



Houses in Multiple Occupation Guidance for landlords

Applicable to all licensable and non-licensable HMOs across Bury

The Housing Act 2004 defines an HMO, however this definition is detailed and complex, but generally an HMO will be a property occupied by more than one household and more than two people, and may include bedsits, shared houses and some self-contained flats.

This guidance document is applicable to **ALL** HMOs across Bury.

HMO's where some or all amenities are shared occupied by 5 or more occupants require a HMO licence.

However, all HMOs whether the landlord needs a licence or not are subject to The Management of Houses in Multiple Occupation (England) Regulations 2006

These regulations exist to ensure that HMO owners and managers control a range of health and safety risks that are greater in HMOs and include;

- Fire safety - to ensure that equipment is maintained and that there is a safe route of escape
- Repair, maintenance and cleanliness of communal areas including gardens
- Repair and maintenance of fixtures, fittings and appliances in communal areas such as stairs, handrails, ventilation and heating appliances
- Provision of services including water, drainage, electricity and gas
- Provision and management of waste disposal facilities

Consequently, there is a responsibility placed on both the landlord and tenant to undertake the following;

Landlord responsibilities

- Give tenants your contact details and tell them how they can report any problems
- Provide adequate, uninterrupted water supply and drainage
- Maintain common parts, fixtures, fittings and appliances
- Supply and maintain gas (if any) and electricity
- Obtain a gas safety certificate each year
- Obtain an electrical safety condition report (EICR) every 5 years
- Provide suitable rubbish disposal

Tenant responsibilities

- Report any repairs that need to be carried out to your landlord
- Do not use any dangerous electrical appliances
- Comply with the conditions of your tenancy agreement
- Do not deliberately damage anything that the landlord must keep in repair
- Comply with arrangements for fire safety and refuse disposal
- Allow the landlord reasonable access so they can carry out their duties

Badly managed HMOs put residents at risk, encourage anti-social behaviour and can impact on entire neighbourhoods. If an owner or landlord is breaching management regulations it can result in fines up to £40,000 per offence or an unlimited fine if prosecuted through the Court system. In addition to the Management Regulations landlords have a responsibility to ensure their properties meet satisfactory housing conditions under the **Housing Health and Safety Rating System (HHSRS)**.

Licensable HMOs

For HMOs which are occupied by five or more persons forming two or more households licensing is mandatory and a licence must be obtained from Bury Council.

In addition to the conditions required under the Management Regulations, other conditions will be specified relating to the facilities in the HMO, its condition and the management of the building, including how the licence holder deals with the behaviour of occupiers. The licence will contain the following information;

- the address of the licenced property
- the name and address of the licence holder
- the name and address of the person having responsibility for the management of the licenced property
- specify the maximum number of occupants and households who may occupy the HMO
- the period for which the licence is granted

The licence will usually be granted for a maximum of five years, however in certain circumstances the licence may be granted for a shorter period. Please refer to the Councils HM licensing policy for further information: [\(insert link\)](#)

Licences can be applied for by the landlord/s or a managing agent provided the landlord has been notified of the application.

A person managing or controlling an HMO that should be licenced commits an offence if, without reasonable excuse, he fails to apply for a licence. We may issue a civil financial penalty up to £40,000 where a HMO operates without a licence, or the Court may issue an unlimited fine if the matter is taken before them.

In certain cases, rent from housing benefit or paid by tenants themselves can be reclaimed if a landlord is found to be operating a licensable HMO without a licence.

It is, therefore, in your interest to apply for a licence promptly if the building requires one.

HMO licences can be applied for online via the Council's website. Here you will also find information on the relevant fee for your licence:

<https://www.bury.gov.uk/housing/private-rent/landlords/hmo-licence>

Advice and guidance

You can contact the PRS Enforcement Team via email – hmos@bury.gov.uk to discuss an application or speak to an officer for further advice and guidance.

This is recommended for all new applications as an officer can arrange to visit the property with the fire officer if necessary in order to provide assistance in ensuring the property meets the following requirements;

- There is sufficient and adequately sized amenities (i.e. Kitchens, bathrooms, toilets and communal lounge area) for the number of people specified on the licence.
- Is free of Category 1 Hazards under the HHSRS in terms of the property condition.
- Has a satisfactory electrical condition report (EICR) – every 5 years.
- Has adequate fire safety measures in place to provide a protected means of escape (i.e. design of the route, fire doors and fire resistant building fabric, emergency lighting and fire detection).

More detailed guidance and information can be found at

The Housing Act 2004:

<http://www.legislation.gov.uk/ukpga/2004/34/contents>

The Management of Houses in Multiple Occupation Regulations 2006:

<http://www.legislation.gov.uk/ukxi/2006/372/contents/made>

LACORS fire safety Guidance

http://www.cieh.org/library/Knowledge/Housing/National_fire_safety_guidance_08.pdf

HHSRS Guidance for Landlords & Property Related Professionals

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/9425/150940.pdf

The Amenity Standards for Houses of Multiple Occupation

http://www.cieh.org/uploadedFiles/Core/Policy/Publications_and_information_services/Policy_publications/Publications/Amenity_Standards_for_HMOs_1994.pdf

Before a licence can be granted we will also need to be satisfied;

- that the proposed licence holder and any manager of the property is a "fit and proper" person
- that the proposed licence holder is the most appropriate person to hold the licence
- that the person involved in the management of the HMO is competent and
- that the financial structures for the management are suitable
- that proper management standards are being applied at the property, including maintenance of the common parts fixtures, living accommodation and furniture safety

In deciding whether a person is a 'fit and proper' person to hold a licence or to be a property manager, the Council is required to have regard, amongst other things, to any evidence that a person has an unspent conviction for an offence involving;

- fraud or other dishonesty, or
- violence or drugs, or
- any offence listed in Schedule 3 to the Sexual Offences Act 2003 (offences attracting notification requirements) or
- practised unlawful discrimination or
- contravened provisions in relation to housing or landlord and tenant law or
- failed to act in accordance with any Code of Practice approved by an appropriate national Authority

Once a licence has been granted our officers will undertake inspections when deemed necessary in order to ensure the property is being managed satisfactorily.

Do I need an HMO LICENCE?

Is my property an HMO and do I need a licence?	
Is my property an HMO?	Housing Act 2004 Section & Schedule Numbers
It will be an HMO if it is one of the following:	
A shared house lived in by people who belong to more than one family* and who share one or more facilities**.	S254 (2) The standard test
A house in bedsits lived in by people who belong to more than one family* and who share one or more facilities**.	S254 (4) The converted building test
An individual flat lived in by people who belong to more than one family * and who share one or more facilities**.	S254 (3) The self contained flat test
A building of self contained flats that do not meet the 1991 Building Regulation Standards.	S257
Exemptions:	
If it is occupied by only two people	Sch 14, 7
If it is occupied by the owner (and their family) and one or two lodgers.	Sch 14, 6(c)
If it is occupied by a religious community	Sch 14, 5
If the occupiers have their main residence elsewhere***	S259
If no one in the property is required to pay rent	S254 92)(e)
If the owner or manager is a public body	Sch14, 2
If the owner or manager is an educational institution	Sch 14, 4
A building of self contained flats if two thirds or more of the flats are owner occupied	S257(2)(b) and s254(d)
If the property is part of a guest house or hostel (unless a HMO Declaration is made).	(s255(1))
How do I know If I need a licence?	
An HMO must have a licence if the following apply:	
1. It is an HMO (see definition of HMO above) and 2. It is occupied by five or more people	Regulations made under s55
Exemptions:	
• If the whole property is in self-contained flats	S258

*Family – husband, wife, co-habitee, child, step-child, foster child, grandchild, parent, step parent, foster parent, grandparent, brother, half brother, sister, half sister, aunt, uncle, niece, nephew cousin. **Facilities – basic amenities: WC, wash hand basin, shower, bath, cooking facilities *** Accommodation used by full time students while they are studying is taken to be their main residence.	
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Space Standards

Where all or some of the facilities are shared

All rooms should have a floor to ceiling height of at least 2.0m. Attic rooms shall have a floor to ceiling height of 2.0m over at least 50% of the room.

Any part of the room under 1.5m (5'0") shall not be taken into consideration when working out the floor area.

Ideally, children should not reside in HMOs, however where they are present, children under the age of 10 are counted as ½ a person. Any child over the age of ten is counted as 1 person.

Children over the age of 10 are not permitted to sleep in a room with a person of the opposite sex.

Table 1:

	Number of persons	
Where the room is for the sole use of the occupier	1	2 (cohabiting)
Bedroom only (additional separate living space must be provided – refer to table 3)	6.5m ²	10.2m ²
Kitchen	4m ²	5m ²
Combined spaces: Refer to table 2 for shared requirements		
Bedroom & living room	10m ²	14m ²
Bedroom and kitchen (additional separate living space must be provided – refer to table 3)	11m ²	15m ²
Bedroom, living room & kitchen (bedsit)	13m ²	20.5m ²

Table 2: Applicable where there is no requirement to provide additional living space

	Number of occupiers						
	3	4	5	6	7-10	11-15	16+
Shared rooms							
Kitchen only	5m ²	6m ²	7m ²	8m ²	10.2m ²	13.5m ²	16.5m ²
Separate living or dining room	8.5m ²	11m ²	11.2m ²	12.5m ²	16.7m ²	21m ²	24m ²
Combined Kitchen – dining	10m ²	11.5m ²	11.6m ²	13.1m ²	19.5m ²	24m ²	29m ²

Table 3: Where additional living space is required, you must meet the minimum standards below.

	Number of occupiers						
	3	4	5	6	7-10	11-15	16+
Shared rooms where bedrooms 6.5- 10m single occupier & 10.2-14m double occupancy							
Combined kitchen, living and dining	13.5m ²	17m ²	18.2m ²	20m ²	26.9m ²	34.5m ²	40.5m ²
Separate living room	8.5m ²	11m ²	11.2m ²	12.5m ²	16.7m ²	21m ²	24m ²
Kitchen	5m ²	6m ²	7m ²	8m ²	10.2m ²	13.5m ²	16.5m ²

There may be some cases where it is acceptable to provide additional space in a communal area where a room falls short of the minimum room sizes. (The minimum size you would be expected to 'make up' would be the shortfall.) Officers will exercise their discretion and when considering whether or not this offers a suitable solution. The existing size and layout of communal area will be taken into consideration, alongside ease of access and use of the additional space. You must not assume this will be satisfactory and this must be discussed with the officer processing your licence.

Amenity standards

Bathroom facilities and personal hygiene

ALL bathrooms and ensuites within a HMO must have suitable and sufficient fixed heating, within the room. Wall mounted fan heaters are not an acceptable alternative.

Where there are four or less occupiers sharing bathing and toilet facilities there must be at least one bathroom with a fixed bath or shower and a toilet (which may be situated in the bathroom)

Where there are five or more occupiers sharing bathing and toilet facilities there must be one separate toilet with wash hand basin with appropriate splash back for every five sharing occupiers; and
at least one bathroom (which may contain a toilet) with a fixed bath or shower for every five sharing occupiers

The table below provides some examples of scenarios where a property that would meet the minimum requirement for the specified number of occupiers;

Number of Occupiers	Number of bathrooms without a toilet	Number of bathrooms with a toilet and wash hand basin	Number of additional separate toilets with wash hand basins.
1-4	1	-	1
1-4	-	1	-
5	1	-	1
5	-	1	1
6 to 10	2	-	2
6 to 10	1	1	1
6 to 10	-	2	1
11 to 15	3	-	3
11 to 15	2	1	2
11 to 15	1	2	1
11 to 15	-	3	1

Where there are exclusive use of facilities for personal hygiene, there must be a bath or shower, a WC and a wash-hand basin (WHB).

No unit of accommodation shall be more than one floor distant from a WC.

Personal washing facilities

Minimum sizes and requirements for a bathroom suite.

Appliance	Size	Additional information
Wash hand basin	560mm x 430mm	Appropriate splash-back
Wash hand basins in ensembles	380mm x 240mm depth of 130mm	Appropriate splash-back
Bath	1.67m in length	Appropriate splash-back of minimum height 450mm
Shower cubicle	800mm x 800mm	Purpose made cubicle

All facilities for hygiene should be located within proper rooms or compartments. External water closets will not be acceptable in regards to the amenity ratio requirements.

All bath/shower rooms and any separate WC compartments should have a suitable layout and be of a sufficient size to include adequate drying and changing space. Wall finishes and flooring should be readily cleansable, the flooring well-fitted and non-absorbent, and a suitable lock provided to the door of each bath or shower room and WC. There should be no glazing to the door.

All such rooms must be adequately heated, ventilated and have suitable and adequate means of artificial lighting.

All facilities provided for personal hygiene must be of a suitable size, design and must be readily cleansable.

All baths, showers and wash hand basins should be properly connected to a soil drainage system and should be provided with adequate and constantly available hot and cold water supplied via suitable fittings.

It is the responsibility of the management to ensure that a satisfactory level of cleanliness is maintained in all communal WCs and bath/shower rooms.

KITCHEN FACILITIES

Kitchens must be of a suitable size with a safe, cleansable and efficient layout. All facilities and equipment must be fit for purpose.

Requirements when facilities are shared usage.

Appliance/equipment	Minimum requirements
Sinks	• one per five occupiers (a dishwasher will be acceptable as a second sink) • appropriate splash back • provide constant hot and cold water • suitable draining area
Cookers	• four ring hob • oven and a grill per five occupiers (a 27 litre microwave with oven and grill will be acceptable as a second cooker)
Worktop	• smooth impervious work surface • minimum size of 500mm x 1000mm per five occupants
Floor covering	• impervious, easy clean, non-slip finish
Storage	• 0.3m³ dry goods storage cupboard other than a sink base unit per occupier either in each occupants room or in a (shared kitchen (held in lockable units))
Refrigerators	• two worktop height refrigerators with freezer compartment (or one worktop height fridge and one worktop height freezer) per five occupants
Ventilation	• mechanical ventilation to the outside air at a minimum extraction rate of 60 litres/second or 30 litres/second if the fan is sited within 300mm of the centre of the hob. Alternatively an accessible window of suitable size.

Requirements when facilities are exclusive use

Appliance / Equipment	Minimum requirements		
Sinks	• provide constant hot and cold water • draining area • tiled splash back		
Cookers	• four ring hob • oven and separate grill	or	• two ring hob • oven and grill combined • microwave
Worktop	• smooth impervious work surface of minimum area of 1000mm x 500mm		
Storage	• 0.6m³ dry goods storage cupboard other than a sink base unit		
Refrigerators	• a worktop height refrigerator with a freezer compartment		
Separation	• Kitchens to be separated from the rest of the accommodation by a floor to ceiling partition		

You must provide adequate facilities for storage and disposal of refuse and outline your tenant's responsibilities.

All kitchens must have adequate ventilation and artificial lighting.

One double electric power socket suitably positioned at least 150mm above the work surface is required, plus one per each additional major appliance (i.e. fridge and a washing machine).

If kitchens do not have a suitable dining area you must provide this facility within one floor distance of the kitchen.

In no circumstances shall kitchen facilities be installed within a staircase enclosure.

SPACE HEATING AND INSULATION

A satisfactory heating system and thermal insulation must be provided to avoid excess cold.

The heating system must be:

- A fixed installation which is controllable, programmable and accessible by all tenants.
- Safe.
- Properly and professionally installed.
- Capable of heating all habitable parts of the building and/or individual rooms.

Acceptable primary heating systems include:

- Gas, oil or solid fuel fired programmable central heating with thermostatically controlled radiator valves and where appropriate room thermostats.
- Thermostatically controlled and programmable fixed electric panels.

- Fixed slim line programmable electric storage heaters.

Liquid Petroleum Gas (LPG) and paraffin heaters are not acceptable under any circumstances

FIRE PRECAUTIONS

NOTE: A fire risk assessment is a requirement of the licensing process and The Regulatory Reform (Fire Safety) Order 2005. This will inform the level of detection required and other fire safety measures that are required for each particular building. It is best undertaken at the beginning of the development to determine type and cover level required.

Greater Manchester Fire and Rescue Service are the enforcing authority for the Regulatory Reform (Fire Safety) Order 2005 and as such are the certifying body to ensure that a fire risk assessment provided by the responsible person is suitable.

They do not complete fire risk assessments on behalf of the responsible person.

The fire safety standards in this note are taken from the Housing – Fire Safety Guidance published by LACORS. The requirements for fire safety are assessed on an individual basis as HMOs differ in many ways.

[Provide a means of escape so that:-](#)

- The staircase enclosure forms a protected route, from the topmost floor to ground level.
- All walls, screens and partitions forming the staircase enclosure to provide 30 minutes fire resistance.
- 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.
- Bathrooms with gas boilers are to be fitted with doors that provide 30 minutes fire resistance.
- Fire resistance between floors shall be a minimum of 30 minutes.
- Fire resistance between individual occupancies shall be a minimum of 30 minutes.
- 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.
- 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.
- If the loft hatch is in the route of escape it shall provide 30 minutes fire resistance.
- Meters within the route of escape shall be boxed in and provided with 30 minutes fire resistance.
- Any gaps around services or pipe work throughout the premises shall be sealed by using intumescent collars, fire batt or another approved method to achieve suitable compartmentation dependent upon the size of the opening.
- If the property has associated commercial use, 60 minutes fire resistance shall be provided between the shop/business and the residential area.
- 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 rooms are not acceptable.

- Glazing within the route of escape shall provide 30 minutes fire resistance and suitably marked (previously 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.

Provide fire doors so that:-

- 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.
- All fire doors to be fitted with intumescent strips, smoke seals and an automatic self-closing device as appropriate in accordance with the standard.
- Intumescent strips and seals are not to be painted over.
- 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.
- 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.

Emergency lighting

Where necessary, emergency escape lighting must be designed to comply with BS 5266 and maintained in accordance with BS 5266-8: 2004 (BS EN 50172 :2004).

It will automatically illuminate upon the failure of the power supply to the conventional artificial lighting, when it must:

- illuminate the escape route to assist the occupants to move easily to exits and a place of safety;
- highlight any hazards such as stairs and changes in floor level or direction; and
- enable easy identification of any fire alarm call points and fire fighting equipment throughout the escape route.

Lighting of escape routes	
HMO of up to two storeys	Conventional lighting
HMO of three or more storeys	Conventional lighting and Emergency escape lighting

For conventional lighting most existing arrangements will be adequate, with the following conditions:

- light switches/controls should be obvious, simple and visible under all conditions
- switches should be located on every landing in a convenient and conventional position

Emergency lighting must operate not only when there is complete failure of the supply to the conventional artificial lighting, but also when there is a localised power failure within the lighting circuit that could be hazardous. The power supply to the luminaires should be designed to

prevent unauthorised disconnection, but it must incorporate a suitable means for simulating a mains failure (i.e. a test switch).

Installations are to be 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.

Emergency lighting systems are subject to 4 weekly testing, and annual inspections. The system must be checked by the property manager on a 4 weekly basis, and recorded.

Additionally, it must be inspected annually by a competent person, and a satisfactory inspections certificate produced within 7 days of the Authority's request.

Fire Routines and Notices

1. 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.
2. Provide signs stating 'FIRE DOOR, KEEP SHUT' at eye level, on both sides of all fire doors.
3. Place notices indicating the location of fire escapes in positions that are clearly visible to occupants of the House.
4. Provide fire action signs on each level of the property with details of the emergency services number and the assembly point clearly marked

Fire Fighting Equipment

Provide any fire fighting equipment deemed necessary by your fire risk assessment and ensure all equipment provided is in line with the relevant British Standard and inspected at prescribed intervals.

Fire extinguishers – BS7683 and BSEN 3

Fire Blankets – BSEN 1869:1997

Never put water fire extinguishers in a kitchen.

N.B. 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.

Fire Detection

HMOs Grade and coverage of fire detection	
Shared house HMO of up to two storeys (shared cooking facilities)	Grade D: LD3 coverage + additional detection to the kitchen, lounge and any cellar containing a risk (interlinked)
Shared house HMO of three or four storeys (shared cooking facilities)	Grade D: LD3 coverage + additional detection to the kitchen, lounge and any cellar containing a risk (interlinked)
Shared house HMO of five or six storeys (shared cooking facilities)	Grade A: LD2 coverage (detection in all risk rooms i.e. bedrooms, kitchen and lounge) (interlinked)
Bedsit HMO of one or two storeys with individual cooking facilities within bedsits	A mixed system: • Grade D: LD2 coverage in the common areas and heat detectors in bedsits (interlinked) • Grade D smoke alarm in each bedsit to protect the sleeping occupants (non-interlinked)
Bedsit HMO of three to six storeys with individual cooking facilities within bedsits	A mixed system: • Grade A: LD2 coverage in the common areas and heat detectors in bedsits (interlinked) • Grade D smoke alarm in each bedsit to protect the sleeping occupants (non-interlinked)
Two-storey house converted to self-contained flats (prior to Building Regulations 1991, approved document B standard)	A mixed system: • Grade D: LD2 coverage in the common areas and a heat detector in each flat in the room/lobby opening onto the escape route (interlinked) • Grade D: LD3 coverage in each flat (non-interlinked smoke alarm in the room/lobby opening onto the escape route) to protect the sleeping occupants
Three- to six-storey house converted to self-contained flats (prior to Building Regulations 1991, approved document B standard)	• Grade A: LD2 coverage in the common areas and a heat detector in each flat in the room/lobby opening onto the escape route (interlinked) • Grade D: LD3 coverage in each flat (non-interlinked smoke alarm in the room/lobby opening onto the escape route) to protect the sleeping occupants
Building converted partly into self-contained flats and partly into bedsits or non-self-contained lets	A mixed system: • Apply the appropriate recommendation for each unit of accommodation from this table

	and the appropriate whole-house system based on the storey height
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The following applies to the fire detection system and coverage;

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.

1. 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.
2. 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.
3. A satisfactory annual test certificate is to be produced within 7 days request of the Authority.

Requirements for escape windows

Any window provided for emergency escape purposes should have an unobstructed openable area that is at least 0.33m² and have a minimum 450mm height and 450mm width. The bottom of the openable area should not be more than 1,100mm above the floor.

Escape windows can only be considered if satisfied that it would be safe to use them in an emergency.

They should meet the following criteria:

- They serve rooms whose floor level is no more than 4.5m from the ground
- Every room served by the escape window has access to it without entering another habitable room with a lockable door (unless of a type that can be overridden from outside the room without the use of a key, tool or numerical code) and any tenancy agreement should ideally prohibit the fitting of alternative or additional locks. (This will usually be achievable in single household occupancies and most shared houses, but is unlikely in a bedsit-type HMO)
- If it is necessary to pass through the common escape route to reach the escape window, consideration should be had to the travel distance involved. Where the common escape route is not a protected route, unusually long travel distances may be unacceptable and other fire precautions may be necessary (this will not usually be the case in conventional houses)
- Occupiers are able-bodied individuals with no specific high-risk characteristics and who can reasonably be expected to exit via the window unaided
- There is no basement well or other encumbrance beneath the window such as railings or a conservatory
- The escape window is openable from the inside without the use of a removable key; and the ground below is level and free of obstructions
- The window or door should lead to a place of ultimate safety, clear of the building. However, if there is no practical way of avoiding escape into a courtyard or back garden from where there is no exit, it should be at least as deep as the building is high

Fixtures and fittings and Common Parts

1. Ensure all:-
 - handrails and banisters
 - stair coverings
 - windows and other means of ventilation in the common parts
 - fixtures and fittings used by two or more households in the HMO (except those outside the Licence Holder's control) are provided and in safe working order and are kept in good repair at all times.
2. Provide additional handrails and banisters as are necessary for the safety of the occupiers or as may be requested by the Authority.
3. Ensure adequate light fittings are fitted and are working in the common parts at all times.
4. 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.
5. 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.
6. Ensure that any garden is kept in a safe and tidy condition.
7. 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.

Living Accommodation

1. Ensure that each unit of living accommodation is in a clean condition at the beginning of the occupancy of the House by each household.
2. Ensure in respect of each part of the House used as living accommodation that:-
 - the internal structure is maintained in good repair;
 - all the fixtures, fittings and appliances within the House are maintained in good repair and clean working order
 - all the windows and other means of ventilation are kept in good repair.
3. 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.

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. As a guide this should be in the region of 1/20th of the floor area of the room. All bedrooms require natural ventilation and light.

Lighting - natural and artificial

All rooms must be illuminated 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 and kitchens may however be illuminated only by artificial light, but in such

circumstances must be provided with mechanical extract ventilation. As a guide a habitable room should have natural light in the region of 1/10th of the floor area of the room.

Mail delivery

It is recommended that consideration is given to providing secure mail delivery for resident's mail and parcels.

Planning permission & building regulations approval

Some works to HMO's will require planning permission and/or building regulations approval including; change of use to become an HMO, installation of plumbing and electrical works, thermal insulation, and structural alterations. You should check with the Council's planning department prior to the start of any development what permissions are required.

For further information please refer to the Council's website and supplementary planning advice:

<https://www.bury.gov.uk/planning-building-control/planning-policy/supplementary-planning-advice>

Please be aware that meeting building regulation standards does not imply that the house meets HMO standards and will be free from HHSRS hazards.