

## **Annex 1 Mandatory Conditions:**

### STANDARD MANAGEMENT CONDITIONS

#### Mandatory Licence Conditions

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### **Mandatory Licence Conditions**

#### **Condition 1 Gas Safety**

*Conditions requiring the licence holder, if gas is supplied to the house, to produce to the local housing authority annually for their inspection a gas safety certificate obtained in respect of the house within the last 12 months.*

(Housing Act 2004 Schedule 4 1(2))

- i) At the time of the application if gas is supplied to the house, the licence holder shall ensure that the Gas Safety (Installation and Use) Regulations 1998 (or any Regulations which subsequently replace these) are complied with. The person responsible for a House in Multiple Occupation which is provided with gas appliances shall provide to the Local Authority a copy of a valid Gas Safety Certificate issued by a Council for Registered Gas Installers (CORGI) approved engineer.
- ii) This certificate shall be submitted annually and comply with the Gas Safety (Installations and Use) Regulations 1994 (as amended).
- iii) The Licence holder shall ensure that an annual safety check is carried out by a CORGI registered engineer on each gas appliance/flue in the house and shall submit to the Local Authority a gas safety certificate obtained within the last 12 months in respect of the house and thereafter on an annual basis.

**NOTE:** All landlords are required by the Gas Safety (Installation and Use) Regulations 1998 to have all gas installations in their rented properties checked once a year by a Council for Registered Gas Installers (CORGI) approved engineer. A landlord/manager should not fail in their duty to ensure the safety of tenants in this regard.

## **Condition 2                    Safety of Electrical Appliances and Furniture**

*To keep electrical appliances and furniture made available by him in the house in a safe condition;*

*To supply the authority, on demand, with a declaration by him as to the safety of such appliances and furniture.*

(Housing Act 2004 Schedule 4 1(3))

- i) The Licence Holder must ensure that all electrical appliances in the house supplied by them are maintained in a safe condition.
- ii) The Licence holder shall ensure that all electrical appliances made available in the house by them are inspected visually for defects (e.g. frayed wiring, badly fitting plugs etc) at the beginning of each occupancy, regularly thereafter and in any event every two years.
- iii) The Licence holder shall ensure that earthed equipment made available by them are tested at the point of supply and at least every two years thereafter (more often if deemed necessary by a risk assessment undertaken by the Licence holder). This test shall be undertaken by a person competent in the use of the testing equipment and who has the appropriate electrical knowledge and training (i.e. a competent electrician or other person in possession of a City and Guilds Certificate 2377).
- iv) The Licence holder shall ensure that the Electrical Equipment (Safety) Regulations 1994 (or any Regulations which subsequently replace these) are complied with.
- v) The licence holder will be required to ensure that all portable electrical appliances and furniture, other than those supplied by the occupiers, are kept in a safe condition.
- vi) The licence holder shall ensure that any upholstered furniture provided, whether new or second-hand, complies with the Furniture and Furnishings (Fire) (Safety) Regulations 1988, as amended.
- vii) The Licence holder shall ensure that a record of visual inspections and tests is maintained.
- viii) The Licence holder shall ensure that unsafe electrical appliances are removed from the house.
- ix) If requested by the Local Authority, the licence holder will be required to supply a declaration as to the safety of electrical appliances and furniture.

## **Condition 3                    Fire Detection**

*To ensure that smoke alarms are installed in the house and to keep them in proper working order;*

*To supply the authority, on demand, with a declaration by him as to the condition and positioning of such alarms.*

(Housing Act 2004 Schedule 4 1(4))

- i) The licence holder must insure that a fire detection system, which includes smoke alarms, is installed in the property and that the system is kept in proper working order. The Local Authority may request that the licence holder supplies a declaration that the detection is in proper working order and require details of the positioning of such alarms. If the Local Authority makes this request the licence holder must supply these details.

#### **Condition 4            Tenancy Agreement**

*Conditions requiring the licence holder to supply to the occupiers of the house a written statement of the terms on which they occupy it.*

(Housing Act 2004 Schedule 4 1(5))

- i)        The Licence holder shall ensure that notification in writing is given to all occupants at the beginning of their occupancy of the arrangements in place to deal with emergency and other repairs.

#### **Discretionary Licence Conditions**

*A licence may include such conditions as the local housing authority consider appropriate for regulating all or any of the following-*

- a)        *the management, use and occupation of the house concerned, and*
- b)        *its condition and contents.*

(Housing Act 2004 Part 2 Section 67 (1))

#### **Condition 5            Management Regulations**

- i)        The person responsible for a House in Multiple Occupation shall not knowingly or without reasonable excuse persistently contravene The Management of Houses in Multiple Occupation (England) Regulations 2006 - or any Regulations, which subsequently replace these - and any Approved Code of Practice issued under section 233 of the Housing Act 2004.

(A copy of The Management of Houses in Multiple Occupation (England) Regulations 2006 can be found in the appendix of this document).

NOTE:            A House in Multiple Occupation (HMO) should be managed at all times so as to comply with the above regulations. All HMO landlords and managers are expected to be familiar with these regulations and act in a manner so as not to knowingly or without reasonable excuse contravene them.

It is expected that landlords/managers carry out inspections of any shared facilities and areas in their premises on a weekly basis to ensure compliance with these regulations.

#### **Condition 6            Management of Property – Licence Holder Conduct**

- i)        The licence holder must ensure that any persons involved with the management of the house including themselves to their best knowledge are "fit and proper persons" for the purposes of the Act. Any change in these circumstances shall be notified to the local authority in writing.

NOTE:            Knowingly failing to provide information, or providing false information, required for an application for Licensing or failure to notify the Local Authority of any change of circumstances, may result in prosecution

- ii)        The licence holder must consult with the Local Authority before making any material changes to the layout, amenity provision, fire precautions or mode of occupation of the house.

- iii)        A condition of the licence is that the licence fee is paid in full on demand of the Local Authority.

- iv) The licence holder must advise the Local Authority immediately if there will be a transfer of ownership OR management of the house.
- v) The licence holder must ensure that a copy of the licence is clearly displayed within the common parts of the house for the benefit of all tenants.
- vi) The licence holder must display within the common parts of the house his/her contact details together with those of any manager or agent appointed in connection with the running of the house.
- vii) The licence holder will be required to ensure that there are sufficient measures in the property to provide a secure environment for the occupiers.

NOTE: These measures should not affect the fire precautions in place within the property i.e. all accommodation doors and final exit doors are to be fitted with locks with a thumb turn device on the inside of the door.

- viii) The licence holder should seek the advice of the local police station's crime prevention officer on measures to improve the security of the property, including lettings and communal areas.
- ix) The person responsible for a House in Multiple Occupation shall maintain it in a reasonable state of repair having regard to its age, character and locality. The Licence Holder must ensure that the house is maintained free from serious disrepair and to ensure that the exterior of the house is maintained in a reasonable decorative order and in reasonable repair.
- x) The Licence holder shall ensure that at all times gardens, yards and other areas within the curtilage of the house are kept in a reasonably clean and tidy condition and free from rodent infestations.
- xi) The Licence holder shall ensure that suitable and adequate arrangements for the storage of household refuse between collections, such that bags or loose refuse are not exposed for a period longer than 24 hours prior to its collection. There shall be provided and maintained in a convenient and accessible position an adequate number of suitable refuse containers, so sited as to be readily accessible to the refuse collection service.

## **Condition 7            Natural Lighting**

- i) All habitable rooms shall be provided with an area of clear glazing situated in either window and/or a door, equivalent to at least 1/10th of the floor area of the room.
- ii) All kitchens, bathrooms and water closet compartments shall comply with the point above. Where this is not practicable, adequate artificial lighting shall be provided in accordance with the requirements of Condition 8, below. All glazing to windows in bathrooms and water closet compartments shall be obscure.
- iii) Underground rooms used as habitable rooms shall comply with a) above. Where this is not practicable, adequate artificial lighting shall be provided in accordance with the requirements of Condition 8, below, to the satisfaction of the Housing Renewal Officer.
- iv) All staircases, landings and passages shall be provided with an area of clear glazing in a window. Where this is not practicable, adequate artificial lighting shall be provided in accordance with the requirements of Condition 8, below, to the satisfaction of the Housing Renewal Officer.

### **Condition 8            Artificial Lighting**

- i) All habitable rooms, kitchens, bathrooms, water closet compartments staircases, landings and passages shall be adequately lighted by electricity.
- ii) Time switches should only be allowed to common landings, passages and staircases and should stay on for an adequate time to allow a person to climb stairs and enter a room.
- iii) 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.

### **Condition 9            Ventilation**

- i) 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 1/20th of the floor area of the room.

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

- ii) All kitchens, bathrooms and water closet compartments shall comply with i) 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 15 minutes and be connected to the lighting circuit of the room.
- iii) Permanent means of ventilation in the form of a flue, airbrick, hit and miss ventilator or louvered window shall be provided in all dining/kitchen, kitchens, bathrooms, water closet compartments and any other rooms containing either cooking and/or washing facilities.

### **Condition 10          Water Supply**

- i) Each separate occupancy shall be provided with 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.
- ii) The water pressure to all fitments shall comply with the minimum requirements laid down by the relevant water authority at all times.
- iii) All water supplies shall, where necessary, be protected from frost damage.

## **Condition 11      Space standards**

Specific space standards will apply for Houses in Multiple Occupation Categories A, B and D.

### **Category A      Bedsitting Rooms, Flatlets**

#### **Space Standards**

The following minimum space standards shall be met for the accommodation shown. The maximum number of persons who may occupy any room or rooms, as a separate family shall not exceed the numbers indicated.

One-person units of accommodation

One-room units:      13.94m<sup>2</sup> including kitchen facilities;  
                                 10.22m<sup>2</sup> where provided with separate shared kitchen

Shared kitchens shall provide 3m<sup>2</sup> per person using the facility.

Two or more person units of accommodation

One-room units:      20m<sup>2</sup> (not normally suitable for two or more persons who are married couples or co-habitees).

In other cases for two persons only		20.5m <sup>2</sup>
Two or more roomed units:	Each kitchen	7m <sup>2</sup>
	Each living/kitchen	15m <sup>2</sup>
	Each living room	12m <sup>2</sup>
	Each living/bedroom	14m <sup>2</sup>
	Each bedroom	10m <sup>2</sup>

These figures are based on a two-person occupancy.

For occupancies of more than two persons reference please contact the Housing Renewal Division for further assistance.

#### **Measurement of Attic Rooms**

The area of any part of the floor space over which the vertical height of the room is, by reason of a sloping roof or ceiling, reduced to less than 1.5 m (5'0") shall be excluded from the calculation of the floor area of that room.

#### **Shared Kitchen**

Where practicable, each letting shall have its own kitchen facilities, separate or sited within the letting.

Such facilities shall be deemed insufficient unless they consist of a minimum of 2.79m<sup>2</sup> floor area. A shared kitchen shall be a minimum of 9.29m<sup>2</sup> in floor area.

## Category B Shared Houses

### Space Standards

#### One-person units of accommodation

Each bedroom: 10m<sup>2</sup> 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 6.5m<sup>2</sup>

Two person units of accommodation

Each bedroom: 15m<sup>2</sup> (161sq ft) 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 11m<sup>2</sup>

Common rooms

<b>Kitchens:</b>	used by 1-5 persons	7m <sup>2</sup>
	used by 6-10 persons	10m <sup>2</sup>
	used by 11-15 persons	13.5m <sup>2</sup>
	used by 16+ persons	16.5m <sup>2</sup>

<b>Dining/Kitchens:</b>	used by 1-5 persons	11.5m <sup>2</sup>
	used by 6-10 persons	19.5m <sup>2</sup>
	used by 11-15 persons	13.5m <sup>2</sup>
	used by 16+ persons	16.5m <sup>2</sup>

<b>Living Rooms and Dining Rooms:</b>	used by 1-5 persons	11m <sup>2</sup>
	used by 6-10 persons	6.5m <sup>2</sup>
	used by 11-15 persons	21.5m <sup>2</sup>
	used by 16+ persons	25m <sup>2</sup>

**Category D                      Hostels, Bed & Breakfast Establishments and  
Hotels providing Long Term Accommodation**

**Space Standards**

**Bedrooms**

There shall be prominently displayed in each bedroom, a notice in all relevant languages, setting out the maximum number permitted to sleep in the room.

Bedrooms that accommodate up to 4 members of the same household may be permitted, but in all other cases there shall be a maximum of two persons per room.

All bedrooms to be as follows:

used by 1 person	8.5m <sup>2</sup>
used by 2 persons	11m <sup>2</sup>
used by 3 persons	15m <sup>2</sup>
used by 4 persons	19.5m <sup>2</sup>
used by 5 persons	24m <sup>2</sup>

For each additional person above three persons there should be an additional 4.5m<sup>2</sup> of floor area.

**Lounge**

A minimum provision of 3m<sup>2</sup> per person will be required.

**Dining**

A minimum provision of 2m<sup>2</sup> per person will be required.

**Combined Lounge/Dining areas**

A provision of 4m<sup>2</sup> per person will be deemed to be adequate if the floor areas of lounge and dining rooms are combined.

**Kitchen**

Each occupancy shall have its own kitchen separate from the sleeping room and of an area of 4m<sup>2</sup>. Where this is not practicable, each occupancy shall have its own kitchen facilities within the unit of accommodation and 4m<sup>2</sup> shall be added to the floor areas.



## **Condition 12            Safety of electrical installations**

- i) The Licence holder shall ensure that the electrical installation in the house is kept safe and in proper working order.
- ii) The Licence holder shall provide to the Local Authority a copy of a valid electrical certificate (Periodic Inspection Report) relating to the following installations, where applicable, in the house: -
  - a) Fire Alarm System
  - b) Smoke/Heat Detection System
  - c) Emergency Lighting System
  - d) General Electrical Installation
- iii) The Licence holder shall ensure that a full periodic inspection of the electrical installation in the house is undertaken in accordance with BS 7671 (or any British Standard which subsequently replaces this) at intervals of no more than 5 years. The Licence holder shall ensure that this report is issued by a competent person. A competent person in this respect includes NICEIC enrolled contractors or ECA members who regularly inspect, and are qualified to inspect domestic electrical installation systems and whose work is subject to regular assessment.
- iv) The Local Authority may, at its own discretion, request the provision of a further full periodic inspection report when the following circumstances apply:-
  - a) substantial change in property configuration.
  - b) fire damage.
  - c) extensive vandalism.
  - d) evidence of regular/frequent poor property management by the responsible person responsible.
- v) If, at the time of routine inspection of the property by staff from the Local Authority, there are no causes for concern for the serviceability and general condition of the electrical installation as a whole, but there is evidence of localised damage or interference with an installation within a specific let, a "local" certificate may be required after remedial works have been completed.

NOTE:            Electrical safety is of paramount importance especially when supplying power to fire detection and alarm systems. To ensure all electrical systems are safe and operating correctly, an annual check by a competent electrical engineer is required. I would strongly recommend that any remedial work is carried out by a competent person who is able to issue the necessary Certificate. Proof of the qualifications may be requested by the Local Authority.

## **Condition 13            Occupation**

*Conditions imposing restrictions or prohibitions on the use or occupation of particular parts of the house by persons occupying it;*

(Housing Act 2004 Part 2 Section 67 (2)(a))

- i) The Licence holder must not permit the house to be occupied by more than the number of persons and households specified in the licence.
- ii) The Licence Holder must ensure that common areas, including shared living rooms, kitchens, hallways etc of the house are not used for sleeping, either by tenants or their guests.

## **Condition 14            Antisocial Behaviour**

*Conditions requiring the taking of reasonable and practicable steps to prevent or reduce anti-social behaviour by persons occupying or visiting the house;*

*(Housing Act 2004 Part 2 Section 67 (2)(b))*

- i) The licence holder must take reasonable practical steps to prevent or where appropriate reduce, antisocial behaviour by persons occupying or visiting the house. They must also reasonably cooperate co-operate with the Local Authority's Anti Social Behaviour Unit and the Police.
- ii) The Licence holder shall ensure that each future occupier is made aware of any conditions imposed by the Local Authority relating to the behaviour of occupants, and that compliance with any such conditions is made a condition of occupancy.
- iii) The Tenancy Agreement should include an 'anti-social behaviour' clause which should include the following

"The tenant agrees that any person living on the premises, whether permanent or temporarily and any visitor to the premises, will comply in all respects with the terms and conditions contained in this tenancy agreement and more particularly with the following conditions.

- a) Not to commit or allow any illegal or immoral act to be committed on the premises.
- b) Not to cause or permit to be caused any acts which are a nuisance, annoyance or inconvenience to other tenants or adjoining or neighbouring occupiers.
- c) Comply with arrangements made by the manager for the storage and disposal of refuse.
- d) Not cause damage to fixtures, fittings, fire precautions or premises.
- e) Not use abusive or threatening behaviour.
- f) Allow access to the agents/landlord/local authority staff to maintain communal areas
- g) With reasonable notice to carry out works/carry out inspections within the occupant's own accommodation.'

NOTE: The Housing Act 2004 defines 'anti-social behaviour' as:  
'Conduct on the part of the occupiers of, or visitors to, residential premises-

- which causes or is likely to cause a nuisance or annoyance to persons residing, visiting or otherwise engaged in lawful activities in the vicinity of such premises; or
- which involves or is likely to involve the use of such premises for illegal purposes.'

## **Condition 15      Amenities**

*Conditions requiring facilities and equipment to be made available in the house for the purpose of meeting standards prescribed under section 65;*

Conditions requiring such facilities and equipment to be kept in repair and proper working order;

*(Housing Act 2004 Part 2 Section 67 (2)(c) and (d))*

NOTE:            Condition 15 relates to the Prescribed standards for deciding the suitability for occupation of an HMO by a particular maximum number of households or persons as contained in Schedule 3 of The Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006, which have been defined in italics.

### **i)      *Heating***

Each unit of living accommodation in an HMO must be equipped with adequate means of space heating.

- a)      Heating should be provided in every habitable room and bathroom which is capable of maintaining a 21 degrees Celsius (°C) temperature difference with the external air when the outside temperature is -1°C. (The provision of insulation can assist in meeting this standard.)
- b)      Such heating provision must be capable of being used at any time.
- c)      Heating may be by means of:
  - a.      Central Heating, OR
  - b.      Gas heaters connected to a suitable flue or terminal outlet, OR
  - c.      Oil heaters connected to a suitable flue and terminal outlet, OR
  - d.      Electricity. Any electrical heater should a fixed installation and connected via a fused spur for the sole use of the appliance.

NOTE:            Portable or removable heating appliances will not be acceptable. 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).

- d)      The use of portable paraffin or oil fires heaters and liquefied petroleum gas heaters (LPG) (Bottled Gas heaters) shall not be acceptable under any circumstances.

### **ii)      *Washing facilities***

Where all or some of the units of living accommodation in an HMO 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:*
  - a.      One separate toilet with wash hand basin with appropriate splash back for every five sharing occupiers; and

- b. at least one bathroom (which may contain a toilet) with a fixed bath or shower for every five sharing occupiers;
- c) *Where there are five or more occupiers within an HMO, there is a requirement for Category D - Hostels, Bed & Breakfast Establishments and Hotels providing Long Term Accommodation to provide wash hand basins with an appropriate splashback within each unit of accommodation. For all other properties the requirement for Wash hand basins within each unit of accommodation will be determined at the discretion of the local authority considering the category of HMO, composition of occupants and layout of the property.*

*NOTE: For more information on this requirement please contact the local authority*

The table below shows the requirements for Category D Hostels, Bed & Breakfast Establishments and Hotels

Schedule of amenity provisions in relation to number of persons	
1-4 persons	No requirement for wash hand basins in sleeping rooms At least 1 bathroom and 1 WC (the bathroom and WC may be combined) WHB not required in bedrooms
5 persons	1 WHB required in each sleeping room plus 1 bathroom AND 1 separate WC with WHB (but the WC can be contained within a second bathroom)
6-10 persons	1 WHB required in each sleeping room plus 2 bathrooms AND 2 separate WCs with WHBs (but one of the WCs can be contained within one of the bathrooms)
11-15 persons	1 x WHB required in each sleeping room plus 3 bathrooms AND 3 separate WCs with WHBs (but two of the WC's can be contained within 2 of the bathrooms)

- d) *All baths, showers and wash hand basins in an HMO must be equipped with taps providing an adequate supply of cold and constant hot water.*

Hot water may be provided by any of the following methods:

- a) Piped from boiler and storage
  - b) Immersion heater
  - c) Fixed gas appliance e.g. multipoint
  - d) Instantaneous electric heaters (only to wash hand basins and electric showers) having a minimum rating of 6KW.
- e) All bathrooms in an HMO must be suitably and adequately heated and ventilated. Heating provisions are detailed in Condition 15 i) c) above.
- f) All bathrooms and toilets in an HMO must be of an adequate size and layout.
- g) All baths, toilets and wash hand basins in an HMO must be fit for the purpose.

- h) *All bathrooms and toilets in an HMO must be suitably located in or in relation to the living accommodation in the HMO.*

NOTE: Suitably located bathrooms and toilets means that there shall be bathroom facilities not more than one floor distant in relation to living and sleeping accommodation. No toilet should open directly onto an area of kitchen where food is prepared unless mechanical extract ventilation and a wash hand basin is provided.

**iii) Facilities for Storage, Preparation and Cooking of Food –  
Where all or some of the units of accommodation within the HMO do not contain any facilities for the cooking of food -**

- a) *There must be a kitchen, suitably located in relation to the living accommodation, and of such layout and size and equipped with such facilities so as to 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-*

- c) *sinks with draining boards;*

Sinks shall be at a ratio of one sink for 5 persons. Where 6 persons occupy a house, the provision of a double-bowled sink, or a dishwasher (in addition to a sink) may be treated as meeting this standard where the Local Authority considers that such provision adequately meets the occupiers' needs.

- d) *an adequate supply of cold and constant hot water to each sink supplied;*

Hot water may be provided by any of the following methods:

- a. Piped from boiler and storage
- b. Immersion heater
- c. Fixed gas appliance e.g. multipoint
- d. Instantaneous electric heaters having a minimum rating of 6kw with a 7 litre storage reservoir.

- e) *installations or equipment for the cooking of food;*

Kitchens shall be equipped with cookers with a minimum of 4 rings, a standard sized oven and grill. They shall usually be provided at a ratio of one per 5 persons sharing the kitchen. Where an HMO is occupied by 6 persons the provision of a cooker with more than 4 rings and more than one oven, or a combination microwave oven (in addition to a cooker with 4 rings, an oven and a grill) may be treated as meeting this standard where the Local Authority considers such provision adequately meets the occupiers needs.

- f) *electrical sockets;*

In addition to sockets provided for appliances required by these standards, a minimum of 2 double sockets should be provided and located in a safe and accessible position above worktop height. Sockets should be provided at a ratio of one double socket for every two persons using the kitchen to a maximum of four double sockets.

g) *worktops for the preparation of food;*

Worktops shall be a minimum of 500mm depth and a length of 2m per 5 persons using the kitchen, in addition to any work surface taken by an appliance, sink unit or cooker required to satisfy the standards set out at paragraphs 3.1 (b)(i) and (iii) above. A suitable splashback should be provided to any work surface that abuts a wall.

All worktops should be capable of being readily cleaned and should be securely fixed.

h) *cupboards for the storage of food or kitchen and cooking utensils;*

Each household shall be provided with an adequately sized cupboard for the storage of food and kitchen utensils food cupboard ventilated to the external air, having a capacity of not less than 0.3m<sup>3</sup> (4ft). This may be located either in the kitchen or unit of accommodation. Cupboards sited in the kitchen should be lockable. The space located below the sink should not be treated as a food cupboard for the purpose of this standard ventilated or otherwise.

i) *refrigerators with an adequate freezer compartment (or, where the freezer compartment is not adequate, separate freezers);*

A refrigerator of sufficient capacity to meet the reasonable needs of the users should be provided.

j) *appropriate refuse disposal facilities: and*

k) *appropriate extractor fans, fire blankets and fire doors.*

NOTE: Where all meals are provided by the landlord, some self-catering facilities will need to be provided. The Local Authority will consider the circumstances of the case and decide the self-catering services that are required to adequately meet the occupier's needs.

**iv) Facilities for Storage, Preparation and Cooking of Food -  
*Units of living accommodation without shared basic amenities***

*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;*

- a. The minimum requirement is two rings/hot plates together with a minimum of 28 litre oven and grill.
- b. For occupancies of two persons the requirement is three rings/hot plates together with a minimum of 28 litre oven and grill.
- c. For occupancies of three or more persons a full size cooker is required.

b) *a sink with an adequate supply of cold and constant hot water;*

Hot water may be provided by any of the following methods:

- a. Piped from boiler and storage
- b. Immersion heater
- c. Fixed gas appliance e.g. multipoint
- d. Instantaneous electric heaters having a minimum rating of 6kw with a 7 litre storage reservoir.

- c) *a work top for the preparation of food;*

A suitable work surface a minimum of 0.5m deep and a length of 0.5m plus 0.5m per person using the facility shall be provided.

- d) *sufficient electrical sockets;*

In addition to sockets provided for appliances required by these standards, a minimum of one double socket should be provided and located in a safe and accessible position above worktop height. Sockets should be provided at a ratio of one double socket for every two persons using the kitchen to a maximum of four double sockets.

- e) *a cupboard for the storage of kitchen utensils and crockery; and*

An adequately sized cupboard for the storage of food and kitchen utensils should be provided. The space located below the sink should not be treated as a food cupboard for the purpose of this standard.

- f) *a refrigerator.*

An adequately sized refrigerator with freezer compartment should be provided.

- g) *Where there are no adequate shared washing facilities provided for a unit of living accommodation as mentioned in Condition 12 ii), an enclosed and adequately laid out ventilated room with a toilet and bath or 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*

*NOTE: Reasonable proximity to the living accommodation shall mean no more than one floor distant from the living accommodation.*

- h) *Fire precautionary facilities*

*Appropriate fire precaution facilities and equipment must be provided of such type, number and location as is considered necessary.*

*NOTE: Separate guidance is available to enable compliance with this point although all recommendations should only be drawn up by persons with appropriate fire experience and all recommendations must be approved by the respective Fire Authority.*

## **Condition 16      Timescale to abide by conditions**

*Conditions requiring, in the case of any works needed in order for any such facilities or equipment to be made available or to meet any such standards, that the works are carried out within such period or periods as may be specified in, or determined under, the licence;*

(Housing Act 2004 Part 2 Section 67 (2)(e))

- i) Time scales shall be agreed with the licence holder but in any case no more than two years from the licence being issued.