

Appendix 4

HMO Licensing Fire Safety and Amenity Standards

Cardiff Council Amenity Space Standard Table: Licensable properties

Required Amenities	Shared HMO	Bedsits / flats
<u>Personal Hygiene</u>		
Bathrooms (This means a room containing a bath or shower, but not necessarily a toilet or wash hand basin).	1 bathroom for every 5 occupants. 1 to 5 occupants = 1 bathroom. 6 to 10 occupants = 2 bathrooms. 11 to 15 occupants = 3 bathrooms.	1 bathroom for every 5 occupants. 1 to 5 occupants = 1 bathroom. 6 to 10 occupants = 2 bathrooms. 11 to 15 occupants = 3 bathrooms.
Water Closets (WC) (Toilets)	1 WC for up to 4 occupants (may be in bathroom/shower room) 1 WC per 5 occupants (in a separate compartment to the bath/shower) 2 WCs per 6 Occupants (may be in bathroom/shower room) 2 WCs per 7 occupants (with 1WC to be in a separate compartment) 3 WCs per 11-15 occupants (with 1WC to be in a separate compartment to the rooms containing baths/showers). * All W.C's must contain a WHB with hot and cold water	1 WC for up to 4 occupants (may be in bathroom/shower room) 1 WC per 5 occupants (in a separate compartment to the bath/shower) 2 WCs per 6 Occupants (may be in bathroom/shower room) 2 WCs per 7 occupants (with 1WC to be in a separate compartment) 3 WCs per 11-15 occupants (with 1WC to be in a separate compartment to the rooms containing baths/showers). * All W.C's must contain a WHB with hot and cold water
<u>Kitchens</u>		
Cooker	1 cooker (oven, grill, 4 hobs) per 5 occupants Option for up to 7 occupants, rather than providing a second full cooker, is to provide one full cooker and one <u>convector</u> microwave combination oven of capacity (min) 27 litres. This option is not available where there are 8 or more occupants. For 8 - 10 persons : 2 cookers (oven, grill, 4 hobs) 11-15 persons: 3 cookers (oven, grill, 4 hobs)	Minimum 2 hobs, oven & grill (May be a worktop appliance) per single person unit. Minimum 4 hobs, oven & grill per double person unit. (For flats with more than 2 occupiers, apply standard for Shared HMOs)
Sinks With permanent supply of hot & cold water and draining board.	1 sink per 5 occupants Option for up to 7 is to provide one sink and a dishwasher (or 2 sinks). For 8 - 10 persons : 2 sinks 11-15 persons: 3 sinks	1 per unit (For flats with more than 2 occupiers, apply standard for Shared HMOs)
Electrical sockets	3 double sockets in addition to any serving major appliances (major appliances being fridges, freezers, dishwashers, washing machines, etc.)	Minimum requirement of 3 double sockets specifically for the kitchen area (may accept 2 double sockets in 1 person units). Additional sockets needed for cooker and refrigerator.
Worktop (Usually 600 mm deep)	2.0 linear metres per 5 occupants with an additional 0.5 linear metres for each extra person.	2.0 linear metres per 5 occupants with an additional 0.5 linear metres for each extra person..
Food Storage	0.4 cubic metres dry goods per person (1 average cupboard). 0.1 cubic metres (100 litres) (3.5 cubic feet) combination of refrigerated and frozen food storage per person (this would normally mean one shelf in a fridge and one shelf in the freezer, per person).	0.4 cubic metres dry goods per person (1 average cupboard). 0.1 cubic metres (100 litres) (3.5 cubic feet) combination of refrigerated and frozen food storage per person (this would normally mean one shelf in a fridge and one shelf in the freezer, per person).
Ventilation	Extractor fan (to outside air) to be provided with a minimum extraction rate of 30 litres/second if located near to the cooker or 60 litres/second if located elsewhere.	Extractor fan (to outside air) to be provided with a minimum extraction rate of 30 litres/second if located near to the cooker or 60 litres/second if located elsewhere.

Space Standards

Example 1: Shared house of 3 or more occupants.

Kitchen:

7m² for up to 6 persons with 2.5m² per additional user. Not to be more than 1 floor away from any bedroom unless the property has a dining room or other eating area.

Bedroom:

Where a separate living room is provided:

Minimum 6.5m² for a single room

Minimum 11m² for a double room

Where no separate living room is provided:

Minimum 10.0m² for a single room

Minimum 15m² for a double room

Living room:

11.5m² for up to 6 persons with 2.5m² per additional person.

Example 2: Flat with combined lounge kitchen and a separate bedroom (Total of 2 rooms excluding bathroom)

Lounge – Kitchen:

10m² for 1 person or 13m² for 2 people

Bedroom: 6.5² for 1 person or 11m² for 2 people.

Example 3: Flat with combined lounge bedroom and a separate kitchen. (Total of 2 rooms excluding bathroom)

Lounge – bedroom: 10m² for one person 15m² for 2 people.

Kitchen: 5.5m² For up to 2 people.

Example 4: Flat/bedsit with combined lounge kitchen and bedroom (Total of 1 room excluding bathroom)

1 person unit = 13m²

2 person unit = 15m²

Example 5: Flat with separate lounge, separate bedroom/s , and separate kitchen.

Bedroom: 6.5m² for 1 person 11m² for 2 people

Lounge: 8.5m² For 1 person. 10m² for 2 persons and 11m² for up to 6 people with an additional 2.5m² per person after this.

Kitchen: 5.5m² For up to 2 people. 7m² For up to 6 people with 2.5m² per additional person.

Additional Notes

These space standards are the minimum that will be accepted for the purpose of HMO licensing. However, if carrying out a HMO conversion there may be additional Planning Development Control or Building Control standards and requirements. In particular, there may be minimum space standards for flats and it is the owner's responsibility to satisfy all necessary criteria.

Bathrooms: There is not minimum size requirement for bathrooms and shower rooms, however there should be enough space to allow a person to easily change and dry in the room where the bath or shower is located.

The examples provided are a guide only and Cardiff Council accepts that alternative combinations or sizes of rooms etc may be acceptable in some situations for the purposes of HMO licensing.

Housing Technical Panel

Housing Fire Safety - Quick Reference Guide (Wales)

Version 1.0 27 February 2009

This Quick Reference Guide provides a summary of the fire safety measures outlined in "Housing – Fire Safety: Guidance on fire safety provisions for certain types of existing housing" published by LACORS in August 2008.

The guide provides enforcement officers and landlords with a brief summary of appropriate fire safety measures that may be applied to a number of property types and aims to ensure consistency in the application of fire safety measures. However, officers and landlords should familiarise themselves with the provisions of the National Guidance - available at www.lacors.gov.uk.

The Housing Act 2004 introduced the Housing Health and Safety Rating System which is a method by which housing conditions can be assessed. It uses a risk based approach and its aim is to provide a system to enable risks from hazards to health and safety in dwellings to be removed or minimised. Some houses must also achieve an acceptable standard of fire safety under HMO Licensing provisions. These provisions are enforced by local councils.

In some premises, landlords must carry out a fire risk assessment under the provisions of the Regulatory Reform (Fire Safety) Order 2005. These provisions are enforced by fire and rescue authorities.

The National Lacors Guidance recommends that individual risk based solutions to fire safety are applied to each individual property, and this document must not therefore be viewed as a prescriptive standard.

Please note that the works described in this document are a guide only. Alternative fire safety measures may be carried out in order to achieve an equivalent level of fire safety.

However, if the recommendations in this Quick Reference Guide are followed it should be possible to achieve an acceptable level of fire safety in premises of normal risk. Additional measures may be required in higher risk premises.

Housing Technical Panel

Housing Fire Safety – A Quick Reference Guide

Note – for the purposes of this guide the following definitions apply:

Single household occupancy – a house occupied by a single person, a co-habiting couple or a family and where the property is not a house in multiple occupation.

Shared House HMO – A House in Multiple Occupation where the whole property has been rented out by an identifiable group of sharers such as students, work colleagues or friends as joint tenants. Each occupant normally has their own bedroom but they share the kitchen, dining facilities, bathroom, WC, living room and all other parts of the house. There is a single tenancy agreement. The group shares the characteristics of a single family household but is still technically an HMO because the occupants are not related.

Bedsit HMO with Shared Cooking Facilities – a building which has been divided into separate letting units (usually of one room only) and let to unconnected individuals. Kitchens, bathrooms and WCs are usually shared.

Bedsit HMO with Individual Cooking Facilities - a building which has been divided into separate letting units (usually of one room only) and let to unconnected individuals. Each unit may contain cooking facilities but bathrooms and WCs are shared.

<u>Single Household Occupancy</u>	
<u>2 STOREY</u> (EXAMPLE D1)	<u>3/4 STOREY</u> (EXAMPLE D2)
<ul style="list-style-type: none">• No requirement for protected route, but escape route should be sound, conventional construction and should not pass through risk rooms.• Where means of escape is through a risk room, the option of escape windows to habitable rooms may be considered.• Where construction standards are poor, travel distances are long, or other high risk factors are present, a 30 mins protected route may be required.• 30 mins separation to cellar/basement (including door) OR accept sound traditional construction in good repair.• Fire blanket in kitchen.• Grade D LD3 Alarm system (i.e. interlinked smoke alarms to escape route plus cellar/basement).	<ul style="list-style-type: none">• No requirement for protected route, but escape route should be sound, conventional construction and should not pass through risk rooms.• Where construction standards are poor, travel distances are long, or other high risk factors are present, a 30 mins protected route may be required.• 30 mins separation to cellar/basement (including door) OR accept sound traditional construction in good repair.• Fire blanket in kitchen.• Grade D LD3 Alarm system (i.e. interlinked smoke alarms to escape route plus cellar/basement).
Fire Safety Order does not apply to this type of property.	

<u>2 STOREY (SHARED HMO)</u> (EXAMPLE D4)	<u>2 STOREY (BED-SIT)</u> (WITH SHARED COOKING FACILITIES) (EXAMPLE D7)
<p>1. <u>Ideal standard (for normal risk property)</u></p> <ul style="list-style-type: none"> (a) 30 minute protected route with FD30 Fire Doors (no smoke seals) (b) Walls/ceilings between units of accommodation to be of sound, traditional construction. (c) 30 mins separation to cellar/basement (including door) OR accept sound traditional construction in good repair. 2 Storey + habitable basement/attic – treat property as 3 storey shared house. (d) <i>Multi-purpose AFFF 6 litre foam or 1.5kg dry powder extinguisher required on each floor in escape route recommended.</i> (e) Fire blanket in kitchen. (f) Grade D LD3 Alarm system (i.e. interlinked smoke alarms to escape route plus lounge and cellar/basement, and interlinked heat alarm to kitchen). <p>OR</p> <p>2. <u>In low risk shared houses</u> (see below)</p> <ul style="list-style-type: none"> • Solid, close fitting doors, AND/OR escape windows to rooms leading on to escape route. Walls/ceilings on escape route to be of sound, traditional construction. • Additional fire door (FD30) on last door from kitchen to escape route. • Plus specifications as (b) to (f) above. <p>NB. ‘Low’ risk properties are those having the following characteristics:</p> <ul style="list-style-type: none"> • low occupancy level - all able-bodied; • little chance of fire occurring and few combustible/flammable materials; • little chance of fire spreading throughout property. Quick detection to allow occupants to escape • more than one acceptable escape route. 	<p>‘Bed-sit type’ houses - individual rooms with shared cooking facilities. (e.g. where property is not occupied by a single group, there are individual contracts, locks on doors etc).</p> <ul style="list-style-type: none"> (a) Either - 30 minute protected route with FD30S Fire Doors or - in low risk properties, close fitting, solid doors and escape windows. (b) 30 mins separation to walls/ceilings between units of accommodation. (c) 30 mins separation to cellar/basement (including door) (d) Multi-purpose AFFF 6 litre foam or 1.5kg dry powder extinguisher required on each floor in escape route (subject to risk assessment under Fire Safety Order). (e) Fire blanket in kitchen. (f) Grade D LD2 Alarm – interlinked smoke alarms to escape route plus lounge and cellar/basement and heat alarm in each shared kitchen PLUS Interlinked Grade D smoke alarms in each bedroom. <p>Fire Safety Order MAY apply in these property types.</p> <p><u>2 STOREY (BED-SIT)</u> (COOKING FACILITIES IN BEDROOMS) (EXAMPLE D7)</p> <p><u>Traditional Bedsits</u> – those with cooking facilities in each bedroom/unit of accommodation.</p> <ul style="list-style-type: none"> (a) 30 minute protected route with FD30S Fire Doors. (b) 30 mins separation to walls/ceilings between units of accommodation. (c) 30 mins separation to cellar/basement (including door) (d) Multi-purpose AFFF 6 litre foam or 1.5kg dry powder extinguisher required on each floor in escape route (subject to risk assessment under Fire Safety Order). (e) Fire blanket in kitchen. (f) Mixed Alarm System. Grade D, LD2 system with interlinked smoke alarms to escape route and basement/cellar with interlinked heat alarms to each bedsit PLUS additional non-interlinked mains wired smoke alarm to each bedsit.
Fire Safety Order does not apply to this type of property.	Fire Safety Order applies to these property types.

<u>3/4 STOREY (SHARED HMO)</u> (EXAMPLE D5)	<u>3 STOREY (BED-SIT)</u> (WITH SHARED COOKING FACILITIES) (EXAMPLE D8)
<p>a) 30 minute protected route with FD30 Fire Doors (no smoke seals)</p> <p>b) 30 mins separation to walls/ceilings between units of accommodation.</p> <p>c) 30 mins separation to cellar/basement (including door).</p> <p>d) <i>Multi-purpose AFFF 6 litre foam or 1.5kg dry powder extinguisher required on each floor in escape route recommended.</i></p> <p>e) Fire blanket in kitchen.</p> <p>f) Grade D LD3 Alarm system (i.e. interlinked smoke alarms to escape route plus lounge and cellar/basement, <u>and</u> heat alarm to kitchen).</p> <p>g) No requirement for emergency lighting or signage, unless complex escape route.</p>	<p>a) 30 minute protected route with FD30S Fire Doors</p> <p>b) 30 mins separation to walls/ceilings between units of accommodation.</p> <p>c) 30 mins separation to cellar/basement (including door)</p> <p>d) Multi-purpose AFFF 6 litre foam or 1.5kg dry powder extinguisher required on each floor in escape route (subject to risk assessment under Fire Safety Order).</p> <p>e) Fire blanket in kitchen.</p> <p>f) Grade A LD2 Alarm system –interlinked smoke detectors to escape route plus each bedsit, lounge and cellar/basement, <u>and</u> heat detector to shared kitchen. To include control panel, call points and min 75db at bedhead.</p> <p>g) No requirement for emergency lighting or signage, unless complex escape route.</p>
	Fire Safety Order MAY apply in these property types.
	<u>3 STOREY (BED-SIT)</u> (COOKING FACILITIES IN BEDROOMS)
	(EXAMPLE D8)
	<p>a) 30 minute protected route with FD30S Fire Doors</p> <p>b) 30 mins separation to walls/ceilings between units of accommodation.</p> <p>c) 30 mins separation to cellar/basement (including door)</p> <p>d) Multi-purpose AFFF 6 litre foam or 1.5kg dry powder extinguisher required on each floor in escape route (subject to risk assessment under Fire Safety Order).</p> <p>e) Fire blanket in kitchen.</p> <p>f) Grade A LD2 Alarm system –interlinked smoke detectors to escape route plus lounge and cellar/basement, <u>and</u> interlinked heat detector to each bedsit with cooking facilities. To include control panel, call points and min 75db at bedhead</p> <p><u>PLUS</u></p> <p>g) Non interlinked Grade D smoke detectors in EACH bed-sit.</p>
Fire Safety Order does not apply to this type of property.	Fire Safety Order applies to these property types.

<u>Houses Converted to Self-Contained Flats</u>	
<u>2 STOREY</u>	<u>3/4 STOREY</u>
(EXAMPLE D10)	(EXAMPLE D11)
<p>a) 30 minute protected common escape route with FD30S Fire Doors (with smoke seals) i.e. flat entrance doors</p> <p>b) Within individual flats – sound, well constructed and close fitting doors.</p> <p>c) 30 mins separation to walls/ceilings between each flat.</p> <p>d) 30 mins separation to cellar/basement (including door)</p> <p>e) Multi-purpose AFFF 6 litre foam or 1.5kg dry powder extinguisher required on each floor in <u>common escape route</u> (subject to risk assessment under Fire Safety Order).</p> <p>f) Fire blanket in kitchen.</p> <p>g) Grade D LD2 Alarm system –interlinked smoke detectors to common escape route plus heat detector in entrance hall of each flat</p> <p><u>PLUS</u></p> <p>h) Non-interlinked Grade D smoke detectors in hallway of each flat.</p> <p>i) No requirement for emergency lighting or signage, unless complex escape route.</p>	<p>a) 30 minute protected common escape route with FD30S Fire Doors (with smoke seals) i.e. flat entrance doors</p> <p>b) Within individual flats – sound, well constructed and close fitting doors.</p> <p>c) 30 mins separation to walls/ceilings between each flat.</p> <p>d) 30 mins separation to cellar/basement (including door)</p> <p>e) Multi-purpose AFFF 6 litre foam or 1.5kg dry powder extinguisher required on each floor in <u>common escape route</u> (subject to risk assessment under Fire Safety Order).</p> <p>f) Fire blanket in kitchen.</p> <p>g) Grade A LD2 Alarm system –interlinked smoke detectors to common escape route plus heat detector in entrance hall of each flat. To include control panel, call points and min 75db at bed head</p> <p><u>PLUS</u></p> <p>h) Non-interlinked Grade D smoke detectors in hallway of each flat.</p> <p>i) No requirement for emergency lighting or signage, unless complex escape route.</p>

Fire Safety Order applies to these property types.

A Note on Fire Extinguishers and Alarm Systems:

In shared houses, a multi-purpose fire extinguisher (type 1.5kg dry powder or 6 litre AFFF Foam) is **recommended** on each floor within the escape route.

In all HMOs where the Fire Safety Order applies, including houses converted to self contained flats and bedsits, multi-purpose extinguishers (type as above) are **required** unless the landlord can demonstrate through risk assessment that an acceptable level of safety can be achieved without the provision of extinguishers.

LD3 – A system incorporating detectors in circulation spaces that form part of the escape route from the dwelling only.

LD2 – A system incorporating detectors in circulation spaces that form part of the escape route, and in all rooms that present a high fire risk to occupants.

Grade D – A system of one or more mains powered smoke / heat alarms each with battery standby supply. There is no control panel.

Grade A – A system of mains powered smoke / heat detectors, which are linked to a control panel to give information on the location of the fire or any fault. In general the system must incorporate manual call points, which should be located on each floor level and at final points of exit.