PART 5 of the HOUSING (SCOTLAND) ACT 2006

SOUTH AYRSHIRE COUNCIL STANDARDS FOR HOUSES IN MULTIPLE OCCUPATION

1. Space Standards

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; and

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.

Note: Floor space would be expected to only be counted where there is a ceiling height of at least 1.5m. This means that, for example, attic bedrooms with coomed ceilings still need to provide a reasonable usable floorspace.

2. Kitchens

Refer to provisions shown in Annex D.

3. Sanitary Facilities

3.1 Sanitary facilities

There should be:

a. one WC for every five persons. (These should be located so that if they are not on the same level as the bedrooms they are no further than the next floor up or down.)

b. one bath or shower for every five people.

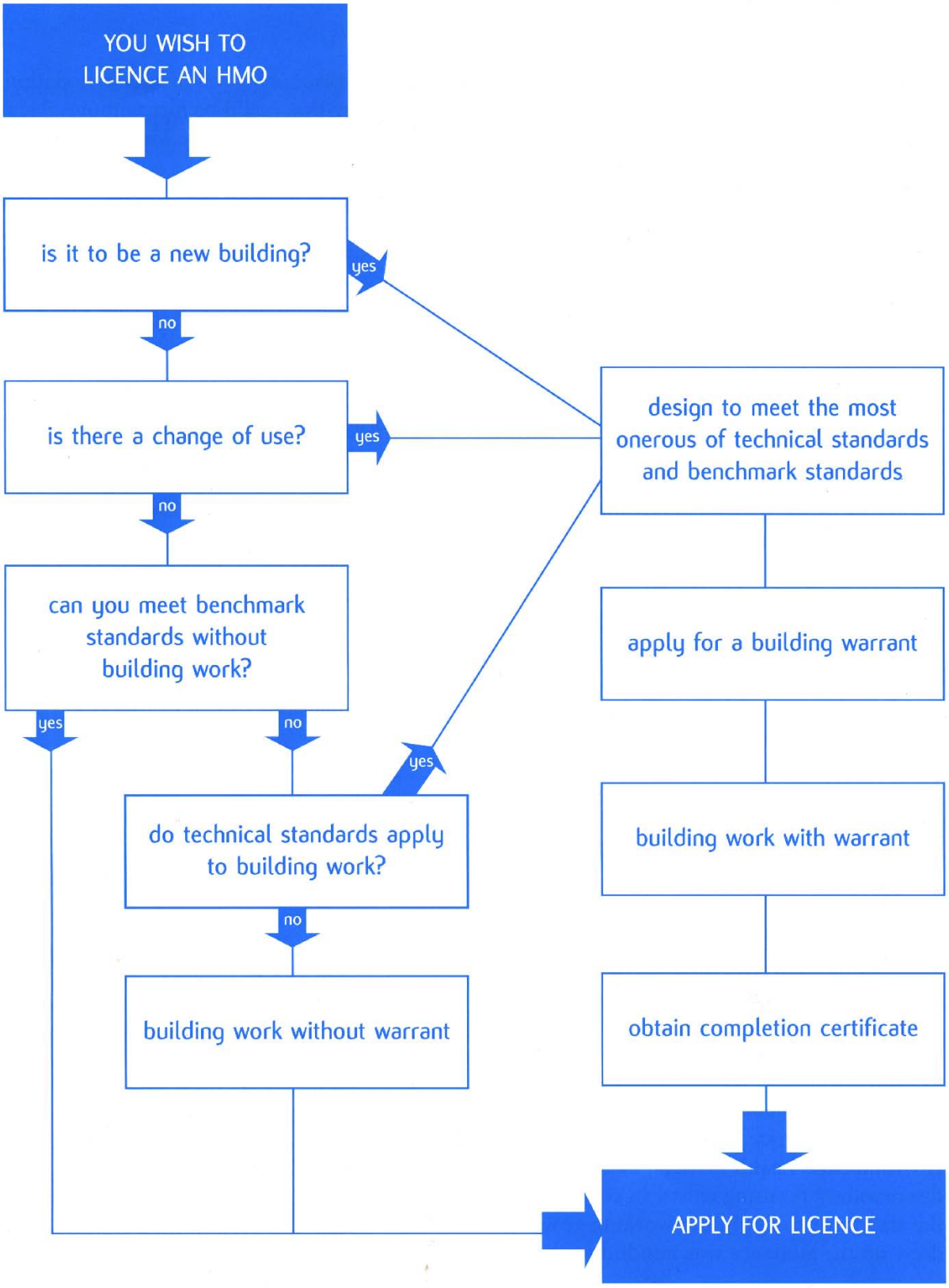
All persons living in the premises are to be included e.g. owner or manager where no separate exclusive facilities are provided.

3.2 Wash hand basins in toilets

Every toilet should have a washbasin within the toilet itself, or within an adjacent space providing the sole means of access to the toilet. The water closet and washbasin should also be separated by a door from any room or space used wholly or partly for the preparation or consumption of food.

3.3 Water supply

Hot and cold supplies should be suitable and sufficient for purposes.


YOU WISH TO LICENCE AN HMO
is it to be a new building?
yes
no
is there a change of use?
yes
no
can you meet benchmark standards without building work?
yes
no
do technical standards apply to building work?
yes
no
building work without warrant
design to meet the most onerous of technical standards and benchmark standards
apply for a building warrant
building work with warrant
obtain completion certificate
APPLY FOR LICENCE

3.4 Drainage

A building should be provided with a safe and hygienic drainage system in compliance with the relevant British or European Standards.

3.5 Location

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.

4. Space Heating

4.1 Provision

Each bedroom and living room should have a fixed controllable space heating appliance or be served by a central heating system, which may include any system of warm air or underfloor heating, capable of maintaining a temperature of 18 degrees Centigrade when the outside temperature is minus 1 degree Centigrade.

4.2 Liquid Petroleum Gas (LPG) and Paraffin Heaters

LPG type room heaters and paraffin heaters should be prohibited.

4.3 Solid fuel

a. A solid fuel appliance used in space heating should be approved by the licensing authority.

b. Annual inspection/cleaning of chimney/flues should be carried out and a certificate provided stating that the system is functioning properly.

c. A solid fuel appliance should have a permanent supply of air either direct to the open air or to an adjoining space (including a sub-floor space) that is itself permanently ventilated direct to the open air. Air supply provided as follows will satisfy the requirement:-

   i. Traditional open flued fire: 50% of the cross-sectional area of the throat or the flue as appropriate; or

   ii. Any other solid fuel appliance: a permanent air entry opening or openings with a total free area of 550mm^2 for each kW of combustion appliance rated output over 5kW.

4.4 Oil fired

a. An oil-fired appliance, other than a room-sealed appliance, should have a permanent supply of air for combustion either direct to the open air or to an adjoining space (including a sub-floor space) which is itself permanently ventilated direct to the open air.
Compliance with Section 4 of BS 5410: Part 1: 1997 will satisfy this requirement.

b. An oil-fired appliance installed in a confined space should have a permanent supply of air for cooling in addition to air for combustion, either direct to the open air or to an adjoining space (including a sub-floor space).
Compliance with Clause 4.4.3 of BS 5410: Part1: 1997 will satisfy this requirement.

4.5 Gas fired

a. A gas-fired appliance should have an adequate supply of air for combustion. Compliance with the following British Standards will satisfy this requirement:-

   i. for a decorative fuel-effect gas appliance, BS 5871: Part 3:1991;

   ii. for an inset live fuel-effect gas appliance, BS 5871: Part 2 1991;

   iii. for any other gas-fired appliance, BS 5440: Part 2: 1989.

b. A gas-fired appliance installed in a confined space should have an adequate supply of air for cooling in addition to air for combustion. Compliance with BS5440: Part 2: 1989 will satisfy this requirement.

c. There must be installed an adequately functioning and positioned CO alarm which meets the requirements of BS EN 50291:2001 in the same room as any gas appliance.

d. Annual certification that installed gas systems have been examined by a qualified person (Gas Safe* registered), that they are functioning properly and ventilation is adequate should be provided.

   *Note: The Gas Safe Register is an official list of gas engineers who are registered to work safely and legally on gas appliances in the United Kingdom. www.gassaferegister.co.uk/

4.6 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;
   (NOTE: An extract fan should not be fitted in the same room as an open-flued solid fuel appliance.)

b. for an oil-fired appliance, Clause 4.4.7 of BS 5410: Part 1: 1997 and OFTEC Technical Information Note TI/112; and

for a gas-fired appliance, Clause 4.3.2.3 of BS 5440: Part 1: 1990.

5. Lighting and Ventilation

5.1 Natural lighting

Every bedroom and living room should have a window or windows of an aggregate glazed area equal to at least $1/15^{th}$ of the floor area of the apartment and situated in an external wall or roof, or in a wall between the room and a conservatory.

5.2 Ventilation

Every bedroom and living room should have a window or windows with an opening area equal to at least $1/30^{th}$ of the floor area of the apartment and situated in an external wall or roof, or in a wall between the room and a conservatory. Kitchens, bathrooms, and waterclosets should either have natural ventilation (with a window or windows with an opening area equal to at least $1/30^{th}$ of the floor area) or adequate mechanical ventilation.

5.3 Artificial lighting

There should be an electric lighting system providing at least one lighting point to every circulation space, bedroom, living room, kitchen, bathroom, water closet compartment and other space having a floor area of 2 square metres or more. Any lighting point serving a stair within an HMO should have controlling switches at each storey.

Any ceiling strip light unit within the HMO must be fitted with a proper diffuser/cover.

In order to prevent risk of electric shock and damage to electrical wiring due to condensation all bathrooms and shower rooms should be provided with an IP44 rated light fitting if it is required in accordance with current regulations.

6. Fire Safety

The Fire (Scotland) Act 2005 as amended, requires the applicant for an HMO Licence to undertake a written fire risk assessment of the premises, to implement such fire safety measures as necessary to ensure the safety of persons in respect of harm caused by fire in the premises, and, thereafter, maintain those fire safety measures. Guidance on carrying out a fire risk assessment and benchmark standards for fire safety matters have been published by the Scottish Government and are available from www.infoscotland.com/firelaw.

The guidance has been published in two parts;
"Practical Fire Safety Guidance for Medium and Large Premises Providing Sleeping Accommodation" *applies to such premises which comprise of:*

Any single storey area over 200m^2;
3 storeys in height with a single storey area over 100m^2, or
More than 3 storeys in height

and

"Practical Fire Safety Guidance For Small Premises Providing Sleeping Accommodation" *applies to such premises which comprise of:*

Up to 2 storeys in height with a maximum single storey area of 200m^2
3 storeys in height with a maximum single storey area of 100 m^2; or
Individual flats or maisonettes, regardless of storey height, with a maximum single storey area of 200m^2.

The Premises will be subject to periodic audit by Strathclyde Fire & Rescue in order to ensure compliance with fire safety law"

7. Electrical Safety

7.1 At least once every three years certification should be provided that installed system and any appliances provided by the landlord have been examined by a competent person, are functioning properly and are safe.

7.2 There should be a minimum of:-

- In each kitchen, 6 socket outlets;
- In each bedroom and living room, 6 socket outlets; and
- Anywhere in the building, 4 additional socket outlets.

8. General Standards

8.1 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 that 1 metre above the pitch line of a flight or surface of a landing.

8.2 Clothes Drying

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

8.3 Energy Performance Certificates – (EPCs)

Provision of an EPC

Where a building is to be sold or let the building owner must make a copy of the valid EPC for the building available, free of charge, to a prospective buyer or tenant. This could be included with the property particulars. A copy of the EPC is required as part of application for an HMO Licence.

Location of an energy performance certificate
It is the legal responsibility of the building owner to 'affix the certificate to the building'. The EPC should be indelibly marked and located in a position that is readily accessible, protected from weather and not easily obscured. A suitable location could be in a cupboard containing the gas or electricity meter or the water supply stopcock. The EPC requires to be properly displayed for the purposes of an HMO Licence.

Further guidance on the production and display of EPCs is available at:- http://www.scotland.gov.uk/Topics/Built-Environment/Building/Building-standards/profinfo/epcintro

8.4 Security

The accommodation must have secure locks on all access doors and ground floor or accessible windows.

All door locks must be capable of being opened from the inside without recourse to a key, so that residents can escape in case of fire.

HMO owners are encouraged to consult the Crime Prevention Officer at their local Police Station for advice on security.

Annex A Space Standards

1 Bedrooms where common living room available

Single room (1 adult)	6.5 sq. metres
Double room (2 adults)	10.5 sq. metres
Triple room (3 adults)	16.5 sq. metres
Over 3 adults	16.5 sq. metres + 4.5 sq. metres per person over 3
Family room (2 adults + Children under 10)	10.5 sq. metres + 4.5 sq. metres per child

2 Bedrooms where no communal living area available

1 adult	10 sq. metres
2 adults	15 sq. metres
3 adults	19.5 sq. metres
Over 3 adults	19.5 sq. metres + 6 sq. metres per person over 3
Family Room (2 adults + Children under 10)	15 sq. metres + 7 sq. metres per child.

3 Bedroom with cooker

1 adult	13 sq. metres
2 adults	19 sq. metres

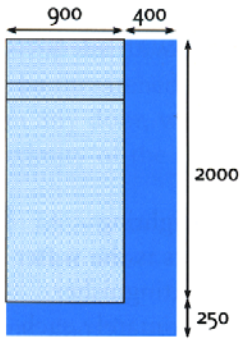
(In normal circumstances children would not be accommodated in bedrooms with cookers. If, exceptionally, they are, appropriate measures must be taken to ensure their safety.)

4 Communal Living Room

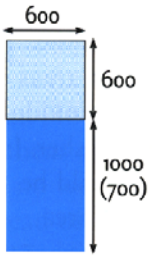
3-6 persons	11 sq. metres
7-10 persons	16.5 sq. metres
11-15 persons	19.5 sq. metres

Annex B Activity Spaces

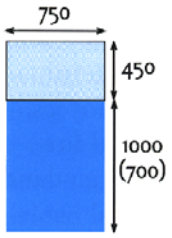
Bed space



Wardrobe space



Chest of drawers space



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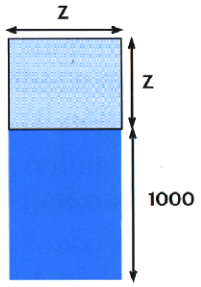
Activity Space

Dimensions in millimetres

( ) Reduced dimension when measured to a bed

Annex C Activity Space for Cookers

Cooker Space



key

Activity Space

z Not less than the dimensions of the appliance

Dimensions in millimetres

Note

An activity space is measured at floor level.

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 D Kitchen/Catering Facilities

Facilities should be provided in the form of a communal kitchen or the residents should be provided meals on a full board basis.

Kitchens

Where a communal kitchen is provided there should be:

a. Sinks - one for every 5 people. Sinks to have integral drainers.

b. Adequate food storage of the number of occupants to be provided (a minimum of 1 cubic metre of storage for a maximum of 5 people. An additional 0.2 cubic metres of storage for each person above 5 people should be provided).

c. Adequate impervious work surface to be provided (2m length for 3 people, and for any people above that number an additional 60cm should be provided per person).

d. One Cooker with oven, grill and 4 cooking plates or rings for a maximum of 5 persons (cookers provided with the associated activity space shown in Annex C and 300mm worktop width available on both sides)

e. One reasonable size refrigerator and 1 reasonable sized freezer for a maximum of 5 persons (the freezer need not be sited within the kitchen).

Catering

Where full catering is provided for the residents on a full board basis and the kitchen complies with the Food Safety (General Food Hygiene) Regulations 1995, this will be deemed equivalent to the provision of communal facilities.

No cookers will be allowed within bedrooms.

Activity Spaces

Cookers should be provided with the associated activity space of the dimensions shown in Annex C.

Annex E Additional Means of Escape required from Maisonettes or Flats with Two or more Storeys, of which one is a height of more than 4.5m

Additional precautions to be taken in HMOs which are maisonettes or flats and have two or more storeys, of which one is at a height of more than 4.5m, are given below.

1. If there is accommodation on more than one level it should be planned so that:-

   i. all living rooms or bedrooms are entered directly from a circulation space enclosed in fire resistance construction, having 30 minutes fire resistance (integrity and insulation) and any door in the enclosures should be a fire door with 30 minutes fire resistance (integrity); and

ii. where any storey is at a height of more than 11m there is:-

A an exit through a door other than its main entrance from each storey other than the entrance storey, or

B an exit through a door other than its main entrance from each bedroom.

2. If there is accommodation on only one level, but the HMO is entered from a storey below the level of the accommodation it should be planned so that:-

i. an exit through a door other than its main entrance is provided; or

ii. all living rooms or bedrooms are entered directly from a circulation space enclosed in fire resisting construction having 30 minutes fire resistance (integrity and insulation) and any door in the enclosures should be a fire door with 30 minutes fire resistance (integrity) and the distance to be travelled from any door of a living room or bedroom to the head of the internal stair is not more than 9m; or

iii. the distance to be travelled from any point within the HMO to the head of the internal stair is not more than 9m, and the direction of travel is away from cooking facilities.

3. If there is accommodation on only one level, but the HMO is entered from a storey above the level of the accommodation it should be planned so that an exit through a door other than its main entrance is provided from the lower storey.

Annex F **Ducted Warm Air Heating Systems**

A system of ducted warm air heating designed to reduce the risk of fire and smoke spread is one where:

1 transfer grilles are not fitted between any room and the entrance hall or stair;

2 supply and return grilles are not more than 450mm above floor level;

3 if warm air is ducted to an entrance hall or stair, the return air is ducted back to the heater;

4 if a duct passes through any wall, floor, or ceiling of an entrance hall or stair, all joints between the duct and the surrounding construction are sealed;

5 there is a room thermostat in the living room, at a height between 1370mm and 1830mm, with a maximum setting of 35^{o} C, which turns off the heater and any circulation fan if the ambient temperature exceeds that setting; and

6 if the system recirculates air, smoke detectors are provided in every extract duct to cause the recirculation of air to stop and direct all extract air to the outside of the building in the event of fire.

Annex G **Mechanical Ventilation Systems**

A system of mechanical ventilation designed to reduce the spread of fire and smoke is one where:-

1 the system is of a suitable design and construction; and

2 it ensures, so far as is practicable, that air movement is directed away from escape routes; and

3 ducts within the system are of a suitable design and construction; and

4 where a ventilating duct serving sleeping accommodation penetrates walls between sleeping accommodation, either above or below the ceiling, the duct is adequately protected to ensure that it cannot permit the spread of fire. Any automatic damper or shutter or other sealing device in the duct is activated by smoke.