

# Sheffield City Council



## Standards for Houses in Multiple Occupation

### Category C – Shared Houses

#### Non-Cohesive Groups

October 2018

## **Category C HMOs**

These HMOs would normally be occupied by a group of people, commonly students or young professional adults who come together as a group and have a single joint contract. There is normally a significant degree of social interaction between the occupants.

However, this type of property is often seen used by non-cohesive groups of people. The occupiers still share facilities but have their own individual contracts and little social interaction with the other residents.

Occupiers share personal washing, WC and kitchen/dining facilities and usually have a communal living room.

### ***Licensing***

A house in multiple occupation is required to be licensed by the Local Authority if it is occupied by 5 or more tenants, of which at least 2 households share one or more basic amenity including the kitchen, bathroom or WC. It is the landlords/manager's responsibility to apply to the Council to licence a property.

### ***Management Regulations***

The Management of Houses in Multiple Occupation (England) Regulations 2006 applies to all HMOs regardless of whether or not they are required to be licensed. It is a licence requirement to comply with these regulations.

# Section 1 – Fire Standards – Shared house of no more than two storeys – Non-Cohesive Group

## 1.0 Automatic Fire Detection & Alarm System – Grade D, LD1

In other shared houses (outside the Lacors shared house guidance) with higher risk occupants, and occupants who do not form part of a group, an automatic fire detection and alarm system is required to BS5839: Part 6 (2013) Grade D, LD1 as follows:

- Interlinked mains wired smoke alarms with integral battery back-up located in the escape route at all floor levels;
- Additional interlinked heat alarm with integral battery back-up located in the kitchen;
- Additional interlinked smoke alarm with integral battery back-up located in each Living room;
- Additional interlinked smoke alarm with integral battery back-up located in each Bedroom; and
- Additional interlinked smoke alarms with integral battery back-up located in any cellar, adjacent to the meters, and at cellar head where electrical appliances are in use

In rooms, or areas, where bulkheads or ceiling projections exist, which are greater in depth than 10% of the floor to ceiling height, detection will be required to each of the compartments.

Detectors should be suitably positioned, preferably mounted on ceilings and should be located at least 300mm horizontally from any wall or light fitting.

One detector should be sufficient for each landing, however, when positioning smoke detectors, no point within a hallway or corridor should exceed 7.5m from the nearest detector.

## 1.1 Emergency Lighting

Emergency lighting to BS 5266 Part 1 (or equivalent) is required as follows:

- Ground floor escape route; and
- Each landing

Where escape routes are complex or long, it may be necessary to install additional emergency lighting at first floor

## 1.2 Fire Doors/Internal Doors

### Direct means of escape

Where a direct means of escape exists, FD30 fire doors are required as follows:

- To all rooms (bathrooms excepted) including the cellar/basement, fitted as detailed in 1.5 below
- Eggbox/hollow construction doors are not permitted

### In-Direct means of escape (Either/Or)

- In a property where the means of escape is through a bedroom or living room/kitchen (either/or), an FD30 fire door will be fitted to the bedroom complete with an emergency escape lock which can be overridden from the landing side without the use of a key – keys in break glass boxes are not permitted
- An FD30 fire door will be fitted to the living room/kitchen and will have a vision panel which must be of equal fire resistance to the door
- All other doors (bathrooms excepted) will be required to be FD30 fire doors fitted as detailed in 1.5
- Eggbox/hollow construction doors are not permitted

## 1.3 Escape Routes

- No requirement for full 30 minute protected route but the escape route should have sound, traditional construction and should not pass through risk rooms
- Where construction standards are poor, travel distances are long or other higher risk factors are present, a 30 minute protected route may be required
- Where the route of escape is through a risk room, i.e. kitchen/living room, emergency escape windows, a domestic water suppression system or, a suitable alternative route will be required
- Any bedrooms that form part of the escape route must have an emergency escape lock fitted to the door which is openable from the landing side without the use of a key

## 1.4 Fire Separation

- No requirement for additional fire resistance, but walls and floors should be of sound, traditional construction. In cases where the original construction has deteriorated, i.e. lath and plaster, replacement with 30 minute fire separation is required.
- If a basement/cellar is present, ceilings which are not in sound condition, particularly lath and plaster type, or where no ceiling covering exists, the ceiling should be replaced or upgraded to provide 30 minute fire resistance
- All wall and ceiling surfaces at cellar head, including the underside of the stairs to first floor, must be upgraded to 30 minute fire resisting
- All recessed ceiling lights must offer a minimum of 30 minute fire resistance

## 1.5 Fire Doors & Seals

- All fire doors will be hung on the required 3 x 100mm steel or brass hinges or, the appropriate number of other acceptable fire rated hinges certified to BS 476-22; or BS EN 1634-1
- Where a room contains smoke detection, the fire door, or frame, will be fitted with combined intumescent and cold smoke seals
- Where a room contains heat detection, or has no detection, the fire door, or frame, will be fitted with an intumescent seal only
- Where seals are required, they are to be fitted to the sides and the top of the door or frame leaving a gap of between 2mm – 4mm between the sides and the top of the door.
- A suitable self-closing device is required which will close the fire door firmly against the rebates (Gibraltar closers are not permitted).
- Ideally, fire doors will be fitted into a matching frame. However, where existing frames are original and in good order, these will be accepted as long as any gaps behind the frame are filled with plaster or an alternative fire resistant material.
- All ironmongery fitted to fire doors should be certified to BS 476-22: 1987; or BS EN 1634-1: 2014 to confirm 30 minute fire resistance
- All doors should be latched, or fitted with a roller ball and keep, to ensure they cannot be blown open in a fire situation.

## Section 2 – Fire Standards – Shared house of three to four storeys – Non-Cohesive Group

### 2.0 Automatic Fire Detection & Alarm System – Grade D, LD1

In other shared houses (outside the Lacors shared house guidance) with higher risk occupants, and occupants who do not form part of a group, an automatic fire detection and alarm system is required to BS5839: Part 6 (2013) Grade D, LD1 as follows:

- Interlinked mains wired smoke alarms with integral battery back-up located in the escape route at all floor levels;
- Additional interlinked heat alarm with integral battery back-up located in the kitchen;
- Additional interlinked smoke alarm with integral battery back-up located in each Living room;
- Additional interlinked smoke alarm with integral battery back-up located in each Bedroom; and
- Additional interlinked smoke alarms with integral battery back-up located in any cellar, adjacent to the meters, and at cellar head where electrical appliances are in use

In rooms, or areas, where bulkheads or ceiling projections exist, which are greater in depth than 10% of the floor to ceiling height, detection will be required to each of the compartments.

Detectors should be suitably positioned, preferably mounted on ceilings and should be located at least 300mm horizontally from any wall or light fitting.

One detector should be sufficient for each landing, however, when positioning smoke detectors, no point within a hallway or corridor should exceed 7.5m from the nearest detector.

### 2.1 Emergency Lighting

Emergency lighting to BS 5266 Part 1 (or equivalent) is required as follows:

- Ground floor escape route; and
- Each landing

Where escape routes are complex or long, it may be necessary to install additional emergency lighting

## 2.2 Fire Doors/Internal Doors

### Direct means of escape

Where a direct means of escape exists, FD30 fire doors are required as follows:

- To all rooms (bathrooms excepted) including the cellar/basement
- Eggbox/hollow construction doors are not permitted

### In-Direct means of escape (Either/Or)

- In a property where the means of escape is through a bedroom or living room/kitchen (either/or), an FD30 fire door will be fitted to the bedroom complete with an emergency escape lock which can be overridden from the landing side without the use of a key – keys in break glass boxes are not permitted
- An FD30 fire door will be fitted to the living room/kitchen will be one with a vision panel which must be of equal fire resistance to the door
- All other doors (bathrooms excepted) will be required to be FD30 fire doors, fitted as detailed in 2.5
- Eggbox/hollow construction doors are not permitted

## 2.3 Escape Routes

- No requirement for full 30 minute protected route but the escape route should have sound, traditional construction and should not pass through risk rooms
- Where construction standards are poor, travel distances are long or other higher risk factors are present, a 30 minute protected route may be required
- Where the route of escape, is through a risk room, i.e. kitchen/living room, emergency escape windows, a domestic water suppression system or, a suitable alternative route will be required
- Any bedrooms that form part of the escape route must have an emergency escape lock fitted to the door which is openable from the landing side without the use of a key

## 2.4 Fire Separation

- No requirement for additional fire resistance, but walls and floors should be of sound, traditional construction. In cases where the original construction has deteriorated, i.e. lath and plaster, replacement with 30 minute fire separation is required.
- If a basement/cellar is present, ceilings which are not in sound condition, particularly lath and plaster type, or where no ceiling covering exists, the ceiling should be replaced or upgraded to provide 30 minute fire resistance

- All wall and ceiling surfaces at cellar head, including the underside of the stairs to first floor, must be upgraded to 30 minute fire resisting
- All recessed ceiling lights must offer a minimum of 30 minute fire resistance

## 2.5 Fire Doors & Seals

- All fire doors will be hung on the required 3 x 100mm steel or brass hinges or other acceptable fire rated hinges certified to BS 476-22; or BS EN 1634-1
- Where a room contains smoke detection, the fire door, or frame, will be fitted with combined intumescent and cold smoke seals
- Where a room contains heat detection, or has no detection, the fire door, or frame, will be fitted with an intumescent seal only
- Where seals are required, they are to be fitted to the sides and the top of the door or frame leaving a gap of between 2mm – 4mm between the sides and the top of the door.
- A suitable self-closing device is required which will close the fire door firmly against the rebates (Gibraltar closers are not permitted).
- Ideally, fire doors will be fitted into a matching frame. However, where existing frames are original and in good order, these will be accepted as long as any gaps behind the frame are filled with plaster or an alternative fire resistant material.
- All ironmongery fitted to fire doors should be certified to BS 476-22: 1987; or BS EN 1634-1: 2014 to confirm 30 minute fire resistance
- All doors should be latched, or fitted with a roller ball and keep, to ensure they cannot be blown open in a fire situation.

## Section 3 – Amenity & Space Standards

### 3.1 Heating

- A suitable form of fixed space heating is required to all habitable rooms, bathrooms and circulation spaces which can be controlled by the tenants and incorporates a timer and a suitably positioned thermostat(s)
- The use of portable paraffin or individual oil fired heating, liquefied petroleum gas heaters (LPG or Bottled Gas Heaters) and halogen heaters is not permitted

### 3.2 Washing and Sanitary Facilities

There must be an adequate number of bathrooms, toilets and wash basins, suitable for personal washing, for the number of occupiers sharing those facilities:



Number of persons sharing	1 Bathroom with WC	1 Bathroom + 1 Separate WC	2 Bathrooms with WCs	2 Bathrooms with WCs and a separate WC or a third bathroom	3 Bathrooms with WCs	3 Bathrooms with WCs and 2 separate WCs
3 or 4	✓	✓	✓	✓	✓	✓
5	X	✓	✓	✓	✓	✓
6	X	X	✓	✓	✓	✓
7	X	X	✓	✓	✓	✓
8	X	X	✓	✓	✓	✓
9	X	X	X	✓	✓	✓
10	X	X	X	✓	✓	✓
11+	X	X	X	X	✓	✓
15+	X	X	X	X	X	✓

✓ means achieves agreed standards

X means does not meet agreed standard

- Where a separate WC is provided it should be fitted with a wash hand basin, with constant supplies of hot and cold running water, and an appropriate splashback.
- All bathrooms and separate WCs should not be more than two floors distant from sleeping accommodation
- All bathrooms and separate WCs must be suitably, and adequately heated and ventilated
- If any room is provided with its own bathroom or WC the facilities shall be provided in a separate, suitably heated and ventilated compartment
- Amenities shared by two or more households must be accessible from a common area
- Privacy door locks must be provided
- Where glazing exists in bathrooms, the glazing must be obscure
- The walls and floor covering of any bathroom, shower room or WC must be reasonably smooth, non-absorbent and capable of being readily cleaned
- Any alterations or additions, in respect of bathrooms or WC cubicles, shall be carried out in accordance with current Building Regulation requirements

### 3.3 Kitchens

Kitchens must be suitably located in relation to the living accommodation, have a suitable layout and size, and be equipped with adequate facilities so as to allow those sharing the facilities to store, prepare and cook food in a safe and hygienic manner.

Item	5 to 6 persons	7 to 8 persons	9 to 12 persons	13 to 17 persons	18 to 25 persons
Cookers	1 full size cooker with a minimum of 4 rings, an oven and a grill	1 full size cooker with a minimum of 4 rings, an oven and a grill + 1 combination microwave oven (800w minimum)	2 full size cookers each with a minimum of 4 rings, an oven and a grill + 1 combination microwave oven (800w minimum)	3 full size cookers each with a minimum of 4 rings, an oven and a grill + 2 combination microwave ovens (800w minimum)	4 full size cookers each with a minimum of 4 rings, an oven and a grill + 2 combination microwave ovens (800w minimum)
Sinks	1 sink with draining board	1 sink with draining board + 1 dishwasher	2 sinks with draining boards + 1 dishwasher	3 sinks with draining boards + 2 dishwashers	4 sinks with draining boards + 2 dishwashers
Worktops	Minimum 500mm depth with 2.0m length for 5 persons + 0.25m per person thereafter	Minimum 500mm depth with 2.5m length for 7 persons + 0.25m per person thereafter	Minimum 500mm depth with 3.0m length for 9 persons + 0.25m per person thereafter	Minimum 500mm depth with 4.0m length for 13 persons + 0.25m per person thereafter	Minimum 500mm depth with 5.0m length for 18 persons + 0.25m per person thereafter
Sockets above worktop	5 – 6 persons – 2 double sockets  These are above worktop sockets in addition to dedicated sockets for washing machines, fridges/freezers and so on	7 – 8 persons – 3 double sockets  These are above worktop sockets in addition to dedicated sockets for washing machines, fridges/freezers and so on	9 – 12 persons – 4 double sockets  These are above worktop sockets in addition to dedicated sockets for washing machines, fridges/freezers and so on	16 – 17 persons – 6 double sockets  These are above worktop sockets in addition to dedicated sockets for washing machines, fridges/freezers and so on	18 – 25 persons – 8 double sockets  These are above worktop sockets in addition to dedicated sockets for washing machines, fridges/freezers and so on

<b>Items</b>	<b>5 to 6 persons</b>	<b>7 to 8 persons</b>	<b>9 to 12 persons</b>	<b>13 to 17 persons</b>	<b>18 to 25 persons</b>
Fridge	1 shelf per person in the fridge	1 shelf per person in the fridge	1 shelf per person in the fridge	1 shelf per person in the fridge	1 shelf per person in the fridge
Freezer	Freezer space or compartment within the refrigerator	Freezer space or compartment within the refrigerator	Freezer space or compartment within the refrigerator	Freezer space or compartment within the refrigerator	Freezer space or compartment within the refrigerator
Dry Food Storage	1 x 500mm wall or base cupboard per person  Storage for crockery, pans and cutlery must be supplied separately  Cupboards beneath the sink	1 x 500mm wall or base cupboard per person  Storage for crockery, pans and cutlery must be supplied separately  Cupboards beneath the sink are discounted	1 x 500mm wall or base cupboard per person  Storage for crockery, pans and cutlery must be supplied separately  Cupboards beneath the sink are discounted	1 x 500mm wall or base cupboard per person  Storage for crockery, pans and cutlery must be supplied separately  Cupboards beneath the sink are discounted	1 x 500mm wall or base cupboard per person  Storage for crockery, pans and cutlery must be supplied separately  Cupboards beneath the sink are discounted
Fire Blankets	1 blanket suitably sited and wall mounted	1 blanket suitably sited and wall mounted	1 blanket suitably sited and wall mounted	2 blankets suitably sited and wall mounted	2 blankets suitably sited and wall mounted
Mechanical Extraction	Mechanical extract ventilation must be provided which extracts to the outside space	Mechanical extract ventilation must be provided which extracts to the outside space	Mechanical extract ventilation must be provided which extracts to the outside space	Mechanical extract ventilation must be provided which extracts to the outside space	Mechanical extract ventilation must be provided which extracts to the outside space
Refuse disposal facilities	Adequate refuse disposal facilities must be provided within the kitchen  Adequate and appropriate refuse disposal and recycling bins must be provided externally	Adequate refuse disposal facilities must be provided within the kitchen  Adequate and appropriate refuse disposal and recycling bins must be provided externally	Adequate refuse disposal facilities must be provided within the kitchen  Adequate and appropriate refuse disposal and recycling bins must be provided externally	Adequate refuse disposal facilities must be provided within the kitchen  Adequate and appropriate refuse disposal and recycling bins must be provided externally	Adequate refuse disposal facilities must be provided within the kitchen  Adequate and appropriate refuse disposal and recycling bins must be provided externally

*Note – A maximum of 2 sets of kitchen facilities per kitchen unless agreed otherwise, in writing, with the Local Authority*

- In general terms, kitchens must be laid out safely so as not to put users and others at risk. In particular, the design of the kitchen should allow for cookers to have 300mm of worktop to either side of the cooker, and where two cookers are next to each other, 300mm between cookers. Cookers shall be positioned so that there is 900mm free space in front of the cooker, without door swings entering that space
- All sinks must have a constant supply of hot and potable cold water
- Walls and floor surfaces must be non-absorbent and capable of being readily cleaned

### 3.4 Space Standards

Room sizes should comply with the standards set out below:

Bedrooms	
Bedroom for 1 person aged over 10 years where a separate living area is provided	6.51m <sup>2</sup>
Bedroom for 1 person aged over 10 years where there is <u>no</u> separate living area	10.22m <sup>2</sup>
Bedroom for 1 person aged under 10 years where a separate living area is provided	4.64m <sup>2</sup>
Bedroom for 1 person aged under 10 years where there is <u>no</u> separate living area	6.51m <sup>2</sup>
Bedroom for 2 persons* aged under <u>or</u> over 10 years where a separate living area is provided	10.22m <sup>2</sup>
Bedroom for 2 persons* aged under <u>or</u> over 10 years where there is <u>no</u> separate living area	15m <sup>2</sup>
Bedroom for 2 persons not living together as a couple or, as family* where a separate living area is provided	13m <sup>2</sup>
Bedroom for 2 persons not living together as a couple or, as family* where there is <u>no</u> separate living area	15m <sup>2</sup>

\* The room may be occupied by no more than 1 household as defined by S258 of The Housing Act 2004

*\* The sharing of rooms by children of opposite sexes over the age of 10 years is not permitted*

*\* Any persons sharing rooms on a non-cohabitee, or non-family, basis will have to agree in writing*

- 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
- All bedroom doors must be fitted with a privacy lock and they must be of the type that can
- be opened from the inside without the use of a key, i.e. thumb turn lock

### Kitchens

Kitchens	
5 occupants	5.0m <sup>2</sup>
6 occupants	7.0m <sup>2</sup>
7 occupants	8.0m <sup>2</sup>
8 occupants	10.0m <sup>2</sup>
Additional area required for each occupant above 8	2m <sup>2</sup>

### Rooms used at living room only

Up to 6 occupants	12.0m <sup>2</sup>
7 to 9 occupants	16.0m <sup>2</sup>
10 to 15 occupants	20.0m <sup>2</sup>
15 to 20 occupants	25.0m <sup>2</sup>
Additional area required for each occupant above 20	2m <sup>2</sup>

### Rooms used as living kitchen diner

5 occupants	13.0m <sup>2</sup>
6 occupants	15.0m <sup>2</sup>
7 occupants	17.0m <sup>2</sup>
8 occupants	20.0m <sup>2</sup>
Additional area required for each occupant above 8	2.0m <sup>2</sup>

### **3.5 Windows, Glazing & Natural lighting**

- All habitable rooms should be provided with a window which provides sufficient natural light to allow normal daytime activities without the need for artificial light. The window should be of a size not less than 10% of the floor area. To allow adequate ventilation to the room, the opening light of the window should be not less than 5% of the floor area
- Where bottom or side opening windows exist at first floor and beyond, and the sill level is below 900mm from the floor, window restrictors are required
- All windows must be operable without the need for standing on something
- Louvre windows are not permitted
- Glazing in critical locations, as defined by Part K of the current Building Regulations, must be safety glass. Alternatively, safety film or an adequate solid bar can be fitted to the glazing and/or frame

### **3.6 Artificial Lighting**

- All rooms, escape routes, staircases and cellars shall be adequately lit with suitable switching, including two-way switching to stairs and landings
- All bedrooms should be fitted with sufficient artificial lighting which must be switched from inside the room



## ***General Standards***

- A Carbon Monoxide (CO) alarm is required to any room in the house which is used wholly or partly as living accommodation and contains a solid fuel burning combustion appliance or a gas appliance. The alarm must be fitted and maintained using the manufacturer's instructions and should be tested at the commencement of any new tenancy by the landlord/manager.
- Any accommodation above shops etc shall have separate gas, electric and water supplies, separately metered as appropriate. Access to meters, fuse boards and gas and water cut offs shall be readily available at all times.
- Polystyrene ceiling and wall tiles are not permitted
- External doors/security gates and bedrooms doors (when fitted with locks) require a type of lock that can be opened from the inside without the use of a key.
- Internal staircases, including the steps to the cellar, must have a correctly fitted handrail when the flight is greater than 600mm
- External steps must have a correctly fitted handrail when the flight is greater than 600mm
- At least two double electrical sockets are required in each bedroom - 4 single sockets would be acceptable in place of two double sockets
- At least two double sockets are required in any shared lounge – 4 single sockets would be acceptable in place of two double sockets
- Any existing fire extinguishers can be retained if they are serviced annually and correctly sited. Any extinguisher must be sited in accordance with the manufacturer's instructions
- Any furniture or furnishings, supplied as part of the tenancy, must comply with The Furniture and Furnishings (Fire) (Safety) Regulations 1988