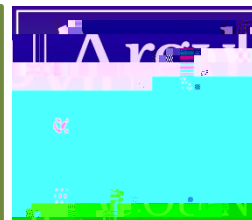


HOUSES IN MULTIPLE OCCUPATION

APPROVED STANDARDS



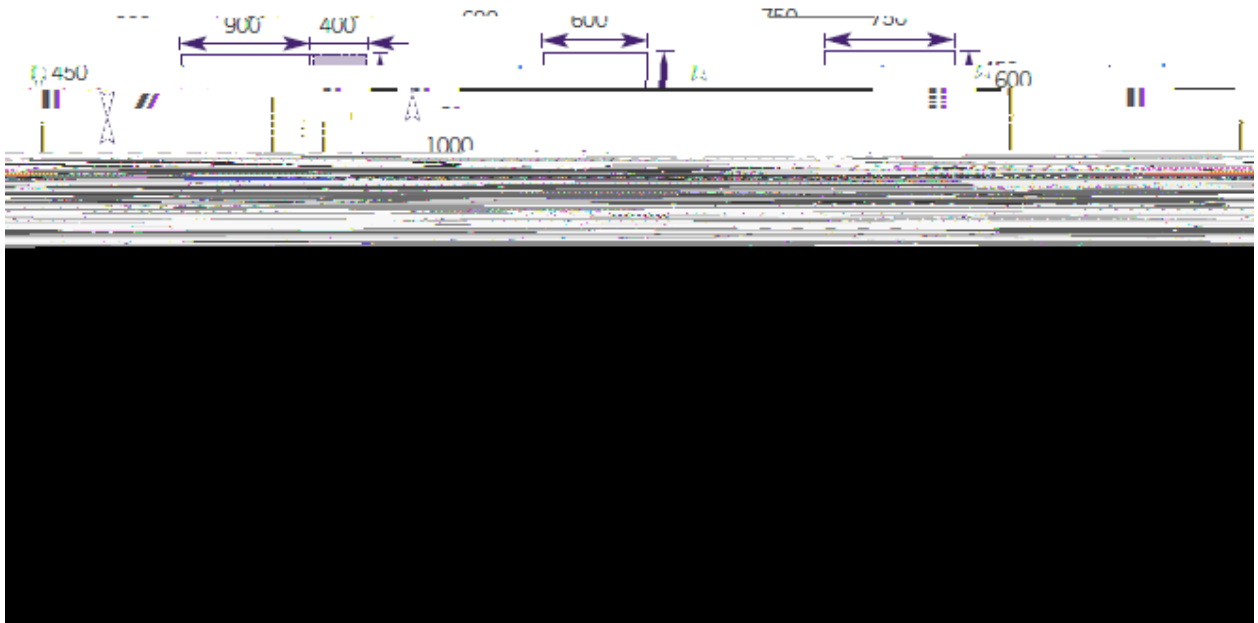
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Reviewed 2015

ARGYLL AND BUTE COUNCIL



Activity spaces for bedrooms



NOTES:

1. An activity space is measured at floor level
 2. The shaded area of one activity space may overlap only the shaded area of another activity space
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- 1.3 Every bedroom shall be located so that it is not necessary to pass through another bedroom in order to reach a bathroom, water-closet compartment, or circulation space.
 - 1.4 Any underground room, the floor of which is more than 900mm below the surface of an adjoining street or the street nearest to the room, shall not be used as a bedroom unless the average ceiling height is more than 2100mm and adequate provision is made, to the satisfaction of the Council, for ventilation, lighting and protection against dampness.
 - 1.5 The following space standards shall be complied with in relation to the size of

- 3.2 Each housing unit must contain a cooker with rings, grill and oven, or alternatively cookers with 4 rings, a grill and an oven must be provided in a common kitchen on a scale of one cooker for every unit or fraction of a unit of five people accommodated within the HMO.
- 3.3 Each housing unit shall be provided with a sink with a piped supply of hot and cold water and an integral drainer or, alternatively, sinks with an adequate piped supply of hot and cold water and an integral drainer shall be provided on a scale of one sink for every unit or fraction of a unit of five people accommodated and shall be provided in a common kitchen.
- 3.4 Microwave ovens and 12 plate dishwashers may be provided but they do not replace the requirement under 3.2 and 3.3 to provide suitable cookers and sink as described.
- 3.4 Adequate food storage, for the number of occupants, shall be provided in each housing unit or within a common kitchen and shall be lockable where requested to be so by an occupant. A minimum of 1 cubic meter of storage for a maximum of 5 people and an additional 0.2 cubic meters of storage for each person above 5 people should be provided. Sufficient drawer space for the storage of cutlery and other cooking utensils should also be provided. Fridges shall be provided in a common kitchen on a scale of one for every unit or fraction of a unit of five people accommodated.
- 3.5 A suitable and sufficient impervious work surface shall be provided for preparing
-

3.9 Where cooking facilities are provided within a housing unit (i.e. a bedsit), a sink, with a piped supply of hot and cold water and an integral drainer, and a work surface for preparing food shall also require to be provided within that bedsit.

3.10 All occupants shall be afforded access to a suitable and satid(3.)-6.7si<</MC.5 (a)10.6 (f)-6.7 (Tj 1

8.8 Any ceiling strip light unit within the HMO must be fitted with a proper diffuser/cover.

9.0 ELECTRICAL SUPPLY AND SAFETY

9.1 Appropriate certificates must be available to show that the electrical system and any appliances provided by the HMO owner have been examined by a competent person who has confirmed that they are functioning and safe. The electrical installation and any appliances provided by the licence holder shall require to function properly and safely. All portable appliances must be PAT tested.

9.2 Certificates of Compliance (Electrical installation Condition Report-EICR) meeting the requirements of BS 7671, signed by an approved NICEIC or SELECT contractor using current NICEIC or SELECT Electrical Installation Condition Reports are required. A competent contractor who is not a member of the NICEIC or SELECT may be used, however non -member "green" NICEIC Electrical Installation Condition Reports must be submitted. (Available from NICEIC,).

9.3 For the purposes of the HMO Licence a competent person shall be either:

- a professionally qualified electrical engineer, or ;
- a member of the Electrical Contractors Association, or
- a member of the Electrical Contractors Association of Scotland; or
- a certificate holder of the National Inspection Council of Electrical Installation Contracting.
- A qualified person acting on behalf of one of these(where it should be stated for whom he or she is acting)

9.4 The EICR must meet the following minimum requirements:

- a thorough visual inspection of the complete electrical installation which is not concealed.
- at least a 20% sample of the internal conditions of all fixtures and fittings.
- complete test of all circuits (fittings and accessories)
- Schedule of Inspections and Schedule of Test results must be fully completed and submitted

.This certificate confirms that the hard wired system is functioning properly and is safe and the certificate should be renewed every 5 years or earlier as directed by the approved electrical contractors. Continuity of the certificate must be maintained.

Any recommendations contained within the EICR report that the electrician has assigned a Code 1 (danger Present) or code 2(Potentially Dangerous) must be attended to as a matter of urgency. Written confirmation by an electrician must also be provided indicating that he/she is satisfied that there are no other electrical issues requiring immediate attention that have been assigned as a Code 3

9.6 A current Portable Appliance Test (PAT) Certificate is also required for all plug in



10.3 Drying Facilities

Suitable arrangements internally or externally shall be provided for drying of clothes, bedding, etc.

10.4 Refuse Facilities

An adequate number of wheeled bins shall be provided for disposal of waste arising from the premises. Both the quantity and type of wheeled bins shall require being to the satisfaction of the Council.

11.0 STRUCTURE - REPAIR AND MAINTENANCE

11.1 The structure and exterior of the premises shall be kept fit and safe for human habitation and shall be kept in a good state of repair to the satisfaction of the Council. The structure and exterior shall include, but not exclusively:

- Any drain, gutter and external pipe;
- Any roof (including the roof covering, ridging, skews, valleys, dormers, flashings);
- Any external wall, external door (including the door frame, lock, hinge or mechanism, window (including any sill, catch, lock, mechanism, sash weight or cord), including external painting and decorating;
- Any internal wall, floor and ceiling, door (including door frame, lock, catch, hinge or mechanism), internal staircase or landing (including any handrail or protective barrier), including painting and decorating;
- Any chimney, chimney stack, chimney can, chimney stay, or flue;
- Any ventilation duct or terminal;
- Any plasterwork
- Any pathway, step, lift, external staircase, ramp or landing (including any handrail or protective barrier), or other means of escape or access;
- Any fuel store;
- Any common part;
- Any integral garage or store;
- Any boundary, wall, gate or fence

12.0 INSTALLATIONS – REPAIR AND MAINTENANCE

APPENDICES

APPENDIX 1 – VENTILATION REQUIREMENTS FOR COMBUSTION

1.0 SOLID FUEL

1.1 A solid fuel appliance shall have an adequate supply of air for combustion by way of permanent ventilation either direct to the open air or to an adjoining space (including a sub-floor space) that is itself permanently ventilated direct to the open air.

1.2 An air supply provided as follows will satisfy this requirement -

- i. Traditional open fluid fire: 50% of the cross-sectional area of the throat or the flue as appropriate; or,
- ii. Any other solid fuel appliance: a permanent air entry opening or openings with a total free area of 550 mm² for each kW of combustion appliance rated output over 5 kW.

2.0 OIL FIRED

2.1 An oil-fired appliance, other than a room-sealed appliance, shall have an adequate supply of air for combustion by way of permanent ventilation either direct to the open air or to an adjoining space $0.002 T_w - 3.26 - 2.304 T_d$ [(2.)-6.7 (1)t of T_w 3.261 0 Td [(A)2 (n oi)2.

3.1 Record Keeping

Records maintained by a landlord shall include all the following, and any occupancy agreement or tenancy agreement shall include those items marked by an asterisk:

- The residents name*
 - The Landlords name*
 - The address of the accommodation the tenant is to occupy*
 - The address of the landlord (business or private address)*
 - The date of first occupation*
 - The date the Tenancy begins*
 - The date the property becomes vacant
 - The date the tenancy will be concluded (If it's a fixed term lease.)*
 - The date of any review of the occupancy/tenancy agreement or lease*
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3.7 Miscellaneous Landlord Responsibilities

An Occupancy/Tenancy Agreement shall include a provision:

- That the landlord will take account of any tenant's disability
 - That a Landlord who accesses a tenant's room for any reason without the tenant's consent must be accompanied by a witness and must record the reason, action and outcome of the entry
 - That where mail has been delivered, landlords shall make it available to tenants on a daily basis and that mail shall be handed over in private and unopened
 - That the landlord must ensure arrangements have been made for the safe storage and disposal of all refuse from the premises.
 - That the landlord must adequately insure the HMO for the purpose for which it is being used
 - That the landlord shall provide a translation of the occupancy/tenancy agreement into other languages will be made available where required
 - That the landlord must identify any rights of succession to the tenancy
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