



**Worcester City Council
Standards, Conditions and Management Regulations**

**Housing Act 2004 - Part 2 – Houses in Multiple
Occupation (HMO) Licence conditions**

HOUSING ACT 2004 - PART 2 - HMO LICENCE STANDARDS AND CONDITIONS

The Government has prescribed certain standards that must be met in Houses in Multiple Occupation (HMOs) that are licensable under Section 67 of the Housing Act 2004¹. These prescribed standards are for deciding the suitability for occupation of an HMO by a particular maximum number of households or persons. The Licensing and Management of Houses in Multiple Occupation and other Houses (Miscellaneous Provisions) (England) Regulations 2006² and The Licensing and Management of Houses in Multiple Occupation and other Houses (Additional Provisions) (England) Regulations 2007³ apply. A licence to operate an HMO at the property is granted subject to compliance with the following conditions.

Worcester City Council ("the Council") may at any reasonable time visit and inspect the licensed premises to check for compliance with the conditions of this licence. The licence holder must ensure that all reasonable requests for access to the property are met and such access is gained.

The licence holder must ensure that the property has been granted any necessary planning and building regulation permissions before a licence can be issued. In particular it should be noted that the Council have introduced an Article 4 Direction⁴ which means that a planning application is now required to change a use of a dwelling house (use class C3) to a small House in Multiple Occupation (use class C4, where between three and six unrelated individuals share basic amenities, such as a kitchen or bathroom).

The Council when making a judgement accepts that some properties will not be able to wholly meet the standards, conditions and space requirements as specified in this document. Officers will take into account the whole property and the liveable space available to the occupants when carrying out any inspection.

Occupation

1. The person having control of or managing an HMO shall not knowingly permit another person to occupy the HMO if the other persons occupation results in the house being occupied by more households or persons than is authorised by this licence.

Tenancy Agreements

2. The licence holder must ensure that all occupants are supplied with a written tenancy agreement and an agreed statement of the terms on which they occupy the house, these terms must describe and give details of: -
 - a. The type of tenancy, its duration and terms of notice.
 - b. The amount of rent due together with dates and method of payment, and the circumstances when the rent may be reassessed.
 - c. The amount of deposit taken, how it is held and the terms for its return.
 - d. An inventory of contents and condition at the commencement of the tenancy.
 - e. The means of contacting the property owner and/or property manager to report repairs, etc.

On demand the licence holder will provide to the Council copies of all the current tenancy agreements along with details of the where any security deposit are held.

¹ <http://www.legislation.gov.uk/ukpga/2004/34/part/2>

² http://www.legislation.gov.uk/uksi/2006/373/pdfs/uksi_20060373_en.pdf

³ <http://www.legislation.gov.uk/uksi/2007/1903/made>

⁴ <http://www.worcester.gov.uk/article4>

Display of Licence

3. The licence holder must ensure that a copy of the licence together with a copy of these licence conditions are clearly displayed within the common parts of the house (e.g. the hallway), for the benefit of all tenants.

Contact Details

4. 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. This must include their:
 - Name
 - Address
 - Daily contact telephone number
 - Emergency contact number for out of hours use

The licence holder must inform the Council if they no longer reside at the address given and provide the Council with the new address details within 21 days.

Nomination of a Temporary Representative

5. The licence holder shall nominate a representative to act on their behalf on occasions of their holidays, sickness or other temporary absence. The occupiers shall be made aware of any such arrangements and given contact details, updated as necessary. For any absences over one month, the licence holder must ensure that the Council is notified of this representative.

Management of the Property

6. The licence holder must ensure that the house is properly managed at all times. In applying good standards of management the licence holder must comply with The Management of Houses in Multiple Occupation (England) Regulations 2006 as amended⁵; any relevant Code of Practice approved by the Secretary of State for this purpose which is in force currently or subsequently during the life of the licence

The licence holder (or the property manager) shall attend the property at frequent intervals. The frequency of the inspections will be no less than every three months or determined by the Council and the licence holder. The purpose of the inspections is to:

- a) Ensure the proper management of the property;
- b) Ensure compliance with The Management of Houses in Multiple Occupation (England) Regulations 2006, and any revisions thereto;

And

Ensure the property is maintained in such a condition that it is free from any Category 1 or significant Category 2 hazards⁶ as evaluated under the The Housing Health and Safety Rating System (HHSRS), within the meaning of Part 1 of the Housing Act 2004, are not present or quickly eliminated.

The HHSRS is a risk-based evaluation tool to help local authorities identify and protect against potential risks and hazards to health and safety from any deficiencies

⁵ http://www.legislation.gov.uk/uksi/2006/372/pdfs/uksi_20060372_en.pdf

⁶ https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/7853/safetyratingsystem.pdf

identified in dwellings. It was introduced under the Housing Act 2004 and applies to residential properties in England and Wales.

The HHSRS assesses 29 categories of housing hazard. Each hazard has a weighting which will help determine whether the property is rated as having Category 1 (serious) or Category 2 (other).

And that: -

The licence holder must be a "fit and proper persons" for the purposes of the Act. (Section 66 & 89 Housing Act 2004)⁷

The Council is able to grant or refuse a licence based on whether the proposed licence holder is a 'fit and proper' person, whether the proposed manager of the HMO or an agent or employee of that person is a 'fit and proper' person, and whether the proposed management arrangements are satisfactory.

The Council can also revoke a license if we become aware of issues which may effect someone's 'Fit and Proper' status we can also decide a person is not 'Fit and Proper' as a result of them being associated with persons who would not be considered 'Fit and Proper' and that would effect the management of a rented property

In deciding whether a person is a fit and proper enough to be a licence holder or manager, the authority must consider any previous convictions for violence, drugs, fraud or sexual offences; whether they have previously contravened landlord/tenant law; whether they have been found guilty of unlawful discriminatory practices; and whether they have managed HMOs other than in accordance with approved codes of practice.

The council will carry out checks to make sure that the person applying for the license is a fit and proper person.

It is advisable for the landlord or manager to be a member of a professionally recognised body, or an approved landlords association that is affiliated to the National Federation of Residential Landlords

Obligations and Responsibilities

7. The licence holder must ensure that they conduct their obligations and responsibilities to the occupants in accordance with landlord/tenant law and that:
 - i) Occupants are aware of the obligations and procedures for requesting repairs and of landlord/tenant rights regarding access to carry out repairs;
 - ii) Occupants are aware of their duty to take reasonable care;
 - iii) Occupants are aware of what services rental payment includes, the consequences of non-payment, the procedures relating to deposits and the calculation of refunds at end of tenancy;

⁷ <http://www.legislation.gov.uk/ukpga/2004/34/section/66>

- iv) The licence holder shall ensure that all deposits are handled and processed in compliance with the Tenancy Deposit Guarantee Scheme.
- v) Legal binding agreements and other documentation relating to the occupants use and occupation of the house are fair, clear and concise and the contents are explained to, and understood by, the occupants;
- vi) Where documents are to be signed by the occupants, a copy is to be provided to them within 14 days of this signature being obtained;
- vii) Occupants have quiet enjoyment of their accommodation;
- viii) Vacant possession is sought only using the appropriate notices and lawful possession procedures.
- ix) The licence holder shall ensure that they keep an up to date knowledge of current legislation and requirements regarding the management of HMO's.

Changes to Property and Management

- 8. The licence holder must consult with the Council before making any material changes to the layout, amenity provision, fire precautions or mode of occupation of the house.
- 9. The licence holder is required to notify the Council of any changes to the property, including structural alterations, changes to the ownership or management, or events that may affect the fit and proper person status of the owner, licence holder or manager, which may affect the licence within 21 days.
- 10. The licence holder is to ensure that any works carried out at the property are done so with due regard to the comfort of the occupying tenants.
- 11. The licence holder must ensure that the property has been granted any necessary planning and building regulation permissions before a licence can be issued. In particular it should be noted that the Council have introduced an Article 4 Direction⁸ which means that a planning application is now required to change a use of a dwelling house (use class C3) to a small House in Multiple Occupation (use class C4, where between three and six unrelated individuals share basic amenities, such as a kitchen or bathroom).

Management Log Book⁹

- 12. A Management Log Book shall be kept and maintained at the property by the licence holder. The logbook shall contain up to date copies of the following information where available:
 - Tenancy agreements
 - Furniture safety documentation
 - Tenants declarations in respect to fire precautions, refuse arrangements and anti social behaviour.
 - Gas safety certificate (if appropriate)

⁸ <http://www.worcester.gov.uk/article4>

⁹ A copy of this booklet can be downloaded from Worcester City Councils website

- Electrical Installation Safety Certificate (minor works certificates, periodic reports and new installations certificates)
- Documentation relating to the safety of electrical appliances provided by the licence holder (e.g. PAT testing)
- Fire alarm service records
- Fire alarm testing records - as specified in British Standards 5839 Part 1:2002¹⁰
- Fire extinguisher service records
- Emergency lighting test certificates
- Role, responsibilities and competencies of any manager
- Energy Performance Certificate
- Tenants responsibilities for reporting repairs and contact details

Anti social behaviour

13. The licence holder shall take all reasonable and practicable steps to prevent or reduce antisocial behaviour by persons occupying or visiting the house. This should include the following ground rules:

- Setting out what is meant by antisocial behaviour
- Explaining the standards expected, having regard to the tenant's charter¹¹
- Explaining the consequences of anti social behaviour and possible repercussions from the police and local authority
- Recording details of all complaints received directly in respect of anti social behaviour
- Invoking appropriate tenancy agreement sanctions where necessary

The licence holder must reasonably co-operate with the Council over any action being taken in respect of anti-social behaviour and must invoke appropriate tenancy agreement sanctions where necessary.

Refuse and Storage

14. The licence holder must ensure that there are suitable and sufficient facilities and adequate arrangements for the storage and disposal of refuse and recyclable waste generated at the property.
15. The licence holder shall ensure that an explanation is given to tenants at the beginning of their occupancy, regarding the storage and disposal arrangements in place in respect of refuse.
16. The licence holder must ensure where reasonably possible, that there is adequate secure cycle storage available to ensure that the escape routes are maintained free of cycles.

Maintenance of property

17. The licence holder must ensure that all amenities, facilities and equipment provided for occupants are adequately maintained and remain available for use at all times.
18. The licence holder must ensure that the house is maintained in good repair and any gardens, forecourts and boundary walls or fences of the property are kept free from overgrowth, litter or other accumulations and is maintained in a clean and tidy condition.

¹⁰ http://www.nutecsecurity.co.uk/Industry/Legislation/BS5839_FireDetectionAndAlarmSystems.pdf

¹¹ A copy of this booklet can be downloaded from Worcester City Councils website

19. All rooms must be provided with an adequate and efficient means of space heating. Heating must be controllable by the occupants and safely and properly installed and maintained.

Gas Safety

20. If gas is supplied to the property the licence holder must ensure that all gas appliances, flues and equipment are inspected by a Gas Safe registered engineer at intervals of no more than 12 months. A Gas Safety Certificate must be obtained as a result of this inspection and made available to tenants in the property logbook and to the Council within seven days of any request to do so.
21. The licence holder shall ensure that there is at least one carbon monoxide detector, which complies with EN 50291-1:2010 and kite marked, and which has an audible alarm. This can be mains or battery powered and may be combined with a smoke detector unit. The detector must be placed in accordance with manufacturers instructions and should be located in any bedroom containing gas appliances. This detector must be tested at least once a year and the record of testing included with the management logbook held at the property. Alternatively the licence holder must demonstrate that all reasonable precautions to prevent the possibility of carbon monoxide poisoning in the accommodation have been taken.

Electrical Safety

22. The licence holder must ensure that all electrical appliances in the house supplied by them are maintained in a safe condition. The licence holder shall supply the Council on demand, with a declaration confirming the safety of any such appliances¹². Any documents relating to the testing of safety of appliances must be kept with the management logbook for the property.
23. The licence holder shall hold a periodic electrical survey inspection report for the whole of the electrical installation in accordance with current IEE Wiring Regulations. The report shall be no more than five years old and shall have been produced by a suitably trained, experienced and competent person. A competent person is deemed to be one accredited by an organisation identified in Part P of the Building Regulations in force at the time of the inspection.
24. Any remedial work relating to the safety of the installation which is identified during this inspection shall be completed within the most appropriate time i.e. within 24 hours for emergency repairs and up to but no longer than three months of the date of issue of this certificate for non urgent repairs. The licence holder must make available a copy of the report to tenant(s) in the Management Log Book held at the property, and to the Council within seven days of any request to do so.

Fire Safety

25. The licence holder must ensure that all furniture supplied by them in the house is compliant with the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended)¹³. A copy of the signed 'Statement of Compliance with the Furniture and Furnishings (Fire Safety) Regulations 1988' declaration as set out in the HMO licence application should also be kept in the Management Log Book held at the property.

¹² <http://www.legislation.gov.uk/ukxi/2007/1903/regulation/7/made>

¹³ <http://www.legislation.gov.uk/ukxi/1988/1324/contents/made>

26. The licence holder shall produce upon request to the Council, a copy of the current Fire Risk Assessment carried out as required by the Regulatory Reform (Fire Safety) Order 2005.
27. The licence holder must ensure that the property is provided with appropriate automatic fire safety detection system in accordance with British Standard 5839 Part 6: 2004 type LD2.
28. The doors must comply with BS 476, FD 30 fire resisting standard, incorporating the following:
 - Three EN1935 CE marked minimum grade 11 hinges;
 - A maximum gap around the door and lining not to exceed 2mm
 - For gaps between 2 – 4mm maximum an intumescent strip and smoke seal is to be rebated into both edges and top, fitted either to the door or lining
 - 35 x 12.5mm door stops glued and screwed at 300mm centres;
 - The door must be provided with overhead door closers capable of closing the door onto the latch. The door closers must conform to BS EN 1154: 1997. All door furniture must be metal;
 - A conspicuous notice must be fitted to all fire resisting self closing doors to both sides at approximately eye level stating "Fire Door – Keep Shut"
29. Any door providing a means of escape and which is required to be kept locked shall be fitted with a type of lock capable of being opened easily and quickly from within without the use of a key in an emergency i.e. Euro Cylinder. This is to include the exit door from the property.
30. The fire alarm system should be tested and certified in accordance with British Standard 5839 Part 6: 2004 type LD2 by a suitably qualified person.
31. Any works to the fire alarm system should result in a suitable certificate which is to be provided to the Council on completion of the works. Photocopies of certificates are not acceptable.
32. All properties of 3 stories or above must install an emergency lighting system to British Standard 5266 Part 1: 2005 NM/3.
33. The fire alarm system should be tested and certified in accordance with British Standard 5839 Part 6:2004 and Part 1:2002 by a suitably qualified person and the original certificate provided to the Council. A copy of the certificate must be kept with the Management Log Book held at the property.
34. Where an LD2 Grade D fire alarm and emergency lighting system has been installed, the licence holder must provide the Fire Log for inspection by the Council, (this log can be found within the Management Log Book). This fire alarm logbook will need to demonstrate that correct maintenance of the systems has been carried out. Correct maintenance will include periodic tests and checks, in accordance with British Standard 5839 Part 6:2004 and Part 1:2002. A Grade D system must be inspected on a six monthly basis.
35. For each and all letting rooms or kitchens containing cooking facilities shall be

provided with suitable fire blanket which comply with BS 7944: 1999 or BS EN 1869: 1997. The blanket(s) should be provided in a wall-mounted quick release container, which should be positioned at eye level in an unobstructed location.

36. For each and all letting rooms or kitchens containing cooking facilities provide and fix 1 number 2 kg dry powder extinguisher to British Standard EN3, to be positioned at eye level in an unobstructed location.
37. Provide and fix 9 litre water/gas extinguishers to British Standard EN3 positioned as follows:
 - One extinguisher on ground floor in hall
 - One extinguisher on each landingExtinguishers must be hung on wall brackets so that the top or carrying handle of the extinguishers is approximately 1m above floor level. Appropriate signage must be fitted above each extinguisher and clearly visible at all times.
38. The licence holder must ensure that all fire fighting equipment installed in the house is serviced on at least an annual basis by a suitably qualified person, and ensure that the equipment is maintained at all times. The licence holder must make available a copy of any documents relating to this work to tenant(s) in the Management Log Book held at the property, and to the Council within seven days of any request to do so.
39. All floors and walls on the protected fire escape routes and within all sleeping rooms must be constructed of minimum 30 minute fire resisting materials.
40. Where a payment or credit meter controls the amount of electricity available to the occupants, a separate independent power supply circuit must be provided to the Fire Alarm system. This new supply to the Fire Alarm System must not rely on the credit controlled supply, and must not be interrupted at any time.

Heating

41. The heating shall be available to all tenants at all times. The whole accommodation should be appropriately heated to be able to achieve adequate thermal comfort under normal conditions. The heating system shall be capable of maintaining a constant temperature of at least 22°C in bathrooms, 21°C in living and sleeping rooms, and 18°C in all other rooms and circulation areas.
42. A wall mounted, fixed form of space heating shall be provided in all rooms, including bathrooms and where applicable separate WC's (depending on the location of the WC).
43. Control over the amount of heating in each unit of accommodation shall be under the control of the occupying tenant i.e. TRV and the method of heating shall be safe and where practicable be efficient and affordable. Where heating is provided by a central heating system, including to common parts, the fuel supply to the common parts shall be via a dedicated supply, not a key or card meter, (except where a system is exclusive to an individual unit of accommodation).

NOTE: Portable paraffin oil heaters and appliances using liquefied petroleum gas (LPG) are considered a fire hazard and their use is prohibited.

Bathrooms¹⁴

44. The information in the table below shows the requirements for washing facilities required in a HMO. 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 the following shall be provided:

Schedule of Amenities in relation to number of persons sharing a property

Number of Persons	Requirements	Notes
1 - 4	At least 1 bathroom, 1 Water Closet (WC) and 1 Wash Hand Basin(WHB)	The bathroom and WC may be combined
5	1 bathroom (Including WHB) AND 1 separate WC with WHB (but the WC can be contained within a second bathroom)	The WC and WHB must not be more than 1 floor away from any one sleeping room
6 - 10	2 bathrooms (including WHB) AND 2 separate WCs with WHBs (but one of the WCs can be contained within one of the bathrooms)	The WC and WHB must not be more than 1 floor away from any one sleeping room
11 – 15	3 bathrooms (including WHB) AND 3 separate WCs with WHBs (but the WHBs can be contained within 2 of the bathrooms)	The WC and WHB must not be more than 1 floor away from any one sleeping room

- All baths, showers & wash hand basins should be equipped with an adequate supply of cold & constant hot water and be connected to an appropriate drainage system.
- All WCs shall be provided with a suitable seat and must be securely fixed. They shall be properly connected to the soil drainage system and the cisterns provided with an adequate and constantly available supply of water.
- Showers shall be provided in purpose-made or properly constructed cubicles, or where showers are located over baths shall be behind a well fitted screen or curtain.
- All baths, showers & wash hand basins should be equipped with adequate splash backs (300mm to baths & wash hand basins, full heights for showers) with an adequate waterproof seal between the splash backs and the fitting.
- All bathrooms should be suitably & adequately heated & ventilated in accordance with Approved document F of the Building Regulations 2006.
- All bathrooms & toilets should be of an adequate size & layout.
- All bath or shower rooms shall have a suitable layout and shall be of sufficient size (3.74m² for full size bathroom and 2.74m² for a shower room) to include adequate drying and changing space.

¹⁴ The definition of a bathroom is:- A room which contains the following amenities, a bath and/or shower, a Water Closet and wash hand basin

- The wall finishes and flooring shall be readily cleansable, the flooring well-fitted and non-absorbent, and a suitable lock provided to the door of each bathroom or shower room.
- All bathrooms & WCs should be conveniently and suitably located in or in relation to the living accommodation in the HMO.
- All WC compartments should contain a wash hand basin equipped with adequate splash backs and waterproof seal.
- No WC compartment should open directly onto an area of kitchen where food is prepared unless mechanical extract ventilation and a wash hand basin are provided in the compartment.

NOTE

- Sleeping rooms that are more than one floor away from facilities MUST have a WHB in the room.
- Note – facilities must be inside the building.
- Please note that the bathroom can contain either a bath or a shower.

Kitchen Facilities

45. Each occupant, must have access to facilities for the storage, preparation and cooking of food. This can be located within the room (normally described as bedsit accommodation) or as a shared kitchen.
46. Where kitchen facilities are provided within a bedsit room, they should be situated in a distinct 'kitchen area' and this area should, where practicable, be located as far from the room door as possible. Where it is not practicable for the cooking appliance to be located remote from the door, a fire-resisting screen of suitable height should be constructed to shield the door from flames in the event of a fire occurring in the kitchen area.
47. Where all or some of the units of accommodation within the HMO do not contain any facilities for the cooking of food they must be an adequately sized and suitably located kitchen in relation to the living accommodation, and have the appropriate extractor fans, fire blankets and fire doors.
48. The licence holder must ensure that the kitchen area has sufficient and suitable refuse disposal facilities

Room sizes (if no other communal living space is provided) and facilities required for the storage, preparation and cooking of food in shared kitchens

Persons	Room sizes (as sq m)	Cooking Appliance	Sinks	Refrigerated storage	Dry goods storage	Worktops	Electrics
1 - 5	1 – 3 persons 5.5	One conventional cooker (oven, grill & four hot plates)	One single bowl sink and integral drainer	One under counter refrigerator and a separate freezer or one equivalent combined fridge/freezer	Two 500mm base units and two 1000mm wall units with doors or equivalent	1 - 5 2000mm (L) x 500mm (D)	Two twin socket, located at least 150 mm above the work surface,
	4 – 5 persons 7						
6 - 7	11	Two conventional cooker (a combination Microwave may be used in lieu of second cooker)	One double bowl sink and integral drainer (a one and a half bowl sink is acceptable where dishwasher is provided)	6 + Two under counter refrigerator and a separate freezer or Two equivalent combined fridge/freezer	6 -10 Four 500mm base units and two 1000mm wall units with doors or equivalent	6 - 9 2500mm (L) x 500mm (D)	6 - 10 Three twin socket, located at least 150 mm above the work surface,
8 - 10	11	Two conventional cooker (irrespective of whether a combination Microwave is provided)	Two single bowl sinks and integral drainer		11+ Five 500mm base units and three 1000mm wall units with doors or equivalent	10+ 3000mm (L) x 500mm (D)	11+ Three twin socket, located at least 150 mm above the work surface,
11 -12	15	Two conventional cooker* and two combination Microwave ovens	10+ Two single bowl sinks and integral drainer and a standard dishwasher				
Notes		Properly connected to the electric or gas supplies, electric cookers must be on their own fused spur.	Each sink shall be set on a suitable base unit and provided with adequate hot and cold water properly connected to the drainage system	Fridge: 84cm(H) 60cm(W) 60cm(D) 100 litre capacity Freezer: 84CM (H) 60cm (W) 60cm(D) 85 Litre capacity Upright fridge/freezer: 175cm (H) 60cm (W) 65cm (D) 150 litre fresh food storage, 85 litre frozen food storage	The space below a sink shall not be used for dry goods storage	This shall be provided in addition to any space required for cooking appliances	in addition to any sockets used for the connection of major appliances

49. All kitchens and kitchen areas shall have a safe and practical layout. In particular: -
- cooking appliances should, wherever practicable, have an adjacent work surface;
 - no soft furnishings are to be within 600 mm of the cooker rings or hotplates, and
 - The minimum clearance between the cooker rings or hotplates and any cupboard or extractor above must comply with manufacturer's instructions.
50. Open plan Living - Where a single area has been designated as the overall common area for the property and forms the kitchen, dining and living space for the property. The calculation for the floor area will be undertaken by adding together the specific single room sizes, and reduce the space calculated for the dining and living by 15%.
- Example - 7 Kitchen + (11 dining room + 14 living room - 15%) = single room size.
51. Accommodation without shared basic amenities. For example this could be where kitchen facilities are available for the exclusive use of the individual household. It must provide:
- One conventional cooker (oven, grill & four hot plates)
 - A sink with a supply of cold and constant hot water.
 - A work top for the preparation of food.
 - Sufficient electrical sockets.
 - A cupboard for dry goods storage.
 - One under counter refrigerator and a separate freezer or one equivalent combined fridge/freezer.

Space Standards

52. When ascertaining the size of any room, attention must be paid to the "usability" of the space, and consider the height and shape of the room.

Height: All rooms should have a minimum floor to ceiling height of at least 2.3 metres over 75% of the room area.

Where the ceiling height is less than 1.5 metres the floor area underneath it shall be disregarded and not counted as "useable space" in the room. Other areas that are not classed as useable space are chimney breasts, circulation spaces behind doorways and around staircases etc. If the room has beams then the height from the floor to the beam must be a minimum of 2 metres.

53. One person units of accommodation - Each bedroom must be greater than 6.5 m² (70sq.ft), if a separate living room is provided which is not a kitchen/dining area. If no such room is provided the bedroom should be 10 m² (100sq.ft). If there is adequate "useable space" within the room once fully furnished, or additional storage is located elsewhere within the property (for exclusive use of that rooms occupant), then this standard may be relaxed, this judgement will be made by the inspecting officer. If any rooms are deemed undersize then the room should remain empty or used for storage purposes only, once the current occupier of that room vacates.

54. For bedroom with 2 occupants the room should be 14 m² (150sq.ft) or larger, except where a separate living room is provided which is not a kitchen/dining area, in which case the bedroom can be a minimum of 11 m² (120sq.ft).

55. Room sizes - Rooms type only.

Room	Metric	Imperial
Bedroom - with living space	6.5	70
Bedroom - No living space	10	108
Bedroom - Couple with living space	11	118
Bedroom - Couple no living space	14	150
Dining room (1 to 5 persons)	11	118
Dining room (6 to 10 persons)	14	150
Living room (1 to 5 persons)	11	118
Living room (6 to 10 persons)	14	150
Bathroom	3.74	40

56. All rooms shall be of a convenient and usable shape for their intended purpose. No staircase, landing, passage, kitchen or bath/shower room shall be used for sleeping accommodation.

57. The minimum space standards above relate to available space, this being the floor area remaining after deductions are made for corridors, bath/shower rooms, WC compartments, chimney breasts and those areas covered by sloping ceilings where the floor-to-ceiling height is less than 1.5 m.

Definitions

- Article 4 direction - Means that a planning application is now required to change a use of a dwelling house (use class C3) to a small House in Multiple Occupation (use class C4, where between three and six unrelated individuals share basic amenities, such as a kitchen or bathroom).
- Bathroom - The definition of a bathroom is: - A room which contains the following amenities, a bath and/or shower, a Water Closet and wash hand basin
- Fit and Proper Person - Section 66 of the Housing Act 2004 sets out the evidence that must be considered in determining whether someone is a fit and proper person to be a licence holder or a manager. These include whether that person (or a relevant associate e.g. spouse or business partner) has committed offences involving fraud, dishonesty, violence, drugs, or sexual offences. Evidence of unlawful discrimination in business, contravention of the housing law or breach of any applicable code of practice is also relevant.
- HHSRS - Means Housing Health and Safety Rating System
- HMO - House in Multiple Occupation - In most cases an HMO is a house or a flat in which two or more households live as their main or only residence and where some of these households share basic facilities, such as a kitchen, toilet or bathroom. Other types of HMOs include converted buildings that include non self-contained flats; buildings that include self-contained flats and which meet certain tests; and other buildings where basic facilities are missing.
- Mandatory licencing - Mandatory HMO licencing applies to buildings of three or more storeys and occupied by five or more tenants in two or more households.
- Property manager - Is either the person having control of the house OR a person who is an agent or employee of the person having control of the house. The Property Manager of the house is a 'fit and proper person' to be the manager of the house and that the management arrangements for the house are otherwise satisfactory.
- The Council - The whole of Worcester City Council
- The licence - Means a licence under Part 2 or 3 of the Housing Act 2004
- The licence holder - Is a 'fit and proper person' to be the licence holder, and is out of all the persons reasonably available to be the licence Holder in respect of the house, the most appropriate person to be the licence holder.

The tenant - Someone that pays rent to occupy a building