

**Licence No: 086013**

## Housing Act 2004

## Licence for a House in Multiple Occupation



**The London Borough of Camden** approved the application to operate a house in multiple occupation and hereby grant a licence within the Additional HMO Licence Scheme under section 64 Housing Act 2004 in respect of:

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| --- |
| **Flat 7, Exide House, 231 Shaftesbury Avenue, London, WC2H 8EL** |

1. This Authority is satisfied that the most appropriate person to be the licence holder is:

To **Ms Maureen Harmon**

Of **8 Field Close, Buckhurst Hill, IG9 5AQ**

1. The maximum permitted number of persons allowed to occupy the property is **4**. *It is important to have regard to the tables at the end of this document for details of how this has been calculated.*
2. This licence is granted on the stipulation that the attached schedule of licence conditions shall apply for its duration.
3. The required works identified during the inspection to achieve compliance with condition 2 of this licence are detailed in the attached Schedule of Works. These works must be completed within the timescales specified on the Schedule of Works.

Licence Issue Date: 29 August 2018

Licence Expiry Date: 28 August 2023

Signed:

……………………sign - Copy - Copy (3)……………………

On behalf of the London Borough of Camden

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| **SCHEDULE OF PERMITTED OCCUPATION FOR THIS HMO**  **BASED ON FLOOR AREA AND THE AVAILABLE KITCHEN, BATHING AND WC FACILITIES** | | |
|  | | |
| **The maximum permitted number for the property is determined by the lowest figure from the tables that can be found at the end of this document**. | | |
| **Maximum Permitted Number for Property** | | **4** |
| **WAIVER GRANTED** | Wash hand basins are not required to bedrooms | |

**Schedule of licence conditions**

1. The licence holder/manager is prohibited from allowing a new resident to occupy the house and/or parts of the house if: -

* that occupation exceeds the maximum number of permitted persons in the house or
* that occupation exceeds the maximum number permitted for any unit of accommodation.

A ‘new resident’ is a person not in occupation at the date the licence is issued.

1. The licence holder shall ensure that the property is in compliance with the London Borough of Camden’s Minimum HMO Standards. The works required to achieve this are detailed in the attached schedule**.**
2. The licence holder shall ensure the property is maintained in reasonable repair.
3. The licence holder shall ensure that the name, address, email and telephone number of the person responsible for managing the property is displayed in a prominent position in the common parts of the house. A 24 hour emergency telephone number should also be provided.
4. The licence holder shall ensure that a copy of the licence and licence conditions are displayed in a prominent position in the common parts of the house.
5. The licence holder shall supply the occupiers of the house with a written statement of the terms on which they occupy the house.
6. The licence holder shall take all reasonable and practicable steps to prevent or reduce antisocial behaviour by persons occupying or visiting the house. All complaints of anti-social behaviour by occupants or their visitors made by other occupants or neighbours shall be investigated and the appropriate action taken.
7. The licence holder shall, upon request, provide the London Borough of Camden with evidence of appropriate management practice and procedures to address any anti-social behaviour that may arise. The details should be provided within such reasonable time as may be specified by The London Borough of Camden.
8. The written statement provided to occupiers on their terms of occupancy shall include an express prohibition on anti-social behaviour that causes a nuisance or annoyance to other occupiers or neighbours.
9. Where a gas supply is provided the licence holder shall submit to the London Borough of Camden annually for their inspection the current gas safety certificate obtained within the last 12 months in respect of all gas installations and appliances in the parts of the house under their control. Copies shall also be given to the occupants of the house.
10. The licence holder shall, upon request, provide the London Borough of Camden with a current test certificate for the fixed electrical installation in the parts of the house under their control. Any report should be less than five years old at the date of submission.
11. The licence holder shall ensure that furniture and all electrical appliances made available in the house are in a safe condition. There should be a regular visual inspection of all such appliances and furniture to determine condition.
12. All upholstered furniture and covers and fillings of cushions and pillows should comply with the requirements of the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended).
13. The licence holder shall, upon request, provide the London Borough of Camden with a declaration as to the safety of electrical appliances and furniture. Copies should be made available to occupants of the house.
14. The licence holder shall keep smoke alarms in proper working order and, upon request, provide the London Borough of Camden with a BS5839 test report relating to the fire alarm and detection system and/or a BS5266 test report relating to the emergency lighting.
15. The licence holder shall ensure that a carbon monoxide alarm is installed in any room in the HMO which is used wholly or partly as living accommodation and contains a solid fuel burning combustion appliance. The carbon monoxide alarm is to be kept in proper working order. And the licence holder shall on demand, supply the local authority with a declaration as to the position and condition of the alarm.
16. The licence holder shall, upon request, provide the London Borough of Camden with a written copy of the fire risk assessment (FRA) carried out by a responsible person under the Regulatory Reform (Fire Safety) order 2005.
17. The licence holder shall ensure that there are sufficient containers provided for household recycling and rubbish. All recycling and rubbish containers must be provided with a dedicated and appropriate storage area.
18. The licence holder shall take such steps as are necessary to treat any pest infestation within the parts of the house under their control. Such steps should include engaging a pest control contractor to undertake a survey of the house and undertaking such treatment and proofing works as required. The Council will consider an exception where the infestation is clearly as a result of the tenant’s behaviour or neglect.
19. The licence holder shall inform the Private Sector Housing Team at the London Borough of Camden in writing 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 within seven days of such a change occurring.
20. The licence holder must advise the Private Sector Housing Team at the London Borough of Camden in writing of any proposed changes to the construction, layout or amenity provision of the house which would affect the licence or licence conditions. No such alterations shall be made without prior consent.
21. The licence holder shall arrange for access to be granted to all common parts, and where possible all other areas including rooms, at any reasonable time for the purpose of inspection to ensure compliance with licence conditions.
22. The licence holder shall if required by written notice provide the London Borough of Camden with the following particulars with respect to the occupancy of the house:

* The names and telephone numbers of individuals and households living in the house and the parts of the property they occupy
* The dates when each individual and household moved into the property.

The details should be provided within such reasonable time as may be specified by the London Borough of Camden.

1. The licence holder shall upon the request of the London Borough of Camden attend such training courses as required in relation to any applicable Code of Practice approved under the provisions of the Housing Act 2004 section 233.

**Notes**

1. The property licence and conditions do not imply or grant by inference or otherwise any approval or permission for any other purpose including Building Control, Planning, LB Camden leasehold terms and conditions, the Regulatory Reform (Fire Safety) Order 2005. Conversely compliance with any of these requirements does not confer or imply compliance with the requirements of the Housing Act 2004 including HMO licensing.
2. Failure to comply with any licence condition may result in loss of the licence and court proceedings leading to fines (there is no limit on the amount).
3. Any arrangements relating to the licence and conditions are without prejudice to assessments and appropriate actions including enforcement actions under the Housing Act 2004 and associated management regulations. This includes actions to deal with category 1 and category 2 hazards as may be identified under the Housing Health and safety rating System (HHSRS) and does not prejudice such action. Also the Management of Houses in Multiple Occupation (England) Regulations 2006, or in the case of Section 257 HMO’s, the Licensing and management of Houses in Multiple Occupation (Additional Provisions)(England) Regulations 2007.

**Additional HMOs of 3 storeys (or more) only**

If in future the HMO is occupied by 5 (or more) persons the council should be notified as it will be necessary to vary the licence from additional to mandatory.

**SCHEDULE OF WORKS**

*~~Schedule items 1 (electrical installation condition report) to be completed within 1 month and item 2 (fire safety) to be completed within 3 months of the date of issue of this licence. Remainder of items to be completed within 2 years.~~*

See HK7 Folder for evidence of works being completed.

1. **~~Electrical Installation Condition Report - 1 month to complete~~**

~~Provide a~~ **~~satisfactory~~** ~~‘’Electrical Installation Condition Report’’ for the electrical installation and fittings. Details of the extent and limitations of the inspection and test shall be specified. A copy of the electrical installation condition report is to be forwarded to the case officer.~~

~~Where the installation and or fittings have been listed as ‘Unsatisfactory’, any~~

~~C1 or C2 or FI ( Further investigation required without delay)~~~~observations will require remedial action. Any C3 observations should be given due consideration.~~

~~C1 = Danger present; Risk of injury. Immediate remedial action required~~

~~C2 = Potentially dangerous; urgent remedial action required.~~

~~C3 = Improvement recommended  
FI = ( Further investigation required without delay)~~

~~Carry out all appropriate C1 & C2 remedial works and FI (Further investigations required without delay), listed in the electrical installation condition report, to bring the installation and fittings to a safe condition for continued use.~~

~~The report and remedial works are to be undertaken by a Skilled Person (Electrically), registered with a nationally recognised third party body such as Electrical Contractors Association (E.C.A.) ; National Association for Professional Inspectors and Testers (N.A.P.I.T.); National Inspection Council Electrical Installation Contracting (N.I.C.E.I.C.) All works must be accompanied by either a Minor Works Certificate or an Electrical Installation Certificate as appropriate. The electrical installation should be re-inspected as recommended in the Periodic Inspection Report/Electrical Installation Condition Report or maximum 5 years.~~

1. **~~Fire Safety – 3 months to complete~~**
2. ~~Employ a competent suitably qualified person or company to install a Grade D: LD3 fire detection and alarm system within the flat to comply fully with BS 5839:Part 6: 2013 for a Grade D system, with LD3-type coverage, comprising;~~

* ~~Interlinked mains wired smoke detectors/alarms with integral battery back-up in the escape route (circulation space/hallway and landings)~~
* ~~An interlinked heat alarm with integral battery back-up in the shared kitchen area~~
* ~~The detectors can be interlinked by either wireless radio-interlink or by cable.~~

~~No control panel is needed, but a ‘control switch’ linked to the detectors located in the common parts, which allows for the fire alarm to be easily tested and reset as necessary, is recommended.~~

~~The installer is to provide a certificate of installation and commissioning to the landlord in accordance with latest BS 5839: Part 6.  A copy of the certificate of installation and commissioning is to be forwarded to the supervising officer at the council. The installer is to be a member of the NICEIC, BRE, NAPIT, ELECSA or British standards institution or a contractor approved by the manufacturer of the automatic fire detection equipment. See fire appendix below.~~

1. ~~The kitchen must have a suitable stud partition and door in order to provide sufficient fire protection to the escape route (hallway). Please see the fire appendix below for construction detail. Whilst the kitchen does not need to have full 30 minute separation, the door should be of sound construction and offer adequate protection. On completion the door to be close fitting within the frame and the new door to be fitted with a lock or catch that does not require a key.~~
2. ~~Remove the existing thin, hollow doors to the bedrooms. Provide and fit sound solid doors of traditional construction ensuring a minimum of 20 minutes fire resistance and leave close fitting in the frame. Any new locks must be fitted with a turnkey mechanism, not necessitating use of a key on the room side.~~
3. ~~Replace the existing mortice lock to the flat entrance door with a similar lock fitted with a thumbturn. Upon completion the door should be capable of being opened from the inside without the use of a key.~~
4. ~~Install a ‘light duty’ fire blanket in the kitchen, by mounting it on a wall approximately 1.5m high and closer to the room exit than the cooker. Fire blanket to comply with the most recent British Standard.~~
5. **~~Bathroom Ventilation~~**

~~Provide mechanical ventilation by means of an extractor fan to the fourth and fifth floor bathrooms to be situated in a duct connected to the external air. The fan must have rate of 15 litres/second and be connected to the light switch and have a minimum 15 minute overrun and that is capable of extracting to the external air at a rate of not less than four air changes per hour. All works to be undertaken by a competent person, preferred to be registered with a nationally recognised third party body such as N.I.C.E.I.C.; E.C.A.; or NAPIT.~~

1. **~~Wash hand basin~~**

~~Provide and install a suitably sized wash hand basin within the WC compartment provided with adequate supplies of hot and cold water complete with waste, taps, plug and chain. Provide and fit trap, connect waste pipe to trap, run and properly connect to drainage. Prepare walls and form ceramic glazed tile splashback, minimum 300mm high. Point up and seal joint between wash hand basin and splashback with proprietary sealant. Ensure both water feeds have maintenance valves incorporated so that the taps can be maintained without the need to drain down the water supply.~~

1. **~~Thermostatic Radiator Valves~~**

~~Provide and fix thermostatic radiator valves to all radiators with the exception of the radiator in the room where the thermostat is sited. Guarding on radiators may have to be removed or adapted to carry out this work.~~

1. **Power Sockets**

Provide additional suitably located double electric sockets to give a total provision of four double sockets within each room being used as a bedroom. The fifth floor front and rear right rooms are exempt, as they fall below Camden’s minimum permitted room size for use as sleeping accommodation – see room size table.

All works to be undertaken by a competent person, preferred to be registered with a nationally recognised third party body such as N.I.C.E.I.C.; E.C.A.; orNAPIT. All works must be accompanied by a certificate of compliance, either a minor works certificate or an electrical installation certificate as appropriate.

**Works Appendix**

**These notes are intended to be a guide to assist owners and builders who are required to carry out works as a result of the above licence conditions. Failure to follow this guidance could mean that enforcement action could be taken against the person responsible for failure to follow statutory requirements.**

# Directions/Conventions (Right/Left)

References to the right hand or left of the premises are to be taken to indicate those sides of the premises as viewed standing at the flat entrance door.

# Alternative Works

Such alternative works may be carried out, in agreement, with the Environmental Health Officer or Technical Officer, so as to ensure satisfactory compliance with the requirements of the above work schedules.

###### Planning

The requirements contained herein are without prejudice to any action that the Council may take pursuant to the Town and Country Planning Acts and do not imply acceptance by the Council of the present or future use of the property. Any necessary planning permissions must be obtained before works commence.

## Conservation Areas and Listed Buildings

If the property is in a Conservation Area or is on the Government’s list of buildings of special architectural or historic interest (listed buildings) special considerations may apply as regards the way works are carried out and whether planning or listed building consent is required. Please contact the Council’s Advice and Consultation Team on 020 7974 4444 or [env.dev.con@camden.gov.uk](mailto:env.dev.con@camden.gov.uk) to find out if any special planning considerations apply to this building.

# Building Regulations

Proper building notice is to be given to the Building Control Officer, Camden Town Hall Extension, Argyle Street, London WC1H 8EQ, prior to commencement of works, where necessary. Ensure the Building Control Officer is advised at all appropriate stages of the work. The foregoing works are to be carried out to comply with any Local Authority by-Laws and the current Building Regulations

### The Party Wall Act Agreement

Where work may affect the structural stability of a Party Wall a Party Wall Notice should be served to the adjoining property owner describing work that is proposed, and the method of carrying out such work with an approved drawing.

A written response should be received within 14 days from date of receipt, either in agreement and signed, or objecting to the works. If no agreement is reached an impartial independent surveyor or engineer can be engaged to represent both parties if they agree, or, each party engage their own surveyor, in which case the two surveyors must engage a third surveyor to act as arbiter in case of a dispute.

**Hours of work**

Where any noise may be heard outside the site boundary, the contractor must restrict the work hours from 8:00am to 6:00pm Monday to Friday and 8:00am to 1:00pm Saturday. No work is to be carried out on Sundays or Bank Holidays.

# Decoration and making good

All new external woodwork is to be knotted, stopped, primed and painted with two undercoats and one topcoat. All new internal woodwork is to be knotted, stopped and primed. Apply rust inhibitor and one coat metallic paint to all new external metalwork.

When carrying out the works ensure all surfaces disturbed or damaged are made good and left to match existing

### Asbestos

Only a specialist contractor, licensed by the Health and Safety Executive, may carry out works involving the removal or repairing of an asbestos material. The licensed contractor will make the necessary arrangements for ensuring the health and safety of the public, residents or other contractors during the course of the works and will be responsible for the safe disposal of all asbestos contaminated waste at an approved site.

**Health and Safety**

Whilst works are in progress due care and attention is to be paid towards the provisions of the Health and Safety at Work Act etc.1974 and the Control of Pollution Act 1974.

All works are to be carried out in accordance with the provisions of the Health and Safety at Work etc. Act 1974 and all regulations and orders made there under.

##### Scaffolding

Where necessary, provide and erect prefabricated metal scaffolding of good design and construction and properly secured to ensure a safe and secure working environment to comply with BS 1139:1990 and HSE guidance including boarding out, toe boards, hand rails, ladders and ties. On completion of the required building works dismantle in a safe manner and remove from site.

# Underpinning

When underpinning works are necessary it is in your interest to employ the services of a Specialist Contractor experienced in works of this nature.

Underpinning/foundation reinforcement may generally be carried out using any patented or proprietary method provided the Council’s Building Control Officer is consulted prior to the commencement of works and that any recommendations made are incorporated into the scheme of works

**Site Conditions/Cleanliness**

While building works are in progress the common hallways, landing, corridors, stairways and other areas are to be kept free from accumulations of rubbish, debris and materials, etc. An adequate supply of electricity, gas and water must also be maintained throughout the building.

After works are completed to the satisfaction of the Local Authority, the site is to be cleared of all builders refuse, materials etc. and left in a clean and tidy condition.

# Mixing Mortar

Mixing mortar is not normally to be carried out on the road or footway. If it is impossible to take a mixer through the house the road surface must be fully protected by tarpaulin or similar. Any wash from mixer or equipment must be prevented from entering the surface water drainage system.

# Workmanship/British Standards/Codes of Practice

All the foregoing work shall be carried out in a proper workmanlike manner to the satisfaction of the Local Authority. All works are to be carried out in accordance with the appropriate British Standard and Codes of Practice, whether or not the British Standard or Code has been specified. Where none applies, all materials shall be used and fixed according to the manufacturer’s instructions. Undertake all works with skill and care in order to produce work fit for its intended use and of good quality. All materials are to be of good quality and conform to relevant British Standards.

# Tenants

Insofar as tenants may remain in occupation during works, every effort is to be made to cause minimum inconvenience to them. In particular all washing and sanitary facilities and all supplies of gas and water are to be maintained in proper working condition. As necessary, adequate temporary facilities must be provided during works.

Where the works are major and require the tenants to be rehoused during the works, this is to be arranged by the landlord. Proper advanced notification of the works is to be given to all tenants. Help is to be given for moving furniture and effects, providing alternative services and suitable temporary housing. On completion of the work the tenant must be moved back into the property and allowed to occupy the same area under the same tenancy conditions as they enjoyed prior to the works being carried out

**Temporary WC**

Where a water-closet is either inaccessible or not usable during works, a temporary pan, suitably connected to the drainage system (or as appropriate) shall be provided for the occupant’s use.

# Compliance with Utility Services and Required Certificates

All works must comply, as appropriate, with the requirements of the statutory undertakers including Gas & Electricity Utilities and Thames Water.

As necessary, copies of the following certificates must be forwarded to this Department before the licence conditions can be deemed to have been complied with:

* Where works to the electrical installation are carried out a satisfactory Minor Works or Completion certificate signed by a competent electrician registered with one of the following bodies must be provided for the Council. **The National Inspection Council for Electrical Installation Contracting (N.I.C.E.I.C.), The Electrical Contractors Association (E.C.A) or the National Association for Professional Inspectors and Testers (N.A.P.I.T.).**
* Where new gas appliances are installed, the work must be carried out in accordance with the Gas Safety (Installation and Use) Regulations and a Building Regulations Compliance certificate obtained and provided for the Council. All work to gas installations or appliances must be carried out by a Gas Safe registered plumber and a report/certificate obtained and provided to the Council.
* Where works to the water supply are carried out, a satisfactory certificate from Thames Water or a competent plumber must be obtained to show compliance with the Water Supply (Water Fittings) Regulations 1999.

**Internal Layout and Design**

When works involve the installation, repositioning or redesign of bathrooms, kitchens or sanitary facilities, the advice contained in the Building Research Establishment’s - **BRE Housing Design Handbook: Energy and Internal Layout** must be followed.

**Fire Appendix**

**Guidance notes and definitions of standard terms**

**These notes are intended to be a guide to assist owners and builders who are required to carry out fire safety works as a result of the licence conditions.**

**Failure to follow this guidance could mean that the council will require further work to be carried out. Therefore, if there are any doubts in connection with the council’s requirements you are advised to refer to the current British Standard and/or contact the Private Sector Housing Service.**

# Asbestos

All materials used as fire-proofing are to be asbestos-free material because of the dangers of working with asbestos based materials.

# Fire Resisting

"Fire resisting" means that the construction is capable of resisting the action of fire and smoke for not less than 30 minutes or exceptionally 60 minutes, under prescribed test conditions, and in accordance with the current British Standards.

# Door assemblies

Door assemblies refer to the complete door, matching frame and door hardware (and intumescent strips and smoke seals where appropriate).

Fire resisting door assemblies are those that normally provide fire resistance for 30 minutes (60 minutes in exceptional circumstances).

The following door assemblies will provide the appropriate standard:

* New purpose built door assembly that has been tested or assessed to BS 476 : Parts 22 & 31.1
* Provided the existing frame is in good condition, square **and** the architraves covering the frame wall junction are removed and any voids filled with plaster, intumescent material, or other suitable material before replacing the architraves, it may be possible to provide the necessary fire resistance by:
  + Replacing the door with a new door that has been tested or assessed to BS 476 : Parts 22 & 31.1 and is fitted in accordance with the manufacturer’s test or assessment report
  + Retaining the existing door provided it has been built to an earlier standard but it must then be upgraded by fitting intumescent strips and smoke seals centrally in the sides and top of the door or frame.

**Listed buildings**

Where the existing doors do not conform to the fire resisting criteria, it is the policy of this authority that new fire resisting door assemblies tested to BS 476 Parts 22 & 31.1 are installed. These incorporate the latest technology and will perform consistently in a fire. OR

In exceptional cases, if the existing doors must be retained for reasons of architectural or historical interest and proof of the requirement is obtained from the appropriate authority [The Head of Development Management (Planning) or English Heritage] the doors may be upgraded to meet the fire resisting criteria required but **each door and frame** will require an individual assessment of its suitability for upgrading and each door must be upgraded strictly in accordance with the requirements issued by the TRADA (Timber Research and Development Association) **and approved in advance** by the Private Sector Housing Service.

**Door frame to wall junction**

An important area, which is frequently overlooked, is the sealing of the frame to the surrounding structure. Architraves should be removed to check that no voids occur between the frame and surrounding structure. Voids should be filled with plaster, intumescent material or other suitable material before replacing the architraves.

**Door rebates and stops**

With the current design of fire doors incorporating heat activated intumescent door leaf/frame edge seals the doorstop is only required to prevent the door swinging beyond the design angle of the hinge and therefore the dimension of the stop is irrelevant.

**Door intumescent strips and smoke seals**

**30 minute fire resisting door assembly (FD30)**

* No part of the hinge should extend across the door thickness to a position closer than 12mm from the non-pivoting face. The single 10mm wide intumescent strip may be interrupted by the ironmongery.

**60 minute fire resisting door assembly (FD60)**

* No part of the hinge should extend across the door thickness to a position closer than 18mm from the non-pivoting face. A single 20mm or two 10mm wide intumescent strips may be used. At least 10mm of the strip must remain interrupted by the ironmongery.

**Door and door frame gap**

The gap between the edges of a fire resisting door and frame shall be not less than 2mm and not more than 4mm. (Less than 2mm and the door fitted with smoke seals fitted will not close properly, more that 4mm and the smoke seals will not prevent smoke escaping through the gap).

**Door threshold gap and sealing**

The gap at the bottom of the door should not be more than 10mm and no smoke or intumescent seals are required.

**Door self-closing devices**

All doors must effectively self-close through the use of an approved self-closing device. The device must ensure that the door closes from any angle and is held firmly in a closed position with or without a latch device. Rising butt hinges are not acceptable and it is strongly recommended that hydraulically controlled self-closing devices are used.

**Door hinges**

The fire doors must be hung on three 100mm long hinges which should be non-combustible having a melting point not less than 8000C.

**Door ironmongery**

All ironmongery fitted to fire resisting door assemblies shall conform to the relevant British Standards. Where mortice locks are fitted they must be operable from the inside without the use of a key. This would normally take the form of a ‘snib’ or thumb turn type mechanism.

**Partitions, screens, spandrels and lobbies**

New 30 minute stud partitions shall be constructed of a minimum of 75mm by 50mm timber studding faced on both sides with 12.5mm plasterboard, or fire protective boarding of appropriate thickness. All joints are to be filled solidly with non-combustible materials. If additional fire resistance is required or 75mm by 50mm stud partitions can’t be fitted, further advice can be obtained from the Private Sector Housing Service.

**Glazing**

Fire resistant glazing is probably more dependent on good installation practice for its performance than almost any other construction product. Advice should normally be sought from the Private Sector Housing Service before any glazing, intended to be fire resisting, is installed.

The fire resisting glass used will determine the specification for the framing materials and advice should be sought from the manufacturer or from the installer who is a member of a reputable trade association such as the Glass and Glazing Federation (GGF) fire resistant glazing group. As a guide the following framing details will normally provide a satisfactory 30 minute fire resisting frame;

* 75mm x 63mm timber soft or hardwood studwork.
* Hardwood beads about 20mm and not less than 15mm high preferably chamfered away from the glass.
* Steel pins, not less than 31mm long at an angle of nominally 450 to the face of the glass

Glass used in critical locations (identified in the Building Regulations) must also be safety glass tested to BS 6206.

**Staircase Lighting**

Adequate conventional lighting must be provided throughout the entire escape route (i.e. staircase and landings). The lighting should be wired so that the use of any one switch/push button along the route will illuminate the whole route. If a push button system is installed it must be designed so that the staircase will be illuminated for a minimum of 4 minutes.

**Emergency lighting and Automatic fire detection & alarm systems**

Prior to the commencement of any works it is recommended that the Private Sector Housing Service is consulted prior to the commencement of works to ensure compliance with the legislation and appropriate British Standard.

* Fire detection and alarm systems must be installed in accordance with British Standard 5839: Part 6 (except in hostel type accommodation where BS 5839 Part 1 applies)
* Escape lighting must be installed in accordance with British Standard 5266: Part 1.

**Completion of Works**

On completion of the installation of the automatic fire detection system and/or emergency lighting system or if there is a major alteration to the existing installation, a commissioning certificate must be supplied to the user of the system and to the Private Sector Housing Service.

**Record drawings and Operating instructions**

The record drawings and operating instructions of the automatic fire detection system and/or emergency lighting system must be supplied on completion of the installation(s).

**Log Book**

A logbook for the automatic fire detection system which is used to record the following information must be supplied to the owner and kept on the premises so that it is available for inspection:

* The name of the responsible person.
* Date and time of all alarms, whether genuine, practice, test or false (unwanted) together with their causes where known. If the alarms have been caused by the operation of a detector or a manual call point, then the location of the device should be recorded if known.
* Date of any completion certificate including any certificate relating to alterations.
* Date of each periodic inspection and test certificate.
* Date and brief details of each service, inspection or test carried out.
* Date and brief details of any defects and remedial action taken.
* Date and brief details of any alterations to the emergency lighting installation.
* Date and time of all periods of disconnection or disablement of the alarm system.

**Prevention of False (unwanted) Alarms**

Many false (unwanted) alarms are caused by operations in the vicinity of detectors, carried out either negligently or in ignorance. The responsible person should ensure that staff and visiting contractors are aware that the building is fitted with an automatic fire detection system.

Permanent notices should be displayed at the entrance to all areas in which detectors are sited.

Where temporary work involving the generation of dust, smoke, etc. is to be carried out in an area protected by smoke detectors, suitable precautions should be taken to prevent false alarms or damage to the detectors by contamination. The responsible person shall ensure that when the work is completed any temporary screening, covering and residual dust is removed. Any substituted smoke detectors should be replaced and the system properly reinstated. After reinstatement, a competent person shall make an operational check of the system.

Repeated false (unwanted) alarms may indicate that an inappropriate type of detector has been used and advice should be sought from the installer of the system or other competent person. Any changes to the detector head should be recorded on the drawings and the log book.

**Calculation tables for maximum permitted number**

The tables below are used to calculate the maximum permitted number for the HMO. The maximum permitted number will be the lowest total figure from the following tables.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Room Sizes** | | | | | | | | | |
|  | | | | | | | | | |
| **HMO Standards** | | | | | | | | | |
| **Minimum floor area where kitchen facilities are provided in a separate room** | | | | **Minimum floor area where kitchen facilities (not enclosed) are included in the room** | | | | | |
| **Single 9m²** | | **Double 11m²** | | **Single 12m²** | | | | **Double 14m²** | |
| **Minimum floor area for rooms without kitchen in HMO’s where a**  **shared living room of at least 10m² is provided and where there are cohesive living arrangements.** | | | | | | | | | |
| **Single**  **(where no WHB is installed or required)**  **7.1m²** | | | **Single with WHB**  **(where a WHB is installed or required)**  **7.3m²** | | | | **Double**  **(with or without WHB)**  **10.2m²** | | |
| **The maximum permitted number for self-contained flat(s) within the HMO, occupied by persons living as one household, is calculated based on the number and size of bedroom(s) in accordance with guidance in Part 1 of the Housing Act 2004.** | | | | | | | | | |
| **Lets** | **Location** | | | | **Area (m²)** | **Current occupiers** | | | **Maximum permitted number** |
| 1 | Fourth Floor Rear Right | | | | 14.29 | 1 | | | 2 |
| 2 | Fourth Floor Front Right | | | | 15.01 | 1 | | | 2 |
| 3 | Fifth Floor Rear Right | | | | 7.54 | 1 | | | 0 \* |
| 4 | Fifth Floor Front Right | | | | 2.95 | 1 | | | 0 \* |
|  |  | | | |  |  | | |  |
|  |  | | | |  |  | | |  |
|  |  | | | |  |  | | |  |
| **Total Maximum Permitted Number** | | | | | | | | | **4** |
| Directions/Conventions (Right/Left) References to the right hand or left of the premises are to be taken to indicate those sides of the premises as viewed standing at the flat entrance door.  **Notes:** \* **The fifth floor front and rear right rooms are below Camden’s minimum permitted room size for use as sleeping accommodation. These rooms cannot be used as sleeping accommodation in the future once the current tenants have vacated.**  The fifth floor rear right bedroom would be suitable for use by one person if there were a shared living room (of minimum 10m2) and the HMO were occupied by a group of sharers living cohesively. | | | | | | | | | |

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| **Kitchen Facilities** | | | | | | | | | |
|  | | | | | | | | | |
| **HMO Standards** | | | | | | | | | |
| **Minimum floor area for shared use kitchens** | | | | | | | | | |
| **3 - 4 persons**  **(1 set of kitchen facilities)** | | | **5 persons**  **(1 set of kitchen facilities)** | | **6 – 10 persons**  **(2 sets of kitchen facilities)** | | **11 – 15 persons**  **(3 sets of kitchen facilities)** | | |
| **4.8m²** | | | **6m²** | | **11m²** | | **16m²** | | |
| **Minimum floor area for shared use kitchen diners** | | | | | | | | | |
| **3 - 4 persons**  **(1 set of kitchen facilities)** | | | **5 persons**  **(1 set of kitchen facilities)** | | **6 – 10 persons**  **(2 sets of kitchen facilities)** | | | **11 – 15 persons**  **(3 sets of kitchen facilities)** | |
| **8m²** | | | **8m²** | | **15m²** | | | **22m²** | |
| **Minimum floor area for separate exclusive use kitchen** | | | | | | | | | |
| **1 person** | | | | | | **2 persons** | | | |
| **4m²** | | | | | | **4.5m²** | | | |
| **Shared kitchen** | **Kitchen diner** | **Exclusive kitchen** | | **Location** | | | **Area (m²)** | | **Suitable for use by** |
| Yes | Yes | No | | Rear Left | | | 14.29 | | 5 |
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| **Notes:** | | | | | | | | | |
| **Maximum Permitted Number** | | | | | | | | | **5** |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bathing & WC Facilities** | | | | | | | | | | |
|  | | | | | | | | | | |
| **HMO Standards** | | | | | | | | | | |
| **Minimum floor area (m²) for rooms containing sanitary facilities & maximum number of persons permitted to share bathing facilities** | | | | | | | | | | |
| **Bath only** | | **Bath / WHB** | **Bath /**  **WC / WHB** | **Shower only** | **Shower / WHB** | | **Shower / WC / WHB** | | **WC / WHB** | |
| **2.3m²** | | **2.5m²** | **2.8m²** | **1.7m²** | **2m²** | | **2.2m²** | | **1.2m²** | |
| **4 or fewer occupants** | | | At least one bathroom with a fixed bath/shower, wash hand basin and a WC (which may be situated in the bathroom). | | | | | | | |
| **5 persons sharing facilities** | | | * Two bathrooms each containing a bath/shower, WC and wash hand basin   **or**   * A bathroom containing a bath/shower/WHB **and** a WC/WHB in a separate compartment | | | | | | | |
| **6 or more persons sharing facilities** | | | * 6 - 10 persons - Two full sets of facilities (bath/shower/WC/WHB) * 11 – 15 persons - Three full sets of facilities (bath / shower / WC / WHB) * 16 - 20 persons Four full sets of facilities (bath / shower / WC / WHB) etc.   **Note: At least 1 of the WC’s must be in a separate compartment.** | | | | | | | |
|  | | | | | | | | | | |
| **Amenity** | **Location** | | | | | **Shared facility** | | **Exclusive use** | | **Suitable for use by** |
| Bath / WHB | Fourth Floor Middle Left | | | | | Yes | | No | | 10 \* |
| WC \* | Fourth Floor Front Left \* | | | | | Yes | | No | |
| Bath / Shower /  WC / WHB | Fifth Floor Front Right | | | | | Yes | | No | |
|  |  | | | | |  | |  | |  |
|  |  | | | | |  | |  | |  |
| **Notes: \*** A wash hand basin is be installed within the WC compartment as part of a condition of the licence | | | | | | | | | | |
| **Maximum Permitted Number** | | | | | | | | | | **10** |