



BRACKNELL FOREST BOROUGH COUNCIL STANDARDS FOR HOUSES IN MULTIPLE OCCUPATION

**GUIDANCE MANUAL
APRIL 2006**



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Foreword

This manual has been produced by Bracknell Forest Borough Council's Environment & Leisure Department to advise landlords and potential landlords of Houses in Multiple Occupation (HMOs) about the standards, regulations and law that govern such property.

The manual does not purport to render comprehensive legal guidance. Landlords should seek professional legal and building advice when it is appropriate to do so.

All general enquiries should be referred to the Environmental Protection Team in the Environmental Health and Safety Section on 01344 352000.

Definitions and Legal Responsibilities

For the purpose of the Housing Act 2004 the definition of a House in Multiple Occupation is: "House in Multiple Occupation" means a building, or part of a building (e.g. a flat):

- which is occupied by more than one household and in which more than one household shares an amenity (or the building lacks an amenity) such as a bathroom, toilet or cooking facilities; or,
- which is occupied by more than one household and which is a converted building which does not entirely comprise self contained flats (whether or not there is also a sharing or lack of amenities); or
- which comprises entirely of converted self contained flats and the standard of conversion does not meet, at a minimum, that required by the 1991 Building regulations and more than one third of the flats are occupied under short tenancies.

To be categorised as an HMO a property must also be "occupied" by more than one household:

- as their only or main residence; or,
- as a refuge by persons escaping domestic violence; or,
- by students undertaking a full-time course of further or higher education; or,
- for some other purpose that is prescribed in regulations.

In addition, the households are defined as comprising:

- families (including single persons and co-habiting couples (whether or not of the opposite sex); or,
- any other relationship that may be prescribed by regulation, such as domestic staff or fostering or carer arrangements.

The definition includes properties that were not classed as HMO's previous to 2006 and owners should be aware of the classification to ensure compliance of the [Management of HMO Regulations 2006](#)

An increased number of people live in HMOs with the sharing of rooms and facilities resulting inevitably in problems such as:

- overcrowding,
- inadequacy of kitchen and bathroom facilities,
- increased risk of fire,
- fitness for human habitation and disrepair, and
- poor management.

As a result, the Council has legislating powers under the Housing Acts to improve standards in such houses.

The main pieces of legislation relevant to HMOs include:

[The Housing Act 2004](#)

[The Management of Houses in Multiple Occupation\(England\) Regulations 2006](#)

These regulations require good management and keeping facilities in good order and repair.

[The Licensing and Management of Houses in Multiple Occupation and Other Houses \(Miscellaneous Provisions\) \(England\) Regulations 2006](#)

These prescribe the minimum standards for deciding the suitability for occupation of an HMO by a particular maximum number of households or persons.

In addition, other legislation which is relevant includes:

- The Environmental Protection Act 1990 which deals with nuisance like noise, etc.
- The Health and Safety at Work etc Act 1974 which places a duty on a person running a business to ensure that any persons not in his employment are not exposed to risk to health or safety.
- The Building Act 1984 which deals with drainage to buildings and dangerous buildings.
- Local Government (Miscellaneous Provisions) Act 1976 which deals with reconnection or continuance of supplies of water, gas or electricity.
- The Public Health Acts 1936 and 1961 which have powers to deal with unsatisfactory sanitary closets and blocked drains.
- The Town and Country Planning Act 1990 – all HMOs require planning permission.

PART I

BFBC MINIMUM STANDARDS TO BE MET IN HMOS

The Space and Amenity Standards

These standards have been based on The Management of Houses in Multiple Occupation (England) Regulations 2006, The Licensing of Houses in Multiple Occupation (Prescribed Descriptions) (England) Order 2006 and The Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006.

For the purpose of defining local standards, the categories of multiple occupation are classified as follows:

1. Houses occupied as individual rooms, bedsits and flatlets with some sharing of amenities such as bathrooms, WCs and kitchens.
2. Houses occupied on a shared basis by separate persons having individual bedrooms but living as one household for eating and use of living rooms.
3. Houses let in lodgings, where a small number of lodgers are given board by a resident owner.
4. Houses or buildings which by erection or conversion provide accommodation only in the form of fully self-contained dwellings each with its exclusive amenities.

HOUSES OCCUPIED AS INDIVIDUAL ROOMS, BEDSITS AND FLATLETS WITH SOME SHARING OF AMENITIES SUCH AS BATHROOMS, WCS AND KITCHENS

A. Space Standards

One person units of accommodation

- (i) One room units: 13 m² including kitchen facilities
10 m² where provided with separate shared kitchen

Shared kitchens shall provide 3 m² per person using the facility

- (ii) Two or more roomed units:

Each kitchen	4.5 m ²
Each living/kitchen	11.0 m ²
Each living room	9.0 m ²
Each bedroom	6.5 m ²

Two or more person units of accommodation

- (i) One room units: Not normally suitable for two or more persons who are married couples or co-habitees. In other cases for two persons only 20.5 m².

- (ii) Two or more roomed units:

Each kitchen	7 m ²
Each living/kitchen	15 m ²
Each living room	12 m ²
Each living/bedroom	14 m ²
Each bedroom	10 m ²

These figures are based on a two person occupancy. For occupancies of more than two persons, reference should be made to Table 1 of the Sixth Schedule of the Housing Act 1985 when considering the permitted number to use the house for sleeping (see Sections 325 and 326, Housing Act 1985).

B. Natural Lighting

1. All habitable rooms shall be provided with an area of glazing situated in either a window and/or a door, equivalent in total area to at least one-tenth of the floor area of the room.
2. Underground rooms used as habitable rooms shall comply with paragraphs 2 and 8 of the Model Regulations – Series XXII.
3. All kitchens, bathrooms and water closet compartments shall comply with 1 above. Where this is not practicable, adequate artificial lighting shall be provided in accordance with the requirements of part C, to the satisfaction of the Environmental Health Officer.

All glazing to windows in bathrooms and water closet compartments shall be obscure.

4. All staircases, landings and passages shall be provided with an area of glazing in a window. Where this is not practicable, adequate artificial lighting shall be provided in accordance with the requirements of part C, to the satisfaction of the Environmental Health Officer.

C. Artificial Lighting

1. All habitable rooms, kitchens, bathrooms, water closet compartments, staircases, landings and passages shall be adequately lighted by electricity.

Time switches will only be allowed to common landings, passages and staircases and should stay on for an adequate time to allow a person to climb stairs, etc and enter a room.

There shall be sufficient switches to operate the artificial lighting on each landing, corridor or passage and each switch should allow adequate lengths of corridors, passages and stairways to be illuminated at the same time.

D. Ventilation

1. All habitable rooms, kitchens, bathrooms and water closet compartments shall have a minimum floor to ceiling height of 2.3 m (7' 6"), except in the case of existing underground rooms which shall have a minimum height of 2.14m (7' 0") and attic rooms, which shall have a minimum height of 2.3 m over an area of the floor equal to not less than half of the area of the room, measured on a plane 1.5 m (5' 0") above the floor.
2. All habitable rooms shall be ventilated directly to the external air by a window, the openable area of which shall be equivalent to at least one-twentieth of the floor area of the room.

Neither an openable door giving access directly to the external air nor a louvred opening in such a door will be acceptable for the purposes of this requirement.

3. Underground rooms used as habitable rooms shall comply with paragraphs 7 and 8 of Model Regulations – Series XXII.
4. All kitchens, bathrooms, water closet compartments shall comply with 2 above, but where this is not practicable, mechanical ventilation providing a minimum of three air changes per hour shall be provided. Such an installation shall be fitted with an overrun device for a minimum of 20 minutes and be connected to the lighting circuit of the room.
5. Permanent means of ventilation in the form of a flue, air brick, hit and miss ventilator or louvred window shall be provided in all dining/kitchens, kitchens, bathrooms, water closet compartments, and any other rooms containing either cooking and/or washing facilities.

E. Water Supply

1. Each unit of living accommodation shall have the use of a supply of cold running water suitable for drinking purposes either directly off the rising main or by such other means as are acceptable to the relevant water authority.
2. The water pressure to all fitments shall comply with the minimum requirements laid down by the relevant water authority at all times.
3. All water supplies shall, where necessary, be protected from frost damage.

F. Personal Washing Facilities, Drainage and Sanitary Conveniences

1. Where all or some of the units of living accommodation 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 with 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;
2. Where there are five or more occupiers, every unit of living accommodation must contain a wash hand basin with appropriate splash back (except any unit in which a sink has been supplied).
3. All baths, showers and wash hand basins must be equipped with taps providing an adequate supply of cold and constant hot water.
4. All bathrooms must be suitably and adequately heated and ventilated.
5. All bathrooms and toilets must be of an adequate size and layout.
6. All baths, toilets and wash hand basins must be fit for the purpose.
7. All bathrooms and toilets must be suitably located in or in relation to the living accommodation. External water closets shall not be reckonable for these purposes.
8. Baths should be at least 1.67m in length; shower trays should be at least 800mm x 800mm and wash hand basins at least 560mm x 430mm.
9. The hot and cold water supplies shall be exclusive (unless the rental or charge for accommodation includes the supply of hot water), and available at all times.
10. Baths and showers shall not be provided in kitchens.
11. Where there are no adequate shared washing facilities provided for a unit of living accommodation, 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

G. Facilities for Storage, Preparation and Cooking of Food and for the Disposal of Waste Water

Kitchen Facilities

1. Where all or some of the units of accommodation within the HMO do not contain any facilities for the cooking of food (shared kitchen):
 - (a) there must be a kitchen (shared), 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 a sufficient quantity for the number of those sharing the facilities:
 - (i) sinks with draining boards;
 - (ii) an adequate supply of cold and constant hot water to each sink supplied;
 - (iii) installations or equipment for the cooking of food;
 - (iv) electrical sockets;
 - (v) worktops for the preparation of food;
 - (vi) cupboards for the storage of food or kitchen and cooking utensils;
 - (vii) refrigerators with an adequate freezer compartment (or, where the freezer compartment is not adequate, adequate separate freezers);
 - (viii) appropriate refuse disposal facilities; and
 - (ix) appropriate extractor fans, fire blankets and fire doors.

- 2. 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;
 - (b) a sink with an adequate supply of cold and constant hot water;
 - (c) a work top for the preparation of food;
 - (d) sufficient electrical sockets;
 - (e) a cupboard for the storage of kitchen utensils and crockery; and
 - (f) a refrigerator.

Food Storage

- 3. Each separate occupancy shall have the use of a proper food store of adequate size ventilated to the external air. Alternatively, a refrigerator shall be considered to be a proper food store for the purpose of this requirement.
- 4. The space in a sink unit below a sink will not be accepted, ventilated or otherwise.
- 5. Where shared kitchens are provided, each occupancy sharing shall have its own facility either within the unit of accommodation or in the kitchen. If in the kitchen, the facility shall be lockable.

Food Preparation

- 6. Each unit of living accommodation shall have the use of a suitable worktop.
- 7. In shared kitchens a worktop(s) of sufficient size for all users shall be provided.

Cooking

- 8. Each unit of living accommodation shall have the use of a proper mains supplied gas or electric cooking appliance. The minimum acceptable will be:
 - (a) two rings or hot plates together with either a grill or oven for a one person unit of accommodation, or
 - (b) a cooker with three or four rings or hot plates together with a grill and an oven for units of accommodation for more than one person.
- 9. In shared kitchens, one cooking appliance shall be provided for each user in accordance with 8(a) above, or a cooking appliance in accordance with 8(b) above shall be shared by not more than three one-person units.

Sinks

10. Each unit of living accommodation shall have the use of a sink with its own supplies of hot and cold running water. Sinks shall be provided in the minimum ratio of one sink per three occupants.
11. In shared kitchens, sinks with adequate continuous supplies of hot and cold water shall be provided in the ratio of one sink per three one-person units of accommodation. The hot and cold water supplies shall be included in the rental or charge for the accommodation.

Disposal of Waste Water

12. Each kitchen shall be provided with its own sink complete with drainer and provided with its own continuous supplies of hot and cold running water. The hot and cold running water shall be included in the rental or charge for the accommodation.
13. In a house occupied by five or less people, one sink will be sufficient.

H. Space Heating

1. All habitable rooms shall be adequately heated by a fixed space heating appliance of either gas or electricity; solid fuel should only be permitted on the ground floor where it can be shown that there is adequate fuel storage and that there will not be any risk to safety from the removal of hot ashes. use of the appliance will be exclusive (unless included in the rental or charge for accommodation. Portable or removable heating appliances will not be acceptable.
2. All heating systems shall be of a sufficient output so as to heat adequately the bedrooms and living rooms to a temperature of 65°F (18.3°C) with an outside temperature of 30°F (-1°C).

I. Refuse, Storage and Disposal

1. Refuse storage containers shall be provided sufficient for the needs of the house and of a type acceptable to the local authority. This should normally be in the ratio of one British Standard dustbin or equivalent per household.
2. All containers should be located on hardstanding with suitable arrangements for cleansing and draining of the area and removal of containers.

HOUSES OCCUPIED ON A SHARED BASIS BY SEPARATE PERSONS HAVING INDIVIDUAL BEDROOMS BUT LIVING AS ONE HOUSEHOLD FOR EATING AND USE OF LIVING AREAS

A. Space Standards

1. One person units of accommodation

- (i) Each bedroom/study: 10 m² except where a separate living room is provided which is not a kitchen/dining room, in which case the bedroom shall be 6.5 m².

2. Two person units of accommodation

- (ii) Each bedroom study: 15 m² except where a separate living room is provided which is not a kitchen or a kitchen/dining room, in which case the bedroom shall be 11 m².

3. Common Rooms

(i) Kitchens:

used by 1-5 persons	7.0 m ²
used by 6-10 persons	10.0 m ²
used by 11-15 persons	13.5 m ²
used by 16+ persons	16.5 m ²

(ii) Dining/Kitchens:

used by 1-5 persons	11.5 m ²
used by 6-10 persons	19.5 m ²
used by 11-15 persons	24.0 m ²
used by 16+ persons	29.0 m ²

(iii) Living rooms and dining rooms:

used by 1-5 persons	11.0 m ²
used by 6-10 persons	16.5 m ²
used by 11-15 persons	25.5 m ²
used by 16+ persons	25.0 m ²

B. Natural Lighting

1. All habitable rooms shall be provided with an area of glazing situated in either a window and/or a door, equivalent in total area to at least one-tenth of the floor area of the room.
2. Underground rooms used as habitable rooms shall comply with paragraphs 7 and 8 of Model Regulations – Series XXII.
3. All kitchens, bathrooms and water closet compartments shall comply with 1 above. Where this is not practicable, adequate artificial lighting shall be provided in accordance with the requirements of Part C, to the satisfaction of the Environmental Health Officer.

4. All staircases, landings and passages shall be provided with an area of glazing in a window. Where this is not practicable, adequate artificial lighting shall be provided in accordance with the requirements of Part C, to the satisfaction of the Environmental Health Officer.

C. Artificial Lighting

1. All habitable rooms, kitchens, bathrooms, water closet compartments, staircases, landing and passages shall be adequately lit by electricity.
2. Time switches will only be allowed to common landings, passages and staircases and should stay on for an adequate time to allow a person to climb stairs, etc and enter a room.
3. There should be sufficient switches to operate the artificial lighting on each landing, corridor or passage and each switch should allow adequate lengths of corridors, passages and stairways to be illuminated at the same time.

D. Ventilation

1. All habitable rooms, kitchens, bathrooms and water closet compartments shall have a minimum floor to ceiling height of 2.3 m (7' 6") except in the case of existing underground rooms which shall have a minimum height of 2.4 m (7' 0") and attic rooms, which shall have a minimum height of 2.3 m over an area of the floor equal to not less than half of the area of the room, measured on a plane 1.5 m (5' 0") above the floor.
2. All habitable rooms shall be ventilated directly to the external air by a window, the openable area of which shall be equivalent to at least one-twentieth of the floor area of the room.

Neither an openable door giving access directly to the external air nor a louvred opening in such a door will be acceptable for the purpose of this requirement.

3. Underground rooms used as habitable rooms shall comply with paragraphs 7 and 8 of Model Regulations – Series XXII.
4. All kitchens, bathrooms, water closet compartments shall comply with 2 above, but where this is not practicable mechanical ventilation providing a minimum of three air changes per hour shall be provided. Such an installation shall be fitted with an overrun device for a minimum of 20 minutes and be connected to the lighting circuit of the room.
5. Permanent means of ventilation in the form of a flue, air brick, hit and miss ventilator or louvred window shall be provided in all dining/kitchens, kitchens, bathrooms, water closet compartments, and any other rooms containing either cooking and/or washing facilities.

E. Water Supply

1. A supply of cold running water suitable for drinking purposes shall be provided for the use of all occupants in each shared kitchen. The tap shall be marked DRINKING WATER.
2. The water pressure to all fittings shall comply with the minimum requirements laid down by the relevant Water Authority at all times.
3. All water supplies shall, where necessary, be protected from frost damage.

F. Personal Washing Facilities

1. Where all or some of the units of living accommodation 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 with 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;
2. Where there are five or more occupiers, every unit of living accommodation must contain a wash hand basin with appropriate splash back (except any unit in which a sink has been supplied).
3. All baths, showers and wash hand basins must be equipped with taps providing an adequate supply of cold and constant hot water.
4. All bathrooms must be suitably and adequately heated and ventilated.
5. All bathrooms and toilets must be of an adequate size and layout.
6. All baths, toilets and wash hand basins must be fit for the purpose.
7. All bathrooms and toilets must be suitably located in or in relation to the living accommodation. External water closets shall not be reckonable for these purposes.
8. Baths should be at least 1.67m in length; shower trays should be at least 800mm x 800mm and wash hand basins at least 560mm x 430mm.
9. The hot and cold water supplies shall be exclusive (unless the rental or charge for accommodation includes the supply of hot water), and available at all times.
10. Baths and showers shall not be provided in kitchens.
11. Where there are no adequate shared washing facilities provided for a unit of living accommodation, 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

G. Facilities for Storage, Preparation and Cooking of Food and for the Disposal of Waste Water

Kitchen Facilities

1. Where all or some of the units of accommodation do not contain any facilities for the cooking of food (shared kitchen):
 - (a) there must be a kitchen (shared), 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 a sufficient quantity for the number of those sharing the facilities:
- (i) sinks with draining boards;
 - (ii) an adequate supply of cold and constant hot water to each sink supplied;
 - (iii) installations or equipment for the cooking of food;
 - (iv) electrical sockets;
 - (v) worktops for the preparation of food;
 - (vi) cupboards for the storage of food or kitchen and cooking utensils;
 - (vii) refrigerators with an adequate freezer compartment (or, where the freezer compartment is not adequate, adequate separate freezers);
 - (viii) appropriate refuse disposal facilities; and
 - (ix) appropriate extractor fans, fire blankets and fire doors.

2. 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;
 - (b) a sink with an adequate supply of cold and constant hot water;
 - (c) a work top for the preparation of food;
 - (d) sufficient electrical sockets;
 - (e) a cupboard for the storage of kitchen utensils and crockery; and
 - (f) a refrigerator.

Food Storage

3. Each unit of living accommodation shall have the use of a proper food store of adequate size ventilated to the external air. Alternatively, a refrigerator shall be considered to be a proper food store for the purpose of this requirement.
4. The space in a sink unit below a sink will not be accepted, ventilated or otherwise.
5. Where shared kitchens are provided, each occupancy sharing shall have its own facility either within the unit of accommodation or in the kitchen. If in the kitchen, the facility shall be lockable.

Food Preparation

6. Each unit of living accommodation shall have the use of a suitable worktop.
7. In shared kitchens a worktop(s) of sufficient size for all users shall be provided.

Cooking

8. Each unit of living accommodation shall have the use of a proper mains supplied gas or electric cooking appliance. The minimum acceptable will be:
- (a) two rings or hot plates together with either a grill or oven for a one person unit of accommodation, or
 - (b) a cooker with three or four rings or hot plates together with a grill and an oven for units of accommodation for more than one person.
9. In shared kitchens, one cooking appliance shall be provided for each user in accordance with 8(a) above, or a cooking appliance in accordance with 8(b) above shall be shared by not more than three one-person units.

Sinks

10. Each unit of living accommodation shall have the use of a sink with its own supplies of hot and cold running water. Sinks shall be provided in the minimum ratio of one sink per three occupants.
11. In shared kitchens, sinks with adequate continuous supplies of hot and cold water shall be provided in the ratio of one sink per three one-person units of accommodation. The hot and cold water supplies shall be included in the rental or charge for the accommodation.

Disposal of Waste Water

8. The kitchen shall be provided with its own sink complete with drainer and provided with its own continuous supplies of hot and cold running water. Sinks shall be provided in the ratio of one sink per three occupants. The hot and cold running water shall be included in the rental or charge for the accommodation.
9. In a house occupied by five or less people, one sink will be sufficient.

H. Space Heating

1. All habitable rooms shall be adequately heated by a fixed space heating appliance of either gas or electricity; solid fuel should only be permitted on the ground floor where it can be shown that there is adequate fuel storage and no risk to safety from the removal of hot ashes. Use of the appliance will be exclusive (unless included in the rental or charge for the accommodation). Portable or removable heating appliances will not be acceptable.
2. All heating systems shall be of a sufficient output so as to heat adequately the bedrooms and living rooms to a temperature of 65°F (18.3°C) with an outside temperature of 30°F (-1°C).

I. Refuse, Storage and Disposal

Refuse storage containers shall be provided sufficient for the needs of the house and located on hardstanding with suitable arrangements for cleansing and drainage of the area and removal of the containers.

HOUSES LET IN LODGINGS WHERE A SMALL NUMBER OF LODGERS ARE GIVEN BOARD BY A RESIDENT OWNER

NOTE: A house is NOT an, HMO where the owner occupier (a resident landlord and members of his family) occupies the building (or flat) with no more than two other persons. This does not exclude, e.g. those who are owner occupiers and who live in a basement flat and let rooms on the floor(s) above. (See Para. 6(2) to The Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006)

A. Space Standards

1. Bedrooms

All bedrooms to be as follows:

1 Person	6.5 m ²
2 persons	10.0 m ²
3 persons	16.5 m ²
4 persons	21.0 m ²

2. Common Living Rooms

All common living rooms to be as follows:

used by 1-5 persons	11.0 m ²
used by 6-10 persons	16.5 m ²
used by 11-15 persons	21.5 m ²
used by 16+ persons	25.0 m ²

3. Dining Rooms and Kitchens

Should comply with the requirements of the food safety legislation.

B. Natural Lighting

1. All habitable rooms shall be provided with an area of glazing situated in either a window and/or a door, equivalent in total area to at least one-tenth of the floor area of the room.
2. Underground rooms used as habitable rooms shall comply with paragraphs 7 and 8 of Model Regulations – Series XXII.
3. All kitchens, bathrooms and water closet compartments shall comply with B.1 above. Where this is not practicable, adequate artificial lighting shall be provided in accordance with the requirements of Part C, to the satisfaction of the Environmental Health Officer.

All glazing to windows in bathrooms and water closet compartments shall be obscure.

4. All staircases, landings and passages shall be provided with an area of glazing in a window. Where this is not practicable, adequate artificial lighting shall be provided in accordance with the requirements of Part C, to the satisfaction of the Environmental Health Officer.

C. Artificial Lighting

1. All habitable rooms, kitchens, bathrooms, water closet compartments, staircases, landings and passages shall be adequately lit by electricity.

Time switches will only be allowed to common landings, passages and staircases and should stay on for an adequate time to allow a person to climb stairs, etc and enter a room.

There should be sufficient switches to operate the artificial lighting on each landing, corridor or passage and each switch should allow adequate lengths of corridors, passages and stairways to be illuminated at the same time.

D. Ventilation

1. All habitable rooms, kitchens, bathrooms and water closet compartments shall have a minimum floor to ceiling height of 2.3 m (7' 6"), except in the case of existing underground rooms which shall have a minimum height of 2.14 m (7' 0") and attic rooms, which shall have a minimum height of 2.3 m over an area of the floor equal to not less than half of the area of the room, measured on a plane 1.5 m (5' 0") above the floor.
2. All habitable rooms shall be ventilated directly to the external air by a window, the openable area of which shall be equivalent to at least one-twentieth of the floor area of the room.

Neither an openable door giving access directly to the external air nor a louvred opening in such a door will be acceptable for the purpose of this requirement.

3. Underground rooms used as habitable rooms shall comply with paragraphs 7 and 8 of Model Regulations – Series XXII.
4. All bathrooms and water closet compartments shall comply with 2 above, but where this is not practicable, mechanical ventilation providing a minimum of three air changes per hour shall be provided. Such an installation shall be fitted with an overrun device for a minimum of 20 minutes and be connected to the lighting circuit of the room.
5. Kitchens shall comply with the requirements of food safety legislation.
6. Permanent means of ventilation in the form of a flue, air brick, hit and miss ventilator or louvred window shall be provided in all dining/kitchens, kitchens, bathrooms, water closet compartments, and any other rooms containing either cooking and/or washing facilities.

E. Water Supply

1. A supply of cold running water suitable for drinking purposes shall be provided for the use of the occupants at each washing point and in the kitchen. Where the supply is provided at a common washing point, the tap shall be marked DRINKING WATER.
2. The water supply shall be suitably protected from damage by frost.

F. Personal Washing Facilities

1. Where all or some of the units of living accommodation 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 with 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;
2. Where there are five or more occupiers, every unit of living accommodation must contain a wash hand basin with appropriate splash back (except any unit in which a sink has been supplied).
 3. All baths, showers and wash hand basins must be equipped with taps providing an adequate supply of cold and constant hot water.
 4. All bathrooms must be suitably and adequately heated and ventilated.
 5. All bathrooms and toilets must be of an adequate size and layout.
 6. All baths, toilets and wash hand basins must be fit for the purpose.
 7. All bathrooms and toilets must be suitably located in or in relation to the living accommodation. External water closets shall not be reckonable for these purposes.
 8. Baths should be at least 1.67m in length; shower trays should be at least 800mm x 800mm and wash hand basins at least 560mm x 430mm.
 9. The hot and cold water supplies shall be exclusive (unless the rental or charge for accommodation includes the supply of hot water), and available at all times.
 10. Baths and showers shall not be provided in kitchens.
 11. Where there are no adequate shared washing facilities provided for a unit of living accommodation, 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

G. Facilities for Storage, Preparation and Cooking of Food and for the Disposal of Waste Water

Kitchen Facilities

1. Where all or some of the units of accommodation do not contain any facilities for the cooking of food (shared kitchen):
 - (a) there must be a kitchen (shared), 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 a sufficient quantity for the number of those sharing the facilities:
 - (i) sinks with draining boards;
 - (ii) an adequate supply of cold and constant hot water to each sink supplied;
 - (iii) installations or equipment for the cooking of food;
 - (iv) electrical sockets;

- (v) worktops for the preparation of food;
- (vi) cupboards for the storage of food or kitchen and cooking utensils;
- (vii) refrigerators with an adequate freezer compartment (or, where the freezer compartment is not adequate, adequate separate freezers);
- (viii) appropriate refuse disposal facilities; and
- (ix) appropriate extractor fans, fire blankets and fire doors.

2. 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;
 - (b) a sink with an adequate supply of cold and constant hot water;
 - (c) a work top for the preparation of food;
 - (d) sufficient electrical sockets;
 - (e) a cupboard for the storage of kitchen utensils and crockery; and
 - (f) a refrigerator.

Food Storage

3. Each unit of living accommodation shall have the use of a proper food store of adequate size ventilated to the external air. Alternatively, a refrigerator shall be considered to be a proper food store for the purpose of this requirement.
4. The space in a sink unit below a sink will not be accepted, ventilated or otherwise.
5. Where shared kitchens are provided, each occupancy sharing shall have its own facility either within the unit of accommodation or in the kitchen. If in the kitchen, the facility shall be lockable.

Food Preparation

6. Each unit of living accommodation shall have the use of a suitable worktop.
7. In shared kitchens a worktop(s) of sufficient size for all users shall be provided.

Cooking

8. Each unit of living accommodation shall have the use of a proper mains supplied gas or electric cooking appliance. The minimum acceptable will be:
- (a) two rings or hot plates together with either a grill or oven for a one person unit of accommodation, or
 - (b) a cooker with three or four rings or hot plates together with a grill and an oven for units of accommodation for more than one person.
9. In shared kitchens, one cooking appliance shall be provided for each user in accordance with 8(a) above, or a cooking appliance in accordance with 8(b) above shall be shared by not more than three one-person units.

Sinks

10. Each unit of living accommodation shall have the use of a sink with its own supplies of hot and cold running water. Sinks shall be provided in the minimum ratio of one sink per three occupants.
11. In shared kitchens, sinks with adequate continuous supplies of hot and cold water shall be provided in the ratio of one sink per three one-person units of accommodation. The hot and cold water supplies shall be included in the rental or charge for the accommodation.

H. Facilities for Storage, Preparation and Cooking of Food and for the Disposal of Waste Water

1. The facilities for preparation, cooking and serving food shall comply with food safety legislation.
2. Facilities shall be available, either separately or by use of the main kitchen, for occupants to prepare light meals and hot drinks, etc.

I. Space Heating

1. All habitable rooms shall be adequately heated by a fixed space heating appliance of either gas or electricity; solid fuel should only be permitted on the ground floor where it can be shown that there is adequate fuel storage and no risk to safety from the removal of hot ashes. use of the appliance will be included in the rental or charge for the accommodation. Portable or removable heating appliances will not be acceptable.
2. All heating systems shall be of a sufficient output so as to heat adequately the bedrooms and living rooms to a temperature of 65°F (18.3°C) with an outside temperature of 30°F (-1°C).

J. Refuse, Storage and Disposal

1. Refuse storage containers shall be provided, sufficient for the needs of the house and located on hardstanding with suitable access for cleansing and draining of the area and removal of containers.

SELF-CONTAINED FLATS AND MAISONETTES

Houses or buildings which by erection or conversion provide accommodation only in the form of fully self-contained dwellings, each with its exclusive amenities.

1. Each unit of accommodation must be provided with kitchen facilities such that there is/are:
 - (a) adequate appliances and equipment for the cooking of food;
 - (b) a sink with an adequate supply of cold and constant hot water;
 - (c) a work top for the preparation of food;
 - (d) sufficient electrical sockets;
 - (e) a cupboard for the storage of kitchen utensils and crockery; and
 - (f) a refrigerator.

2. Each unit of accommodation must be provided with an enclosed and adequately laid out and ventilated room with a toilet and bath or fixed shower supplying adequate cold and constant hot water provided for the exclusive use of the occupiers of that unit within the living accommodation; or within reasonable proximity to the living accommodation.

UNDERGROUND ROOMS

An underground room is a room where the floor surface is more than 3 feet below the surface of:

- 1) the street nearest the room or
- 2) any ground within 9 feet of the room.

All such rooms used for habitation must comply with the requirements of the Housing Act 1985 and Central Government Model Regulations (series XXII) as adopted by this Council.

The general requirements are detailed below:

Construction and Drainage

1. There must be a paved and drained area next to the room, and it must extend along the width of the window and for 60 cm (2') each side of the window. This area should be at least 60 cm (2') across.
2. Any drain running beneath an underground room must be gas and watertight.
3. The walls and floors must be impervious, and the sub-soil may need draining.
4. The ceiling height must be at least 2.10 m (7').

Ventilation and Lighting

1. Underground rooms must be ventilated by windows directly opening to the external air.
2. The opening part of the window must be at least one-twentieth of the floor area of the room.
3. Lighting

A part of the total area of the window equal to at least one-tenth of the floor area of the room shall be situated so that from any point a line can be drawn at an angle of 30° to the horizontal and this line must not intersect any obstruction within 3m (10') of the window.

In the case of a bay window all front and side lights shall be treated as if they were a flat window placed at half the depth of the bay.

When considering the occupation of such rooms, consultation should be sought with both the Building Control Department and the Environmental Health and Safety Section of the Council.

GUIDANCE ON FIRE PROTECTION STANDARDS

Guidance Notes on Requirements for the Protection of Houses in Multiple Occupation

The following details are intended to help those responsible for complying with the Council's requirements. The guidance, if followed, should ensure compliance with the requirements of the Housing Act 2004. However, alternative methods may be available; therefore prior to the commencement of any works advice is available from officers in the Environmental Health and Safety Section – 01344 352000.

A. FIRE DOOR / FIRE DOOR SETS

Fire Doors

A fire door means a fire-resisting door constructed to comply with the appropriate rating requirement of BS 476 Part 22: 1987.

The door should also be fitted with an intumescent strip and a flexible cold smoke seal on the hinge, lock and head edges; or alternatively fitted to the frame to enable to door-set to satisfy the requirements of BS 476 Part 31:1983.

Fire doors may be provided either by upgrading existing doors or by replacement.

If it is decided to upgrade existing doors a detailed specification of the method of upgrading must be submitted prior to commencing works to the case officer.

Fire test certificates from accredited labs (NAMAS) must be provided with all new fire doors.

All fire doors required should:

- (i) Be well fitted within their respective frames. In each case gaps between door and frame must not exceed 3 mm.
- (ii) Not have the width and height of the door made smaller by either planing or cutting.
- (iii) Be fitted with furnishings including hinges and handles having a melting point of not less than 800°C.
- (iv) Have three 100 mm (4") steel butt hinges which are notched tight to the thickness of one leaf of the hinge into the door edge and frame.
- (v) Have door handles of metal construction.
- (vi) Have locking devices of metal construction which can be easily opened from within without the use of a key on all habitable rooms.

Fire Door Sets

A fire door set involves the fire door and the surrounding frame.

When fitting a fire door to an unmatched frame, then a 25 mm stop rebate is required. The stop rebate should be correctly positioned, fastened with an inflammable glue and screwed with steel slotted screws of the appropriate length at maximum 175 mm (9") centres. Tight fitting is essential.

- i) A tight fit is essential.
- ii) Any voids should be filled solid with either plaster bonding intumescent material, or sand and cement before replacing architraves.
- iii) Intumescent mastic should only be used if the gap is too narrow to be filled with either bonding or sand/cement.

Intumescent material and smoke seals

It is essential when fitting intumescent strips in order to upgrade door sets that the strips are continuous.

Manufactured fire doors may already have intumescent strips incorporated in them. Check with supplier.

Combined intumescent strips and smoke seals are available.

Self-closing devices

All fire-resisting doors should be made effectively self-closing by means of a door head mechanism ('Briton' type).

Fitting of overhead closers must not degrade the performance of the fire door.

Garden gate springs, rising butt hinges and "perko" type devices are NOT PERMITTED.

B. FIRE-RESISTING GLAZING

This usually involves 6 mm glass reinforced with wire, laid to a square mesh pattern measuring 13 mm from centre to centre of wire, electrically welded at intersections. However some unwired borosilicate glass is available.

The glass may be polished or cast but must be secured in place by a minimum 18 mm hard wood beads incorporating a suitable intumescent bedding strip. Beads must be screwed at 230 mm centres into the frame.

Fire-resisting glazing in doors should comply with the recommendations set out in British Standard CP 153 Par 4 and should not normally exceed 0.4 m² in area. Glazed panels are not to be fitted in existing fire doors without reference to door manufacturers.

Fire-resisting glazing in partitions and fanlights should not exceed 1.4m² and must terminate at least 1.1 m above floor level.

C. FIRE-RESISTING STRUCTURES

When upgrading fire resistance of structures, the following criteria must be met:

Stability: the resistance to collapse or excessive deflection under load.

Integrity: the resistance to the formation of cracks or gaps which could lead to fire spread.

Insulation: the ability to restrict exercise transmission of heat.

The works necessary to construct/upgrade a structure to the required fire resistance will vary according to the original structure.

Regard must be given to British Standards.

Further advice regarding the construction of fire-resisting structures may be sought from your Supervising Officer. (Details regarding the present construction will be required before meaningful advice can be given.)

Before commencement of any works, details of the present construction and proposals must be submitted to your supervising officer.

The junctions between the frames of the structure and the surrounding wall, ceiling and floor should form an effective seal. Where false ceilings are installed, they must have a similar period of fire resistance as the partition or the partitions must be carried to the underside of the floor slab over.

Any glazing in the partition must not be openable and must be fire-resisting in accordance with the appropriate current British Standard. If adjacent to an escape route, then the glazing is to be restricted to the area higher than 1.1 m above floor level, unless the glazing also has a 30-minute fire insulation value.

NOTE: Prior to any works starting, details of the existing structure and proposals for the upgrading should be submitted to the supervising officer for approval.

D. AUTOMATIC FIRE DETECTION SYSTEMS

All fire detection systems should be installed in accordance with British Standard 5839: Part 6 1995. As far as practicable, the system should be unaffected by the unreliability of the mains source supply.

Heat Detectors

These should comply with BS 5446: Part I and should be optical smoke detector type.

Audible Alarms

The bells or other sounders installed as parts of the alarm system must be such that they will not be confused with other sounders likely to be heard.

A minimum sound level of either 65 dB(A) or 5 dB(A) above any other noise likely to persist for more than 30 seconds, whichever is the greater should be produced in all parts of the building.

An alarm system intended to rouse sleeping persons should have a minimum sound level of 75 dB(A) at the bedhead with all doors shut.

E. EMERGENCY LIGHTING

Emergency lighting should give sufficient light to indicate clearly the escape route(s). Care must be taken to prevent large contrasts in light conditions, and to prevent glare. The emergency lighting should be activated within 5 second of the failure of the normal lighting supply.

All signs marking emergency exists and escape routes should comply with the requirements of BS 5499.

All emergency lighting luminaires should be designed and constructed in accordance with BS 4533.

The emergency lighting should be a non-maintained type, ie: automatically come on in the event of the normal supply being interrupted. The emergency lighting should be capable of providing illumination to the specified standard for between 1 and 3 hours.

All wiring etc should comply with the current edition of the IEE Regulations. All trunking itself must have an adequate resistance to fire.

On completion of the work, a completion certificate should be supplied to the owner/occupier and be available for inspection.

F. SURFACE FINISHES

Regard should be given to DoE Circular 12/92.

The class of surface on walls and ceilings in areas of common use should be CLASS 1 – as defined by BS 476: Part 7. If new floor coverings are to be installed, they must comply with BS 5287.

G. PIPES PASSING THROUGH STRUCTURES

Pipes of incombustible material, eg: cast iron, may pass through the structure without any fire-resisting cladding subject to a maximum diameter of 160 mm and being fire stopped at the junction of the pipe and the wall or floor.

H. NOTICES AND SIGNS

All fire safety signs, notices and graphic symbols should conform as far as practicable with British Standard 5499: Part 1 Specification for Fire Safety Signs and where applicable British Standard 2560: Specification for Exit Signs.

I. AMENITIES

These must comply with the Borough's adopted standard for Houses in Multiple Occupation.

Further guidance may be sought from the case supervising officer.

Some points to note:

- The water supply from the mains should comply with the Water Supply (Water Quality) Regulations 1989. If in doubt, contact your local water authority.

- Generally the heating appliances in habitable rooms should be capable of heating the room to a temperature of 18oC when the outside temperature is –1°C.
- Worktops to be provided in kitchens for the preparation of food should be of a smooth and impervious material.
- Adequate provision for the storage of kitchen utensils should be provided in the kitchen, in addition to the space provided for food storage.
- The suitable vinyl flooring in kitchens and bathrooms should be reasonably smooth, non-absorbent and capable of being readily cleaned.
- All equipment should be properly maintained and checked at least annually by competent persons.

J. CASE OFFICER

All works shall be to the satisfaction of the Director of Environment or a person delegated by him to act on his behalf (Case Officer).

GENERAL

There are numerous methods of obtaining the level of fire resistance required depending upon the existing construction and the type of materials to be used. Therefore it should be noted that it is advisable to agree methods of construction with the supervising officer **PRIOR** to starting work.

In all cases upgrading work must be carried out with considerable care and expertise, as defects in workmanship or specification can have serious consequences.

Building control approval may be required, therefore you should contact the Building Control Officer at the Council before works start.

IMPORTANT: Please refer to the relevant British Standards and manufacturer's literature.

MANAGEMENT

It is the duty of the landlord, manager or person in charge of an HMO to ensure that the house is maintained in a proper state of repair, a clean condition and good order. This includes:

1. water supply, drainage, gas and electricity supply, lighting and heating;
2. all rooms in common use;
3. common staircases, corridors and passageways;
4. shared kitchens, bathrooms and WCs;
5. shared sinks and wash hand basins;
6. outbuildings, yards and gardens in common use.

Additionally, all means of escape from fire must be maintained in a proper condition and escape routes kept free from obstruction.

Before any room or rooms are let to a tenant, it must be ensured that the room or rooms are in a clean condition and that installations within the letting for lighting, heating, water supply, gas and electricity are in reasonable repair and proper working order.

It is the tenant's responsibility to ensure the cleanliness of parts of the property which are in his/her sole occupation and to behave in a reasonable manner towards the property and avoid causing damage.

THE HOUSING (MANAGEMENT OF HOUSES IN MULTIPLE OCCUPATION) REGULATIONS 1990

The Housing (Management of Houses in Multiple Occupation) Regulations 1990 apply to all landlords of houses in multiple occupation and should be complied with. The following information sets out the main requirements contained in the Regulations. Should you have any enquiries then contact the Environmental Health and Safety Section on 01344 351400.

Interpretation

1. In these Regulations:

“house” means a house in multiple occupation;

“manager” means a person managing a house;

“resident” means a tenant or lodger and any other person living in a house.

Water Supply and Drainage

1. The manager shall ensure that all means of water supply and drainage in the house are in and are maintained in repair, a clean condition and good order, and shall in particular ensure:
 - (a) that any tank, cistern or similar receptacle provided for the storage of water for drinking or other domestic purposes is effectively covered;
 - (b) that any water fitting which is liable to damage by frost shall be reasonably protected against such damage.
2. The manager shall not unreasonably cause a supply of water to any resident in the house to be interrupted.

Supply of Gas and Electricity

The manager shall not unreasonably cause a supply of gas or electricity to any resident in the house to be interrupted.

Parts of the House in Common Use

1. The manager shall ensure that all parts of the house in common use are in and are maintained in repair, a clean condition and good order.
2. The manager shall also ensure that such parts of the house in common use as staircases, passageways, corridors, halls, lobbies, balconies and entrances are kept reasonably free from obstruction.

Installations in Common Use

1. The manager shall ensure that the following installations in common use are in and are maintained in repair, a clean condition and good order:
 - (a) installations for the supply of gas and electricity, for lighting and for space heating or heating water;
 - (b) sanitary conveniences, baths, sinks, wash basins and installations for cooking or storing food;
 - (c) receptacles or other installations provided in connection with the delivery to the house of postal packets, within the meaning of the Post Office Act 1953(a).
2. The manager shall ensure that installations for lighting serving any part of the house in common use are readily available for use by residents to such extent and at such times as they may reasonably require.

Living Accommodation

1. The manager shall ensure that:
 - (a) the internal structure of any part of the house occupied by a resident as his living accommodation is in and is maintained in repair; and
 - (b) the installations in the accommodation for the supply of water, gas and electricity, for space heating and heating water and for sanitation are in and are maintained in repair and proper working order.
2. The manager shall ensure that any living accommodation is in a clean condition at the beginning of a resident's occupation of it.

Windows and Ventilation

The manager shall ensure that all windows and other means of ventilation in any part of the house occupied or used by residents are in and are maintained in repair and proper working order.

Means of Escape from Fire

1. The manager shall ensure that all means of escape from fire in the house and all apparatus, systems and other things provided by way of fire precautions are in and are maintained in good order and repair and are kept free from obstruction.

2. The manager shall cause to be displayed in suitable positions in the house, so as to be readily visible to residents, signs indicating all means of escape from fire in the house.

Outbuildings, Yards, etc in Common Use

1. The manager shall ensure that every outbuilding, yard, area and forecourt which belongs to the house and is in common use, is in and is maintained in repair, clean condition and good order, and that any garden in common use belonging to the house is kept in a reasonable condition.
2. The manager shall ensure that boundary walls, fences and railings, insofar as they belong to the house are kept and maintained in repair so as not to constitute a danger to residents.
3. If any part of the house is subject to a closing order, or 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.

Disposal of Refuse and Litter

The manager shall ensure that refuse and litter are not allowed to accumulate in the house except where properly stored pending disposal, and he shall in particular:

- (a) provide and maintain the provision of suitable refuse and litter bins or other suitable receptacles on a scale adequate to the requirements of residents, except insofar as such provision is made by the local authority; and
- (b) make such supplementary arrangements for the disposal of refuse and litter from the house as may be necessary having regard to any service provided by the local authority.

General Safety of Residents

The manager shall ensure that such precautions are taken as are reasonably required, having regard to the design of and structural conditions in the house and to the number of residents, to protect those residents from injury as a result of those conditions. In particular he shall ensure any roof or balcony which is not in all respects safe, and that such safeguards as may be necessary are provided against the danger of accidents resulting from the presence on staircases of windows, the sills of which are at or near floor level.

Duty to Display Notices

The manager shall cause to be displayed in a suitable position in the house so as to be readily visible to the residents a notice containing the name and address and the telephone number, if any, of the person who is manager of the house, describing him as manager and, where appropriate, as agent or trustee for the receipt of rents, and he shall take all reasonable steps to ensure that the notice remains so displayed.

Duty to Inform Local Authority about Occupancy of the House

If required to do so by written notice given by the local housing authority, the manager shall provide the authority with such of the following particulars as may be specified in the notice with respect to occupancy of the house or, where part only of the house is occupied by residents, with respect to occupancy of that part:

- (a) the number of individuals and households accommodated;

- (b) the number of individuals in each household;
- (c) the purpose for which each room in the house, or in the relevant part of the house is being used;

and he shall provide the particulars within such time and in such manner as the authority may reasonably specify in the notice.

Duties of Residents

With a view to ensuring that the manager can effectively carry out his duties under these Regulations, every resident shall:

- (a) take reasonable care not to hinder or frustrate the due performance of those duties;
- (b) allow the manager, at all reasonable times, to enter any room or other place occupied by that person for purposes connected with the carrying out by the manager of his duties;
- (c) provide the manager, at his request, with all such information as he may reasonably require for the purposes of his duties;
- (d) comply with any reasonable arrangements made by the manager in respect of means of escape from fire and anything provided by way of fire precautions or for the storage and disposal of refuse and litter; and
- (e) take reasonable care to avoid causing damage to anything which the manager is obliged by these Regulations to keep in repair.