage and Disposal

[The Licensing of Houses in Multiple Occupation \(Mandatory Conditions of Licences\)](#)

[\(England\) Regulations 2018](#) has imposed a requirement for a licence condition regarding waste management

... 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.

1. Refuse and recycling bins or containers shall be provided in sufficient numbers to meet the needs of the house and an acceptable means of disposal provided to comply with the councils storage and waste disposal scheme.
2. All refuse containers should be located away from habitable rooms and wherever practicable at the rear of the premises. All bins to be positioned so that they do not cause obstruction of footways and access ways and do not obscure natural lighting from windows below bin height.

Electricity Supply

1. Electrical socket outlets shall be provided to individual rooms or lettings to a minimum standard as follows:

Living room	6 sockets
Bedroom/study	6 sockets
Bedroom within a letting comprising more than one room	4 sockets
Bedsits containing cooking facilities	4 sockets in kitchen area plus 6 elsewhere

2. In the kitchen of a bedsit, at least 4 socket outlets shall be located above the work surface for the use of portable appliances.
3. All socket outlets shall be located in positions which permit safe convenient and proper use at all times, having regard to the room layout. They shall not be positioned where the appliance cables are likely to pose a safety hazard.

4. All new electrical installations shall comply with Building Regulations and shall be suitably certified.
5. Installations must be checked at 5 yearly intervals by an appropriate electrician and an Electrical Installation Condition Report obtained.
6. Portable appliances provided by the landlord must be visually inspected either on a change of tenancy or at least annually, whichever comes first. Portable appliances must be tested at regular intervals (to be discussed with the local authority), with a certificate being provided by a competent person on completion of test.

Gas Safety

1. The Gas Safety (Installation and Use) Regulations 1998 requires landlords to ensure that gas appliances, fittings and flues provided for tenants' use are safe. An annual safety check must be carried out by a CORGI registered plumber and records kept for 2 years. A copy of the safety record must be provided to each tenant and if the HMO is licensed, a copy must be sent to the Council.
2. The landlord must comply with the requirements of the Gas Safety (Installation & Use) Regulations 1994 (as amended). These Regulations are enforced by the Health and Safety Executive but are a requirement under the Management Regulations 2006 and form part of the licence conditions.

Furniture Safety

1. The Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended) set down levels of fire resistance for items of domestic upholstered furniture, furnishings and other products containing upholstery. They require that certain furniture included in accommodation that is made available for let complies with the fire safety requirements detailed in the regulations. Landlords, estate agents and letting agents who let accommodation during the course of a business therefore have duties under the above regulations.
2. In a licensed premises the furniture safety requirements form part of the licence conditions. Further information can be obtained from your local Trading Standards Service or from the Department of Trade and Industry.

Personal Safety and Security

1. Sufficient measures must be in place to provide a secure environment for the occupiers, including appropriate locks to external doors and tenant's own rooms to prevent unauthorised access but permit safe egress.
2. Vulnerable windows must be capable of being effectively secured against entry without compromising the means of escape in case of fire.

3. Appropriate arrangements must be in place to control the issue and return of house keys on changes of tenancy, or the changing of locks. Any advice on crime prevention measures provided by the Police Crime Prevention Officer must be acted on.
4. Simple locks must be provided to communal bathrooms and toilets to provide privacy.

Thermal Efficiency

1. All dwellings should be capable of achieving and maintaining a suitable room temperature without undue heat loss. To achieve this, you may need to install cavity wall insulation and/or loft insulation and or other works. You should contact your local authority or your energy provider for details of any grant aid that may be available.

Asbestos

1. Landlords have a duty to identify and manage any Asbestos containing materials in their property. If the material is in good condition and not liable to damage or disruption, for example during alteration work, then it is normally appropriate to leave it alone. If in doubt, you should seek further advice.
2. If you are aware of any Asbestos containing materials you should keep a record of the location and type of material and confirm that it is in a sound condition. You should then check every 6 months to see there has been no damage etc, and date and sign the record to show that you have done this.

Management

The manager of the house is ultimately responsible for maintaining standards within the building. Where the manager is not resident he or she must make suitable arrangements to ensure that conditions and facilities are kept in good order.

In order to fulfil their duties managers must undertake to regularly visit the property either personally or via a representative to ensure standards are maintained and where necessary improved.

General Management Duties

1. The manager of an HMO must comply with [The Management of Houses in Multiple Occupation \(England\) Regulations 2006 \(SI2006/372\)](#) updated in part by [The Licensing and Management of Houses in Multiple Occupation \(Additional Provisions\) \(England\) Regulations 2007](#).
2. A good standard of management shall be observed in the house. In particular this shall ensure the repair, maintenance, cleaning and good order of -
 - a) all means of water supply and drainage in and serving the house;
 - b) all means of escape from fire and all apparatus, systems and other things provided by way of fire precautions and alarm;
 - c) kitchens, bathrooms and toilets in common use;
 - d) Sinks and wash basins in common use; common staircases, corridors and passages, and outbuildings, yards and gardens in common use;
 - e) The repair and maintenance of all lettings and facilities within lettings;
 - f) And to make satisfactory arrangements for the disposal of refuse and litter from the house and to ensure that all means of escape from fire are kept clear of obstructions.

Enforcement

1. The Council will encourage owners to comply with their legal obligations with information, advice and support. Where owners or managers are unwilling to meet their obligations or where failures are significant, the Council will take appropriate enforcement action in accordance with the enforcement policy to protect the health, safety or well-being of occupiers and others affected.

This may include

- any of the actions available to the Council in Part 1 of the Housing Act 2004 following a Housing Health & Safety Rating System ('HHSRS') assessment
 - prosecution or the use of civil penalties for breaches of the Management Regulations or licence conditions;
 - taking action to revoke the licence
 - the making of Interim and Final Management Orders where the health, safety or wellbeing of tenants is of serious concern, and,
 - application for Rent Repayment Orders
2. Where formal enforcement action is taken this may affect future decisions as to whether someone associated with a licence or property is a fit and proper person and future applications for the grant, renewal or variation of licences.