

Houses in Multiple Occupation Licensing conditions

The Licence Holder or other Relevant Person¹ (collectively known as The Licence Holders in these conditions) must:

1 Amenity Standards

- 1.1 Ensure that the water supply, water fittings and drainage are maintained in a good, clean, working condition.
- 1.2 Ensure that any water storage receptacle is covered and kept clean.
- 1.3 Ensure that any water pipes (except overflow or mains supply pipe) or fittings are protected from frost damage.
- 1.4 Not unreasonably cause any interruption to the gas or electricity supply.
- 1.5 Keep all common parts² in good and clean decorative repair, in a safe and working condition and reasonably clear from obstruction.
- 1.6 Comply with the conditions listed in Schedule 2 to this licence.

2 General Maintenance Requirements

- 2.1 Keep the house in good order and repair and to do such repairs within time frames determined by the Authority which are calculated upon reasonableness and balanced against the nature of the job or the repair item.
- 2.2 Make any further repairs to anything in or related to the house (or of any item placed/installed in the House by the Licence Holder or already in the House at the time of occupancy and which is not the responsibility of the tenant) which may become necessary during the Licence Period; and in particular at the request of the Authority to make any repairs that are in the opinion of the Authority reasonably necessary.

¹ 'Other Relevant Person' means person other than the Licence Holder who has consented in writing to comply with these conditions.

² As defined by Regulation 7 of the Management of Houses in Multiple Occupation (England) Regulations 2006

- 2.3 Renew any of the fixtures or fittings, furniture, electrical or gas installations (or of any item placed/installed in the House by the Licence Holders or already in the House at the time of occupancy and which is not the responsibility of the tenant) which may become necessary during the Licence Period because for instance they are beyond repair; and in particular at the request of the Authority to make any repairs that are in the opinion of the Authority reasonably necessary.

3 Safety of Gas Appliances

- 3.1 Produce to the Authority³ annually or within 7 days of a written request by the Authority for inspection a Gas Safety Certificate obtained in respect of all gas appliances in respect of the House⁴ within the last 12 months.
- 3.2 Such Gas Safety Certificate produced in 3.1 above must have been issued by a registered Gas Safe contractor in respect of all gas appliances at the House (e.g gas central heating boiler, gas pipes, gas oven-hob or any other) (as required by the Gas Safety (Installation and Use) Regulations 1998).

4 Safety of Electrical Appliances and Furniture

- 4.1 Keep all electrical appliances and all furniture made available by him/her in the House in a safe condition, in good repair and in a clean condition.
- 4.2 Ensure that all fixed electrical installations are inspected and tested at intervals not exceeding 5 years by a person qualified to undertake such inspection and testing and obtain a certificate from the tester specifying the results of the test.
- 4.3 Ensure that the person referred to in 4.2 is an approved electrical contractor on a suitable and approved competent person scheme. The test certificate provided should be an electrical installation condition report.
- 4.4 Provide to the Authority, on demand, declarations signed by him/her as to the safety of such appliances and furniture, as detailed in 4.5, 4.6 and 4.7.
- 4.5 The declarations in 4.4 should demonstrate to the satisfaction of the Authority compliance with relevant safety legislation including the Electrical Equipment (Safety) Regulations 1994; the Plugs and Sockets (Safety) Regulations 1994 and the Furniture and Furnishings (Fire) (Safety) Regulations 1988, as amended in relation to all electrical

³ 'Authority' = Bury Metropolitan Borough Council

⁴ 'House' = Property being licensed under Part 2 Housing Act 2004.

appliances and furniture in the House. This requirement also applies to children's furniture, e.g. cots, small chairs and to covers and fillings of any cushions supplied with any furniture.

- 4.6 Provide to the Authority within 7 days of a written request by the Authority evidence that all portable electrical appliances supplied as part of the letting are safe for use and comply with the Electrical Equipment (Safety) regulations 1994 and the Plugs and Sockets (Safety) Regulations 1994; and ensure they are subjected to annual inspections and PAT (Portable Appliance Test) tests. The Authority will require written evidence of inspections and tests.
- 4.7 Provide to the Authority within 7 days of a written request by the Authority evidence that all furniture supplied as part of the letting is safe for use and complies with the Furniture Furnishings (Fire) (Safety) Regulations 1988, as amended.

5 Terms of Occupation

- 5.1 Supply to the occupants of the House a tenancy agreement or lease showing the terms upon which they occupy it and show to the Authority written evidence that this has been done⁵. For instance a tenancy under Part 1 of the Housing Act 1988 will suffice and tenancies should contain terms relating to date of commencement, rent, termination, security of tenure, grounds for possession, repairs, lodgers, succession, consultation on changes, subletting, assignment, improvements, inventory, condition of property, access, communal areas, pets, nuisance, harassment and annoyance to third parties.

6 Automatic Fire Detection System

- 6.1 Ensure that an Automatic Fire Detection System is fitted at each storey of the property on which there is a room used wholly or partly as living accommodation and is compliant with BS5839: Part 1 for an L2 specification (or suitable equivalent) and is installed and maintained in good working order.
- 6.2 Supply to the Authority on demand a declaration by him / her as to the condition of the Automatic Fire Detection System referred to in 6.1. including suitable and legible inspection and test certificates obtained bi-annually in accordance with the said BS5839: Part 6.
- 6.3 The whole installation shall be inspected and tested bi-annually in accordance with BS 5839: Part 6 by a competent person. An inspection logbook shall be duly completed and retained for examination by the Authority at the time of re-inspection.

⁵ Provision of a copy of the Tenancy Agreement or Lease will suffice plus evidence that it has been served on the tenant, e.g. by letter acknowledged by the tenant.

7 Carbon Monoxide Detection

- 7.1 Ensure that a carbon monoxide alarm is installed in any room in the house which is used wholly or partly as living accommodation and contains a solid fuel burning combustion appliance.
- 7.2 Ensure all carbon monoxide alarms are maintained in good order and repair.
- 7.3 Supply the authority, on demand, with a declaration by him/her as to the condition and positioning of any such carbon monoxide alarm.

8 General Fire Precautions

- 8.1 Ensure all the fire precautions listed in Schedule 1 are put into place at the house, ensure that a smoke alarm is installed on each storey of the house on which there is a room used wholly or partly as living accommodation and ensure all fire escapes are kept free from obstruction.
- 8.2 Ensure all alarms, fire escapes and any other such equipment relating to fire safety are maintained in good order and repair.
- 8.3 Supply the authority, on demand, with a declaration by him/her as to the condition and positioning of such smoke alarms.

9 Waste Arrangements

- 9.1 Ensure that sufficient bins or other suitable receptacles are provided as are adequate for the requirements of each household in the House for the storage of refuse and litter pending their disposal.
- 9.2 Give instructions to tenants, at the beginning of their occupancy, regarding the storage and disposal arrangements in place in respect of refuse.

Note: that if recycle bins are provided ask and encourage tenants to use them.

- 9.3 Ensure that wherever possible waste arising from building works or improvements to the house, does not accumulate in the curtilage to the property. Where such accumulations are unavoidable, they shall be removed as soon as reasonably practicable.

- 9.4 Not allow other waste such as old furniture or such items as old fridges to accumulate in the curtilage to the property. If arrangements have been made for the removal of such items they may only be placed to the front of the property on the date of collection.

10 Anti-social Behaviour

- 10.1 Take all reasonable and practicable steps to prevent or reduce anti-social behaviour by persons occupying or visiting the house.
- 10.2 Include the following terms into the Tenancy Agreement in addition to the ordinary terms setting out the rights of the occupant and make the occupants aware of the terms prior to their occupation of the House.

Include a term defining anti-social behaviour as conduct on the part of occupiers or visitors to the house:-

- a) which causes or is likely to cause a nuisance or annoyance to persons residing, visiting, or otherwise engaged in lawful activities in the vicinity of such premises, or
 - b) which involves or is likely to involve the use of such premises for illegal purposes.
- 10.3 Include a term stating that if the occupiers engage in anti-social behaviour as defined in 10.2 above, that shall be a ground on which the Licence Holder (Landlord) can apply for a court order for repossession of the House.
- 10.4 Give information to the tenant prior to occupation about anti-social behaviour and the standard of behaviour expected and what the results of anti-social behaviour could be, namely that the police or local authority could become involved, that they may have to appear in Court or lose their tenancy.
- 10.5 Keep a written record of all complaints received from third parties about any instances of anti-social behaviour including name and contact details of the complainant, time and date of the incident, and a description of the incident and identity of the perpetrator wherever possible.
- 10.6 Allow the Authority to enter and inspect the house for the purpose of enforcing any of these conditions, such entry not to be unreasonably withheld.

11 Local Management Arrangements

- 11.1 Appoint a competent manager residing within the authority's area in cases where the Licence Holder resides over 75 miles from the Metropolitan Borough of Bury who has consented in writing to comply with these conditions.

- 11.2 Secure access to the House for inspection by the Authority whenever it is required by the Authority (such access not to be unreasonably withheld).

12 Other Management Responsibilities

- 12.1 Make available his/her name address and telephone number to all occupants of the House and to display these details in a prominent position at the House and generally to comply with the requirements of the Management of Houses in Multiple Occupation (England) Regulations 2006 and all other relevant legislation. In particular the licence holder should ensure he/she complies with the management conditions listed in Schedule 2, Amenity Standards for Houses in Multiple Occupation.
- 12.2 Ensure the House is covered by suitable buildings insurance and contents insurance for those relevant items listed in the inventory which is referred to in paragraph 12 below.

13 Logbook Requirements

- 13.1 Keep at the House a Log Book containing all safety and test certificates for the house including those relating to gas, fire detection systems and electrical installations, electrical appliances and furniture as required by the licensing conditions. In particular place and maintain up to date copies of the following:
- a) HMO licence and conditions
 - b) An inventory of all the furniture and appliances supplied by you
 - c) Furniture safety documentation/declaration (if applicable)
 - d) Gas safety certificate
 - e) Electrical Installation Safety Certificates
 - f) Documentation relating to the safety of electrical appliances provided by the Licence Holder (PAT testing)
 - g) Emergency lighting test certificate
 - h) Fire detection equipment inspection and testing records
 - i) Fire extinguisher inspection and annual service records
 - j) The Management of Houses in Multiple Occupation (England) Regulations 2006
 - k) Contact details, i.e. name address and telephone number for the Licence Holder (and other relevant person and/or manager where applicable).

Any other information you consider relevant to the safe occupation of the property.

14 General

- 14.1 Ensure that the number of persons residing at the property shall not exceed the maximum number stated on the licence.
- 14.2 Not change the use and level of occupancy of each room/unit without the prior application to the Authority for a variation of the Licence which has been granted by the Authority in accordance with the Authority’s licensing procedure.
- 14.3 Inform the Authority immediately of any material change of circumstances in respect of the Licence Holder, manager or anyone else involved with the property, the property itself or its management, including for example any criminal convictions arising after the granting of the licence.
- 14.4 Not make any alterations to the House without prior application to the Authority for a variation of the Licence which has been granted by the local authority in accordance with the Authority’s licensing procedure.

Declaration

I confirm that I have read these terms and conditions including those in Schedule 1 and Schedule 2 and that I understand that I have to abide by them so as not to be in breach of my licence. I further understand that s72(3) Housing Act 2004 makes it a criminal offence to fail to comply with any of the conditions of this licence including those in the schedules of this document.

Signed: Licence Holder
Name:
Address:

Signed: Manager (Other relevant person)
Name:
Address:

Note: Where, in the opinion of the Council, and as necessary by the local fire and rescue authority, it is not reasonably practicable to comply with any of the conditions in Schedule 1 Fire Precautions and Facilities and Schedule 2 Amenity and Management then the Council may at their

discretion moderate against any condition but only where the health, safety and welfare of any occupants or visitors to the house is not adversely affected by any such moderation.

Schedule 1

Fire Precautions and Facilities

Standards for Houses in Multiple Occupation

The Licence Holders must:-

- 1.0 Provide appropriate fire precaution facilities and equipment of such type, number, and location as is considered necessary in accordance with the current Greater Manchester Housing in Multiple Occupation Fire Safety Guide prepared by the Greater Manchester Fire Safety Working Party for the time being or equivalent, and any relevant legislation.

Where, in the opinion of the Council, and as necessary by the local fire and rescue authority, it is not reasonably practicable to comply with any of the conditions in Schedule 1 Fire Precautions and Facilities then the Council may at their discretion moderate against any condition but only where the health, safety and welfare of any occupants or visitors to the house is not adversely affected by any such moderation.

1.1 Provide a means of escape so that:-

- (a) the staircase enclosure forms a protected route, from the topmost floor to ground level.
- (b) all walls, screens and partitions forming the staircase enclosure to provide 30 minutes fire resistance.
- (c) doors within the escape route shall be of the same standard (FD30S/ E30Sa) unless the door is to a bathroom or WC that contains no fire risk.
- (d) bathrooms with gas boilers are to be fitted with doors that provide 30 minutes fire resistance.
- (e) fire resistance between floors shall be a minimum of 30 minutes.
- (f) fire resistance between individual occupancies shall be a minimum of 30 minutes.
- (g) fire resistance between the basement and ground floor shall be 60 minutes unless automatic fire detection units are provided in each compartment of the basement, in which case 30 minutes separation will suffice.
- (h) all stairways, passageways and corridors forming the escape route shall not be used as storage space unless this is in the form of a locked cupboard provided with 30 minutes fire resistance.
- (i) if the loft hatch is in the route of escape it shall provide 30 minutes fire resistance.
- (j) meters within the route of escape shall be boxed in and provided with 30 minutes fire resistance.
- (k) any gaps around services or pipework throughout the premises shall be filled with intumescent paste/foam.

- (l) if the property has associated commercial use, 60 minutes fire resistance shall be provided between the shop/business and the residential area.
- (m) inner rooms (those in which access is gained through another room) are not recommended as bedrooms and are only acceptable if the bedroom is provided with a suitable escape window/s, automatic fire detection is provided in the access room and the access room is not of a higher fire risk than the internal room. Inner inner rooms are not acceptable.
- (n) glazing within the route of escape shall provide 30 minutes fire resistance (usually 6mm Georgian wired). Where timber frames are used, the glass is to be secured with hardwood beading with intumescent strips inserted between the glass and the beading on both sides.

1.2 Provide Fire Doors so that:

- (a) Half hour fire doors and frames are in accordance with BS 476: Part 22 or BS EN 1634 - 1 and to be of an FD30S/ E30Sa standard.
- (b) All fire doors to be fitted with intumescent strips, smoke seals and an automatic self-closing device as appropriate in accordance with the standard.
- (c) Intumescent strips and seals are not to be painted over.
- (d) Any minor damage to the door must be made good, using suitable materials so as to ensure that the integrity of the door is not affected.
- (e) If the integrity of the door is affected the door should be renewed with one that is undamaged.

All doors in the House should be capable of being opened from the inside without the use of a key or a security number/card.

1.3 Emergency Lighting

- (a) Provide an emergency lighting system, designed and installed in accordance with BS 5266: Part 1 and 7 code of practice and BS EN 1838 and ensure that the system is maintained and tested in accordance with these BS / EN standards.
- (b) Ensure that the installation is carried out by an NICEIC (National Inspection Council for Electrical Installation Contracting) registered contractor or equivalent and a satisfactory Emergency Lighting Completion Certificate is submitted on completion.
- (c) Ensure that the installation accords with Part P of the current Building regulations.
- (d) Produce a satisfactory test certificate for the lighting every year and within 7 days of the Authority's request in writing.

1.4 Fire Routines and Notices

- (a) Make available for each unit of accommodation in the House a Fire Routine Notice explaining the procedure to be followed in the event of a fire. In the case of an HMO occupied by asylum seekers or other non-English speaking persons, the Fire Routine Notice shall be in their native language and ensure that it is prominently displayed.
- (b) Provide signs stating 'FIRE DOOR, KEEP SHUT' at eye level, on both sides of all fire doors.
- (c) Place notices indicating the location of fire escapes in positions that are clearly visible to occupants of the House.

1.5 Fire Fighting Equipment

- (a) Provide one multi-risk fire extinguisher on each floor level, a further, suitable multi-risk extinguisher in each communal kitchen and a fire blanket to BS 7944 in each room used for cooking.
- (b) Ensure that all fire extinguishers comply with BS 7863 and BS EN3.
- (c) Ensure that all fire fighting equipment is maintained and tested annually in accordance with BS 5306: Part 3.
- (d) Do not place extinguishers using plain water in kitchens.
- (e) Keep fire fighting equipment in good working order and advise all occupants that it should only be used for extinguishing small undeveloped fires.
- (f) Advise occupants that it should only be used by persons who are competent in its use and provide adequate training and signage with the fire fighting equipment.

NB. Advise all occupiers and visitors that in the event of a fire they should get out of the House and stay out and call the fire service.

1.6 Automatic Fire Detection - Three and Four Storey Properties

- (a) Provide an automatic fire detection system which conforms to the conditions relating to fire precautions in condition 6, Automatic Fire Detection System, page 3.
- (b) Ensure that any cellar/basement is included in the system. But, if the cellar/basement has been made/upgraded to provide 60 minutes fire resistance then automatic fire detection will not be required, as detailed in 1.1 (g).
- (c) Ensure that the alarm sound level is 75 decibels at the bed head when all the doors are closed and attains 65 decibels or 5 decibels above background noise levels throughout the remainder of the property whichever is the greater.
- (d) Provide heat detectors in kitchens, bathrooms with boilers and boiler rooms.

- (e) Ensure that the installation is carried out by an NICEIC (National Inspection Council for Electrical Installation Contracting) registered contractor and provide a satisfactory Installation and Commissioning Certificate on completion.
- (f) Produce a satisfactory annual test certificate within 7 days request of the Authority.

1.7 Five storey and above properties

- (a) Provide to the satisfaction of the Authority an automatic fire detection system which conforms to the conditions relating to fire precautions in condition 6. Automatic Fire Detection System, page 3; and anything else considered necessary related to fire safety by the Authority or by the Greater Manchester Fire Service.

1.8 Self-contained Lettings

- (a) In self-contained flats with lobbies provide an automatic fire detection system to BS 5839: Part 1 in communal areas, stairways, landings, cellars/basements and the lobby of each separate letting. Ensure that the sounders linked to this system are provided in the bedrooms in each letting.
- (b) Ensure that each separate letting has domestic type smoke alarm/detector units, which comply with BS 5446: Part 1 and ensure that all units are mains wired to a separate, labelled fuse and interconnected to BS 5839: Part 6.
- (c) Provide an integral battery back-up facility and re-chargeable or long life batteries and an audible 'low battery' warning sounder for all units.
- (d) Ensure that the units are to be sited in accordance with BS 5839: Part 1 for an L2 system.
- (e) Provide heat detectors/alarms in kitchens, bathrooms with boilers and boiler rooms.
- (f) Ensure that the installation is carried out by an NICEIC (National Inspection Council for Electrical Installation Contracting) registered contractor or equivalent and provide a satisfactory Installation and Commissioning Certificate on completion.
- (g) Produce a satisfactory annual test certificate within 7 days of a request by the Authority as requested for lettings that are not self contained by condition 6, page 3.

Schedule 2

Amenity and Management

Standards for Houses in Multiple Occupation

The Licence holders must:-

2.0 Fixtures and fittings and Common Parts

- (a) Ensure all:-
- handrails and banisters;
 - stair coverings;
 - windows and other means of ventilation in the common parts; and
 - fixtures and fittings used by two or more households in the HMO (except those outside the Licence Holder's control).
- Are provided, are in safe working order and are kept in good repair at all times.
- (b) Provide additional handrails and banisters as are necessary for the safety of the occupiers or as may be requested by the Authority.
- (c) Ensure adequate light fittings are fitted and are working in the common parts at all times.
- (d) Ensure any part of the House not in use for any length of time, including any passage and staircase leading directly to it is kept reasonably clean and free from refuse and litter.
- (e) Ensure that outbuildings, yards and forecourts which are used in common with two or more households in the House are maintained in good repair, clean condition and good order.
- (f) Ensure that any garden is kept in a safe and tidy condition.
- (g) Ensure that boundary walls, fences and railings (including railings in a basement area), belonging to the House are kept and maintained in good and safe repair so as not to constitute a danger to occupiers.

2.1 Living Accommodation

- (a) Ensure that each unit of living accommodation is in a clean condition at the beginning of the occupancy of the House by each household.
- (b) Ensure in respect of each part of the House used as living accommodation that:-
- i. the internal structure is maintained in good repair;
 - ii. all the fixtures, fittings and appliances within the House are maintained in good repair and clean working order
 - iii. all the windows and other means of ventilation are kept in good repair.

- (c) Save that this paragraph does not apply where the occupant has caused the damage by acting otherwise than in a tenant like manner* or where the item is a fixture or fitting which belongs to the occupant and is outside the Licence Holder's control.

2.2 Heating

Ensure that each unit of living accommodation in the House has an adequate means of space heating installed. Adequate shall be taken to mean to a standard that is in the opinion of the Authority reasonable in all the circumstances based upon the expertise of the Authority representatives and with reference to approved Government Guidance.

Note: that the Council does not allow portable heating appliances which are dependent upon liquid fuel or fuel gas under pressure. If you are unsure as to what type of heating your property uses then please contact the Urban Renewal Service by telephoning 0161 253 5505.

2.3 Shared Bathroom and Toilet Facilities

Ensure that there is in the House:-

- a) An adequate number of bathrooms (containing either a bath or suitable shower cubicle), toilets and wash hand basins (suitable for personal washing, e.g. for washing face, hands and wrists) for the number of persons sharing those facilities;
- b) Where reasonably practicable there must be a wash hand basin with appropriate splash back in each unit other than a unit of living accommodation in which a sink has been provided as mentioned in 2.6 Kitchens for Single Units;
- c) Every bath, shower cubicle and wash hand basin must have taps providing an adequate supply of cold and constant hot water;
- d) All bathrooms must be suitably and adequately heated and ventilated;
- e) All bathrooms and toilets must be of an adequate size and layout and they must be suitably located in or in relation to the living accommodation in the House; and
- f) All baths, toilets, wash hand basins must be fit for the purpose.

* As defined in Para 8 (5) the Management of Houses in Multiple Occupation (England) Regulations 2006

2.4 Single Unit Bathroom Facilities

Where there are no adequate shared washing facilities provided for a unit of living accommodation the Licence Holder must provide an enclosed and adequately laid out and ventilated room with a toilet and bath or fixed shower supplying adequate cold and constant hot water for the exclusive use of that unit either:

- a) within the living accommodation; or
- b) within reasonable proximity to the living accommodation.

2.5 Shared Kitchen Facilities

- a) There must be a kitchen suitably located in relation to the living accommodation and of such a safe layout and size and equipped with such facilities so as to adequately enable those sharing the facilities to store, prepare and cook food;
- b) The kitchen must be equipped with the following equipment, which must be fit for the purpose and supplied in sufficient quantity for the number of occupiers sharing the facilities:-

- i. sinks with draining boards;
- ii. an adequate supply of cold and constant hot water to each sink supplied;
- iii. installations or equipment for the cooking of food;
- iv. electrical sockets;
- v. worktops for the preparation of food;
- vi. cupboards for the storage of food or kitchen or cooking utensils;
- vii. refrigerators with an adequate freezer compartment (or where the freezer compartment is not adequate, adequate separate freezers);
- viii. appropriate refuse disposal facilities ; and
- ix. appropriate extractor fans, fire blankets and fire doors.

2.6 Kitchens for Single Units

Where there is only one kitchen for one unit of living accommodation provide that unit with:-

- i. adequate appliances and equipment for the cooking of food;
- ii. a sink with an adequate supply of cold and constant hot water;
- iii. a fixed worktop for the preparation of food;
- iv. sufficient electrical sockets;
- v. a cupboard for the storage of kitchen utensils and crockery; and
- vi. a refrigerator.

The standards referred to in paragraphs i to vi shall not apply in relation to a unit of living accommodation where:-

- (a) the landlord is not contractually bound to provide such appliances or equipment;
- (b) the occupier of the unit of accommodation is entitled to remove such appliances or equipment from the HMO; or
- (c) the appliances or equipment are otherwise outside the control of the landlord

2.7 **Space standards**

- (a) Ensure all rooms have an adequate floor to ceiling height, any part of the room under 1.5 metres (5ft) shall not be taken into consideration when working out the floor area.
- (b) In relation to bedrooms or other sleeping rooms children under the age of 10 years are counted as half a unit and children over this age are not to sleep in a room with a person of the opposite sex. (Until further change of legislation as may be notified)
- (c) Ensure that adults do not share a room with another person unless living together as husband and wife or co-habitees).
- (d) Ensure that bedrooms have the following minimum floor space:
 - Single, minimum floor area of 6.5 metres² (70ft²)
 - Double, minimum floor area of 10.2 metres² (110ft²)
- (e) Within the bedrooms ensure that adequate provision is made for the storage of residents' clothing and personal possessions.
- (f) Ensure that all bedrooms are accessed off a common landing or staircase.
- (g) Ensure that bedrooms are provided with suitable and sufficient beds, mattresses and pillows and in bedsits provide one upholstered chair per person. All furniture to comply with the Furniture and Furnishings (Fire Safety) Regulations 1998, as amended (or the current Regulations), with the statutory labels attached.
- (h) Ensure kitchens are of an adequate floor area so as to accommodate safely all facilities provided for the storage, preparation and cooking of food.
- (i) Ensure kitchen/diners are of an adequate floor area so as to

accommodate safely all facilities provided for the storage, preparation and cooking of food and a suitable table and sufficient chairs to accommodate at peak demand.

- (j) Ensure dining room/s are of an adequate floor area so as to accommodate safely a suitable table and sufficient chairs to accommodate at peak demand.
- (k) Ensure living/dining rooms are of an adequate floor area so as to accommodate safely one upholstered seat per person and a suitable table and sufficient chairs to accommodate at peak demand.
- (l) Ensure living rooms are of an adequate floor area so as to accommodate safely one upholstered seat per person.
- (m) Provide in communal living rooms and bedsit rooms (which are let as furnished) one upholstered seat per person, as specified in 2.7 (g). NOTE: That if bedsit rooms have been provided for all persons there is no need for a communal living/sitting room.
- (n) Provide dining rooms (which are let as furnished) with a suitable table and sufficient chairs to accommodate at peak demand (NOTE: That children over one year are counted as a full person in relation to the numbers sharing communal rooms and facilities).
- (o) Ensure only rooms designated as bedrooms are used as sleeping rooms.
- (p) Do not use cellars for any accommodation purpose (A cellar is defined as a room where more than half of the room height is below ground level).
- (q) Ensure that cellars are provided with appropriate and adequate ventilation.
- (r) Ensure that basements are only used as accommodation if there is adequate light and ventilation and the room meets other requirements laid down in the Greater Manchester Fire Safety Guide and current Building Regulations and any other relevant legislation; including current Building Regulations where the basement is to be converted into living accommodation. (A basement is defined as a room where more than half of the room height is above ground level.)

2.8 **Ventilation**

All habitable rooms, kitchen, bathrooms and all non-habitable rooms must be ventilated by a window or other adequate means up to a reasonable standard in the opinion of the Authority. Where there is a shower in a bathroom there should be an overrun facility of at least 15 minutes.

2.9 **Lighting - natural and artificial**

All rooms must be illuminated with natural and artificial light up to a reasonable standard in the opinion of the Authority. This shall also apply to common areas such as staircases which shall be adequately lit by artificial lighting. Bathrooms may however be illuminated only by artificial light, but in such circumstances must be provided with mechanical extract ventilation.