

# **South Oxfordshire and Vale of White Horse District Councils Houses in Multiple Occupation Standards**

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## **INTRODUCTION**

This document sets out the standards which apply to HMOs in South Oxfordshire and Vale of White Horse.

The councils expect the standards to be achieved in all HMOs (including section 257 HMOs) and they will help inform the councils' enforcement decisions. In the case of licenced HMOs, compliance is a legal requirement however, the councils acknowledge there will be exceptional instances where compliance with the minimum standards will not be practicable. Any variation from the standards will need to be agreed with the council and be confirmed in writing.

## **HMO SPACE STANDARDS**

The Licensing of Houses in Multiple Occupation (Mandatory Conditions of Licences) (England) Regulations 2018 specify the statutory legal minimum size of bedrooms in licensable HMOs. For a bedroom occupied by one person aged over 10 years the minimum is 6.51m<sup>2</sup> and for two people aged over 10 years is 10.22m<sup>2</sup>. For a bedroom occupied by one person aged under 10 years the minimum size is 4.64m<sup>2</sup>.

In order to be counted, floor-space must be usable space. Space occupied by chimney breasts and bulkheads and any part of a floor which has a ceiling height of less than 1.5m will not be counted towards the usable floor space of a room. Fitted wardrobes may be counted as useable space provided they extend from floor to ceiling and the remaining free space and utility are not compromised.

Rooms must be able to accommodate the required amount of appropriate furniture, allow its effective use and provide enough space for movement around the room. Where this is judged not to be the case, for whatever reason, including unusually irregular or narrow layout, or the number and relative location of doorways, additional floor space over and above the minimum may be required.

With the exception of the statutory minimum sizes set out above, the space standards given in this document are the minimum acceptable but there may be exceptional circumstances in which some variation may be appropriate. Any permissible variation will be confirmed in writing.

## Shared house HMO space standards

The table below sets out the council's space standards for shared houses in the districts. (shared houses are those where occupiers share facilities such as a bathroom and kitchen).

Minimum bedroom size	Total number of people in HMO	Minimum kitchen size	Minimum living and dining space	
			One or two storey HMO minimum living space	Three or more storey HMO minimum living/dining space
1 occupant under 10 years 4.64m <sup>2</sup>	3 – 5 people	7m <sup>2</sup>	<b>Either:</b> 11m <sup>2</sup> separate living room.	<b>Either:</b> 11m <sup>2</sup> separate living room within one floor distance of kitchen.
1 occupant over 10 years 6.51m <sup>2</sup>			<b>Or:</b> 18m <sup>2</sup> combined kitchen/living room (of which 7m <sup>2</sup> must be kitchen area).	<b>Or:</b> 18m <sup>2</sup> combined kitchen/living/dining room (of which 7m <sup>2</sup> must be kitchen area)
2 occupants 10.22m <sup>2</sup>	6 – 10 people	10m <sup>2</sup>	<b>Either:</b> 14m <sup>2</sup> separate living room.	<b>Either:</b> 14m <sup>2</sup> separate living room within one floor distance of kitchen.
			<b>Or:</b> 24m <sup>2</sup> combined kitchen/living room (of which 10m <sup>2</sup> must be kitchen area).	<b>Or:</b> 24m <sup>2</sup> combined kitchen/living/dining room (of which 10m <sup>2</sup> must be kitchen area).
1 occupant under 10 years 6.51m <sup>2</sup>	3 – 5 people	7m <sup>2</sup>	No additional communal living space required	<b>Either:</b> 13m <sup>2</sup> kitchen/diner.
1 occupant over 10 years 8.5m <sup>2</sup>				<b>Or:</b> 11m <sup>2</sup> separate dining room within one floor distance of kitchen
2 occupants 14m <sup>2</sup>	6 – 10 people	10m <sup>2</sup>	No additional communal living space required	<b>Unless:</b> all bedrooms within one floor distance of kitchen
				<b>Either:</b> 16m <sup>2</sup> kitchen/diner
				<b>Or:</b> 14m <sup>2</sup> separate dining room within one floor distance of kitchen
				<b>Unless:</b> all bedrooms within one floor distance of kitchen

**Notes:**  
 A living room will be accepted as a dining room and vice versa, provided the minimum space requirements (given above) are fulfilled.  
 Rooms less than 4.64m<sup>2</sup> must not be used as bedrooms in any circumstances.  
 Bedrooms may only be occupied by members of the same household.

## **Bedsit HMO space standards**

A bedsit is a unit of accommodation in which sleeping, living and cooking amenities are provided for exclusive use by occupants within the unit of accommodation (i.e. one room). The following space standards are the appropriate requirements for bedsits in their districts.

A bedsit can be occupied by a maximum of two persons who must be a single household.

- The minimum size for a one-person bedroom/sitting room/kitchen is 14m<sup>2</sup>.
- The minimum size for a two-person bedroom/sitting room/kitchen is 18m<sup>2</sup>.

Section 257 HMOs are buildings converted entirely into self-contained flats each occupied by a single household (or up to two people from two households). The following space standards are the appropriate requirements for Section 257 premises in their districts.

Bedrooms must meet the size standards set out above for bedsits.

Where the kitchen is provided in a room separate from the bedroom/sitting room:

- In flats occupied by one or two people the kitchen must be a minimum of 4m<sup>2</sup>.
- In flats occupied by three or more people the kitchen must meet the standards set out in the space standards table above.

# HMO AMENITIES AND FACILITIES STANDARDS

## Heating and ventilation

The council will assess the suitability of heating and ventilation by means of the Housing Health and Safety Rating System (HHSRS). Where a hazard relating to heating or ventilation is identified, additional heating, insulation and/or ventilation improvements may be required.

Heating and ventilation	
<b>System</b>	A fixed and efficient heating system capable of maintaining a temperature of 21°C with an outside temperature of -1 °C in each unit of living accommodation. All space heating appliances must be fixed. Portable or removable appliances are not an acceptable means of permanent heating.
<b>Availability</b>	Heating should always be available and be under the control of the occupier.
<b>Electricity and gas meters</b>	Pre-payment meters are unsuitable for use in HMOs because of the potential for disputes over responsibility for payment and the resulting possibility of interruptions to the electricity supply to shared facilities and safety systems when credit payments expire.
	Prepayment meters are not recommended in any HMOs and will not be accepted in licensed HMOs. Pre-payment meters serving only independent facilities within a letting room, which are not required by or accessible to other residents, may be accepted.
<b>Ventilation</b>	All habitable rooms should be ventilated directly to external air by a window which has an openable area equivalent to one-twentieth of the floor area.
	Where reasonably practicable, kitchens, bathrooms and toilet compartments should also have mechanical extract ventilation ducted to the outside air. Mechanical ventilation must comply with Building Regulations.

## Fire protection

Fire safety requirements in HMOs vary according to whether a HMO is deemed to be high or low risk shared house or a bedsit type property. The council will assess the suitability of means of escape and other fire precautions using HHSRS and will have regard to the national guidance on fire safety standards issued by LACORS.

HMOs are required to have a fire risk assessment and exact fire safety requirements will vary according to assessed fire risk however, as a minimum all HMOs will require the following fire precautions in the relevant tables below.

Type of HMO: Low risk shared house				
Area	Requirement	1-2 storeys	3 storeys	4 storeys
Firefighting equipment	Wall mounted fire blanket in kitchens	✓	✓	✓
	Kitchen doors: 30 minute fire doors (FD30) with heat and smoke seals and self-closer	✓	✓	✓
Fire doors	Living room doors: 30 minute fire doors (FD30) with heat and smoke seals and self-closer	Best practice <sup>1</sup>	Best practice <sup>1</sup>	✓
	Bedroom doors: Close fitting, traditionally constructed, solid wood.	✓	✓	✗
	Bedroom doors: 30 minute fire doors (FD30) with heat and smoke seals and self-closer	Best practice <sup>1</sup>	Best practice <sup>1</sup>	✓
	Basement and cellar doors: 30 minute fire doors (FD30) with heat and smoke seals and self-closer	Best practice	✓	✓
	Grade D LD2 fire alarm system with smoke detectors in the escape route at all floor levels and heat alarm in kitchens. All alarms must be mains wired and interlinked.	✓	✗	✗
Fire detection	Grade A LD2 fire alarm system with smoke detectors in the escape route at all floor levels and heat alarm in kitchens. All alarms must be mains wired and interlinked.	✗	✓	✓
	Additional interlinked smoke alarm in each bedroom.	✓	✓	✓
	Additional interlinked smoke alarm in living room.	✓	✓	✓
	Additional Grade D smoke alarm in basement and cellars.	✓	✓	✓
	<b>Notes:</b> 1: Cold smoke seals must only be fitted to fire door if an interlinked smoke alarm is within the room.			

Type of HMO: High risk shared house				
Area	Requirement	1-2 storeys	3 storeys	4 storeys
Firefighting equipment	Wall mounted fire blanket in kitchens	✓	✓	✓
Fire doors	Kitchen doors: 30 minute fire doors (FD30) with heat and smoke seals and self-closer	✓	✓	✓
	Living room doors: 30 minute fire doors (FD30) with heat and smoke seals and self-closer	✓	✓	✓
	Bedroom doors: 30 minute fire doors (FD30) with heat and smoke seals and self-closer	✓	✓	✓
	Basement and cellar doors: 30 minute fire doors (FD30) with heat and smoke seals and self-closer	✓	✓	✓
Fire detection	Grade D LD2 fire alarm system with smoke detectors in the escape route at all floor levels and heat alarm in kitchens. All alarms must be mains wired and interlinked.	✓	✗	✗
	Grade A LD2 fire alarm system with smoke detectors in the escape route at all floor levels and heat alarm in kitchens. All alarms must be mains wired and interlinked.	✗	✓ <sub>1</sub>	✓
	Additional interlinked smoke alarm in each bedroom.	✓	✓	✓
	Additional interlinked smoke alarm in living room.	✓	✓	✓
	Additional Grade D smoke alarm in basement and cellars.	✓	✓	✓
<b>Notes:</b>				
1: Grade D system may be acceptable depending on risk assessment				



Type of HMO: High risk bedsit property				
Area	Requirement	1-2 storeys	3 storeys	4 storeys
Firefighting equipment	Wall mounted fire blanket in communal kitchens and all bedsit rooms	✓	✓	✓
Fire doors	Communal kitchen doors: 30 minute fire doors (FD30) with heat and smoke seals and self-closer	✓	✓	✓
	Living room doors: 30 minute fire doors (FD30) with heat and smoke seals and self-closer	✓	✓	✓
	Bedroom doors: 30 minute fire doors (FD30) with heat and smoke seals and self-closer	✓	✓	✓
	Basement and cellar doors: 30 minute fire doors (FD30) with heat and smoke seals and self-closer	✓	✓	✓
Fire detection	Grade D LD2 fire alarm system with smoke detectors in the escape route at all floor levels and heat alarm in communal kitchens. All alarms must be mains wired and interlinked.	✓	✗	✗
	Grade A LD2 fire alarm system with smoke detectors in the escape route at all floor levels and heat alarm in communal kitchens. All alarms must be mains wired and interlinked.	✗	✓	✓
	Additional interlinked heat alarm in each bedroom.	✓	✓	✓
	Additional stand-alone smoke alarms in bedrooms (mains powered with battery back-up)	✓	✓	✓
	Additional interlinked smoke alarm in living room.	✓	✓	✓
	Additional Grade D smoke alarm in basement and cellars.	✓	✓	✓

### Additional fire protection measures required in all HMOs

Fire protection measures	
Escape route	Must be kept clear and should not be through risk rooms – where this is the case all affected bedrooms must either be provided with an escape window or door (if on the ground floor) leading directly outside the property to provide direct access to an external route of escape to a safe place. All affected bedrooms must also be fitted with FD30S fire doors with smoke seals and interlinked, mains wired smoke alarm with integral battery back-up.
	Stairs must be underdrawn to give 30 minutes fire resistance.
	Cellars and basement ceilings must have 30-minute fire resistance.
Cupboards on the escape route	<b>1 – 2 storeys:</b> Aim to keep any cupboards on the protected route empty and locked. If a cupboard on the escape route houses white goods, then it must have a 30 minute fire door with heat and smoke seals and an interlinked smoke detector.

	<p><b>3 storeys:</b> Cupboards on the escape route that are used for white goods or storage must have a 30-minute fire door with heat and smoke seals and an interlinked smoke detector. Alternatively, the cupboard must be kept empty and locked.</p> <p><b>4 storeys:</b> Cupboards on the escape route must have a 30-minute fire door with heat and smoke seals and an interlinked smoke detector.</p>
<b>Doors, windows and locks</b>	<p>Final exit doors and locks on bedrooms doors where provided must have locks that can be opened from the inside without the use of a key (i.e. thumb-turn locks). Break glass boxes are not acceptable.</p> <p>Glazing must be removed from panels above fire doors and replaced with 30-minute fire resistant material.</p>
<b>Power sockets and extension leads</b>	<p>An inadequate number of power points or their unsuitable location can result in increased fire risk as a result of overloading or the use of inappropriate or unsuitable extension leads. As a minimum the councils would specify two double sockets suitably located in each letting unit.</p>
<b>Fire notices</b>	<p>The licence holder must provide a notice informing occupants about what to do in the event of a fire. The notice shall be prominently displayed and located adjacent to the notice containing the name, address and telephone contact number of the person who manages the house.</p>
<b>Emergency lighting</b>	<p>Only required in properties with 3 or more storeys where route is complex or there is no effective borrowed light</p>

## Water supply and drainage

Under the Management of HMOs (England) Regulations 2006, managers of HMOs are required to maintain water supply and drainage in good, clean working order and protected from frost damage and failure to do so is an offence. The council may also take enforcement action in connection with any HMO if arrangements for the supply of water or drainage are judged to give rise to a serious hazard assessed using the HHSRS.

Water supply and drainage	
<b>Water supply</b>	The council will assess the suitability of water supply and drainage using HHSRS. Water supplies must be wholesome, sufficient and uninterrupted. Water for drinking purposes should draw directly from a mains supply.
<b>Drainage</b>	Dwellings should be provided with an effective system both above and below ground for the drainage of foul, waste and surface water. All new drainage works must comply with current Building Regulations.

## Personal washing and toilet facilities

Bathrooms, shower rooms and toilet cubicles should be provided with the facilities set out in the table below.

Personal washing and toilet facilities	
Location and access	Shared facilities must be accessible from a suitable common area.
	Toilet cubicles, bathrooms and shower-rooms should not be more than one floor distance from the letting-rooms they serve.
	Toilet cubicles and rooms containing WCs should not open directly onto the area of a kitchen where food is prepared.
	Bath and shower rooms must be capable of being used in privacy. In particular, doors must be capable of being secured from the inside, and any glazing must be suitably obscured.
	Separate toilet cubicles must be fully compartmented with obscured glazing as necessary and have a lockable door.
Water supply	Each bath and shower must be provided with a constant supply of hot and cold running water. The supplies must be adequate and capable of effective temperature control.
Wall coverings	Baths must be provided with an appropriate tiled splash-back to all abutting walls and must be sealed to the splash-back to prevent leakage.
	Showers must be provided with fully tiled walls (or an acceptable purpose made cubicle enclosure) and fitted with a suitable water-resistant curtain or shower-cubicle door.
	Rooms containing toilets must have smooth, non-absorbent wall and ceiling finishes which can be readily and easily cleaned.
Flooring	Bathrooms and shower-rooms must be provided with, easily cleaned, non-slip flooring.
	Rooms containing toilets must have slip-resistant flooring and, where the cubicle or room is in shared use, must be impervious and capable of being readily and easily cleaned.
Wash hand basin	A wash basin with continuous supplies of hot and cold running water and with a tiled splash-back must be provided in each separate toilet compartment, and each bathroom or shower-room containing a toilet.
	Wash basins with continuous supplies of hot and cold running water and with a tiled splash-back should be provided in all shared bathrooms/shower rooms (whether or not a WC is present) unless basins are provided within separate letting rooms.
	A wash basin with continuous supplies of hot and cold running water, and a tiled splash-back should be provided within each letting in HMOs let as bedsits, unless there is a sink in the letting, or the occupant has sole access to a room containing a basin or sink.
Heating	A fixed heating appliance in each bath or shower room sufficient to minimise condensation and capable of maintaining a temperature of 21°C with an outside temperature of -1 °C.
Ventilation	Where reasonably practicable, bathrooms and toilet compartments should also have mechanical extract ventilation ducted to the outside air. Mechanical ventilation must comply with Building Regulations.
En-suite facilities	Provision of en-suite facilities must not reduce the area of the associated habitable room below the minimum areas specified in the space standards and must not compromise the layout or appropriate use of the habitable room.

## Dimensions and layout of personal washing and toilet facilities

Rooms of the dimensions in the table below are likely to be judged acceptable for the proper and safe use of the amenities shown. Where rooms fall short of these requirements, are irregular in layout or unduly narrow, they may be judged unsuitable.

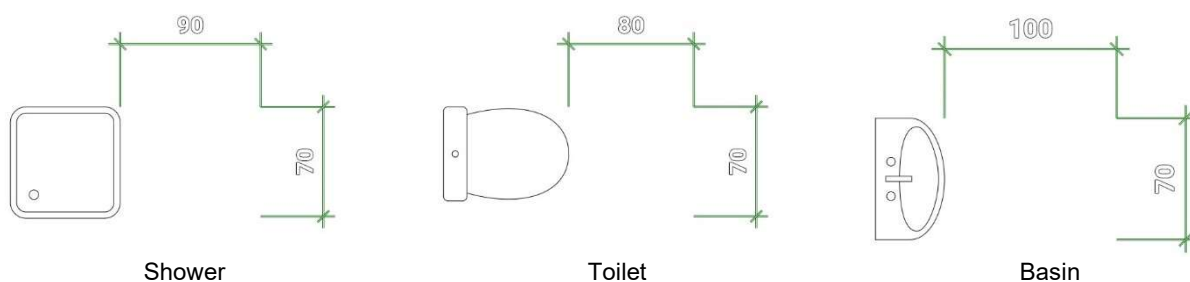
Washing and toilet facilities dimensions	
Amenity in room	Minimum room dimensions
Shower	1600mm by 900mm
Bath	1700mm by 1400mm
Shower and basin	2000mm by 900mm
Bath and basin	1700mm by 1600mm
Shower, toilet and basin	1900mm by 1700mm
Bath, toilet and basin	2000mm by 1700mm
Toilet and basin	1500 by 800mm

Toilet cubicles, bathrooms and shower-rooms must be laid out in such a way to enable safe unhindered use of the facilities. Bathrooms and shower-rooms must, in particular, have sufficient 'activity space' to allow users to undress, dry themselves, and dress in a safe manner.

The council will also have regard to the dimensions and activity space of each amenity. Activity space is the area next to a facility needed to allow safe and unhindered use, set out in the table below. Where facilities or available space fall short of these requirements they may be judged unsuitable.

Washing and toilet amenity sizes and minimum activity spaces		
Amenity	Amenity size	Minimum activity space*
Shower	800mm by 800mm	900mm by 700mm
Bath	1700mm by 700mm	1100mm by 700mm
Basin in toilet cubicle	Hand wash size only	-
Basins in other locations	500mm by 400mm	1000mm by 700mm
Toilet	700mm by 400mm	800 by 600mm
<b>Notes:</b> *Activity spaces may overlap		

Minimum activity space required for each amenity (dimensions in cm)



In the case of en-suite facilities in rooms occupied by one person only, the councils may accept a reduction in the activity space shown in the table above within the en-suite, provided the following requirements are met:

- The en-suite bath/shower-room is accessed directly from the habitable room in question.
- The habitable room can provide appropriate activity space, and
- That use of the facilities is not judged unreasonably compromised or hazardous.

Reduction in the activity space for WCs is least likely to be acceptable. Any agreed variation to the standard activity space will be confirmed in writing.

## Sharing ratios for personal washing and toilet facilities

Toilets and bathrooms/shower-rooms in shared use must be provided in the numbers specified in the table below.

A minimum of one suitable bathroom containing a full-size bath with appropriate supplies of hot and cold water must be provided in all HMOs providing accommodation for children aged under 10 years.

Washing and toilet facilities sharing ratios	
Number of people sharing (irrespective of age)	Minimum facilities required
1 - 4	One bathroom and one toilet with wash basin (the bathroom and toilet may be in the same room)  <b>Minimum provision:</b> One bathroom containing toilet, basin and bath or shower.
5	One bathroom and one separate toilet with wash basin (the toilet may be in a second bathroom).  <b>Minimum provision:</b> One bathroom containing a bath or shower and one separate toilet with basin.
6 -10	Two bathrooms and two separate toilets with wash basins (but one of the toilets may be contained within one of the bathrooms).  <b>Minimum provision:</b> One bathroom containing a bath or shower and toilet with basin, a second room containing a bath or shower, and a third room containing a toilet and basin.
11 - 15	Three bathrooms and three separate toilets with wash basins (but two of the toilets may be contained within two of the bathrooms).  <b>Minimum provision:</b> Two bathrooms containing toilet, basin and bath or shower, a third bathroom containing a bath or shower, and a separate toilet and basin.
<b>Bedrooms with en-suites</b>	Where a room is provided with a complete en-suite facility (bath/shower, toilet, and wash hand basin) for exclusive use of that occupant, then that occupant will be disregarded when considering the provision of sanitary facilities.  e.g. HMO with six occupants, one of which has exclusive use of a fully equipped en-suite. The requirement for the remaining occupants would be for five people.  If, however, the en-suite only provides one facility (a WHB, bath/shower or a WC) then the occupant will not be disregarded for the missing amenity.

## Kitchen facilities

Kitchen must be provided with the facilities set out in the table below which comprise a complete 'set of facilities.' Where the number of occupiers means that two or more kitchens are required, each kitchen will require a complete set of facilities. Similarly, (where the size of the room permits it) where two kitchens are provided in a single room, two full sets of facilities will be required.

Kitchens: Set of facilities	
Location and access	Each occupant must have access to a suitable kitchen which should be no more than two floors distance from the letting-room(s). Occupants should not have to go outside in order to access kitchen facilities.
	Kitchen facilities must be available for use 24-hours a day.
Sink	One stainless-steel sink with integral drainer, on a secure base, provided with constant supplies of hot and cold running water and connected to a drainage system. Both water supplies must be adequate and capable of effective temperature control.
	The cold-water supply to kitchen sink must be direct from the mains supply.
	A tiled splash back must be provided to walls abutting the kitchen sink and drainer. Sinks should be non-porous and smooth, to facilitate cleaning.
Worktops	A minimum of one undivided and securely supported worktop measuring 1000mm by 600mm plus additional lengths of worktop necessary to ensure provision on both sides of each cooker and next to each sink bowl.
	A tiled splashback must be provided to walls abutting all worktops.
	Worktops should be non-porous and smooth, to facilitate cleaning.
Storage	One food storage cupboard for each occupant that is at least one 500mm wide base unit or a 1000mm wide wall unit.
Fridge/freezer	A refrigerator with a minimum capacity of 130 litres and a freezer with a minimum capacity of 60 litres.
Cookers	A gas or electric cooker with 4 rings/burners, oven and grill, all of which are capable of simultaneous use.
	Electric cookers must be connected to the mains circuit by means of a fused spur connection.
	Walls abutting cookers should be provided with tiled splashbacks.
Power sockets	A minimum of 3 twin 13amp sockets provided at appropriate heights directly above fixed worktop(s) plus such additional sockets, in appropriate locations, as are needed to serve fixed appliances such as washing machines and fridges/freezers.

## Dimensions and layout of kitchen facilities

Each kitchen must be large enough and laid out in such a way as to enable safe, unhindered use of the facilities. Kitchen of the dimensions given in the table below are likely to be judged acceptable for the proper and safe use of the facilities. Where rooms fall short of these requirements, are irregular in layout or unduly narrow, they may be judged unsuitable.

Kitchen facilities dimensions	
3 – 5 occupants	usable floor area of at least 7m <sup>2</sup>
6 – 10 occupants	usable floor area of at least 10m <sup>2</sup>
Kitchen width	All kitchens must be at least 1.8m wide to allow safe movement of occupants

There must be adequate space for cookers, sinks and worktops and these must be placed in appropriate positions in the room and in relation to each other. Cookers must be located away from doors, door-openings and windows.

Sinks, worktops and immediately adjacent walls and floors should be non-porous and smooth, so as to facilitate cleaning. Walls abutting cookers, sinks and worktops should be provided with tiled splashbacks.

Where two sets of facilities are provided in one kitchen, the layout must allow both sets to be safely used at the same time. No more than two sets will normally be acceptable in a single room.

In cases where more than one kitchen is provided in separate rooms, each kitchen must be equipped with a suitable sink, traditional cooker and appropriate worktop.

## Sharing ratios for kitchen facilities

A complete set of kitchen facilities must be provided for every five occupants as described in the table below. No more than two sets of facilities shall be provided in any one kitchen. Any household with exclusive access to a kitchen (i.e. bedsits) will be excluded from this assessment.

Kitchen facilities sharing ratios	
Number of people sharing (irrespective of age)	Minimum facilities required
3 - 5	One complete set of kitchen facilities
6 - 7	Two complete sets of kitchens facilities however, where the two sets of facilities are provided in the same room: <ul style="list-style-type: none"> <li>• A combination microwave (with oven and grill function) is acceptable as a second cooker.</li> <li>• A dishwasher is acceptable is acceptable as a second sink</li> </ul>
8 - 10	Two complete sets of kitchen facilities with a minimum of 2000mm by 600mm worktop
11 +	At least two separate kitchens containing three complete sets of kitchen facilities.

## Mini or compact kitchens

Compact all-in-one mini kitchens typically include a sink, fridge, dry storage and a cooking facility (e.g. hot plates). Mini kitchens are unlikely to provide sufficient worktop, food storage or an appropriate cooker, so unless these units satisfy the requirements for the provision of kitchen facilities set out above, mini kitchens will not be accepted as an alternative to the kitchen facilities.

However, mini kitchens can provide additional facilities welcomed by occupants, and may allow some limited reduction in the provision of sinks, cookers and microwaves in shared kitchens. Any revision will be determined following an assessment of the circumstances of each case and confirmed in writing.

Mini-kitchens must be securely fixed and appropriately connected to services. Cold water supplies must be taken directly from the cold-water main.

Mini-kitchens will not be acceptable if their installation reduces the available free floor space in the room below 8.5m<sup>2</sup> or if their installation results in a hazard identified under the HHSRS.



## Bedsit kitchens

A bedsit is where sleeping, living and cooking amenities are provided for exclusive use by occupants within a single unit of accommodation (i.e. one room).

Kitchens provided in bedsits must meet the standards set out below.

Bedsit kitchen facilities	
<b>Layout</b>	The same principles of safe layout and design apply in bedsits as for shared kitchens. Cookers must not be located near doorways to avoid collisions.
<b>Cooking</b>	A gas or electric cooker with a minimum two-ring hob, oven and grill.
<b>Storage</b>	A 130-litre refrigerator with freezer compartment plus at least one food storage cupboard for each occupant in the bedsit (base units shall be 500mm wide and wall units shall be 1000mm wide). The sink base unit cannot be used for food storage.
<b>Preparation</b>	Worktop of at least 500mm deep and 1000mm long, comprising a minimum of 300mm both sides of the cooking appliance to enable utensils and pans to be placed down. All worktops must be securely supported, impervious and easy to clean
<b>Electricity</b>	Two double 13-amp power sockets suitably positioned at worktop height for use by portable appliances, in addition to sockets used by fixed kitchen appliances, plus two double sockets located elsewhere within the bedsit.
<b>Washing</b>	A stainless-steel sink and integral drainer set on a base unit with constant supplies of hot and cold running water. The sink shall be properly connected to the drainage system. The cold water shall be direct from the mains supply. A tiled splash-back shall be provided behind the sink and drainer.
<b>Ventilation</b>	Mechanical ventilation to the outside air at a minimum extraction rate of 60 litres/second or 30 litres/second if the fan is sited within 300mm of the centre of the hob. This is in addition to any windows.
<b>Fire detection</b>	An interlinked heat alarm with integral battery back-up located in each bedsit. An additional non-interlinked smoke alarm with integral battery back-up located in each bedsit. 30-minute protected route <sup>1</sup> is required, including 30-minute fire-resisting construction and FD30S doors to all risk rooms. Travel distance must not be excessive.
<b>Notes:</b> 1: A full 30-minute protected route is the preferred option however, in two-storey, normal risk HMOs the provision of suitable escape windows from all bedsit rooms may be acceptable in lieu of a fully protected route.	

## Meals provided by employers

Where meals are provided to staff occupying staff accommodation as part of their employment, the employees must have the use of kitchen facilities whenever meals are not available. Ideally this will be through the provision of exclusive or shared kitchen facilities, as described above.

In certain circumstances the use of the commercial kitchen may be an acceptable alternative. However, for this arrangement to be acceptable, the councils will have to be satisfied that occupants have access to the kitchen at all times.

In addition, the councils' Food and Safety team will have to be satisfied that there is appropriate and effective management of the kitchen, that all of the users have adequate food safety training to be using the commercial kitchen and that all users are complying with all applicable food hygiene regulations. Note: Failure to meet these obligations could result in prosecution under legislation concerned with food safety and hygiene.

Occupants must be able to make hot and cold drinks at all times and each occupant must be provided with:

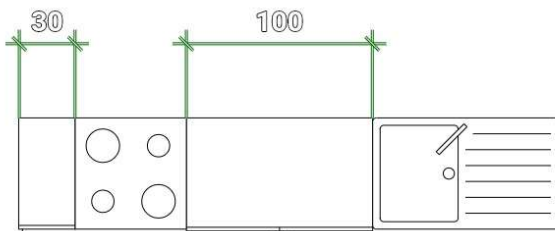
- A 130-litre refrigerator connected to a dedicated socket.

- A food storage cupboard (minimum size 600mm x 500mm x 600mm).

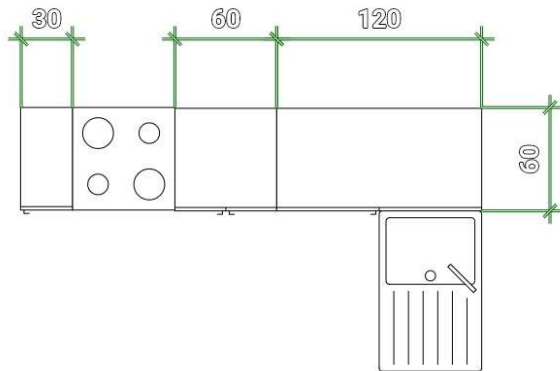
## Kitchen layout

### Good practice

A satisfactory kitchen must be safe, convenient and must allow good hygiene practices. It must be possible to stand directly in front of the cooker and sink and to place utensils down on both sides of each. Worktops must be secure, level and impervious and must be of adequate size. Adjacent walls require splashbacks and power points must be suitably located.



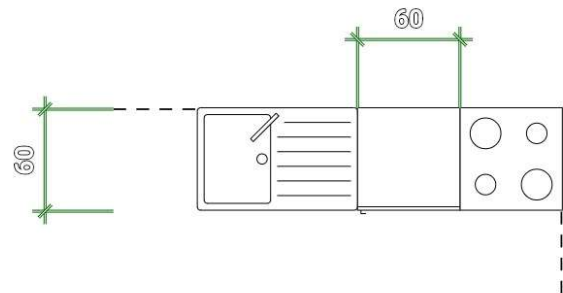
This is the minimum provision for a kitchen. It incorporates worktop on both sides of the cooker and working space both sides of the sinkbowl. Note 300mm is a minimum width and should be made wider where possible.



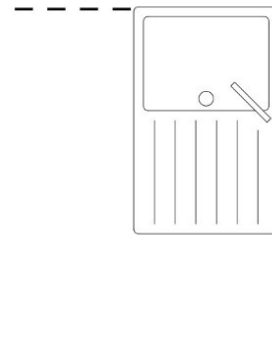
Alternative minimum layout. This arrangement provides more workspace but could be further improved by giving more room in front of the sink (see below).

### Unacceptable

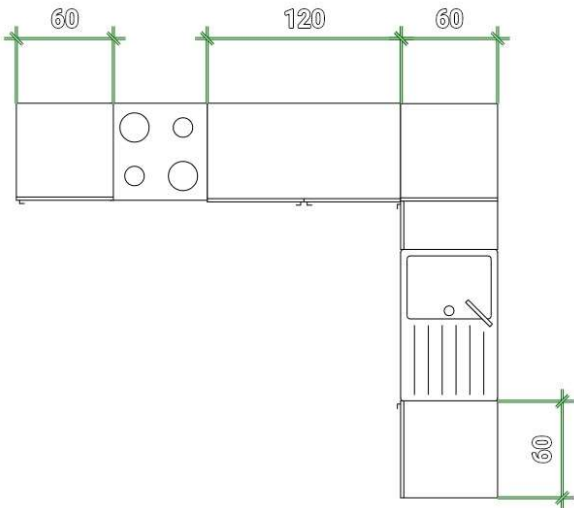
Cookers cannot be safely used if they are located in corners, do not have adequate worktop on both sides or are too close to sinks. Sinks require space to put dirty utensils on one side and clean on the other.



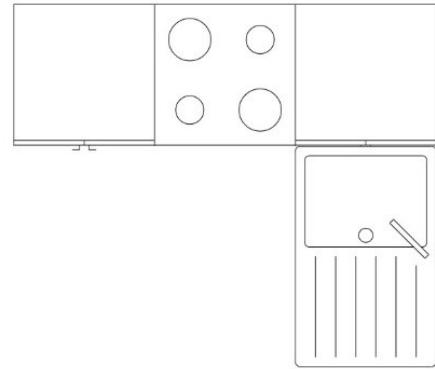
Cooker may not be located in a corner. This arrangement is impractical and unsafe



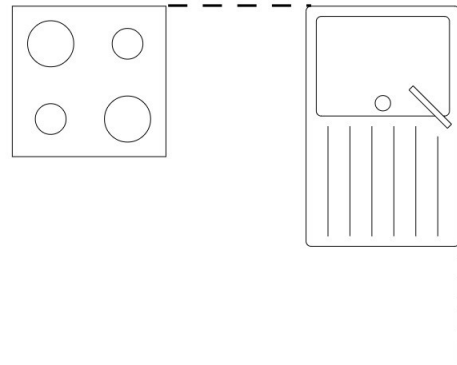
The sink bowl must not be located in a corner. This is an impractical arrangement and because there is no worktop next to the bowl and it is impossible to separate clean and dirty utensils, it also creates a hygiene hazard.



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



Neither cooker nor sink can be practically or safely used with this arrangement.



The cooker is free-standing and improperly located in relation to the sink. Both the cooker and sink also lack worktops. This arrangement is impractical and unsafe. Adding worktops will still not give a practical and safe kitchen.

## **Recycling and waste management**

### **Waste and recycling storage facilities**

HMOs occupied by separate and multiple households can generate more waste and rubbish than single family homes. Landlords must therefore ensure that they comply with the councils' waste storage and disposal schemes.

Landlords should provide suitable and sufficient facilities for the storage of household waste and recycling pending collection by the council.

The number and type of bins must be adequate for the requirements of each household and provided in accordance with the councils' waste and recycling policies.

Requests for additional bin capacity should be made to the councils' Waste Team. Landlords should not source their own bins and should contact the council if any of the bins are damaged or go missing. Bins will always remain the property of the council.

### **Information to occupiers**

Landlords must ensure that suitable instructions are given to all occupiers regarding the correct use of all waste and recycling bin. In particular, the following information must be provided to all occupiers upon moving into the HMO:

- The number and colour of bins at the property.
- The types of waste which should be placed in each bin.
- Where and when each bin should be stored, placed for collection, and returned after collection.

A notice clearly summarising this information should be prominently displayed within a communal area of the HMO.