

## **Facilities and Amenities for Houses in Multiple Occupation**

# Contents

Introduction.....	3	
1	Space Standards	4
	Room Sizes	4
2	Housing Health and Safety Rating System	5
	Damp and Mould Growth	6
	Excess Cold	6
	Entry by Intruders	6
	Lighting	7
	Personal Hygiene, Sanitation and Drainage	7
	Water Supply	7
	Falls	7
	Electrical hazards	8
	Flames, Hot Surfaces, etc	8
3	Personal Washing Facilities	9
4	Toilet Facilities	10
	Facilities Required	10
5	Facilities for the storage, preparation and cooking of food	11
	Location	11
	Design	11
	Availability	11
	Kitchen Facilities	11
	Sharing Ratios	12
	Kitchen Layouts	13
6	Fire Safety	14
	A risk assessment based approach	14
	Requirements	14
7	Management	15
	Landlords and Managers responsibilities	15
	Residents responsibilities	15
	Recycling and Waste Management	16
8	Planning	17
9	Building Control	18
10	Further Licensing Information	18

# Introduction

This guidance has been produced by the Private Sector Housing Team of Stratford-on-Avon District Council (SDC) to assist owners/agents and occupiers in relation to houses in multiple occupation (HMO's), indicating the standards that are expected in this type of accommodation.

HMOs are subject to:-

- The Management of Houses in Multiple Occupation (England) Regulations 2006 (SI 2006 No 372),
- The Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006 (SI 2006 No 373).

The above guidance highlights amenities and facilities that will be expected as part of the HMO Licence Conditions under Part 2 of the Housing Act 2004.

The property must also comply with:-

- The Licensing and Management of Houses in Multiple Occupation (Additional Provisions) (England) Regulations 2007 (SI 2007 No 1903)

*This is in addition to the requirements of the above 2006 Regulations plus other parts of the Act.*

## Definition of an HMO

An HMO is defined in law as a building or part of a building (e.g. a flat) in which three or more unrelated persons, forming two or more households, share an amenity such as a bathroom/toilet or kitchen, (*refer to section 254 of the Housing Act 2004*). A 'household' is defined as a single person, married couple, cohabiting couple, or members of the same family (blood relatives) who live together (*refer to section 258 of the Housing Act 2004*).

HMO's are subject to the provisions of the LACORS Housing Fire Safety guidance (see item 6).

Stratford DC are members of the "Homestamp Consortium", you can download their guidance booklets from <http://homestamp.com/>

## Houses Occupied on a Shared Basis

Houses occupied on a 'shared' basis usually consist of individually let rooms (bedsits) with a shared kitchen/lounge and/or bathroom. Students and groups of young professionals often live in this type of accommodation. This is a general guide for HMOs let in this way.

For any other types of HMO please contact the Private Sector Housing Team on 01789 260848, or [psht@stratford-dc.gov.uk](mailto:psht@stratford-dc.gov.uk)

*Note: Dimensions given in imperial measurement are approximate.*

*Revised: September 2015*

# 1 Space Standards

## **One person unit of accommodation: -**

Each study/bedroom should be a minimum of 10.0m<sup>2</sup> (110sq.ft) or larger, except where a separate living room is provided, which is not a kitchen/dining room. If there is a separate/shared living room then the bedroom can be 6.5m<sup>2</sup> (70sq.ft).

For bedrooms with 2 occupants, the room should be 14m<sup>2</sup> (150sq.ft) or larger, except where a separate living room is provided which is not a kitchen/dining room. If there is a separate living room then the bedroom can be a minimum 11m<sup>2</sup> (120sq.ft).

The living room should be separate from the kitchen/dining room.

## **Room Sizes**

Room	metric	imperial
Kitchen (1 to 5 persons)	7m <sup>2</sup>	75sq.ft
Kitchen (6 to 10 persons)	10m <sup>2</sup>	110sq.ft
Kitchen / Diner (1 to 5 persons)	13m <sup>2</sup>	140sq.ft
Dining room (1 to 5 persons)	11m <sup>2</sup>	120sq.ft
Dining room (6 to 10 persons)	14m <sup>2</sup>	150sq.ft
Living room (1 to 5 persons)	11m <sup>2</sup>	120sq.ft
Living room (6 to 10 persons)	14m <sup>2</sup>	150sq.ft

The measured space in a room must be 'usable space'. The room should also be able to accommodate the required appropriate furniture easily but still allow space for circulating about the room.

Any area of the room that has a ceiling height of less than 1.5m (5ft) shall be disregarded for the purpose of measuring the total space in the room.

Stratford DC may exercise 'practical discretion' to the above requirements.

Please note that the current legislation (which is under the Housing Act 1985 Part X) is still relevant for enforcing the space standards, i.e. No of persons per room etc.

## 2 Housing Health and Safety Rating System (HHSRS)

The HHSRS System (part of the Housing Act 2004), is currently used by officers to assess risks in domestic residential accommodation. The aim of the system is to either minimize or remove risks from hazards to health and safety in dwellings.

When a hazard is individually assessed (scored) a rating for each is generated. This information can then be used to determine the best course of action when making enforcement or non-enforcement decisions. The 29 hazards that can be assessed are those associated with, or arising from the following:

<b>Physiological Requirements</b>	<b>Protection Against Infection</b>
01. Damp and mould growth	15. Domestic hygiene, pests and refuse
02. Excess cold	16. Food safety
03. Excess heat	17. Personal hygiene, sanitation and drainage
04. Asbestos (and MMF)	18. Water supply for domestic purpose
05. Biocides	<b>Protection Against Accidents</b>
06. Carbon monoxide & fuel combustion products	19. Falls associated with baths
07. Lead	20. Falling on level surfaces
08. Radiation	21. Falling on stairs
09. Un-combusted fuel gas	22. Falling between levels
10. Volatile Organic Compounds	23. Electrical hazards
	24. Fire
<b>Psychological Requirements</b>	25. Flames, hot surfaces
11. Crowding and space	26. Collision and entrapment
12. Entry by intruders	27. Explosions
13. Lighting	28. Position and operability of amenities
14. Noise	29. Structural collapse and failing elements

The assessment is based on the risk to a potential occupant/visitor who is most vulnerable to that hazard, e.g. stairs/steps constitute a greater risk to the elderly. So for assessing purposes relating to hazards associated with stairs they are considered the most vulnerable. Whereas falling between levels constitute a greater risk to the very young who are considered the most vulnerable with respect to this hazard. The levels of vulnerability are established by reference to national accident statistics.

The underlying principle is a dwelling that is deemed safe for the most vulnerable people, should be safe for all.

*Further guidance can be found in Housing Health and Safety Rating System Operating Guidance (ISBN 13:978 185112 846 4).*

The following items represent hazards that are frequently encountered in privately rented/owner occupied properties. The accounts are based on the ideal standard to be achieved.

## **2.1 Damp and mould growth**

Houses should be warm, dry, and well-ventilated. The dwelling should be free from rising damp, penetrating dampness, or persistent heavy condensation. Rising and penetrating dampness could be prevented by an adequate damp proof course, and sealant around door and window openings. The external fabric (roof and walls) should be kept in good repair to prevent rain penetration, also well insulated pipes and tanks will prevent frost from causing leaks/bursts.

All rainwater goods, including guttering/down pipes should be securely fixed and capable of safely discharging surface rainwater to the drainage system. Roof spaces and floor voids should be properly ventilated to prevent a build-up of condensation which will prevent timbers becoming damp and prone to fungal attack.

There should be adequate provision within the dwelling for the safe removal of moisture-laden air, (also known as condensation). This should include mechanical extraction in bathrooms/kitchens to ensure that the dwelling is able to cope with any excess moisture levels and assist in preventing persistent humidity. Adequate venting of clothes drying facilities, (e.g., tumble driers) should be provided directly to the outside air.

## **2.2 Excess Cold**

Houses should be adequately insulated to prevent excessive heat loss and be fitted with an efficient form of heating system.

All habitable rooms including bath/shower rooms should be provided with an efficient and safe, fixed space-heating appliance. The appliance must be capable of maintaining the room at a minimum temperature of 18°C when the outside temperature is minus 1°C.

A fixed space heating appliance means a fixed gas, or fixed electrical appliance, or an adequate central heating system, operable at all times.

Heating appliances should be regularly serviced to ensure they are safe and in good working order.

In particular, roof spaces should be properly insulated. All windows and doors should be draught-proofed.

## **2.3 Entry by intruders**

Houses should be capable of being secured against unauthorised entry. Ground floor windows and doors should be robust and fitted with adequate security locks. This will both deter an intruder whilst making the occupants feel safe. It is important however to ensure that security does not compromise any safety measures such as fire safety.

Externally:- the curtilage (boundary) of the property, including the garden/yard should be properly enclosed. Access to rear gardens should be restricted and be properly gated. Sheds or outbuildings should be maintained in good order and made secure. Security lighting should be fitted to provide illumination adjacent to access points and to illuminate areas that may permit concealment.

## 2.4 Lighting

Natural Lighting: - All habitable rooms should have an adequate level of natural lighting provided via a clear glazed window or windows. (It is advisable that the glazed area is to be equivalent to at least one-tenth of the floor area). Where practicable, all staircases, landings, passages, kitchens, bathrooms and toilets should be provided, with a window. Windows to bathrooms and toilets should be glazed with obscured glass.

Artificial Lighting: - All rooms and circulations areas within the property should have provision for electric lighting which should be controlled from suitable located switch points. Lighting on stairs should be capable of being switched on and off from both upstairs and downstairs.

## 2.5 Personal hygiene, sanitation and drainage

The internal fabric of the property should be maintained in good condition. In common areas such as bathrooms and kitchens, surface finishes should be capable of being readily cleaned and kept in a hygienic condition.

Externally, houses should be free from disrepair also free from access by pests, such as rats and mice.

There should be suitable provision for the storage of domestic waste inside the property pending disposal, and outside the property prior to collection by the local authority.

## 2.6 Water supply

A supply of cold drinking water with adequate mains pressure should be available from the kitchen sink. This supply must come directly from the mains system and not via a storage tank. There should be a mains stop tap easily accessible to allow the system to be isolated in the event of a burst pipe, or for maintenance purposes. Where vulnerable all pipework should be adequately insulated against frost damage.

## 2.7 Falls

Falling on Level Surfaces:- Floors throughout the property should be even, comprise of a non-slip finish and be in good condition. No change in level should be more than 300mm in height. Paths and walkways should be even, comprise of a non-slip finish, and where applicable be properly drained. Where there is a change in level, adequate lighting should be available and no change in level should be more than 300mm in height.

Falling on Stairs:- Any staircase should be maintained in good condition, free from disrepair, and have treads and risers of equal height and depth. Stair coverings should be securely fitted, not worn or loose. A securely fixed handrail (on at least one side and with spaced balusters at a suitable height, should be provided the full length of the staircase. Adequate lighting of stairwells should be available, together with suitable located switches at both the top and bottom of each flight.

Externally all steps should be maintained in good condition and free from disrepair. Treads and risers should be of equal height and depth, all surfaces should be non-slip. A securely fixed handrail should be provided at a suitable height on at least one side for the full length of the flight.

Falling Between Levels:- Balconies and basement light wells should have securely fixed guarding to a height of at least 1100mm and designed so that children are unable to climb them. Windows that open below 800mm from floor level should be fitted with restrictors which can only be disengaged using two hands for cleaning purposes.

## **2.8 Electrical hazards**

The electrical installation must be maintained in a safe condition. It is recommended that domestic installations are inspected regularly (at least every 5 years) by a competent person. Definition of a competent person is a contractor who is registered with the National Inspection Council for Electrical Installation Contractors, (NICEIC) or other approved body. Upon completion of the inspection they will issue a 'Domestic Periodic Inspection Report' which will detail any defects, requirements to make the system safe, or recommendations to upgrade the installation to current standards.

There is a legal requirement for the electrical installations in HMO's to be inspected every five (5) years.

Certain electrical works are 'notifiable', which means that where specific electrical works are carried out, the relevant authority is required to be notified under Part P of The Building Regulations. Any electrical remedial works must be carried out by a competent person.

## **2.9 Flames, hot surfaces etc**

Heating and cooking appliances should be maintained in a safe condition and be suitably located so as not to create a hazard. Kitchens should be of adequate size and all cooking appliances positioned safely away from doorways. They should be on a smooth floor surface, fixed level with adequate work surface (minimum of 500mm) either side of the hob to enable sufficient space for hot pans/utensils.

All heating appliances must be securely fixed in a suitable location within each room and guarding for gas heaters/radiant electric bar heaters should be provided.

### 3 Washing Facilities

Wash hand basins provided in either a separate toilet compartment, or bathroom containing a toilet, must have a continuous supply of hot and cold running water, with a tiled splash-back,

Baths/showers shall be provided in the ratio of **at least one (1) to every five (5) persons** sharing. The bathroom/shower room shall be readily accessible and normally not more than one floor away from the user/s. They must be laid out in such a way as to enable persons to undress, dry themselves and dress in a safe manner

Each bath/shower shall be provided with a continuous adequate supply of hot and cold running water, designed to ensure reasonable temperature control.

Bathrooms/shower rooms must have adequate lighting, heating and ventilation.

A tiled splash back shall be provided to all baths and wash hand basins. Shower cubicles shall have fully tiled walls provided with a suitable water resistant curtain, or door to the cubicle. Bathroom/shower rooms shall have smooth, impervious wall and ceiling surfaces, which can be easily cleaned. The flooring should be slip-resistant and capable of being easily cleaned.

NB:- All shared facilities must be accessible from a common area.

The following minimum dimensions shall apply:

Item	Dimensions
Wash hand basin	500mm x 400mm*
Bath	1700mm x 700mm
Splash-back	300mm high
Shower	800mm x 800mm
Shower room	1600mm x 900mm
Bathroom (bath only)	1400mm x 1700mm
Bathroom (bath/whb/wc)	1800mm x 1600mm

*\*A smaller wash hand basin will accepted in separate toilet compartments.*

## 4 Toilet Facilities

Toilets which are in a separate compartment must be of an adequate size and layout. The room shall have smooth, impervious wall and ceiling surfaces, which can be easily cleaned. The flooring should be slip-resistant and capable of being easily cleaned.

The toilet must be readily accessible and normally not more than one floor away from any bedroom.

A toilet which is provided in a separate compartment must have a wash hand basin with an appropriate splash back.

Separate toilet compartments must have adequate lighting, heating and ventilation and should be a minimum dimension of 1300mm x 900mm with 750mm from the front of the toilet pan to the door.

Where works to provide additional facilities are being carried out Building Regulations may apply.

### Sharing ratios for bathroom/toilet facilities:-

Number of people <i>irrespective of age</i>	Facilities Required
1 – 4 people	At least 1 bathroom <b>and</b> 1 toilet (the bathroom and toilet may be combined in one room) <i>The minimum provision is 1 bathroom containing toilet, bath or shower and wash hand basin</i>
5 people	1 bathroom <b>and</b> 1 separate toilet with wash hand basin (the toilet may be contained in a second bathroom) <i>The minimum provision is 1 bathroom containing toilet, bath or shower and wash hand basin and 1 separate toilet but 2 bathrooms with toilet, bath or shower and wash hand basin is acceptable</i>
6 – 10 people	2 bathrooms <b>and</b> 2 separate toilets with wash hand basins (1 of the toilets may be contained within 1 of the bathrooms) <i>The minimum provision is 2 bathrooms containing a bath or shower and wash hand basin with 1 of those bathrooms also containing a toilet and 1 separate toilet with a wash hand basin</i>
11 – 15 people	3 bathrooms <b>and</b> 3 separate toilets with wash hand basins (2 of the toilets may be contained within 2 of the bathrooms) <i>The minimum provision is 3 bathrooms each containing a bath or shower and wash hand basin with 2 of those bathrooms also containing a toilet and 1 separate toilet with a wash hand basin.</i>

# 5 Facilities for the Storage, Preparation and Cooking of Food

## 5.1 Location

Each occupant shall have the use of a kitchen separate from the sleeping room and, wherever possible, on the same floor level, but in any event, shall not be more than one floor away from the users.

If this is not practicable, then in smaller establishments of not more than 3 storeys and not more than 10 persons, communal kitchens may be provided in one area of the premises up to 2 floors distant from some bedrooms. In some cases, a suitable dining room or rooms of adequate size shall be provided adjacent to the kitchen(s). Adequate numbers of chairs and tables shall be provided in dining rooms. (See 1.3 for details on minimum dimensions for dining rooms.)

No more than two (2) full sets of facilities shall be provided in any one (1) kitchen.

## 5.2 Design

Each kitchen must be large enough and designed to allow for the safe provision and use of all necessary facilities. Kitchens shall be a minimum of 1.8m wide to allow the safe movement of occupants around the room. Cookers should be located remote from doorways and there should be enough floor space for items to be safely retrieved from the oven.

It must be possible to stand directly in front of the cooker and sink and to place utensils down on both sides of each. Sinks, worktops and immediately adjacent walls and floors should be non-porous and smooth to facilitate cleaning. Where two (2) sets of facilities are provided in one (1) kitchen, the layout should allow both sets to be used safely at the same time. [See page 13 for suggested kitchen layouts.]

## 5.3 Availability

Kitchen facilities shall be available for use 24 hours a day.

Where it can be shown to the local authority that either by nature of meals being provided elsewhere for the occupants, or the manner in which the premises are occupied, provision of kitchen facilities as described above would be excessive, then a lesser standard may be applied. However, a minimum of one (1) full set of kitchen facilities will be required in all cases.

## 5.4 Kitchen Facilities

A complete set of facilities consisting of the following must be provided for every 5 persons (for additional persons see table below).

A stainless steel sink and integral drainer set on a base unit shall be provided. The sink shall have constant supplies of hot and cold running water and be properly connected to the drainage system. The cold water shall be direct from the mains supply. A tiled splash back shall be provided to the sink and drainer.

A food storage cupboard for each occupier comprising at least a 500mm wide base unit or a 1000mm wide wall unit – this can be provided within each occupant's room. The space in a sink unit below the sink will not be accepted as a food storage cupboard.

A refrigerator with a minimum capacity of 130 litres shall be provided in the kitchen or in a freely accessible position adjoining the kitchen.

Freezer space with a minimum capacity of 60 litres should be provided for 5 persons with additional capacity of 10 litres per person in excess of the 5 persons.

The freezer can be provided within a freezer compartment forming part of a fridge/freezer in addition to the required fridge space, or as a separate freezer.

A worktop of sufficient size shall be provided in the kitchen. The worktop must be level, secure and impervious. The minimum length should be 1000mm and the minimum width should be 600mm.

A minimum of three (3) twin 13amp socket outlets shall be provided for each set of kitchen facilities in addition to those used for fixed appliances, e.g. fridges/washing machines.

The kitchen shall be provided with a gas or electric cooker with 4 ring burners, an oven and grill, capable of simultaneous use.

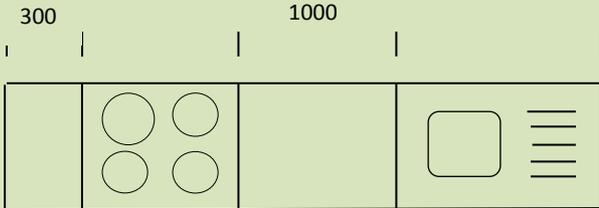
### Sharing ratios for kitchens:-

Number of persons	Kitchen facilities based on above criteria
1 – 5 people	1 complete set of kitchen facilities (see above)
6 –7 people	2 complete sets of kitchen facilities as above with 1500mm x 600mm worktop; <u>However</u> a combination microwave will be acceptable as a second cooker, a dishwasher will be acceptable as a second sink 1 x 130 litres refrigerator with an additional 20 litres capacity of refrigerator space per person over 5 1 x 60 litres freezer space with an additional 10 litres capacity of freezer space per person over 5
8 –10 people	2 complete sets of kitchen facilities as above with 2000mm X 600mm worktop. <u>However</u> 1 x 130 litres refrigerator with an additional 20 litres capacity of refrigerator space per person over 5 1 x 60 litres freezer space with an additional 10 litres capacity of freezer space per person over 5.
11 – 12 people	At least 2 separate kitchens containing 3 complete sets of kitchen facilities as above with 2500mm X 600mm worktop. <u>However</u> a combination microwave will be acceptable as a third cooker a dishwasher will be acceptable as a third sink 2 x 130 litres refrigerators with an additional 20 litres capacity of refrigerator space per person over 10 2 x 60 litres freezer space with an additional 10 litres capacity of freezer space per person over 10.
13 – 15 people	At least two (2) separate kitchens containing three (3) complete sets of kitchen facilities all as above with 2500mm X 600mm worktop.

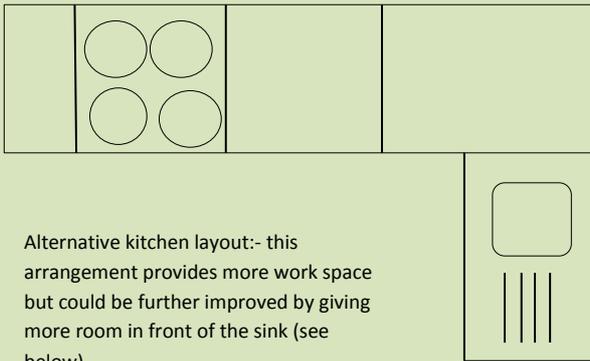
# Kitchen Layouts

## Good Practice

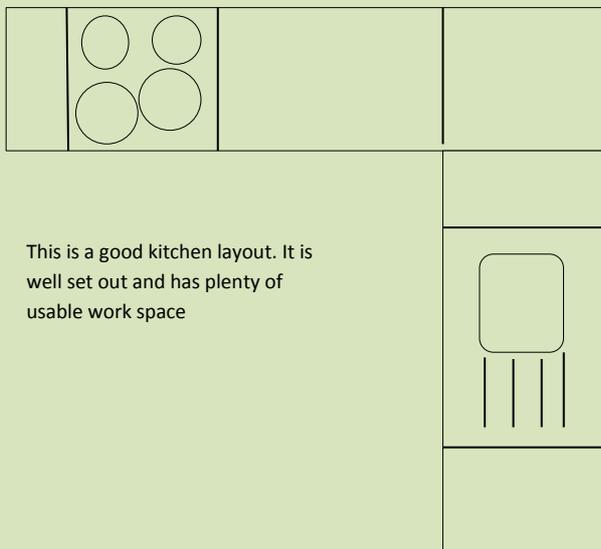
A satisfactory kitchen must be safe, convenient to use whilst allowing good hygiene practices. It must be possible to stand directly in front of the cooker/sink and be able to place utensils/pans/plates down on sides of each. Worktops must be secure, level, impervious and be of an adequate size. Adjacent walls must have tiled 'splash backs' and electric power points must be suitably located



This is the minimum requirements for a kitchen. It incorporates worktop to both sides of the cooker, and working space both sides of the sink-bowl. NB:- the 300mm worktop is the minimum and if possible should be made wider.



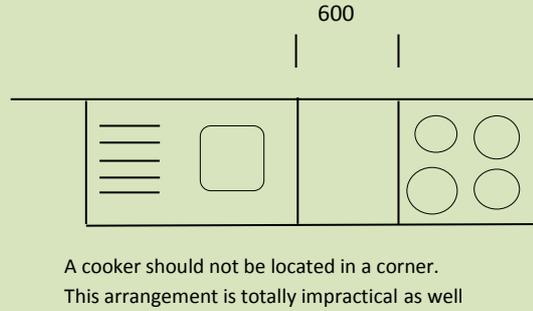
Alternative kitchen layout:- this arrangement provides more work space but could be further improved by giving more room in front of the sink (see below)



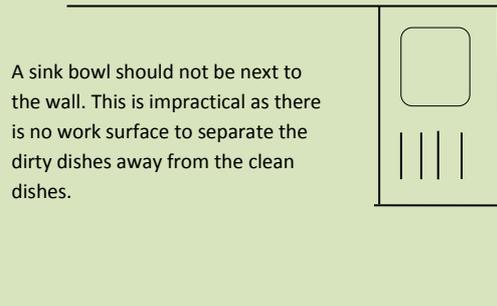
This is a good kitchen layout. It is well set out and has plenty of usable work space

## Unacceptable Layouts

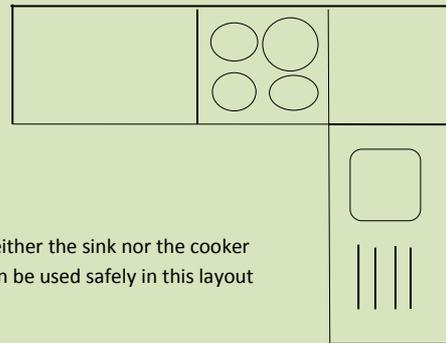
Cookers cannot be used safely if they are located in a corner, and do not have adequate worktop on both sides, or are too close to the sink. Sinks require space to put both the dirty crockery on one side and the clean crockery on the other.



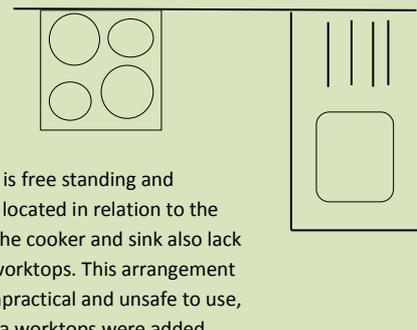
A cooker should not be located in a corner. This arrangement is totally impractical as well as being unsafe to use



A sink bowl should not be next to the wall. This is impractical as there is no work surface to separate the dirty dishes away from the clean dishes.



Neither the sink nor the cooker can be used safely in this layout



The cooker is free standing and improperly located in relation to the sink. Both the cooker and sink also lack adequate worktops. This arrangement is totally impractical and unsafe to use, even if extra worktops were added.

# 6 Fire Safety

## 6.1 A risk assessment based approach

The adopted national guidance for fire safety in residential accommodation (including HMOs) is published by LACORS:- *Housing – Fire Safety, Guidance on fire safety provisions for certain types of existing housing, July 2008 (ISBN 978-1-84049-638-3)*.

Other useful information is available on the Homestamp website.

<http://homestamp.com/landlords/fire-and-security-protection/>

This document contains advice for landlords and fire safety enforcement officers in both local housing authorities and fire and rescue authorities on how to ensure adequate fire safety. The document is based on the principle of *Fire Risk Assessment* and provides recommendations and guidance for use when assessing the adequacy of fire precautions.

A *Fire Risk Assessment* is an organised and methodical look at the premises, the activities carried on there, the likelihood that a fire could start and cause harm to those in and around the premises.

The aims of a *Fire Risk Assessment* are:

- to identify fire hazards,
- to reduce the risk of those hazards causing harm to as low as reasonably practicable,
- to decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in the premises in the event of a fire starting,

## 6.2 Requirements

The requirements expected by the local authority will vary according to any observations and findings arising from any inspection undertaken, and will be based on the advice detailed in the 'LACORS' guide.

Landlords should also be aware that where premises are occupied in a manner other than that intended under the original construction, compliance with the Building Regulations at the time of that construction will not necessarily negate the requirement for additional fire safety measures.

Although an exhaustive list of likely requirements cannot be given in this document, necessary measures may include:

- (i) fire doors on high risk rooms,
- (ii) adequate fire separation,
- (iii) a fire blanket and 1kg dry powder fire extinguisher in the kitchen
- (iv) automatic fire detection systems.

# 7 Management

The *Management of Houses in Multiple Occupation (England) Regulations 2006* applies to the property. The manager/owner/agent must be familiar with these regulations and comply with them fully. A brief summary is as follows: -

## 7.1 Landlords/Agents/Managers are responsible for the following: -

- (3) Display, in a prominent position within the property, a notice giving the name, address, and telephone number of the manager, also a copy of the HMO Licence if applicable, also a notice indicating what to do in the event of a fire
- (4) Maintaining the 'means of escape' in case of fire, the maintenance of the fire-fighting equipment. Protection of the occupiers within the HMO, with particular reference to ensuring there is no access to a roof/balcony that is unsafe, also ensuring safeguards against falls from windows.
- (5) Ensure that the water supply and drainage installations are maintained in good, clean working condition and are not interrupted.
- (6) Maintaining gas/electricity supplies to resident Ensuring that competent persons test the systems at the appropriate mandatory intervals, also provide copies of the certificates to the occupiers.
- (7) Ensure that all common parts of the HMO are in good, clean, decorative repair, and maintained in a safe working condition, kept clear from obstruction.
- (8) To repair and maintain the residents' living accommodation and facilities within the accommodation, including means of ventilation especially at the start of a tenancy.
- (9) Ensure that there are sufficient bins or other suitable refuse receptacles provided for the storage of refuse prior to, and awaiting, disposal.

## 7.2 Tenants/Residents are responsible for: -

- (10) Every Occupier of the HMO must:-
  - (a) Not hinder or frustrate the manager in the performance of their duties. Use the accommodation in a 'tenant-like manner' and in accordance with any covenants and conditions of the tenancy agreement/lease/licence.
  - (b) Allow the manager to enter the accommodation at all reasonable times to carry out the duties imposed by these regulations.
  - (c) Provide the manager with such information as may be reasonably required to carry out such duties under these regulations.
  - (d) Avoid damaging anything that the manager has duty to supply, maintain or repair under these regulations.
  - (e) Residents/occupiers must comply with the refuse storage and disposal arrangements.
  - (f) Comply with reasonable instructions in respect of any means of escape from fire, the prevention of fire, and the use of fire equipment.

## 7.3 Recycling and Waste Management

There is an alternate weekly collection system for different types of refuse. Each HMO should have a set of bins based on the number of occupants. The current recommendations are:

<b>Number of occupiers</b>	<b>Residual Waste</b>	<b>For waste to be Recycled</b>		
	<b>Grey Lid wheelie bin</b>	<b>Blue Lid wheelie bin</b>	<b>Green Waste wheelie Bin</b>	<b>Food Caddy for kitchen</b>
3	1 x 240	1 x 240	1 x 240	1
4	1 x 240	1 x 240	1 x 240	1
5	1 x 240	2 x 240	1 x 240	1
6	1 x 240 & 1 x 140	2 x 240	2 x 240	1
7	2 x 240	2 x 240	2 x 240	1
8	2 x 240	2 x 240	2 x 240	1
9	2 x 240	2 x 240	2 x 240	1
10+	Special arrangements will be agreed for 10 or more occupants			

\*\*\* Wheelie bin sizes are based on capacity in litres, please note all bins are chargeable

For further information about collection arrangements, contact:

### Street Scene

**A:** Elizabeth House, Church Street, Stratford-upon-Avon, CV37 6HX

**T:** 01789 260616

**E:** [streetscene@stratford-dc.gov.uk](mailto:streetscene@stratford-dc.gov.uk)

## 8 Planning

HMO's with six (6) (or more) tenants may require planning permission and owners/agents/managers are recommended to contact the Stratford-on-Avon District Council Planning Service to clarify the status of the property. Additional issues may arise if the property is listed or the proposal involves other planning issues. Landlords/Owners/Agents/Managers are advised to visit our website <http://www.stratford-.gov.uk> or contact the Planning Service for further information.

### Planning Services

**A:** Elizabeth House, Church Street, Stratford-upon-Avon, CV37 6HX

**T:** 01789 267575

**E:** [planningenquiries@stratford-dc.gov.uk](mailto:planningenquiries@stratford-dc.gov.uk)

**Web page:** <http://www.stratford-dc.gov.uk>

## 9 Building Control

Works of alteration and/or improvement including those requested by the Council such as drainage works to provide additional bathroom facilities; window replacement or alterations to the electrical system may require Building Regulation or Building Notice approval.

For further information:

### Building Control Section

**A:** Stratford-on-Avon District Council, Elizabeth House, Church Street, Stratford-upon-Avon, CV37 6HX

**Tel:** 01789 260626

**E:** [buildingcontrol@stratford-dc.gov.uk](mailto:buildingcontrol@stratford-dc.gov.uk)

## 10 Further Licensing Information

For further information in respect of the required standard of accommodation, necessary improvement works, management matters or HMO licensing, contact:

### Private Sector Housing Team

**A:** Stratford-on-Avon District Council, Elizabeth House Church Street, CV37 6HX

**Tel:** 01789 260848

**E:** for HHSRS issues or if it's an HMO [psht@stratford-dc.gov.uk](mailto:psht@stratford-dc.gov.uk)

**Web page:** <http://www.stratford-dc.gov.uk>

(Special thanks go to other Local Authorities who have produced a similar document)