

CIVIC GOVERNMENT (Scotland) ACT 1982

(Licensing of Houses in Multiple Occupation) Order 2000

**GLASGOW CITY COUNCIL
HEALTH, SAFETY AND WELFARE STANDARDS
FOR HOUSES IN MULTIPLE OCCUPATION**

**ISSUED BY GLASGOW CITY COUNCIL
HOUSES IN MULTIPLE OCCUPATION UNIT**

1st November 2008

INTRODUCTION

A NEW HMO CANNOT BEGIN TO OPERATE UNTIL IT HAS A LICENCE.

It is the owner's responsibility to ensure that all health, safety and welfare requirements contained within this document are achieved and maintained, for the benefit of the occupants of the house in multiple occupation and in some cases, the neighbours.

The guidance contained within this publication will be one of the benchmarks used by Glasgow City Council's Licensing Committee when considering an application for a licence. ***These guidelines are subject to change from time to time and it is therefore important you check the website below or telephone the HMO Unit and check for changes.***

Should you wish clarification on any aspect of this guidance please telephone the relevant telephone number:-

NORTH WEST GLASGOW :- 0141 287 6533

EAST AND CENTRAL GLASGOW :- 0141 287 6535

SOUTH GLASGOW :- 0141 287 6536

WEB SITE ADDRESS :-

http://www.glasgow.gov.uk/en/Business/Planning_Development/Building_Control_Public_Safety/HousesinMultipleOccupation/

IMPORTANT NOTICE TO OWNERS/LANDLORDS

It is the responsibility of the owner or landlord to ensure that any statutory consents such as Planning Permission and Building Warrant are obtained before use of the premises as a house in multiple occupation.

It should be clearly understood that any works which are carried out without such consents having been obtained are carried out at the risk of the owner or landlord ultimately being refused Planning Permission or Building Warrant for the use of the premises as a house in multiple occupation.

CONSULTATION WITH H.M.O UNIT

Before you either submit an application for the grant of a new licence for a new house in multiple occupation or an application for a variation to an existing licence, consult with the House in Multiple Occupation Unit where works or alterations to the accommodation is intended. In addition, no such works or alterations should be carried out before you consult with the H.M.O Unit. This consultation process also applies to new build property. Should you choose not to follow this consultation process your works, alterations or new build property may be considered unsatisfactory with risks, therefore, associated to the granting of your licence by the Council's Licensing and Regulatory Committee, who will consider your application.

HEALTH, SAFETY AND WELFARE STANDARDS

1. Space Standards

Local authorities should ensure that properties are not overcrowded. The definition of overcrowding is as set out in Part (viii) of the Housing (Scotland) Act 1987.

Normally sleeping accommodation will be in the form of single or double bedrooms. Details are given in Annex A, which also provides for circumstances where this is not the case.

Every bedroom or living room should also be capable of accommodating at least:-

- a. a bed;
- b. a wardrobe (except where a built in wardrobe of equal size is provided); and
- c. a chest of drawers, together with their associated activity spaces of the dimensions shown in Annex B.

The location of the bed, wardrobe or drawers should not obstruct access to electrical sockets in the room.

The minimum floor area of a room used as a single room shall be 6.5m² (70sq.ft.)

The minimum floor area of a room used as a double room shall be 10.5m² (110sq.ft.)

The minimum width of a bedroom shall be 2.25m.

2. Kitchen Floor Space and Dining Facility Space

When providing a kitchen for the use of your tenants you must consider the possible variety of activities, e.g. washing up; cooking; food preparation etc, and the maximum no of people entitled to use the kitchen and provide the necessary floor space for these activities to take place. See activity space for a cooker as an example. In addition to activity space you must take into account the ability of tenants to pass or work around each other, with ease and safety, while in the kitchen.

The minimum floor width or passage width for a kitchen is 1m. No cooker or sink shall be located in a corner of the kitchen or behind the entrance door to a kitchen. Where you are required or you propose to install a dining facility in the kitchen, that facility must measure at least 2m by 2m, and must be sited in such a manner as not to interfere with any other activities liable to occur in the kitchen (eg cooking).

3. Kitchens

There should be:-

- (a) 1 sink, with integral drainer and piped hot and cold water supply for every 5 persons.
- (b) 1 refrigerator and 1 freezer for every 5 persons.
- (c) 1 cooker with oven, grill and 4 cooking plates or rings for every 5 persons. For activity space, see item 2 and annex C.
- (d) 600mm x 600mm free worktop space per person.
- (e) 1 standard single wall cupboard, per person for dry food storage.
- (f) A double cupboard arrangement for the storage of household cleaning chemicals etc.
- (g) 2 single cupboards or a double cupboard for the storage of crockery and cooking equipment.
- (h) Sufficient drawer space for the storage of cutlery and cooking utensils.
- (i) Where a communal kitchen is provided, this shall be on the same floor as the bedrooms it serves or alternatively, dining facilities shall be provided on the same floor as the kitchen, when the kitchen is not on the same floor as the bedrooms it serves. When the kitchen is not on the same floor as the bedrooms it serves it can only be located either 1 floor above or below these bedrooms.

4. Sanitary Facilities

There should be:-

- (a) One WC for every five persons.

- (b) This should be located so that if they are not on the same level as the bedroom it is no further than the next floor up or down.
- (c) One bath or shower for every five people. These should be provided with a suitable and sufficient supply of piped hot and cold running water, installed and maintained by a suitably qualified tradesman to comply with current British and European Standards.

All persons living in the premises are to be included e.g. owner or manager where no separate exclusive facilities are provided.

- (d) Every water closet compartment should have a washbasin within the water closet compartment itself, or within an adjacent space providing the sole means of access to the water closet compartment. The water closet should also be separated by a door from any room or space used wholly or partly for the preparation or consumption of food.
- (e) An unobstructed activity space of 600mm must be provided in front of the watercloset bowl.
- (f) An unobstructed activity space of 600mm must be provided in front of any wash-hand basin.
- (g) Where baths or showers require to be passed to gain access to other parts of the sanitary accommodation or other sanitary fittings, a minimum passage width of 600mm must be provided.

Location

- (h) Every bedroom should be located so that it is not necessary to pass through another bedroom in order to reach a bathroom, water closet compartment, or circulation space.

Drainage and Water Supply

- (i) All sanitary pipe work, fittings and appliances shall be properly connected to the drainage/plumbing system of the property in compliance with current British and European Standards.
- (i) An easily accessible cold water supply branch stop cock must be provided to isolate the water supply to the HMO. Drawings submitted for a licence must clearly show the location of the stop cock.

5. Space Heating

Each bedroom and living room should have a space heating appliance or a central heating system which may include any system of warm air or under floor heating capable of maintaining a temperature of 18°C when the outside temperature is minus 1°C.

Liquid Petroleum Gas (LPG)

Room heaters of a type fuelled by liquefied petroleum gas or paraffin are not acceptable.

Solid Fuel

Any solid fuel appliance must have a suitable fixed air supply and means of exhaust ventilation which is adequate and well maintained.

Oil Fuel

An oil fuel appliance should comply with BS5410 Part 1: 1997 or any amendments or update thereof.

Gas Fired

All gas fired appliances should be installed and maintained in accordance with the relevant British standard for that type of appliance.

Annual Gas Safety Check

An annual gas safety check on each gas appliance/flue must be carried out by a Gas Safe Registered Engineer and the results of the safety check provided to tenants in the form of a Landlords' gas safety check record, a copy of which requires to be forwarded to the Director of Development and Regeneration Services. **When you submit a licensing application for the renewal or grant of your HMO licence, you will be required to submit your Landlord's Gas Safety Certificate no later than 28 days from the date of the licensing inspection carried out by an officer from the HMO Unit**

Extract Fans

Where an extract fan is fitted in the same room (or in an adjoining room) as an open-flued combustion appliance a spillage test should be carried out to ensure the combustion appliance is operating safely. Testing to the following guidance will satisfy this requirement:-

- (a) for a solid fuel appliance, BRE Information Paper IP 7/94 or any amendments or updates thereof;

NOTE: An extract fan should not be fitted in the same room as an open-flued solid fuel appliance

- (b) for an oil-fuelled appliance, Clause 4.4.7 of BS5410: Part 1: 1997 and OFTEC Technical Information Note T1/112 or any amendments or updates thereof; and
- (c) for a gas-fitted appliance, Clause 4.3.2.3. of BS 5440: Part 1: 1990 or any amendments or updates thereof.

6. Lighting & Ventilation

Every sleeping room, living room or sitting room shall be provided with suitable and sufficient means of natural lighting for ordinary domestic purposes.

Artificial Lighting

Every room, hall, corridor, passageway, bathroom, water closet, kitchen, staircase and any other space having a floor area of 2 square metres or more shall be provided with suitable and sufficient means of artificial lighting.

Any lighting point serving a stair within an HMO should have controlling switches at each storey.

Ventilation

- (a) Every room, bathroom, water closet and kitchen shall be provided with suitable and sufficient means of ventilation and in the case of every sleeping, living or sitting room, at least one window must open directly to the external air.
- (b) Every room which is used for the cooking of food shall be provided with suitable and sufficient means of natural and/or mechanical ventilation which will be effective in removing cooking odours from the premises.
- (c) Every sanitary convenience and/or washing facility shall be provided with suitable and sufficient means of natural and/or mechanical ventilation.
- (d) Mechanical ventilation, if provided to meet the requirements of (a), (b) or (c) above, shall have due regard to the level of noise emission and the number of air changes per hour.

7. Electrical Safety

At least once every three years certificates must be provided to verify that the installed system and any portable electrical appliances provided by the landlord have been examined by a competent person and are functioning properly and are safe. **When you submit a licensing application for the renewal or grant of your HMO licence you will be required to submit your electrical certificate no later than 28 days from the date of the licensing inspection carried out by an officer from the HMO Unit.**

In relation to the following areas within the house, the minimum number of electrical wall sockets must be provided:

- **Kitchen -** *minimum of six easily accessible sockets*
- **Bedroom -** *minimum of six easily accessible sockets*
- **Lounge/Living Room -** *minimum of six easily accessible sockets*
- **Communal Areas -** *minimum of two easily accessible sockets*

The above standard applies to all Houses in Multiple Occupation.

8. General Standards

Handrails

Every stair for a change in level of more than 600mm should have a handrail on at least one side, fixed at a height of at least 840mm and not more than 1metre above the pitch line of a flight or surface of a landing.

Clothes Drying

Suitable arrangements internally or externally should be provided for drying of clothes, bedding, etc.

9. Refuse Storage

A minimum of one suitable bin with lid per 5 tenants for the exclusive storage/collection of refuse produced by them must be provided. Suitable storage for, and access to the bin must be provided and maintained.

10. Noise Reduction

Noise is a significant source of complaints about HMO's from neighbours and some physical aspects of the property can add to the problems. Landlords must consider ways of minimising noise nuisance in relation to the choice and installation of items such as door closers and extract fans for example. It must be ensured that deafening must be reinstated following completion of work carried out under the floorboards. It is recommended that carpets are laid rather than wooden flooring or similar substitute wood flooring.

11. Security

The accommodation must have secure locks on all access doors and ground floor or accessible windows and on the doors of the residents' rooms where appropriate. All locks must be capable of being opened from the inside without recourse to a key so that residents can escape in case of fire. Landlords should consult the Crime Prevention Officer at the local Police Station for advice on security. Any security measures should not contravene fire safety measures. Written confirmation of such consultations with the police should be sent to the HMO Unit by the Landlord.

12. Carbon Monoxide Monitoring

A Carbon Monoxide detector complying with BS7860 : 1996 must be installed and used according to manufacturer's instructions, in every room where there is a gas appliance, particularly in rooms that are used a lot such as a bedroom or lounge to monitor carbon monoxide.

For maximum effectiveness the detector should be sited at least 1.5 metres (5') above floor level and at least 1.85 metres (3') to the side of the appliance. It should not be placed

outdoors, near a door or window, in or below a cupboard, or anywhere that airflow is restricted.

13. Fire Safety Certification

Certificates of satisfactory installation and testing, confirming that the approved Fire Alarm and Automatic Fire Detection System/Emergency Lighting System (if applicable) have been installed so as to comply with the relevant British Standard, should be signed and dated by a competent person and submitted to the Fire Authority. Thereafter these systems should be examined and tested annually by a competent person and certificates confirming a satisfactory test result should be submitted to the Fire Authority.

14. Hallways

- (a) Must be kept free from furniture or storage so as to prevent the means of escape, in the event of fire, being obstructed.
- (b) Must not be used as kitchens or lounges/living rooms.

15. Seals and Tiling Around Waste Fittings

All seals around any waste fittings (eg shower, bath) must be maintained in a clean and watertight condition. Examination of such seals, by the Landlord, will be required from time to time to ensure they are well maintained and water tight.

All tile and laminate surrounds or waste fittings must be maintained in good repair and watertight condition. Maintenance visits require to be carried out.

Management & Maintenance of Licensed Premises

1. A copy of the licence and accompanying licensing conditions must be displayed on the premises in a prominent position.
2. Once a licence has been granted the premises may be subject to inspection within the three years to ascertain if the standard licensing conditions are being maintained.
3. Where it is apparent that the conditions are being neglected or complaints received, appropriate action will be taken which ultimately could result in the licence being revoked.
4. **When electrical and gas certificates expire during the three year period of the HMO licence the applicant must obtain new ones and copies must be submitted to the Local Authority within 7 days of the expiry. A copy of the latest Gas Certificate should be issued to all existing tenants.**

5. **Gas and Electrical Certificates should be sent to:**

**Development and Regeneration Services
Building Control and Public Safety
HMO Unit
231 George Street
Glasgow
G1 1RX**

ANNEX A : SPACE STANDARDS

1. Bedrooms where common living room available

Single Room (1 Adult)	6.5sq. metres
Double Room (2 Adults)	10.5sq. metres
Triple Room (3 Adults)	16.5 sq. metres
Over 3 Adults	16.5 sq. metres plus 4.5sq. metres per person over 3

Family room (2 Adults plus children under 10)	10.5sq. metres plus 4.5sq. metres per child
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2. Bedrooms where no communal living area available

1 Adult	10sq. metres
2 Adults	15sq. metres
3 Adults	19.5sq. metres
Over 3 Adults	19.5sq. metres plus 6 sq. metres per person over 3

Family room (2 Adults plus children under 10)	15sq. metres plus 7sq. meters per child
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3. Bedroom with Cooker

1 Adult	13sq. metres
2 Adults	19sq. metres
(In normal circumstances children would not be accommodated in bedrooms with cookers. If, exceptionally, they are, appropriate measures must be taken to ensure their safety).	

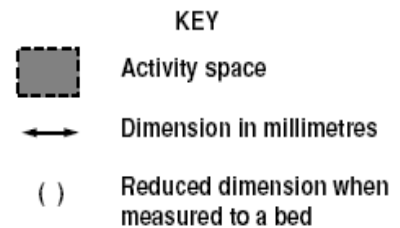
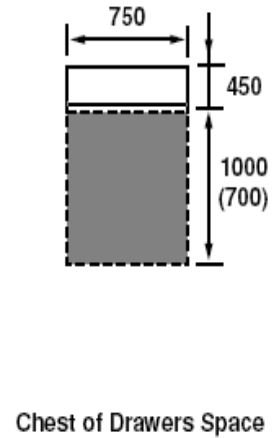
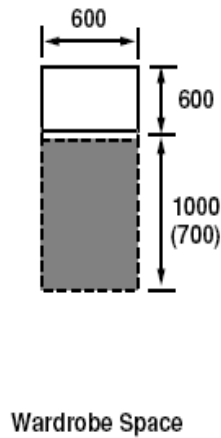
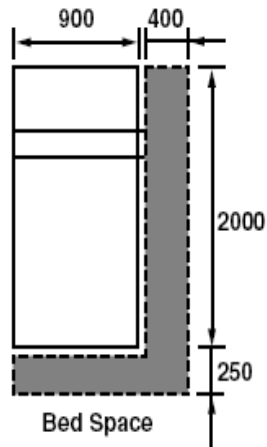
4. Communal Living Room

3 – 6	Persons	11sq. metres
7 – 10	Persons	16.5sq. metres
11 – 15	Persons	19.5sq. metres

5. Other Information on space standards

See points 1, 2, 3 and 4 of these standards.

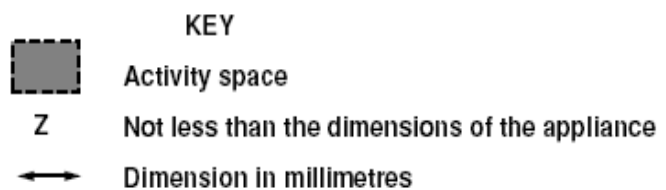
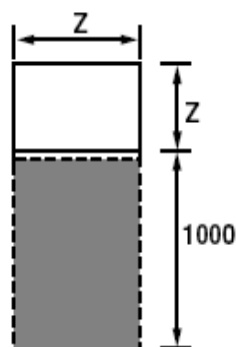
ANNEX B : ACTIVITY SPACES



Notes:

1. An activity space is measured at floor level.
2. The shaded area of an activity space may overlap only the shaded area of another activity space.

ANNEX C : ACTIVITY SPACE FOR COOKERS



Note:

An activity space is measured at floor level