



# **HMO Licensing Fire Safety and Amenity Standards**

**For**

**Mandatory HMO Licensing**

**Cathays Additional HMO Licensing**

**Plasnewydd Additional HMO Licensing**

(Updated May 2020)

## Cardiff Council Amenity and Space Standard

Required Amenities	Shared HMO	Bedsits / flats
<u>Personal Hygiene</u>		
<b>Bathrooms</b> (This means a room containing a bath or shower, but not necessarily a toilet or wash hand basin).	1 bathroom for every 5 occupants. 1 to 5 occupants = 1 bathroom. 6 to 10 occupants = 2 bathrooms. 11 to 15 occupants = 3 bathrooms.	1 bathroom for every 5 occupants. 1 to 5 occupants = 1 bathroom. 6 to 10 occupants = 2 bathrooms. 11 to 15 occupants = 3 bathrooms.
<b>Water Closets (WC)</b> (Toilets)	1 WC for up to 4 occupants (may be in bathroom/shower room) 1 WC per 5 occupants (in a separate compartment to the bath/shower) 2 WCs per 6 Occupants (may be in bathroom/shower room) 2 WCs per 7-10 occupants (1WC to be in a separate compartment) 3 WCs per 11-15 occupants (1WC to be in a separate compartment to the rooms containing baths/showers). * All W.C's must contain a WHB with hot and cold water	1 WC for up to 4 occupants (may be in bathroom/shower room) 1 WC per 5 occupants (in a separate compartment to the bath/shower) 2 WCs per 6 Occupants (may be in bathroom/shower room ) 2 WCs per 7-10 occupants (1WC to be in a separate compartment) 3 WCs per 11-15 occupants (1WC to be in a separate compartment to the rooms containing baths/showers). * All W.C's must contain a WHB with hot and cold water
<u>Kitchens</u>		
<b>Cooker</b>	1 cooker (oven, grill, 4 hobs) per 5 occupants Option for up to 7 occupants, rather than providing a second full cooker, is to provide one full cooker and one <u>convector</u> microwave combination oven of capacity (min) 27 litres. This option is not available where there are 8 or more occupants. For 8 - 10 persons : 2 cookers (oven, grill, 4 hobs) 11-15 persons: 3 cookers (oven, grill, 4 hobs)	Minimum 2 hobs, oven & grill (May be a worktop appliance) per single person unit. Minimum 4 hobs, oven & grill per double person unit. (For flats with more than 2 occupiers, apply standard for Shared HMOs)
<b>Sinks</b> With permanent supply of hot & cold water and draining board.	1 sink per 5 occupants Option for up to 7 is to provide one sink and a dishwasher (or 2 sinks). For 8 - 10 persons : 2 sinks 11-15 persons: 3 sinks	1 per unit (For flats with more than 2 occupiers, apply standard for Shared HMOs)
<b>Electrical sockets</b>	3 double sockets in addition to any serving major appliances (major appliances being fridges, freezers, dishwashers, washing machines, etc.)	Minimum requirement of 3 double sockets specifically for the kitchen area (may accept 2 double sockets in 1 person units). Additional sockets needed for cooker and refrigerator.
<b>Worktop</b> (Usually 600 mm deep)	2.0 linear metres per 5 occupants with an additional 0.5 linear metres for each extra person.	2.0 linear metres per 5 occupants with an additional 0.5 linear metres for each extra person. 1.3 linear metres in a flat/bedsit containing 1 or 2 persons only.
<b>Food Storage</b>	1 standard 500mm base unit or 1000mm wall unit dry goods storage per person. 1 shelf in a refrigerator plus one shelf in a freezer, per person (space under sink unit & drainer not allowable for food storage).	1 standard 500mm base unit or 1000mm wall unit dry goods storage per person. 1 shelf in a refrigerator plus one shelf in a freezer, per person (space under sink unit & drainer not allowable for food storage).
<b>Ventilation</b>	Extractor fan (to outside air) to be provided with a minimum extraction rate of 30 litres/second if located near to the cooker or 60 litres/second if located elsewhere.	Extractor fan (to outside air) to be provided with a minimum extraction rate of 30 litres/second if located near to the cooker or 60 litres/second if located elsewhere.

## Space Standards

### **Example 1: Shared house of 3 or more occupants.**

#### **Kitchen:**

7m<sup>2</sup> for up to 6 persons with 2.5m<sup>2</sup> per additional user. Not to be more than 1 floor away from any bedroom unless the property has a dining room or other eating area.

#### **Bedroom:**

Where a separate living room is provided:

Minimum 6.5m<sup>2</sup> for a single room

Minimum 11m<sup>2</sup> for a double room

Where no separate living room is provided:

Minimum 10.0m<sup>2</sup> for a single room

Minimum 15m<sup>2</sup> for a double room

#### **Living room:**

11.5m<sup>2</sup> for up to 6 persons with 2.5m<sup>2</sup> per additional person.

**Example 2:** Flat with combined lounge kitchen and a separate bedroom (Total of 2 rooms excluding bathroom)

#### **Lounge – Kitchen:**

10m<sup>2</sup> for 1 person or 13m<sup>2</sup> for 2 people

**Bedroom:** 6.5<sup>2</sup> for 1 person or 11m<sup>2</sup> for 2 people.

**Example 3:** Flat with combined lounge bedroom and a separate kitchen. (Total of 2 rooms excluding bathroom)

**Lounge – bedroom:** 10m<sup>2</sup> for one person 15m<sup>2</sup> for 2 people.

**Kitchen:** 5.5m<sup>2</sup> For up to 2 people.

**Example 5:** Flat with separate lounge, separate bedroom/s , and separate kitchen.

**Bedroom:** 6.5m<sup>2</sup> for 1 person 11m<sup>2</sup> for 2 people

**Lounge:** 8.5m<sup>2</sup> For 1 person. 10m<sup>2</sup> for 2 persons and 11m<sup>2</sup> for up to 6people with an additional 2.5m<sup>2</sup> per person after this.

**Kitchen:** 5.5m<sup>2</sup> For up to 2 people. 7m<sup>2</sup> For up to 6 people with 2.5m<sup>2</sup> per additional person.

**Example 4:** Flat/bedsit with combined lounge kitchen and bedroom (Total of 1 room excluding bathroom)

**1 person unit** = 13m<sup>2</sup>

**2 person unit** = 15m<sup>2</sup>

### **Additional Notes**

These space standards are the minimum that will be accepted for the purpose of HMO inspection. However, if carrying out a HMO conversion there may be additional Planning Development Control or Building Control standards and requirements. In particular, there may be minimum space standards for flats and it is the owner's responsibility to satisfy all necessary criteria.

Bathrooms: There is not minimum size requirement for bathrooms and shower rooms, however there should be enough space to allow a person to easily change and dry in the room where the bath or shower is located.

The examples provided are a guide only and Cardiff Council accepts that alternative combinations or sizes of rooms etc. may be acceptable in some situations for the purposes of HMO licensing.

## **Housing Technical Panel**

### **Housing Fire Safety - Quick Reference Guide (Wales)**

**Version 1.0 27 February 2009**

**(Locally amended by Cardiff Council May 2020)**

This Quick Reference Guide provides a summary of the fire safety measures outlined in “Housing – Fire Safety: Guidance on fire safety provisions for certain types of existing housing” published by LACORS in August 2008.

The guide provides enforcement officers and landlords with a brief summary of appropriate fire safety measures that may be applied to a number of property types and aims to ensure consistency in the application of fire safety measures. However, officers and landlords should familiarise themselves with the provisions of the National Guidance.

The Housing Act 2004 introduced the Housing Health and Safety Rating System which is a method by which housing conditions can be assessed. It uses a risk based approach and its aim is to provide a system to enable risks from hazards to health and safety in dwellings to be removed or minimised. Some houses must also achieve an acceptable standard of fire safety under HMO Licensing provisions. These provisions are enforced by local councils.

In some premises, landlords must carry out a fire risk assessment under the provisions of the Regulatory Reform (Fire Safety) Order 2005. The Risk Assessment may highlight the need for alternative measures which are not covered here. These provisions are enforced by fire and rescue authorities.

The National Lacors Guidance recommends that individual risk based solutions to fire safety are applied to each individual property, and this document must not therefore be viewed as a prescriptive standard. Please note that the works described in this document are a guide only. Alternative fire safety measures may be carried out in order to achieve an equivalent level of fire safety. However, if the recommendations in this Quick Reference Guide are followed it should be possible to achieve an acceptable level of fire safety in premises of normal risk. Additional measures may be required in higher risk premises.

## Housing Technical Panel

### Housing Fire Safety – A Quick Reference Guide

**Note – for the purposes of this guide the following definitions apply:**

**Single household occupancy** – a house occupied by a single person, a co-habiting couple or a family and where the property is not a house in multiple occupation.

**Shared House HMO** – A House in Multiple Occupation where the whole property has been rented out by an identifiable group of sharers such as students, work colleagues or friends as joint tenants. Each occupant normally has their own bedroom but they share the kitchen, dining facilities, bathroom, WC, living room and all other parts of the house. There is a single tenancy agreement. The group shares the characteristics of a single family household but is still technically an HMO because the occupants are not related.

**Bedsit HMO with Shared Cooking Facilities** – a building which has been divided into separate letting units (usually of one room only) and let to unconnected individuals. Kitchens, bathrooms and WCs are usually shared.

**Bedsit HMO with Individual Cooking Facilities** - a building which has been divided into separate letting units (usually of one room only) and let to unconnected individuals. Each unit may contain cooking facilities but bathrooms and WCs are shared.

<u>Single Household Occupancy</u>	
<u>2 STOREY</u>	<u>3/4 STOREY</u>
(EXAMPLE D1)	(EXAMPLE D2)
<ul style="list-style-type: none"> <li>• No requirement for protected route, but escape route should be sound, conventional construction and should not pass through risk rooms.</li> <li>• Where means of escape is through a risk room, the option of escape windows to habitable rooms may be considered.</li> <li>• Where construction standards are poor, travel distances are long, or other high risk factors are present, a 30 mins protected route may be required.</li> <li>• 30 mins separation to cellar/basement (including door) <b>OR</b> accept sound traditional construction in good repair.</li> <li>• Fire blanket in kitchen.</li> <li>• <b>Grade D1 LD2</b> Alarm system (i.e. interlinked smoke alarms to escape route plus cellar/basement and interlinked heat alarm to kitchen).</li> </ul>	<ul style="list-style-type: none"> <li>• No requirement for protected route, but escape route should be sound, conventional construction and should not pass through risk rooms.</li> <li>• Where construction standards are poor, travel distances are long, or other high risk factors are present, a 30 mins protected route may be required.</li> <li>• 30 mins separation to cellar/basement (including door) <b>OR</b> accept sound traditional construction in good repair.</li> <li>• Fire blanket in kitchen.</li> <li>• <b>Grade D1 LD2</b> Alarm system (i.e. interlinked smoke alarms to escape route plus cellar/basement and interlinked heat alarm to kitchen).</li> </ul>
<b>Fire Safety Order does not apply to this type of property.</b>	

<b><u>2 STOREY (SHARED HMO)</u></b>	<b><u>2 STOREY (BED-SIT)</u> <b>(WITH SHARED COOKING FACILITIES)</b></b>
<b>(EXAMPLE D4)</b>	<b>(EXAMPLE D7)</b>
<p>1. <b><u>Ideal standard</u></b> (for normal risk property)</p> <ul style="list-style-type: none"> <li>(a) 30 minute protected route with FD30 Fire Doors (no smoke seals)</li> <li>(b) Walls/ceilings between units of accommodation to be of sound, traditional construction.</li> <li>(c) 30 mins separation to cellar/basement (including door) <b>OR</b> accept sound traditional construction in good repair. <b>2 Storey + habitable basement/attic – treat property as 3 storey shared house.</b></li> <li>(d) Fire blanket in kitchen.</li> <li>(e) <b>Grade D1 LD2</b> Alarm system (i.e. interlinked smoke alarms to escape route plus lounge and cellar/basement, and interlinked heat alarm to kitchen).</li> </ul> <p><b>OR</b></p> <p>2. <b><u>In low risk shared houses</u></b> (see below)</p> <ul style="list-style-type: none"> <li>• Solid, close fitting doors, <b>AND/OR</b> escape windows to rooms leading on to escape route. Walls/ceilings on escape route to be of sound, traditional construction.</li> <li>• <b>Additional fire door (FD30) on last door from kitchen to escape route.</b></li> <li>• Plus specifications as (b) to (e) above.</li> </ul> <p><b>NB.</b> ‘Low’ risk properties are those having the following characteristics:</p> <ul style="list-style-type: none"> <li>• low occupancy level (6 occupiers or fewer) - all able-bodied;</li> <li>• little chance of fire occurring and few combustible/flammable materials;</li> <li>• little chance of fire spreading throughout property. Quick detection to allow occupants to escape</li> <li>• more than one <b>acceptable</b> escape route.</li> </ul>	<p><b><u>‘Bed-sit type’ houses</u></b> - individual rooms with shared cooking facilities. (e.g. where property is not occupied by a single group, there are individual contracts, locks on doors etc).</p> <ul style="list-style-type: none"> <li>(a) Either - 30 minute protected route with FD30S Fire Doors <u>or</u> - in low risk properties, close fitting, solid doors <u>and</u> escape windows.</li> <li>(b) 30 mins separation to walls/ceilings between units of accommodation.</li> <li>(c) 30 mins separation to cellar/basement (including door)</li> <li>(d) Fire blanket in kitchen.</li> <li>(e) <b>Grade D1 LD2 Alarm</b> – interlinked smoke alarms to escape route plus lounge and cellar/basement <u>and</u> heat alarm in each shared kitchen <b>PLUS</b> Interlinked <b>Grade D1</b> smoke alarms in each bedroom.</li> </ul>
	<b>Fire Safety Order MAY apply in these property types.</b>
	<b><u>2 STOREY (BED-SIT)</u> <b>(COOKING FACILITIES IN BEDROOMS)</b></b>
	<b>(EXAMPLE D7)</b>
	<p><b><u>Traditional Bedsits</u></b> – those with cooking facilities in each bedroom/unit of accommodation.</p> <ul style="list-style-type: none"> <li>(a) 30 minute protected route with FD30S Fire Doors.</li> <li>(b) 30 mins separation to walls/ceilings between units of accommodation.</li> <li>(c) 30 mins separation to cellar/basement (including door)</li> <li>(d) Fire blanket in kitchen.</li> <li>(e) Mixed Alarm System. <b>Grade D1 LD2</b> system with interlinked smoke alarms to escape route and basement/cellar with interlinked heat alarms to each bedsit <b>PLUS</b> additional non-interlinked mains wired smoke alarm <b>D1</b> to each bedsit.</li> </ul>
<b>Fire Safety Order does not apply to this type of property.</b>	<b>Fire Safety Order applies to these property types.</b>

<b><u>3/4 STOREY (SHARED HMO)</u></b>	<b><u>3 STOREY (BED-SIT)</u> <b>(WITH SHARED COOKING FACILITIES)</b></b>
<b>(EXAMPLE D5)</b>	<b>(EXAMPLE D8)</b>
<ul style="list-style-type: none"> <li>a) 30 minute protected route with FD30 Fire Doors (no smoke seals)</li> <li>b) 30 mins separation to walls/ceilings between units of accommodation.</li> <li>c) 30 mins separation to cellar/basement (including door).</li> <li>d) Fire blanket in kitchen.</li> <li>e) <b>Grade D1 LD2</b> (in 3 storey) Alarm system (i.e. interlinked smoke alarms to escape route plus lounge and cellar/basement, <u>and</u> heat alarm to kitchen. <b>Grade D1 LD1</b> (in 4 storey)</li> <li>f) No requirement for emergency lighting or signage, unless complex escape route.</li> </ul>	<ul style="list-style-type: none"> <li>a) 30 minute protected route with FD30S Fire Doors</li> <li>b) 30 mins separation to walls/ceilings between units of accommodation.</li> <li>c) 30 mins separation to cellar/basement (including door)</li> <li>d) Fire blanket in kitchen.</li> <li>e) <b>Grade A LD2</b> Alarm system –interlinked smoke detectors to escape route plus each bedsit, lounge and cellar/basement, <u>and</u> heat detector to shared kitchen. To include control panel, call points and min 75db at bedhead.</li> <li>f) No requirement for emergency lighting or signage, unless complex escape route.</li> </ul>
	<b>Fire Safety Order MAY apply in these property types.</b>
	<b><u>3 STOREY (BED-SIT)</u> <b>(COOKING FACILITIES IN BEDROOMS)</b></b>
	<b>(EXAMPLE D8)</b>
	<ul style="list-style-type: none"> <li>a) 30 minute protected route with FD30S Fire Doors</li> <li>b) 30 mins separation to walls/ceilings between units of accommodation.</li> <li>c) 30 mins separation to cellar/basement (including door)</li> <li>d) Fire blanket in kitchen.</li> <li>e) <b>Grade A LD2</b> Alarm system –interlinked smoke detectors to escape route plus lounge and cellar/basement, <u>and</u> interlinked heat detector to each bedsit with cooking facilities. To include control panel, call points and min 75db at bedhead  <b>PLUS</b></li> <li>f) Non interlinked <b>Grade D1</b> smoke detectors in EACH bed-sit.</li> </ul>
<b>Fire Safety Order does not apply to this type of property.</b>	<b>Fire Safety Order applies to these property types.</b>

## Houses Converted to Self-Contained Flats

<u>2 STOREY</u>	<u>3/4 STOREY</u>
(EXAMPLE D10)	(EXAMPLE D11)
<p>a) 30 minute protected common escape route with FD30S Fire Doors (with smoke seals) i.e. flat entrance doors</p> <p>b) Within individual flats – sound, well-constructed and close fitting doors.</p> <p>c) 30 mins separation to walls/ceilings between each flat.</p> <p>d) 30 mins separation to cellar/basement (including door)</p> <p>e) Fire blanket in kitchen.</p> <p>f) <b>Grade D1 LD2</b> Alarm system –interlinked smoke detectors to common escape route plus heat detector in entrance hall of each flat</p> <p><u>PLUS</u></p> <p>g) Non-interlinked <b>Grade D1</b> smoke detectors in hallway of each flat.</p> <p>h) No requirement for emergency lighting or signage, unless complex escape route.</p>	<p>a) 30 minute protected common escape route with FD30S Fire Doors (with smoke seals) i.e. flat entrance doors</p> <p>b) Within individual flats – sound, well-constructed and close fitting doors.</p> <p>c) 30 mins separation to walls/ceilings between each flat.</p> <p>d) 30 mins separation to cellar/basement (including door)</p> <p>e) Fire blanket in kitchen.</p> <p>f) <b>Grade A LD2</b> Alarm system –interlinked smoke detectors to common escape route plus heat detector in entrance hall of each flat. To include control panel, call points and min 75db at bed head</p> <p><u>PLUS</u></p> <p>g) Non-interlinked <b>Grade D1</b> smoke detectors in hallway of each flat.</p> <p>h) No requirement for emergency lighting or signage, unless complex escape route.</p>
<p><b>Fire Safety Order applies to these property types.</b></p>	

### Explanatory notes

#### Alarm Systems:

**LD3** – A system incorporating detectors in circulation spaces that form part of the escape route from the dwelling only.

**LD2** – A system incorporating detectors in circulation spaces that form part of the escape route, and in all rooms that present a high fire risk to occupants.

**LD1** – A system incorporating detectors in circulation spaces that form part of the escape route from the dwelling, and in all rooms (excluding toilets) where a fire might start.

**Grade D1** – A system of one or more mains powered smoke / heat alarms each with a tamper-proof battery standby supply. There is no control panel. Note that where the property is already fitted with a fully functional system incorporating D2 alarms with user-removable batteries, these will be accepted by inspectors until such time that servicing indicates that their replacement is necessary.

**Grade A** – A system of mains powered smoke / heat detectors, which are linked to a control panel to give information on the location of the fire or any fault. In general the system must incorporate manual call points, which should be located on each floor level and at final points of exit.

## **Inner Rooms**

An inner room is any habitable room that is located behind another room (e.g. a bedroom off a lounge); in these circumstances you will need to provide an escape window (not permitted above floor levels of 4.5m), which will allow safe egress and lead to a place of safety.

## **Electrical Appliances and Storage of Items on Escape Routes**

Electrical appliances are not permitted on escape routes; unless fully encased within a half hour fire resistance cupboard fitted with a mains interlinked smoke alarm. It is also not permitted to have any items stored on the escape route that will cause obstruction (e.g. shoe racks, bicycles etc.).

## **Gas Meters/Electric Meters/Consumer Units on Escape Routes**

If located on the escape route; the above items must be encased in a well-constructed half hour fire rated cupboard; the doors must be fitted with a bolt or latch that will keep them securely shut. **Note:** If a metal fire rated consumer unit has been fitted; this will not need to be encased.