

# Sheffield City Council



## Standards for Houses in Multiple Occupation

### Category D

### Hostels, Guest Houses and Bed & Breakfast Accommodation

October 2018

## **Category D - Hostels, Guest Houses and Bed & Breakfast Accommodation**

Hostels, Guest Houses and Bed and Breakfast Accommodation mean, for the purpose of this standard, HMOs where they are not occupied as shared houses or bedsits, but are nevertheless HMOs under the meaning of Section 254 of the Housing Act 2004 (the 'Act') or by virtue of a declaration issued by Sheffield City Council under Section 255 of the Act and not subject to exemption under schedule 14 of the Act.

Hostels, Guest Houses and Bed and Breakfast accommodation must have appropriate planning consent for lawful operation and cater for a specific group or groups of occupiers, for example:

- Long term vulnerable residents
- Short term vulnerable residents
- Privately managed student accommodation
- Homeless persons
- Staff accommodation provided in connection with employment

### **Fully Supported Hostels**

This type of establishment will have on-site supervision, management and security and will normally be open 24 hours a day, 365 days of a year. Accommodation in a fully supported hostel will normally only be provided for a short period of time – usually around 30 days.

Cleaning of the communal areas, full on-site catering and laundry facilities will be provided.

### **Partly Supported Hostels**

There will usually be some on-site management and supervision to the premises. Cleaning of the communal areas and laundry facilities will be provided.

### **Guest Houses, Houses Let in Lodgings and, Bed & Breakfast Establishments**

Any of the above establishments would normally have a resident landlord who will have some exclusive part of the premises for their own use. The extent of catering provided will vary as will the nature of the accommodation. Residents will have exclusive use of a bedroom and may or may not have a shared lounge

### ***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

## 1.0 Automatic Fire Detection & Alarm System – A mixed system

Grade A, LD2 + system

Detection is required to BS 5839: Part 6, 2013, Grade A, LD2. This type of system requires a control panel, manual call points located next to final exits and, on each landing, and fire proof cabling. The alarm signal must achieve sound levels of not less than 65dB in all accessible parts of the building and not less than 75dB at all bed-heads when all doors are shut, to arouse sleeping persons

Detectors, linked to the detection systems for the house, are required as follows:

- Smoke detectors are required to all escape routes at all floor levels;
- Additional smoke detectors are required to any cellars, and to cellar head if electrical appliances are in use
- Additional smoke detectors are required to any common rooms, laundry rooms etc; and
- Heat detectors are required to any communal kitchen and any kitchen areas within individual rooms (replacing the smoke detector)

*Where individual rooms are NOT provided with smoke detection as part of the main system of the house (usually as they contain a kitchen) the following additional Grade D system is required:*

- Individual mains wired smoke detectors with integral battery back-up are required in each individual room. These are not linked to the main system of the house and their purpose is to alert the occupant at the early stages of fire, rather than the whole household
- Fire detection will normally be required to non-residential areas of the building that may affect the residential escape route. Any separate non-residential automatic fire detection system should be linked to the main system of the house

Grade A systems require routine testing – at least one detector or manual call point in each zone should be tested weekly to ensure correct operation of the system. Any defect should be recorded in the log book and action taken to correct it.

Routine maintenance – a six monthly service should be carried out by a competent person, usually a specialist alarm engineer, under a maintenance contract. It should be recorded in the log book and a periodic inspection and test certificate issued.

## 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

## 1.2 Fire Doors

- FD30 fire doors are required to each individual room, fitted as detailed in 1.5 below; and
- Additional FD30 fire doors are required to any kitchen, cellar, common room, laundry room etc

## 1.3 Escape Routes

- A 30 minute protected route is required, including 30 minute fire resisting construction. Travel distances must not be excessive
- Final exit and directional signage is required along each escape route and above each exit door. All signage must comply with BS 5499 and the Health and Safety (Safety Signs & Signals) Regulations 1996
- Where a letting has two rooms and 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

### ***In 5 or 6 storey buildings***

*A storey is any floor above and including the ground floor*

- The stairway must be a protected route and an alternative escape route provided by an additional stairway (*protected route*). This may be an external fire escape; **or**
- The stairway must be a protected route, separated from the rooms by protected lobbies. A suitable upward escape route must be achieved within the existing stairway; **or**
- The stairway must be a protected route, separated from the rooms by protected lobbies and occupation is restricted to 5 storeys

**Protected lobbies** must be provided and consist of two fire resistant doors between the rooms and the protected route. The doors, walls and ceiling forming the lobby must be of 30 minute fire resistant construction

## 1.4 Fire Separation

- All rooms must be separated from each other and from the protected route by 30 minute fire resistant partitions. This includes floors, walls and ceilings
- If a basement/cellar is present, the escape route and storey above must be protected by 30 minute fire resistant partitions
- All wall and ceiling surfaces at cellar head, including the underside of the stairs to first floor, must be protected by 30 minute fire resistant partitions
- All recessed ceiling lights must offer a minimum of 30 minute fire resistance

### ***Fire separation from commercial areas of the building***

- Fire separation between commercial and residential uses within a building must be to 60 minute fire resistant construction
- The separation should be imperforate but if a door from a commercial letting opens into the residential protected route, lobbied separation may be acceptable. Provision of a single fire door providing 60 minutes fire resistance may be considered in exceptional circumstances, depending on risk. Extension of the common parts fire detection system into the commercial parts of the building may also be required

### ***Fire separation from other residential parts of the building not linked by common entrances, e.g. basement rooms not linked to the ground floor hallway of all other lettings***

- Fire separation must be 60 minutes fire resistant construction OR fire separation to be 30 minutes fire resistant construction plus extension of the common parts fire detection system into the separate residential letting, e.g. the basement room

## 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 – Amenity & Space Standards

### 2.1 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

### 2.2 Washing, Bathing 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:

Facility	Quantity & Requirement
Bathroom - containing a bath, or shower cubicle, and a sink	1 per 5 occupiers
*WC	1 per 5 occupiers The WC must be located separate from the bathroom and have a wash hand basin with constant supplies of hot and cold water
Wash basin	Each sleeping room requires a wash basin, minimum size 495mm x 360mm, with a suitable splashback and constant supplies of hot and cold running water

- *\*Note – any WC within a bathroom will not be included for counting purposes as there must be a separate WC compartment*
  - 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

## 2.3 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 (irrespective of age) to store, prepare and cook food in a safe and hygienic manner.

Where kitchen facilities are shared there should be no more than 2 sets of facilities within a kitchen. The Kitchen should be situated no more than one floor distant from the intended user, for example, a second floor resident could use a kitchen on the ground floor, as long as there were dining or lounge facilities on the first floor, the overall aim being that food cooked in the kitchen is not transported more than one floor to a place of consumption.

### Shared Kitchen Provision Requirements – *Self Catering Hostels*

The size of a shared kitchen should allow for approximately 3m<sup>2</sup> per person, up to a maximum requirement of 12.0m<sup>2</sup> for 8 persons, and shall be equipped with the following, or equivalent, facilities as shown in the table below:

Facility	Quantity & Requirement
Cookers	Per 5 users  1 full size cooker with a minimum of 4 rings, an oven and a grill + 1 combination microwave oven (800w minimum)
Sinks	Per 5 users  A sink with drainer (minimum 1000mm x 500mm)
Worktops	Approximately 0.5m per person
Electrical sockets – above worktop	1 double socket per person – these are in addition to the dedicated sockets provided for appliances, i.e. cooker, refrigerator and washer
Fridge/Freezer	1 shelf per person in the fridge & freezer space in the compartment within the fridge
Dry food storage (if not in sleeping room)	1 wall or base cupboard per person a minimum size of 600mm x 500mm x 600mm which must be secured against unauthorised access. Storage for crockery, pans and cutlery must be supplied separately  Cupboards beneath the sink are discounted

Facility	Quantity & Requirement
Fire Blanket	1 blanket per kitchen, suitably sited and wall mounted
Mechanical Extraction	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

### Individual Kitchen Provision Requirements – *Self Catering Hostels*

Where an individual unit of living accommodation contains kitchen facilities in a separate room, for the exclusive use of the individual household, they must be adequately sized and at least 5m<sup>2</sup>, and shall be equipped with the following, or equivalent, facilities as shown in the table below:

Facility	Quantity & Requirement
Cookers	A cooker comprising of two rings or hot plates, an oven and grill with appropriate connections for fuel + 1 microwave oven (800w minimum)  <i>* Note, if the kitchen is for the exclusive use of a family, then the provision of a full size cooker comprising 4 rings, an oven and a grill will be required</i>
Sinks	A sink with drainer (minimum 1000mm x 500mm)
Worktops	Approximately 0.5m per person
Electrical sockets – above worktop	2 double sockets – these are in addition to the dedicated sockets provided for appliances, i.e. cooker, refrigerator and washer
Fridge/Freezer	1 shelf per person in the fridge & freezer space in the compartment within the fridge
Dry Food Storage	1 wall or base cupboard per person a minimum size of 600mm x 500mm x 600mm  Storage for crockery, pans and cutlery must be supplied separately  Cupboards beneath the sink are discounted
Fire Blanket	1 blanket per kitchen, suitably sited and wall mounted

Facility	Quantity & Requirement
Mechanical Extraction	Mechanical extract ventilation must be provided which extracts to the outside space
Refuse disposal facilities	<p>Adequate refuse disposal facilities must be provided within the kitchen</p> <p>Adequate and appropriate refuse disposal and recycling bins must be provided externally</p>

- 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

### **Hostels with full meal provision**

- The facilities for preparation, cooking and serving of food shall comply with the Food Safety (General Food Hygiene) Regulations 2013, and the premises be registered with the Local Authority. Kitchen facilities for the cooking and preparation of food for residents, as part of the service provided by the establishment, shall not be allowed to be used by residents
- If a hostel is provided with a full refectory service, there is no need to provide additional kitchen facilities. A full refectory service means a service, provided on site which provides 3 meals a day that are sufficient and suitable for the occupants. These are to be provided 7 days per week, 52 weeks per year. Examples of this type of hostel are those run by charities, or staff/nurses accommodation, where meals are provided at a subsidised rate or as part of their employment contract.
- The dining facilities shall be readily accessible and in any event, not more than 5 minutes' walk away from the hostel, and provided for by the same ownership as the hostel.
- Hot and cold drinks must also be available between meal times and a suitable area for this purpose will be provided on each occupied floor

## Hostels & Bed & Breakfast accommodation with limited meal provision

*Note – If refectory services are provided in a building more than 5 minutes away, or meals are not provided for the whole week, this will be treated as limited meal provision*

- If the hostel provides limited meals, shared kitchens will need to be provided as detailed in the 'Kitchen Provision' section of these standards
- Shared kitchens must be provided separately from any commercial kitchen on the premises

### 2.4 Space Standards

Bedrooms	
Bedroom for 1 person aged over 10 years	6.51m <sup>2</sup>
*Bedroom for 1 person aged over 10 years + 1 person under 10 years	10.22m <sup>2</sup>
*Bedroom for 2 persons aged over 10 years	11.0m <sup>2</sup>
*Bedroom for 2 persons aged over 10 years + 1 person under 10 years	13.0m <sup>2</sup>
*Bedroom for 3 persons aged over 10 years	15.0m <sup>2</sup>
*Bedroom for 3 persons aged over 10 years + up to 2 persons under 10 years	20.0m <sup>2</sup>
*Bedroom for 4 persons over 10 years	20.0m <sup>2</sup>
All rooms	Where cooking facilities are located within the room, a minimum of 3.5m <sup>2</sup> shall be added to each of the room sizes above
All rooms	Where no separate lounge facility is provided, a minimum of 2.0m <sup>2</sup> shall be added to each of the room sizes above

\* *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 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
- 2 tier bunk beds are permitted providing the ceiling height is greater than 2.7m and the permitted number standard, as written above, is not exceeded

### Kitchens

Shared kitchens for up to a maximum of 8 persons (irrespective of age)	3.0m <sup>2</sup> per person up to a maximum of 12.0m <sup>2</sup>
Exclusive use kitchens for 1 person or 1 family	5.0m <sup>2</sup>
Combined kitchen and dining areas	3.0m <sup>2</sup> per person for food preparation plus 2.0m <sup>2</sup> per person for dining up to a maximum requirement of 19.5m <sup>2</sup> for a maximum of 8 persons

### Lounges & Dining Areas

Combined lounge and dining area	4.0m <sup>2</sup> per person – sufficient dining space shall be provided in close proximity to the kitchen
Rooms used as lounge only	3.0m <sup>2</sup> per person
Rooms used as dining areas only	2.0m <sup>2</sup> per person

## 2.5 Windows, Glazing & Natural Light

- 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 1,100mm 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 glazing. Alternatively, safety film or an adequately solid bar can be fitted to the glazing and/or frame

## 2.6 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 the inside of 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 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.
- All rooms, escape routes, staircases and cellars shall be adequately lit with suitable switching, including two-way switching to stairs and landings
- 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, with contents of 3kg or 3 litres and above, must be wall mounted 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