

STANDARDS FOR HOUSES IN MULTIPLE OCCUPATION

Hostel/Bed & Breakfast Type

(Category D Houses in Multiple Occupation)

DEFINITION

Houses generally referred to as “Hostels”, “Guest Houses” or “Bed and Breakfast” accommodation. They will provide accommodation for people with no other place of residence as distinct from a hotel that normally provides accommodation for visitors to the area. This category would include establishments used by local authorities to house homeless families or asylum seekers pending permanent placement and similar establishments that provide accommodation for people who would otherwise be homeless. It would include bona fide hotels/guest houses used for such purposes, even on a casual basis, and those establishments housing a mixture of homeless households and visitors.

Prior Consent: *Establishment of such premises will in all cases require Planning Consent and in some cases Building Regulation approval. It is the responsibility of the owner or their agent to submit details of proposals and obtain the necessary consent before operating a Category D House in Multiple Occupation. Any advice or guidance given regarding these standards is for information only and should not be taken to confer such consent or permission.*

SPACE STANDARDS FOR ROOMS USED AS SLEEPING ACCOMMODATION

**There shall be prominently displayed in each bedroom, a notice in all relevant languages, setting out the maximum number permitted to sleep in the room.*

All bedrooms to be as follows:

Where cooking facilities are provided in a separate room:

1 person	7.5 m ²
2 persons	10.0 m ²

Where cooking facilities are provided in the room:

1 person	13.0 m ²
2 persons	16.0 m ²

This standard assumes that there is adequate provision of communal lounge space elsewhere in the house.

Notes Regarding the Application of the Spacing Standards in ALL cases:

- Where a room of sufficient size is occupied by two or more persons not living as a couple then it is for the landlord to provide evidence that those persons were previously known to each other and have voluntarily chosen to share the room.
- In no case shall any sleeping room be occupied by more than two persons.
- As well as applying minimum floor areas, consideration will be given to the shape and useable living space within the room to determine whether it is suitable for occupation. No account will be taken of any part of a room where the ceiling height is less than 1.525 m (5 ft).
- The area taken up by any en-suite facilities shall not be reckonable when determining bedroom sizes.
- The standard is to be applied irrespective of the age of the occupants except that no account will be taken of children under the age of one year.

Under no circumstances should the sharing of a room contravene the wider overcrowding provisions contained in Part X of the Housing Act 1985 OR lead to any significant crowding / space Hazard when assessed under the Governments Housing Health & Safety Rating System (HHSRS)

In particular no person above the age of 10 and of opposite sexes shall be required to sleep in the same room unless they are co-habitees

For the purpose of calculating these standards, a child under the age of one shall be disregarded, and a child more than one and less than 10 years of age shall count as 0.5 persons.

SPACE STANDARDS FOR OTHER ROOMS

Common Rooms

Lounge

The required area (or aggregate areas, if more than one is provided) shall be calculated on the basis of 2 m² per person. This shall include one area of at least 15 m².

Dining

A minimum of 2 m² per person will be required where cooking facilities are not provided for exclusive use in residents rooms or where shared kitchens are situated more than one floor distance from residents rooms. Dining space may in smaller premises be provided in shared kitchens provided it meets the above space standard and is so designed as to avoid risks to users.

Combined Lounge/Dining areas

These are acceptable but should provide a minimum of 4m² per person and have distinct areas for eating and for other purposes.

General Spacing Conditions Relating to Long Stay Hostels

Where the accommodation is intended for long stays, for example warden-assisted accommodation perhaps intended for rehabilitation purposes, then the following additional conditions shall apply:

- In no case should a bedroom be occupied by more than two persons and rooms shall not be shared unless the individuals concerned consent to share.
- A minimum of 3 m² per person aggregate area will be required for common lounge rooms.

Night Shelters

This type of accommodation encompasses what was previously referred to as *Common Lodging Houses*. Such buildings may be very large or of more modest size but are characterised by nightly fluctuating populations occupying dormitory style sleeping areas. They may be permanently open or only at certain times of the day. Standards in such establishments will be expected to approximately follow those relating to other Category D HMO's although each case will be determined based on the individual circumstances and manner in which the accommodation is intended. Regard will also be made of any current guidance issued or endorsed by the relevant Govt. Department.

AMENITY STANDARD

Facilities for the Storage, Preparation and Cooking of Food and for the Disposal of Waste Water

Hostels Providing Full Board and Lodgings

Kitchens and other food preparation/storage areas must in all respects comply with the **Food Safety Act 1990** and Regulation (EU) **No.852**.

In 'long stay' hostels that provide full board and lodgings there should also be separate provisions of facilities allowing residents to prepare hot drinks and snack meals when required. These would normally be sited on the same floor as residents accommodation and serve no more than 10 residents each. Such facilities would normally comprise:

- A sink with constant hot and cold water supplies connected to the drainage system.
- A work top of sufficient size area.
- A refrigerator.
- A kettle.
- A standard cooker or microwave oven.
- Two double 13A electric power outlets.

Such facilities shall be available for residents use 24 hours a day and any costs of running the appliances will be included in the charge for the accommodation. The facilities shall be properly maintained by the manager.

**Separate provision for the preparation of residents snack meals will not be required where it can be shown to the satisfaction of the Council that either by virtue of the scale of provision or because of the manner in which the premises are being occupied, that such provision would be excessive.*

Self-Catering Facilities

(*Including those where only certain meals are provided)

Where cooking facilities are not provided exclusively for each resident (either in their room or separately) then shared kitchens are acceptable provided that these are situated on the same floor as the residents accommodation.

Where this is not practical then in smaller establishments (ie those of less than 30 bed spaces) shared kitchens may be provided elsewhere provided that suitable dining rooms/dining areas of sufficient size are provided adjacent to them. Adequate numbers of chairs and tables shall be provided for dining purposes.

**In Long Stay Hostels where residents share kitchen and dining facilities these should be not more than two floors distant from any room occupied by the person(s) for whom it is provided.*

Shared kitchens should provided at least 2 m² of floor area per person.

In each kitchen one set of facilities should be provided for each 5 persons using the facility.

The facilities should comprise:

Cooking

A cooking appliance with four rings or hot plates together with a grill and an oven. (Two rings and either a grill or an oven are sufficient where the facilities are used by only one person.)

Preparation

A work-top of at least 0.5 m² per occupier expected to use the facility. Each work-top shall have above it a minimum of two double 13A electric power outlets in addition to those serving major appliances, set at a convenient and safe position.

Food Storage

Each separate occupancy shall be provided with a proper food store of adequate size ventilated to the external air, either within the unit of accommodation or situated in the shared kitchen. A refrigerator shall be considered to be a proper food store for the

purpose of this requirement. Where situated in a shared or communal area such stores shall be lockable.

The space in a sink unit below the sink will not be accepted for food storage, ventilated or otherwise.

Disposal of Waste Water

A sink with adequate and continuous supplies of hot and cold water shall be provided. The hot and cold water supplies shall be included in the rental or charge for the accommodation.

**The layout of each kitchen or kitchen area shall be so designed as to minimise the risk of accidents and to facilitate ease of cleaning and maintenance.*

Sanitary Conveniences

A readily accessible water closet compartment, being not more than one floor distant from any user shall be provided in the following ratios:

- 1-5 persons - 1 water closet (must be separate from the bathroom except where there are 4 or less persons living in the house)
- 6-10 persons - 2 water closets (at least one must be separate from the bathroom)
- 11-15 persons - 3 water closets (at least two must be separate from the bathroom).

A wash hand basin shall be provided in each separate water closet together with its own continuous supplies of hot and cold running water. The hot and cold water supplies shall be included in the rental or charge for accommodation, unless the water closet is for the exclusive use of the occupant.

Personal Washing Facilities

Each separate occupancy shall be provided with its own wash hand basin together with its own supplies of hot and cold running water, situated within the unit of accommodation and of minimum dimensions 560 mm x 430 mm.

Each separate occupancy may be provided with its own en-suite bath or shower. Where this is not practicable a readily accessible shared bathroom or a shower room, being not more than one floor distant from any user, shall be provided in the following ratios:

- 1-5 persons - 1 bathroom or shower room
- 6-10 persons - 2 bathrooms or shower rooms*
- 11-15 persons - 3 bathrooms or shower rooms*

Baths and shower trays should be of sufficient size to enable safe and convenient use by occupiers.

*Not less than half of these facilities shall be baths.

The hot and cold water supplies shall be available at all times.

MEANS OF ESCAPE IN CASE OF FIRE

Premises shall be provided with adequate means of escape from fire and other fire precautions necessary to reduce the corresponding hazard to an acceptable level.

In specifying what fire protection measures are required regard shall be had to:

- Any advice and guidance provided by the local Fire & Rescue Authority,
- Current Building Regulations.
- Applicable British Standards.
- Other guidance issued or endorsed by the relevant Govt. Department.

An individual specification for means of escape in case of fire and other fire protection measures will be issued in respect of each house in multiple occupation. This will normally follow consultation with Wiltshire Fire & Rescue Service.

MANAGEMENT REQUIREMENTS

The person managing the premises is responsible for its proper management to ensure that it remains safe and suitable for occupation by tenants at all times.

The Management of Houses in Multiple Occupation (England) Regulations 2006 specifically require managers of HMO's to:

- Ensure that means of escape, fire doors, fire alarms and fire fighting equipment are maintained in good order and repair and kept free from obstruction.
- Keep shared facilities and common parts clean and in good repair (i.e. Bathrooms & toilets, cookers & fridges, staircases, landings carpets etc.)
- Maintain the gas and electrical installations in safe working order. Provide gas safety & electrical certificates.
- Keep all units of accommodation in good repair and clean condition.
- Keep facilities for heating the house and provision of hot water in good order.
- Maintain gardens and outbuildings in good order and good repair.
- Make suitable provision for the storage of refuse and provide ready access for its collection. (Including recyclables)
- Display a notice in the property giving the name & address of the person responsible for managing the house.

HEALTH AND SAFETY

The premises should at all times be in a good condition and be free from any defects or deficiencies that could pose a health and safety risk to occupiers.

Specifically the premises should be free from any unacceptable hazards as assessed under the Governments **Housing Health & Safety Rating System (HHSRS)**. Below is a list of the hazards that should be considered:

Damp & Mould Growth	Crowding & Space	Falling on stairs
Excess Cold	Entry by intruders	Falling between levels
Excess Heat	Lighting	Electrical hazards
Asbestos	Noise	Fire
Biocides	Hygiene, pests and Refuse	Flames & hot surfaces
Carbon Monoxide etc.	Food safety	Collision & entrapment
Lead	Sanitation & Drainage	Explosions
Radiation	Water supply	Position & use of amenities
Un-combusted fuel gas	Falls associated with baths	Structural collapse
Volatile organic compounds	Falling on level surfaces	

More information regarding the HHSRS and its application to Houses in Multiple Occupation is available on the Council's web pages: www.swindon.gov.uk or by contacting the Residential Services Team.