

Houses in Multiple Occupation Standards Private Sector Housing Enforcement

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).

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.

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, please contact

Private Sector Housing Enforcement
Town Hall
Luton
LU1 2BQ
Telephone: 01582 54 6000
Or e-mail: HMO.Hotline@luton.gov.uk



In addition to complying with these standards and any Licensing conditions, you may also need to apply for Planning Permission and Building Regulation Approval. If you need advice in these respects please contact:

Building Control
Town Hall
Luton
LU1 2BQ
Telephone: 01582 54 6327
Or e-mail:
build.control@luton.gov.uk

Planning & Development Control
Town Hall
Luton
LU1 2BQ
Telephone: 01582 54 6317
Or e-mail:
DevelopmentControl@luton.gov.uk

Please note that compliance with these standards does not preclude the Council from taking any necessary Enforcement Action, if the circumstances dictate.

Houses in Multiple Occupation Standards Private Sector Housing Enforcement

CONTENTS

	Page No
Legislative Background	3
Definitions & Categories	4
1 Heating	5
2 Washing Facilities, Sanitary Conveniences (Shared).....	6
3 Kitchens (Shared)	8
4 Units of Living Accommodation Without Shared Basic Amenities	11
5 Fire Precautionary Facilities	14
Other Matters	14
6 Natural and Artificial Lighting	14
7 Ventilation	15
8 Drainage.....	15
9 Refuse, Storage and Disposal	15
10 Electrical Supply.....	16
11 Gas Safety.....	17
12 Furniture Safety.....	17
13 Personal Safety and Security.....	18
14 Thermal Efficiency.....	18
15 Asbestos	18
16 Space Standards.....	19
17 Management	23
• Introduction	
• General Management Duties	
• Enforcement	
• Prosecution	

Appendix A

Management of Houses in Multiple Occupation (England)
Regulations 2006

Houses in Multiple Occupation Standards Private Sector Housing Enforcement

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 sets out the responsibilities of the manager of an HMO. Section 17 of this document gives further information and the actual regulations are attached as Appendix A.

Part 2 of the Housing Act 2004 governs the licensing of 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. The Licensing of Houses in Multiple Occupation (Mandatory Conditions of Licences) (England) Regulations 2018 introduced additional mandatory conditions relating to minimum room sizes and provision for waste disposal.

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

The Authority also has power to specify other standards and these standards are made under this power. 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 neighbouring 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 borough.

The structure of this document identifies

- **legal requirements which are set out in bold type**, and
- Guidance that gives greater explanation of what is required is set out in boxes that follow each legal requirement.

Houses in Multiple Occupation Standards Private Sector Housing Enforcement

Definitions and Categories of Property.

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, 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	From 1st October 2018 ALL HMOs, occupied by five or more people (belonging to two or more households), who share common amenities like a bathroom or kitchen etc, within the Borough of Luton require a licence to operate regardless of the number of storeys. You will need to apply for an HMO licence for these types of buildings. Please contact us for further advice at: Private Sector Housing Enforcement, Town Hall, Luton, LU1 2BQ Tel: 01582 546000, HMO.Hotline@luton.gov.uk
Self Contained Flats	A house converted into self-contained flats does not currently require a HMO licence. The conversion may require Planning Consent and Building regulation Approval and all privately rented residential accommodation must still comply with other Housing standards as assessed under the Housing Health and Safety Rating System (HHSRS).

Houses in Multiple Occupation Standards Private Sector Housing Enforcement

1.0 HEATING

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

1 Heating shall be provided in every habitable room, the common parts and bathroom capable of maintaining following internal temperatures when the external temperature is -1°C :

Living room, dining room and rooms used for sleeping	21°C
Bathroom	22°C
Elsewhere	18°C

2 The heating provision must be capable of being safely used at any time and be suitably guarded. It must be suitable, affordable to operate, appropriate to the design, layout and construction of the dwelling and be controllable by the occupants.

3 In the case of gas central heating, radiators must be fitted with thermostatic valves and a programmable timer clock fitted.

4 An electrical heating system will be acceptable in the form of a combined storage heater/panel heater that can be run on both "off peak and standard day rate" electricity tariffs, together with a fixed electric fan heater, located in the bathroom, powered from a fused spur. It must be capable of providing instantaneous energy efficient heating and controllability, on the optimum electricity tariff available.

5 All appliances shall be maintained by a competent person. Gas appliances shall be inspected annually by a Gas-Safe Registered Engineer and certificated in accordance with the Gas Safety (Installation & Use) Regulations 1994 and all applicable British Standards. Work to electrical appliances must be undertaken by an electrician able to certify the work under the one of the following schemes:

BRE Certification Limited
British Standards Institution (BSI)
ELECSA Limited
NAPIT Registration Limited
NICEIC Group Ltd.

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.

Houses in Multiple Occupation Standards Private Sector Housing Enforcement

2.0 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) where there are four or fewer occupiers sharing those facilities there must be at least one bathroom with a fixed bath or shower and a toilet (which may be situated in the bathroom);
- (b) where there are five or more occupiers sharing those facilities there must be:
 - (i) one separate toilet with wash hand basin and appropriate splash back for every five sharing occupiers; and
 - (ii) at least one bathroom (which may contain a toilet) with a fixed bath or shower for every five sharing occupiers.

The provision of **washing facilities** shall be as follows:

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

1 **Wash Basins**

One standard sized wash basin, (approx 550mm x 400mm) with a 300mm waterproof splash back shall be supplied in each shared bath/shower room serving a maximum of five occupiers.

2 **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 it's own compartment, 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 is to extend 300mm beyond the shower curtain. All joints shall be adequately sealed. Any shower shall have fully tiled walls or a complete self standing cubicle.

Houses in Multiple Occupation Standards Private Sector Housing Enforcement

Toilet Facilities

Number of occupiers sharing	Toilet Facilities required
1- 4 people	1 toilet may be incorporated within the bathroom
5 people	1 toilet to be separate from the bathroom (although may be in second bathroom)
6 – 8 people	2 toilets may be sited within 2 separate bathrooms
9-10 people	2 toilets. 1 toilet must be separate from any bathrooms
11-15 people	3 toilets. 1 toilet must be separate from any bathrooms or provision of a 4th toilet separate from any bathroom.
For every 5 additional people	One additional toilet

3 Each separate toilet compartment shall be provided with a suitable wash basin with cold and constant hot water and a 300mm tiled splash back.

4 External toilets shall be ignored.

2.2 All baths, showers and wash hand basins in an HMO must be equipped with taps providing an adequate supply of cold and constant hot water.

1 The bath/shower, with adequate cold and constant hot water supplies, shall be available at all times.

2.3 All bathrooms in an HMO must be suitably and adequately heated and ventilated.

1 Heating provisions are detailed in 1.1 above and the ventilation provisions are detailed in paragraph 7.0 below.

Houses in Multiple Occupation Standards Private Sector Housing Enforcement

2.4 All bathrooms and toilets in an HMO must be of an adequate size and layout.

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

1 The walls and floor of any toilet, bathroom or shower room must be reasonably smooth and non-absorbent and capable of being easily cleaned.

2 All sanitary fittings must be of non-absorbent material and capable of being easily cleaned.

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

1 A bathroom shall be no more than one floor distant in relation to the bedroom.

2 A toilet shall be no more than one floor distant from living and bedrooms.

3 Where the bathroom and/or toilet facilities are shared, they must be accessible from a common area.

3.0 KITCHENS (Shared)

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

(a) there must be a kitchen, suitably located in relation to the living accommodation, and of such layout and size and equipped with such facilities so as to adequately enable those sharing the facilities to store, prepare and cook food.

(b) the kitchen must be equipped with the following equipment, which must be fit for the purpose and supplied in sufficient quantity for the number of those sharing the facilities –

(c) sinks with draining boards;

Houses in Multiple Occupation Standards Private Sector Housing Enforcement

- 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 . 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.
- 3 A wash basin shall not be used in place of a sink

(d) an adequate supply of cold and constant hot water to each sink supplied;

- 4 An adequate and constant supply of cold water and constant hot water. Stand alone water heaters are not a satisfactory supply of hot water.

(e) installations or equipment for the cooking of food;

Number of occupiers sharing	Cooking Facilities required
1- 5 occupiers	1 cooker (600mm width) with a minimum of 4 ring burners and a grill.
6-10 people	2 cookers (600mm width) with a minimum of 4 ring burners, and a grill or 1 cooker (600mm width) plus microwaves as required.
For every 5 additional people	One additional cooker (600mm width) with a minimum of 4 ring burners, and a grill.

Houses in Multiple Occupation Standards Private Sector Housing Enforcement

(f) electrical sockets;

- 5 Three double sockets per five occupiers sharing the kitchen shall be provided to be sited at separate locations above the worktops, plus one socket for each fixed appliance. See 4.1.4.
- To be of maximum benefit, the low level socket outlets in the kitchen should be positioned adjacent to where fixed appliances are to be located, and high level (above worktop) to facilitate safe and easy use of envisaged portable worktop equipment.
- Where additional socket outlets are required to meet this standard, all works must be certified as adequate by an N.I.C.E.I.C. or E.C.A. contractor or equivalent.
- 6 Electric cookers shall be provided with a dedicated cooker point outlet suitable for the rating of the cooker.
- 7 Fixed electric space or water heating appliances sited in the kitchen shall be provided with a separate, dedicated point.

(g) worktops for the preparation of food;

- 8 A fixed worktop or table of smooth and impervious material of minimum size 500mm x 1500mm per 5 occupiers and suitably located; this is to be in addition to any space taken up by any large appliance, sink unit or cooker.

(h) cupboards for the storage of food and kitchen or cooking utensils;

- 9 Each separate occupancy shall be provided with dry goods storage space either within the kitchen, or in an adjacent and readily accessible position. One double wall cupboard or a single base unit is required per occupancy for the storage of dry goods and utensils, although occupancies comprising more than one individual will require additional space. If located in a communal kitchen, the dry goods storage shall be lockable or otherwise secure. The space in a unit below the sink will not be accepted for the above purposes.

Houses in Multiple Occupation Standards Private Sector Housing Enforcement

(i) refrigerators with an adequate freezer compartment (or where the freezer compartment is not adequate, sufficient separate freezers);

10 If possible, separate fridges should be provided per occupancy. Otherwise, each separate occupancy shall be provided with at least one shelf of refrigerator space either within the kitchen, or in an adjacent and readily accessible position. Adequate freezer space shall also be provided.

(j) appropriate refuse disposal facilities (see 9.0); and

(k) appropriate extractor fans, fire blankets and fire doors (for fire precautions see 5.0).

11 All kitchens shall be ventilated by means of suitably sited extractor fan in accordance with current Building Regulations. Cooker hoods can be used in place of extractor fans if they vent to the external air.

4.0 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

1 The minimum requirement is two rings/hot plates together with a minimum of a full size oven and a grill. A microwave combination oven may be substituted subject to agreement with the Council. 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.

(b) a sink with an adequate supply of cold and constant hot water;

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.

Houses in Multiple Occupation Standards Private Sector Housing Enforcement

(c) a work top for the preparation of food;

- 3 A worktop or table of smooth and impervious material 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 is to be provided where any work surface abuts a wall and all joints shall be adequately sealed.

(d) sufficient electrical sockets;

- 4 Three double power sockets in addition to any serving major appliances, two of which, must be set at a convenient height and safe position above the work surface. To be of maximum benefit, the low level socket outlets in the kitchen should be positioned adjacent to where fixed appliances are to be located, and high level (above worktop) to facilitate safe and easy use of envisaged portable worktop equipment.

Additionally, three double sockets will be required in the living/bedroom area 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

Where additional socket outlets are required to meet this standard, all works must be certified as adequate by an N.I.C.E.I.C. or E.C.A. contractor or equivalent.

(e) a cupboard for the storage of kitchen utensils and crockery; and

- 5 Each separate occupancy shall be provided with dry goods storage space either within the kitchen, or in an adjacent and readily accessible position. One double wall cupboard or a single base unit is required per occupancy for the storage of dry goods and utensils, although occupancies comprising more than one individual will require additional space. If located in a communal kitchen, the dry goods storage shall be lockable or otherwise secure. The space in a unit below the sink will not be accepted for the above purposes.

(f) a refrigerator.

- 6 Separate fridges should be provided per occupancy. Adequate freezer space shall also be provided.

Houses in Multiple Occupation Standards Private Sector Housing Enforcement

4.2 Where there are no adequate shared washing facilities provided for a unit of living accommodation as mentioned in section 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.

- 1 "Reasonable proximity to the living accommodation" shall mean no more than one floor away from the living accommodation.
- 2 One standard sized wash basin, (approx 550mm x 400mm) with a 300mm waterproof splash back with cold and constant hot water shall be supplied in each shared bath/shower room serving a maximum of five occupiers.
- 3 Each occupancy shall be provided, where practicable, with a bath or shower in a separate room. Otherwise, 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 it's own compartment, 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. All joints shall be adequately sealed. Any shower shall have fully tiled walls or a complete free standing cubicle.
- 4 Each separate toilet compartment shall be provided with a suitable wash hand basin with cold and constant hot water and a 300mm tiled splash back.
- 5 External toilets shall be ignored.
- 6 The bath/shower, with adequate cold and hot water supplies, shall be available at all times.
- 7 The walls and floor of any toilet, bathroom or shower room must be reasonably smooth and non-absorbent and capable of being easily cleaned.
- 8 All sanitary fittings must be of non-absorbent material and capable of being easily cleaned.

Houses in Multiple Occupation Standards Private Sector Housing Enforcement

5.0 FIRE PRECAUTIONS

5.1 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 a warning system with emergency lighting to the satisfaction of the inspecting officer.
2	The person having management and control of the property shall undertake a suitable & sufficient Fire Risk Assessment (Regulatory Reform (Fire Safety) Order 2005 – article 9). To be reviewed frequently or on significant change.
3	Further information is available from this Local Authority at www.luton.gov.uk/hmo

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.

6.0 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. |

Houses in Multiple Occupation Standards Private Sector Housing Enforcement

7.0 VENTILATION

- 1 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. Floor area 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.
- 2 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 manufacturers recommendations and has room by room control.
- 3 All bathrooms and toilet compartments shall have mechanical ventilation complying with current Building Regulations. Such an installation shall be fitted with an overrun device. In the case of bathrooms, this will usually to the lighting circuit of the room but in certain cases, for example, where the fan is humidity controlled, this may not be possible.
- 4 A kitchen shall have mechanical extract ventilation complying with current Building Regulations.

8.0 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.

9.0 REFUSE, STORAGE AND DISPOSAL

- 1 Refuse and recycling bins or containers shall be provided in sufficient numbers to meet the needs of the house. An acceptable means of storage pending collection, and disposal shall be provided complying with the local authority scheme. More information can be found here: [Bins and recycling - Luton Council](#)
- 2 All refuse containers are to 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.

Houses in Multiple Occupation Standards Private Sector Housing Enforcement

10.0 ELECTRICAL SUPPLY

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

Living room	3 double sockets
Bedroom/study	3 double sockets
Bedroom within a letting comprising more than one room	2 double sockets
Bedsits containing cooking facilities	3 double sockets in kitchen area plus 3 double sockets elsewhere
- 2 In bedsit kitchen area, at least 2 double socket outlets shall be located above the work surface for the use of portable appliances. To be of maximum benefit, the socket outlets in the kitchen should be positioned adjacent to where fixed appliances are to be located, and to facilitate safe and easy use of envisaged portable worktop equipment.

Where additional socket outlets are required to meet this standard, all works must be certified as adequate by an N.I.C.E.I.C. or E.C.A. contractor or equivalent.
- 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 and a Electrical Installation Condition Report certificate obtained.
- 6 Steps are to be taken to ensure that all electrical appliances provided by the landlord under the terms of the tenancy are working effectively, in accordance with manufacturers' operational limits and in a safe way.
- 7 Fuseboards/Consumer units in common areas are to be enclosed in non-combustible materials providing a minimum of 30 minutes fire protection.
- 8 Fuseboards/Consumer units and pre-payment meters must be accessible at all times.
- 9 The supply of electricity to the common parts is to be from the Landlord supply and at his/her expense.

Houses in Multiple Occupation Standards Private Sector Housing Enforcement

11.0 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 GAS SAFE registered engineer and records kept for 2 years. A copy of the safety record must be prominently displayed within the premises.
- 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.
- 3 Pre-payment meters must be accessible at all times.

12.0 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 condition. Further information can be obtained from your local Trading Standards Service.

Trading Standards Service

Luton Borough Council

Town Hall

Luton LU1 2BQ

Tel: 01582 54 72 62 or 08454 04 05 06 (Consumer Direct)

Email: tradingstandards@luton.gov.uk

Houses in Multiple Occupation Standards Private Sector Housing Enforcement

13.0 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 keyless egress. Vulnerable windows must also be capable of being effectively secured against entry without compromising the means of escape in case of fire. 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. Simple locks must be provided to communal bathrooms and toilets to provide privacy

Window restrictors, will be required for all windows above ground floor level, where the sill height is within 1100mm of the floor level, preventing the window from being opened more than 100mm. Any restrictor must be of a type which can be easily over-ridden by an adult in the event of fire.

Where any glazing is within 800mm of the floor level (including glazing within doors) it should be guarded or comprise of safety glass.

Windows, on second floors and above, where the glazing is within 1100mm of the floor level should be guarded with a safety rail.

Guarding (e.g. balustrade) should be provided to staircases, balconies and landings to prevent falls. It should be at least 1,100mm high and designed and constructed so as to discourage children climbing and strong enough to support the weight of people leaning against it. There should be no openings to the guarding which would allow a 100mm sphere to pass through

14.0 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 energy provider for details of any grant aid that may be available.

Houses in Multiple Occupation Standards Private Sector Housing Enforcement

15.0 ASBESTOS

- 1 Landlords have a duty to 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. Asbestos may be part of any commercial or domestic building which was built or refurbished before the year 2000 and those considered most at risk of exposure to asbestos fibres are tradesmen and maintenance workers who disturb the fabric of buildings during the course of their work. Precautions must be taken to ensure that tradespeople don't put themselves or others at risk by disturbing asbestos.
- 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.

You should also ensure that you carry out a "refurbishment and demolition" survey for the presence of Asbestos and make the report available to anyone undertaking any work on your property.

For more information, the Health & Safety Executive has produced an [interactive diagram \(http://www.hse.gov.uk/asbestos/hiddenkiller/where-is-it-found.htm\)](http://www.hse.gov.uk/asbestos/hiddenkiller/where-is-it-found.htm) which illustrates where asbestos may be found.

Houses in Multiple Occupation Standards

Private Sector Housing Enforcement

16.0 SPACE STANDARDS

- 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. Minimum sizes apply to rooms used as sleeping accommodation – persons aged over 10 years minimum room size 6.51m²; persons aged under 10 years minimum room size 4.64m². Any room less than 4.64m² must not be used for sleeping accommodation
- 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.

Houses in Multiple Occupation Standards Private Sector Housing Enforcement

16.1 One Person Units of Accommodation

(i)

(i)	One room units	
	including kitchen facilities in the room	11m²
	separate individual or shared kitchen	8.1m²

Note: Rooms without kitchen facilities can be reduced by up to 1.5m² 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 standards.

(ii)	Two or more room units	As a guide, rooms in two or more roomed units of accommodation should meet the following sizes:
	Each living room/kitchen	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

A staircase, landing or any room, which has been appointed as a kitchen or bathroom, shall not be used as sleeping accommodation.

Houses in Multiple Occupation Standards Private Sector Housing Enforcement

16.2 Two Person Units of Accommodation

(i)		
(i)	One room units	
	including kitchen facilities	16m²
	with a separate individual or shared kitchen	13m²

Note 1: Not normally suitable for persons who are not either married couples or co-habitees.

Note 2: Rooms without kitchen facilities can be reduced by up to 2m² 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 standards.

Note 3: 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

Houses in Multiple Occupation Standards Private Sector Housing Enforcement

16.3 Common Rooms

(i) **Kitchens**

If more than 5 occupiers are sharing a kitchen and there is no separate dining area then additional facilities may be required. The kitchen must be sited no more than one floor distance from the bedroom or dining area.

Numbers sharing Kitchens	Minimum Floor Area
Used by 1-5 occupiers	6m²
Used by 6-10 occupiers	11m²

Note 1: 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 kitchen for the number of users.

Note 2: 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 kitchen for the number of users..

Note 3: This standard may be reduced at the discretion of the inspecting officer depending on the size and nature of the communal facilities and standards of management. Health and Safety issues will also be taken into consideration when accepting reduced standards.

(ii) **Kitchen-Diners**

Numbers sharing Kitchen-Diners	Minimum Floor Area
Used by 1-5 occupiers	8.5m²
Used by 6-10 occupiers	12.5m²

(iii) **Living Rooms or Dining Rooms**

Numbers sharing Living Rooms or Dining Rooms	Minimum Floor Area
Used by 1-5 occupiers	8.5m²
Used by 6-10 occupiers	12.5m²

A staircase, landing or any room, used as a kitchen or bathroom, shall not be used as sleeping accommodation.

Houses in Multiple Occupation Standards Private Sector Housing Enforcement

16.4 Hostel/Dormitory/Board and Lodgings

This is dealt with under separate guidance. Please ask for details.

17 MANAGEMENT

17.1 Introduction

17.1.1 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 fulfill 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.

17.2 General Management Duties

17.2.1 The manager of an HMO must comply with the Management Regulations 2006. These are set out in Appendix A.

A good standard of management shall be observed in the house. In particular this shall ensure the repair, maintenance, cleaning and good order of –

- all means of water supply and drainage in and serving the house;
- all means of escape from fire and all apparatus, systems and other things provided by way of fire precautions and alarm;
- kitchens, bathrooms and toilets in common use;
- Sinks and wash basins in common use; common staircases, corridors and passages, and outbuildings, yards and gardens in common use;
- The repair and maintenance of all lettings and facilities within lettings;
- 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

Houses in Multiple Occupation Standards Private Sector Housing Enforcement

17.3 Enforcement

17.3.1 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 for breaches of the Management Regulations or licence conditions;
- the making of Interim and Final Management Orders where the health, safety or wellbeing of tenants is of serious concern

Where an HMO is licensed:

- taking action to revoke the licence.
- 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.

17.4 Prosecution

17.4.1 A Council can prosecute a manager if it shows that there were relevant defects in the house and that the defendant failed to comply with the Regulations without reasonable excuse.

Appendix A

STATUTORY INSTRUMENTS

2006 No. 372

HOUSING, ENGLAND

The Management of Houses in Multiple Occupation (England) Regulations
2006

<i>Made</i>	<i>15th February 2006</i>
<i>Laid before Parliament</i>	<i>22nd February 2006</i>
<i>Coming into force</i>	<i>6th April 2006</i>

The Secretary of State, in exercise of the powers conferred by section 234 of the Housing Act 2004, makes the following Regulations:

Citation, commencement and application

1. —(1) These Regulations may be cited as The Management of Houses in Multiple Occupation (England) Regulations 2006 and shall come into force on 6th April 2006.

(2) These Regulations apply to any HMO in England other than a converted block of flats to which section 257 of the Act applies.

Interpretation

2. In these Regulations—

(a) "the Act" means the Housing Act 2004;

(b) "fixtures, fittings or appliances" are—

(i) lighting, space heating or water heating appliances;

(ii) toilets, baths, showers, sinks, or wash basins or any cupboards, shelving or fittings supplied in a bathroom or lavatory;

(iii) cupboards, shelving or appliances used for the storage, preparation or cooking of food; and

(iv) washing machines or other laundry appliances; and

(c) "the manager", in relation to an HMO, means the person managing the HMO.

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.

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.

(4) The manager must take all such measures as are reasonably required to protect the occupiers of the HMO from injury, having regard to—

- (a) the design of the HMO;
- (b) the structural conditions in the HMO; and
- (c) the number of occupiers in the HMO.

(5) In performing the duty imposed by paragraph (4) the manager must in particular—

- (a) in relation to any roof or balcony that is unsafe, either ensure that it is made safe or take all reasonable measures to prevent access to it for so long as it remains unsafe; and
- (b) in relation to any window the sill of which is at or near floor level, ensure that bars or other such safeguards as may be necessary are provided to protect the occupiers against the danger of accidents which may be caused in connection with such windows.

(6) The duty imposed by paragraph (3) does not apply where the HMO has four or fewer occupiers.

Duty of manager to maintain water supply and drainage

5. —(1) The manager must ensure that the water supply and drainage system serving the HMO is maintained in good, clean and working condition and in particular he must ensure that—

- (a) any tank, cistern or similar receptacle used for the storage of water for drinking or other domestic purposes is kept in a good, clean and working condition, with a cover kept over it to keep the water in a clean and proper condition; and

(b) any water fitting which is liable to damage by frost is protected from frost damage.

(2) The manager must not unreasonably cause or permit the water or drainage supply that is used by any occupier at the HMO to be interrupted.

(3) In this regulation "water fitting" means a pipe, tap, cock, valve, ferrule, meter, cistern, bath, water closet or soil pan used in connection with the supply or use of water, but the reference in this definition to a pipe does not include an overflow pipe or the mains supply pipe.

Duty of manager to supply and maintain gas and electricity

6. (1) The manager must supply to the local housing authority within 7 days of receiving a request in writing from that authority the latest gas appliance test certificate it has received in relation to the testing of any gas appliance at the HMO by a recognised engineer.

(2) In paragraph (1), "recognised engineer" means an engineer recognised by the Council of Registered Gas Installers as being competent to undertake such testing.

(3) The manager must—

(a) ensure that every fixed electrical installation is inspected and tested at intervals not exceeding five years by a person qualified to undertake such inspection and testing;

(b) obtain a certificate from the person conducting that test, specifying the results of the test; and

(c) supply that certificate to the local housing authority within 7 days of receiving a request in writing for it from that authority.

(4) The manager must not unreasonably cause the gas or electricity supply that is used by any occupier within the HMO to be interrupted.

Duty of manager to maintain common parts, fixtures, fittings and appliances

7. (1) The manager must ensure that all common parts of the HMO are—

(a) maintained in good and clean decorative repair;

(b) maintained in a safe and working condition; and

(c) kept reasonably clear from obstruction.

(2) In performing the duty imposed by paragraph (1), the manager must in particular ensure that—

(a) all handrails and banisters are at all times kept in good repair;

(b) such additional handrails or banisters as are necessary for the safety of the occupiers of the HMO are provided;

(c) any stair coverings are safely fixed and kept in good repair;

(d) all windows and other means of ventilation within the common parts are kept in good repair;

(e) the common parts are fitted with adequate light fittings that are available for use at all times by every occupier of the HMO; and

(f) subject to paragraph (3), fixtures, fittings or appliances used in common by two or more households within the HMO are maintained in good and safe repair and in clean working order.

(3) The duty imposed by paragraph (2)(f) does not apply in relation to fixtures, fittings or appliances that the occupier is entitled to remove from the HMO or which are otherwise outside the control of the manager.

(4) The manager must ensure that—

(a) outbuildings, yards and forecourts which are used in common by two or more households living within the HMO are maintained in repair, clean condition and good order;

(b) any garden belonging to the HMO is kept in a safe and tidy condition; and

(c) boundary walls, fences and railings (including any basement area railings), in so far as they belong to the HMO, are kept and maintained in good and safe repair so as not to constitute a danger to occupiers.

(5) If any part of the HMO is not in use the manager shall ensure that such part, including any passage and staircase directly giving access to it, is kept reasonably clean and free from refuse and litter.

(6) In this regulation—

(a) "common parts" means—

(i) the entrance door to the HMO and the entrance doors leading to each unit of living accommodation within the HMO;

(ii) all such parts of the HMO as comprise staircases, passageways, corridors, halls, lobbies, entrances, balconies, porches and steps that are used by the occupiers of the units of living accommodation within the HMO to gain access to the entrance doors of their respective unit of living accommodation; and

(iii) any other part of an HMO the use of which is shared by two or more households living in the HMO, with the knowledge of the landlord.

Duty of manager to maintain living accommodation

8. —(1) Subject to paragraph (4), the manager must ensure that each unit of living accommodation within the HMO and any furniture supplied with it are in clean condition at the beginning of a person's occupation of it.

(2) Subject to paragraphs (3) and (4), the manager must ensure, in relation to each part of the HMO that is used as living accommodation, that—

(a) the internal structure is maintained in good repair;

(b) any fixtures, fittings or appliances within the part are maintained in good repair and in clean working order; and

(c) every window and other means of ventilation are kept in good repair.

(3) The duties imposed under paragraph (2) do not require the manager to carry out any repair the need for which arises in consequence of use by the occupier of his living accommodation otherwise than in a tenant-like manner.

(4) The duties imposed under paragraphs (1) and (2) (b) do not apply in relation to furniture, fixtures, fittings or appliances that the occupier is entitled to remove from the HMO or which are otherwise outside the control of the manager.

(5) For the purpose of this regulation a person shall be regarded as using his living accommodation otherwise than in a tenant-like manner where he fails to treat the property in accordance with the covenants or conditions contained in his lease or licence or otherwise fails to conduct himself as a reasonable tenant or licensee would do.

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.

Duties of occupiers of HMOs

10. Every occupier of the HMO must—

(a) conduct himself in a way that will not hinder or frustrate the manager in the performance of his duties;

(b) allow the manager, for any purpose connected with the carrying out of any duty imposed on him by these Regulations, at all reasonable times to enter any living accommodation or other place occupied by that person;

(c) provide the manager, at his request, with any such information as he may reasonably require for the purpose of carrying out any such duty;

(d) take reasonable care to avoid causing damage to anything which the manager is under a duty to supply, maintain or repair under these Regulations;

(e) store and dispose of litter in accordance with the arrangements made by the manager under regulation 9; and

(f) comply with the reasonable instructions of the manager in respect of any means of escape from fire, the prevention of fire and the use of fire equipment.

General

11. Nothing in these Regulations shall—

(a) require or authorise anything to be done in connection with the water supply or drainage or the supply of gas or electricity otherwise than in accordance with any enactment; or

(b) oblige the manager to take, in connection with those matters, any action which is the responsibility of a local authority or any other person, other than such action as may be necessary to bring the matter promptly to the attention of the authority or person concerned.

(2) Any duty imposed by these Regulations to maintain or keep in repair are to be construed as requiring a standard of maintenance or repair that is reasonable in all the circumstances, taking account of the age, character and prospective life of the house and the locality in which it is situated.

EXPLANATORY NOTE

(This note is not part of the Regulations)

These Regulations apply to houses in multiple occupation ("HMOs") in England but do not apply to converted blocks of flats to which section 257 of the Act applies. These are buildings that have been converted into and consist of self-contained flats where the building work undertaken in connection with the conversion did not comply with the appropriate building standards and still does not comply with them, and less than two-thirds of the self-contained flats are owner-occupied.

The Regulations impose duties on a person managing an HMO in respect of—

providing information to occupiers (*regulation 3*);

taking safety measures, including fire safety measures (*regulation 4*);

maintaining the water supply and drainage (*regulation 5*);

supplying and maintaining gas and electricity, including having it regularly inspected (*regulation 6*);

maintaining common parts (defined in regulation 7(6)), fixtures, fittings and appliances (*regulation 7*);

maintaining living accommodation (*regulation 8*); and

providing waste disposal facilities (*regulation 9*).

Regulation 10 imposes duties on occupiers of an HMO for the purpose of ensuring that the person managing it can effectively carry out the duties imposed on him by these Regulations.

A person who fails to comply with these Regulations commits an offence under section 234(3) of the Housing Act 2004, punishable on summary conviction with a fine not exceeding level 5 on the standard scale.

A full regulatory impact assessment of the effect that this Order will have on the costs of business is available from the Licensing Branch, the Office of the Deputy Prime Minister 2/G9 Eland House, Bressenden Place, London, SW1E 5DU (telephone 0207 944 3149, [e-mail licensing@odpm.gsi.gov.uk](mailto:licensing@odpm.gsi.gov.uk)).
