

Change of use application
121m² apartment to be converted to a 5 person HMO
Apt 9, 68 King Street
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HMO Checklist:

Existing apartment N.9 to be converted into a 5 person HMO with access to a communal living room / lounge area / Kitchen.

A Single Person Bedsit (HMO) Accommodation with access to a communal living room / lounge area requires a minimum internal room area of 8.5m². A Double Person Bedsit (HMO) Accommodation with access to a communal living room / lounge area requires a minimum internal room area of 11m². Therefore, as the Bedsit accommodations within the proposed HMO vary between 15m² and 23m², the proposal is in accordance with the guidance on standards for accommodation in HMO's subject to Mandatory Licensing. The proposed HMO will consist of 4 Single Person Bedsit Accommodations and 1 Double Person Bedsit Accommodation.

Irrespective of its size, no room shall be occupied by more than two persons. Sleeping accommodations must provide for adequate privacy for the users and they must be capable of accommodating the minimum occupancy standards of:

- a bed
- wardrobe
- a chest of drawers

Plus sufficient activity space to use each time.

All habitable rooms shall have a minimum floor to ceiling height of 2.3m.

The HMO will have one shared kitchen/living/dining space of approx. 32m². This is appropriate for the proposed HMO as shared kitchen facilities must not be shared by more than 5 persons and the kitchen or kitchen area should have a total floor area of not less than 7m² (measured wall to wall) and should be not less than 1.8m across at the narrowest point.

Shared kitchen spaces within an HMO must contain the following facilities:

- A suitable fixed worktop (not including the drain board) of not less than 2m by 0.6m
- A cooker with four cooking rings, oven and grill
- Two 13amp double socket outlets in addition to any sockets serving major electrical appliances. They must be adjacent to the work surface and at a suitable safe distance from any sink/wash basin.
- A standard 1m sink unit and integral draining board fixed within a base unit, together with an adequate supply of permanent constant hot water and potable mains water, and tiled splash-back. The sink unit must be properly plumbed into the water supply and drainage systems.
- A suitable storage cupboard with a minimum capacity equivalent to a 500mm wall unit per person.
- A refrigerator of not less than 142 litre (5 cu ft) capacity plus an adequate freezer compartment.
- A suitable bin of adequate capacity for the storage and disposal of refuse and litter.

All kitchens must have a suitable layout that is safe and practical, taking account of the arrangement and location of cooking appliances and food preparation areas to reduce the risk of health and safety hazards. Any room containing kitchen facilities which do not have a cooker hood extracting to the outside, should be provided with mechanical ventilation achieving a minimum extract rate of 60L / second. If they have a cooker hood extracting to the outside, the minimum extract rate should be 30L/second.

The proposed HMO will have 2 x Bedsit Accommodations with Ensuite WC/Shower compartments (1 Single Bedsit Accommodation and 1 Double Bedsit Accommodation) and 2 x Single Persons Bedsit Accommodations with provision for a shared WC/Shower room. This also falls within guidance on standards for accommodation in HMO's subject to Mandatory Licensing as a bathroom compartment containing a bath/shower with a wc and wash hand basin must be provided for every 4 persons. Where there are 5 persons sharing, a w/c in a separate compartment must be provide. The total bathroom compartments for the proposed 5 person HMO is 3.

The guidance states that any compartment containing a bath/shower with a wc and wash hand basin must be readily accessible, adequately heated and situated in a proper room. There is no minimum size requirement for a such compartment, however it must have a suitable internal arrangement to allow residents to use the facilities safely without resulting in a slip / trip/ collision or entrapment hazard. The bathroom compartments must also have adequate ventilation, electric lighting and the adjacent/surrounding walls must have a non-porous and easily cleanable finish. should be provided with mechanical ventilation achieving a minimum extract rate of 15L / second. A suitable locking mechanism must be fitted to the access door to ensure privacy.

Outlook, prospect and privacy:

Each HMO bedsit and each communal habitable room should have at least one window with a reasonable outlook and prospect.

Outdoor Amenity Space:

Residents of the HMO will have access to the private amenity space located at the rear of the building. This space provides an area for recreation, gardening, drying clothes and socialising. The minimum requirement for amenity space for HMOs is 10m² per occupant. The scheme provides 60m² of amenity space to be shared between Apt 8 and the 5 person HMO. The apartment only requires 20m², therefore as 40m² amenity space is 80% of the 50m² required, it is considered acceptable.

Bin Storage:

Sufficient bins or other suitable receptacles shall be provided for the storage of refuse and litter pending their disposal. The bins shall be of suitable design and adequate capacity for the requirements of each household occupying the house.

It is considered that either individual or communal (i.e. 'euro bins') refuse storage bins, should be situated on a suitably located and drained hard standing with appropriate access for cleansing and removal of the refuse, would generally suffice. In some cases however, the provision of a purpose built, fully enclosed and ventilated, refuse storage facility to store plastic refuse sacks prior to disposal, may be appropriate. Any such facility should be designed to reduce the likelihood for attraction of pests. The bin storage area for the HMO is located at the rear of the building and is adequate for the proposal.

Space Heating:

The whole of the dwelling including all habitable rooms, bedrooms, bathrooms and common rooms must be adequately and efficiently heated with the provision of a permanent, fixed heating appliance or space heater, where the house is not provided with central heating. Any heating system should be appropriate to the design, layout and construction of the building and provide adequate heat output to efficiently heat the whole of the property. Any heating system should be capable of achieving a healthy indoor temperature for each habitable letting room of 21°C, and 18°C in all other rooms. Any form of heating must be controllable by the occupier and safely and properly installed and maintained.

In properties where the heating is centrally controlled, such systems should be operated to ensure that occupants are not exposed to cold indoor temperatures and should be provided with controls to allow the occupants to regulate the temperature within their dwelling.

Security:

The entrance door to the HMO must be of sound construction and be well maintained. It must be fitted with a suitable viewer if the door does not have a useable vision panel. Where locks are fitted to bedroom doors, they must be capable of being opened from the inside without the use of a key to facilitate escape in the event of a fire. Where electronic door entry systems are provided these must be in good working order and regularly maintained. Where necessary, pedestrian routes to the main entrance of the property should be fitted with adequate security lighting. Where the property is fitted with an intruder alarm, key holder details should be notified to the Council's Environment Team.

Fire Separation / Walls and Floors:

The premises must have adequate means of escape to convey occupants to a place of safety in the event of a fire. This will be in the form of a 'protected route' providing a suitable level of protection from smoke and fire. The 'protected route' will usually comprise of the common halls, stairways, landings, and corridors that the occupants would normally need to negotiate, in order to leave the building. The protected route will need to have a minimum of 30-minute fire resisting construction and must be kept clear of obstacles and combustible materials. All doors are to be a minimum height of 1981mm and a minimum width of 750mm.

A fire blanket conforming to the requirements of BS EN 1869:2019 and a suitable container is to be provided and sited in each kitchen area. The fire blanket container is to be fixed to the wall so that the base of the container is approx 1500mm above floor level. It is recommended that a simple multi-purpose extinguisher be provided and sited on each floor of the building and in a location accessible to all occupiers. Any cupboard within the means of escape must not be used for the storage of combustible materials unless the access door meets the 30-minute standard and is kept locked (the door does not require a self-closing device or cold smoke seals). The Landlord must provide adequate fire safety instructions for residents and any employees. They must be brought to the attention of all tenants and must be kept available for inspection at the premises. All gas/electricity distribution panels, meters and fuse boxes situated on the common parts and in units of accommodation, must be within a suitable half-hour fire resisting enclosure with a lockable door. A copy should be included with the application to satisfy the Management Arrangements.

Optical point type smoke detectors complying with **BS 5445: Part 7** to be installed in protected routes and circulation areas. Ionisation type smoke detectors to be installed to each of the habitable rooms including bedrooms, common al living / dining area. Heat Detectors complying with BS 5445: Part 5 to be installed in kitchen areas.

All new and replacement floor coverings within the protected routes and circulation spaces must fully comply with the British Standard 'Low radius of fire spread (up to 35mm) when tested in accordance with BS4790'.

It is the owner's responsibility to ensure compliance with fire safety standards.

Signs and Notices:

Shall to be placed between 2m and 2.5m from floor level throughout the property to identify Fire doors, Escape routes etc, in accordance with BS 5499: Part 1 1990 and European signs directive S.I. No 341: 1996.

Emergency Lighting:

Emergency lighting to be sufficient to enable persons to see their way out of the building in the event of failure of the general mains lighting.

General Conditions and Management Arrangements:

In deciding whether the proposed management arrangements for the proposed HMO are satisfactory, the Council must be satisfied that the person proposed to be responsible for the management of the house has sufficient competency to do so and that the proposed

management structures and funding arrangements are suitable. The licence holder must at all times comply with The Management of HMOs (England) Regulations 2006 and any Approved Code of Practice made under S233 of the Housing Act 2004.

General Conditions:

1. The property must be in good repair and structurally sound.
2. The property must be kept in a clean condition and in good repair internally.
3. The property must be maintained in good external decorative repair.
4. All reasonable efforts must be made to ensure that gardens, yards and paved areas are kept in good order, tidy condition and free from all accumulations of refuse and litter.
5. Adequate facilities must be provided for the storage and disposal of domestic refuse.
6. All furniture, furnishings and other domestic contents provided by the landlord must be kept in good repair, serviceable condition and comply with the Furniture & Furnishings (Fire Safety) Regulations 1988.
7. All electrical appliances provided by the landlord for use by the tenants must be tested annually for safety and a record kept of the examination. Testing must be carried out in accordance with the IEE 'Code of Practice for In-Service Inspection.

Property Management:

The intended license holder must provide evidence on the arrangements for the proper management of the property, including appropriate finance. To satisfy this requirement the applicant must provide a statement detailing the arrangements that cover the following matters:

1. In particular, where a manager is employed, a declaration stating that adequate funding is available to ensure compliance with these standards and relevant legislation.
2. Periodic inspection of the property both internally and externally to identify where repair or maintenance is needed.
3. Planned maintenance programme.
4. Measures to respond to problems identified through periodic inspection/planned maintenance and notification by tenants of defects
5. Visual inspection of items such as socket outlets, light switches and distribution boards at regular intervals and prior to the commencement of a tenancy; and, where the property is subject to the Health and Safety at Work etc Act 1974, at intervals determined under a relevant risk assessment. The determination of the intervals for checking should be on a risk-assessed basis (i.e. the likelihood of damage) and should always be carried out prior to the commencement of a new tenancy
6. Information provided to tenants and employees (if applicable) regarding the action to be taken in the event of a fire, including details of the escape route.

The License holder must provide the following documents to the Council when requested:

1. A 'Landlords Gas Safety Record' (LGSR) from a GasSafe Registered Engineer must be provided for all gas appliances in use at the property. All gas appliances must be checked or safety and serviced by a GasSafe Registered Engineer, on an annual basis.
2. A full 'Electrical Installation Condition Report' (EICR) on all fixed electrical installations at the premises, at no more than 5 yearly intervals. This report must be in the format as prescribed in Appendix 6 of BS 7671: 2018

N/B It is strongly recommended that the inspecting electrical engineer is a member of a registered competent person scheme and is registered to undertake electrical safety reports.

3. A fire alarm 'Inspection & Servicing Certificate' in the format as prescribed in Annex H of BS 5839-6: 2019.

N/B the inspecting engineer should be a member of a registered competent person scheme for the installation, inspection and maintenance of fire alarm systems.

4. An emergency lighting 'Periodic Inspection & Test Certificate' in the format as prescribed in Annex M of BS 5266-1: 2016.
5. Electrical Appliance Test Certificates (PAT Certificate) are required annually where appliances are provided for tenants use.

Tenancy Management:

The intended licence holder must provide evidence of the arrangements for the proper management of the property. All tenants must be issued with either a legal tenancy agreement or a signed statement confirming the terms and conditions for the tenancy.