



# Other matters

## This leaflet tells you:

- Information about other matters not covered specifically in the regulations but must be considered in regards to the Housing health and safety rating system (HHSRS) for the purposes of HMO licensing they may form part of the licence conditions. **Including:**

1. Natural and artificial lighting
2. Ventilation
3. Drainage
4. Refuse, storage and disposal
5. Electricity supply
6. Gas safety
7. Furniture safety
8. Personal safety and security
9. Thermal efficiency
10. Asbestos
11. Space standards

## 1. Natural and artificial lighting

- All habitable rooms shall have an adequate level of natural lighting, provided via a clear glazed window or windows and/or door(s), the glazed area to be equivalent to at least 1/10th of the floor area and to extend normally to a point 1.75m above floor level. The window positioned that the light from the window is able to illuminate most of the room.
- Windows to bathrooms and toilets feature glazing with obscured glass.
- Adequate electric lighting points provided to all habitable rooms, staircases, landings, passages, kitchens, bathrooms and toilets. All lighting to common parts provided, maintained and paid for by the landlord. Time switches or other devices may control lighting to staircases, landings and passages, ensuring they have a similar effect and illuminated for ease of location. Two-way switches provided on stairs and passageways as necessary.

## 2. Ventilation

- All habitable rooms ventilated directly to the external air by a window that has an openable area not less than 1/20th of the floor area of that room. Alternatively, a whole house ventilation system, suitable for use in habitable rooms will satisfy this standard providing that it is installed and serviced in accordance with manufacturer's recommendations and has room-by-room control.
- All bathrooms shall have mechanical ventilation providing a minimum of four air changes an hour. Such an installation shall be fitted with an overrun device. In the case of bathrooms, usually be to the lighting circuit of the room but in certain cases, for example, where the fan is humidity controlled, this may not be possible.
- All toilet compartments must have either an openable window or mechanical ventilation providing at least one air change per hour.
- A kitchen shall have extract ventilation capable of providing at least one air change per hour.
- All habitable rooms, kitchens, bathrooms, and toilet compartments shall have a minimum floor to ceiling height of 2130mm. In the case of rooms with sloping ceilings, there shall be a minimum height of 2130mm over half of the floor area of the room. Measurements on a plane 1500mm

above the floor shall be taken. Any floor area where the ceiling height is less than 1500mm high shall be disregarded.

### 3. Drainage

- All new drainage shall comply with current Building Regulations.
- The whole house feature an effective system, both above and below ground for the drainage of foul, waste and surface water.

### 4. Refuse, storage and disposal

- Refuse and recycling bins or containers shall be provided in sufficient numbers to meet the needs of the house and an acceptable means of disposal provided.
- All refuse containers should be located away from habitable rooms and wherever practicable at the rear of the premises. All bins to be positioned so that they do not cause obstruction of footways and access ways and do not obscure natural lighting from windows below bin height.

### 5. Electricity supply

Landlords require to provide an Electrical Safety Installation cert from **1 July 2020** for **new tenancies**. (**1 April 2021** for **existing tenancies**.)

Electrical socket outlets in every individual rooms or lettings to a minimum standard as follows:

- Living room - **6 sockets**
- Bedroom/study - **6 sockets**
- Bedroom within a letting comprising more than one room - **4 sockets**
- Bedsits containing cooking facilities - **4 in kitchen area**  
**Plus 6 elsewhere**
- In bedsit kitchen area, at least 4 socket outlets shall be located above the work surface for the use of portable appliances.
- All socket outlets shall be located in positions which permit safe convenient and proper use at all times, having regard to the room layout. They shall not be positioned where the appliance cables are likely to pose a safety hazard.

- All new electrical installations shall comply with Building Regulations and shall be suitably certified.
- Installations must be checked at 5-yearly intervals and a certificate obtained.
- Portable appliances provided by the landlord must be visually inspected either on a change of tenancy or at least annually, whichever ever comes first. Portable appliances must be tested at regular intervals (to be discussed with the local authority), with a certificate being provided by a competent person on completion of testing.

## **6. Gas safety**

### **Gas Installations**

- The Gas Safety (Installation and Use) Regulations 1998 requires landlords to ensure that gas appliances, fittings and flues provided for tenants' use are safe. An annual safety check must be carried out by a CORGI registered plumber and records kept for 2 years. A copy of the safety record must be provided to each tenant and if the HMO is licensed, a copy must be sent to the Council.
- The landlord must comply with the requirements of the Gas Safety (Installation & Use) Regulations 1994 (as amended). These Regulations are enforced by the Health and Safety Executive but are a requirement under the Management Regulations 2006 and form part of any licence.

## **7. Furniture safety**

- The Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended) set down levels of fire resistance for items of domestic upholstered furniture, furnishings and other products containing upholstery. They require that certain furniture included in accommodation available for let comply with the fire safety requirements detailed in the regulations. Landlords, estate agents and letting agents who let accommodation during the course of a business therefore have duties under the above regulations.
- In licensed premises, the furniture safety requirements form part of the licence conditions. Further information is available from your local Trading Standards Service or from the Department of Trade and Industry

## 8. Personal safety and security

- Sufficient measures must be in place to provide a secure environment for the occupiers, including appropriate locks to external doors and tenant's own rooms to prevent unauthorised access but permit safe ways out of the building. Vulnerable windows must be capable of being effectively secured against entry without compromising the means of escape in case of fire.

Appropriate arrangements must be in place to control the issue of return of house keys on changes of tenancy, or the changing of locks. Any advice on crime prevention measures provided by the Police Crime Prevention Officer must be acted on.

Simple locks provided to communal bathrooms and toilets to provide privacy.

## 9. Thermal efficiency

- All dwellings should be capable of achieving and maintaining a suitable room temperature without undue heat loss. To achieve this, you may need to install cavity wall insulation and/or loft insulation and or other works. You should contact your local authority or your energy provider for details of any grant aid that may be available.

## 10. Asbestos

- Landlords have a duty to identify and manage any Asbestos-containing materials in their property. If the material is in good condition and not liable to damage or disruption, for example during alteration work, then it is normally appropriate to leave it alone. If in doubt, you should seek further advice. If you are aware of any Asbestos-containing materials, you should keep a record of the location and type of material and confirm that it is in a sound condition. You should then check every six

months to see there has been no damage etc., and date and sign the record to show that you have done this.

## 11. Space standards

- The number of people sharing includes babies and children. Everyone must have his or her own allocation of space.
- Everyone over the age of 10 years must be able to occupy sleeping accommodation so that they do not have to share with someone who is not a close relative or with someone of the opposite sex unless they are living together/co-habiting.
- 'Close relative' means parent, grandparent, child, grandchild, brother, sister, uncle, aunt, nephew, niece or cousin.
- All habitable rooms, kitchens, bathrooms, and toilet compartments shall have a minimum floor to ceiling height of 2130mm. In the case of rooms with sloping ceilings, there shall be a minimum height of 2130mm over half of the floor area of the room. Measurements shall be taken on a plane 1500mm above the floor. Any floor area where the ceiling height is less than 1500mm high shall be disregarded.
- The standards are based on usable floor area. Certain layouts may require an increase in floor area.

### One Person Units Of Accommodation

<b>One room units</b>	
including kitchen facilities in the room	<b>11m<sup>2</sup></b>
separate individual or shared kitchen	<b>8m<sup>2</sup></b>

*Note: These room sizes can be reduced by up to 1.5m<sup>2</sup> down to a minimum of 6.5m<sup>2</sup> at the discretion of the inspecting officer where a communal living room or kitchen with dining area exists. This will depend on the size and nature of the communal facilities and adequate standards of management. Health and Safety issues will also be taken into consideration when accepting reduced space standards.*

<b>Two or more room units</b>	As a guide, rooms in two or more roomed units of accommodation should meet the following sizes:
Each living room/kitchen	<b>10m<sup>2</sup></b>
Each Living room	<b>8.5m<sup>2</sup></b>
Each bedroom	<b>6.5m<sup>2</sup></b>

*Note: Trade-off between room sizes in two or more roomed units may be acceptable at the discretion of the inspecting officer, providing the proposed layout is acceptable and the aggregate habitable floor area of the rooms is not less than 14.5m<sup>2</sup>*

A staircase, landing or any room that is appointed as a kitchen or bathroom, cannot be sleeping accommodation.

## Two Person Units of Accommodation

<b>One room units</b>	
including kitchen facilities	<b>16m<sup>2</sup></b>
where provided with a separate individual or shared kitchen	<b>13m<sup>2</sup></b>
NB. Not normally suitable for persons who are not either married couples or co-habitees.	

*Note: Room sizes can be reduced by up to 2m<sup>2</sup> at the discretion of the inspecting officer where a communal living room or kitchen with dining area exists. This will depend on the size and nature of the communal facilities and adequate standards of management. Health and Safety issues will also be taken into consideration when accepting reduced space standards.*

*Note: Trade off between room sizes in two or more roomed units may be acceptable at the discretion of the inspecting officer, providing the proposed layout is acceptable and the aggregate habitable floor area of the rooms is not less than 19.5m<sup>2</sup>*

## Common Rooms

<b>Kitchens</b>	
If more than 5 occupiers are sharing a kitchen and there is no separate dining area, then the facilities must be doubled and the installation and circulation space must be adequate. The kitchen must be sited no more than one floor distance from the bedroom or suitable dining area.	
<b>Numbers Sharing</b>	<b>Minimum Floor Area</b>
<b>Kitchens</b>	
Used by 1-5 occupiers	<b>6m<sup>2</sup></b>
Used by 6-10 occupiers	<b>11m<sup>2</sup></b>
The kitchen must be sited no more than one floor distant from the bedroom or living/dining room.	
<b>Dining/kitchens</b>	
Used by 1-5 occupiers	<b>8.5m<sup>2</sup></b>
Used by 6-10 occupiers	<b>12.5m<sup>2</sup></b>
<b>Living Rooms or Dining Rooms</b>	
Used by 1-5 occupiers	<b>8.5m<sup>2</sup></b>
Used by 6-10 occupiers	<b>12.5m<sup>2</sup></b>
<p><i>Note: If more than 5 occupiers are sharing a kitchen, additional sets of facilities are required (See Section 3).</i></p> <p><i>Note: the above are minimum space standards based on optimum shape and layout. In practice, it may be necessary to have a larger space standard to ensure that there is sufficient space to fit in all the</i></p>	

*facilities required and provide a circulation area which permits safe use of the kitchen for the number of users.*

**A staircase, landing or any room that's appointed as a kitchen or bathroom, cannot be sleeping accommodation.**

## **Hostel/ Dormitory/ Board and Lodgings**

This is dealt with under separate guidance. Please ask your local officer for details

For more information, please contact the Private Sector Housing team by email: [pshousing@dacorum.gov.uk](mailto:pshousing@dacorum.gov.uk) or call **01442 228000** and ask for **Private Sector Housing**.