



# Providing a plan of your property for a House in Multiple Occupation (HMO) Under Part 2 of the Housing Act 2004



## Stratford-on-Avon District Council

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## This is a brief guide to drawing a plan to submit with your application for an HMO Licence.

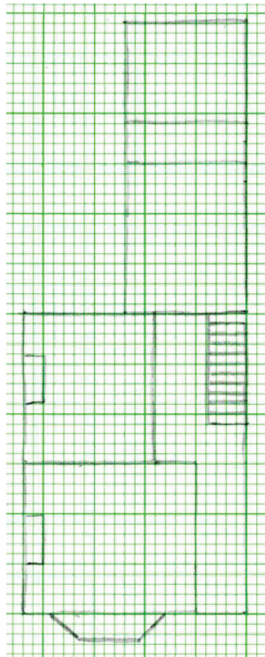
The aim of the plans is to indicate:

- The layout of the house including size & proportions of rooms etc.
- If and where fire doors are fitted
- Where fire detection & alarm equipment is sited

### So how do I start?

We have included several pages of graph paper for you to use. You may wish to copy these so if you make a mistake you have extra back-up pages. The graph paper is divided into 10 small squares to enable you to draw it to scale.

You will probably find it's better to sketch out the plan in rough first. Walk around your property making a note of the layout and jot down the dimensions.



Start on the ground floor and using your chosen scale draw out the basic room shapes in pencil. Just use boxes to start with. Draw with light pencil strokes which can be rubbed out easily with an eraser. A single line is sufficient to represent a wall.

Then add in major structural things like chimney breasts, bay windows and stairs.

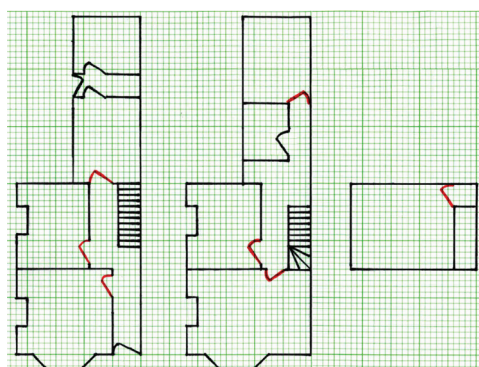
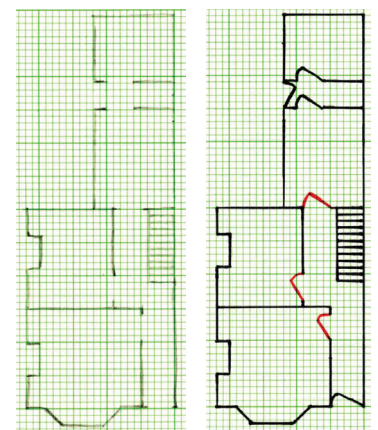
Presuming that there are other floors it is worth copying your basic plan at this stage as the layout of upper floors is often very similar to the ground floor.

With a few amendments, showing the next floor up is fairly easy. Stairs between the ground and first floor should be shown on the ground floor plan. Stairs between the first and second floor should be shown on the first floor and so on.

When you have your basic box layout for all floors, go round with an eraser and rub-out all the bits of wall which are not really there such as across the bay opening and where the doorways are.

Using a black fine felt tip or similar pen and a ruler go over the lines you have sketched in pencil.

Draw in the doors - sketch them in pencil first if it helps. Then use a fine felt-tip pen to draw a permanent line. Use a straight line to represent the door and a small curved line to show the path the edge of the door takes as it closes. Fire doors should be coloured red and other doors should be drawn in black. Rub out your pencil guide lines.












The result should be something like the drawings on the left. You now need to add small drawings to show where baths, showers, washbasins, sinks, cookers and work surfaces are. Again sketch them in pencil and go over them with a pen.

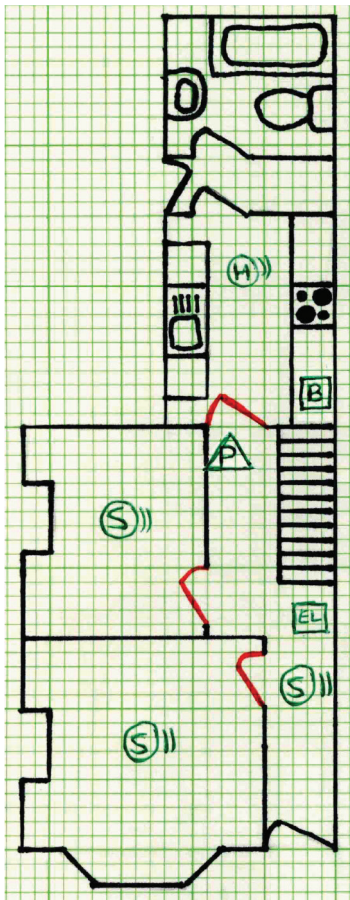
Now you need to indicate on the plan where various items of fire precaution equipment are.

You could use any reasonable set of symbols to represent the various items of equipment so long as it is clearly understood what each symbol represents.

The Council suggests however that the following simple symbols are used. They have been designed to be drawn easily with a ball-point pen.

Don't worry too much about getting them exactly right. As long as the council can tell what they are they should do fine. It's probably best to use a green or red fine felt tip pen or a ball point pen to draw them in.

	Smoke Detector		Fire Blanket
	Combined Smoke Detector & Sounder		Emergency Lighting Unit
	Heat Detector		Dry Powder Fire Extinguisher
	Combined Heat Detector & Sounder		Water Type Fire Extinguisher
			Other Type of Fire Extinguisher



Finally you need to add some written information on the drawing:

- 1) Write on the plan the address of the property and the date the plan was drawn.
- 2) Add the dimensions of each bedroom, livingroom and kitchen or kitchen/diner. Measure the room from side to side and front to back at the widest point but not into any bay window.
- 3) Add text to make it clear which floor is which. i.e. Ground, First, Second Floors etc.
- 4) State whether the detectors are interlinked; that is, if a fire is detected by one detector, all the sounders in the house are triggered.
- 5) Make a note on the plan, with a symbol of your own to illustrate any features you consider to be important.

If you are useful with computer software graphics packages, it really isn't too difficult to produce reasonably professional looking plans. The one illustrated on the right was produced using Microsoft Power Point which a lot of people have. There are many other software packages you can use including ones specifically designed to design and illustrate buildings and room layouts.

