

Appendix 2

ANNEX C

SPECIFICATION

Acquisition of Managed Temporary Accommodation

Private Leased Annexes and Nightly Paid Self Contained Annexes



Specification for the Acquisition of Managed Temporary Accommodation

Private Leased Annexes & Nightly Paid Self Contained Annexes

1.0 Introduction

- The Authority has a statutory duty under the Housing Act 1996 (Part VII) & the Homelessness Act 2002 to provide temporary accommodation to homeless persons who meet the criteria, as outlined within the legislation.
- The Authority needs to acquire a range of residential accommodation in various sizes, from studio/bedsit units through to 4 bed family sized units under the above schemes.
- Contractors need to be able to provide a portfolio of properties for these schemes, mostly within the borough; but we will require a small number outside Enfield, specifically in Luton & Birmingham.
- Contractors seeking to provide properties under either scheme need to be able to demonstrate a proven track record of providing a reasonable volume of accommodation to local authorities.
- This procurement aims to be an efficient and effective method of providing value for money in the acquisition of these types of accommodation.

2.0 Private Leased Annexes

- At present there are approx 895 units acquired for this scheme.
- Accommodation will be leased to the Authority for a minimum period of one year and will be used to accommodate homeless households. Either party upon reasonable notice in writing to the other may terminate this Agreement at any time. With regard to such termination by either party, reasonable notice of termination will be three months in writing.
- Payments for the accommodation will be in accordance with the pricing schedule (attached) and will include a management charge (to the agent).
- Invoices will be paid monthly in advance.
- ***The occupants will be responsible for any utility costs relating to the property supplied.***

- Where the residents sub licence agreement is terminated by the Authority, the Authority will take all necessary legal actions in relation to removing the residents from the premises and be responsible for all associated costs and maintain payments to the Contractor as agreed until full vacant possession is maintained.
- Where the Contractor requests that the residents Sub-Licence agreement is terminated, the Contractor will take all necessary legal actions in relation to removing the residents from the premises and be responsible for all associated costs and maintain payments until full vacant possession is maintained.
- The Contractor agrees to carry out all necessary works associated with the Premises within five working days for a Studio or One-Bedroomed property, and ten working days for a Two-Bedroomed, or larger property. Payments for void periods in excess of these timescales will be credited to the Authority on a nightly rate basis.

3.0 Nightly Paid Annexes

- At present there are approx 250 units acquired for this scheme
- Payments for the accommodation will be in accordance with the pricing schedule (attached) and will include a management charge (to the agent).
- Invoices will be paid monthly in arrears.
- Where the Authority notify the Contractor of its intention to terminate responsibility for a particular Resident's household, it is the Contractor's responsibility to ensure that the Residents and members of their household leave.
- Bed Linen will be provided by the Contractor
- ***The Contractor will be responsible for any utility costs relating to the property supplied.***

4.0 Description of Accommodation

The following Description of accommodation applies to both Private Leased Annexes & Nightly Paid Self Contained Annexes:

- All properties must conform to relevant planning permission and meet building control regulations (where appropriate)
- All properties to be acquired (and those subject to contract renewal) are to comply with the Decent Homes Standard. More information about this standard is attached.

- The unit shall satisfy the overcrowding standards set out in Appendix A of 'Code of Practice for the application of acceptable standards in the housing of homeless households in self-contained accommodation.' (Attached)
- All properties to provide furniture and fittings appropriate for the number of the residents in the property. The property should include a fridge and a cooker. (Please refer to the attached guidance on kitchen and washing facilities). All floor coverings, curtains, drapes or blinds will be provided, cleaned and maintained by the Contractor. Occupants will provide their own plates, cutlery and kitchen utensils.
- All furniture and furnishings must comply with Furniture and Furnishings (Fire)(Safety) Regulations 1998(as amended in 1989 and 1993).
- The Gas Safety (installation and Use) Regulations 1998 shall be complied with.
- The contractor will ensure there is a sound, safe and properly maintained electrical installation and appliances at all times. An, original, current, Electrical Safety Certificate is to be supplied on demand by the Authority (Certification is to be from a N.I.C.E.I.C or E.C.A. registered contractor only)
- Provide and maintain smoke detectors in the hallway/landing area in accordance with current practice for single household accommodation
- The common parts of the house shall substantially meet the requirements of the Housing (Management of Houses in Multiple Occupation) Regulations 1990.

5.0 Management of Accommodation

The following Management of accommodation applies to both Private Leased Annexes & Nightly Paid Self Contained Annexes:

- The contractor should appoint a contract manager with adequate authority to ensure:
 - A daily list of available properties is provided to the Authority in line with the specification.

Accommodation will be allocated to the household by the placement team ensuring that:

- The best use of available resources is made and costs to the Authority are minimised, while maximum value is achieved.
- Placements are in line with relevant legislation and standards.

- Prices are in line with the pricing schedule (attached).
- Best customer service is provided.
- Any complaints notified to the Contractor must be recorded, investigated and notified to the Authority where appropriate. Any dangerous or serious occurrence or complaint e.g. accident or fire incidents must be reported to the Authority immediately and recorded in detail.
- The following minimum level response times must be part of the service provided to residents:
 - High risk/immediate danger – Within 4 hours (i.e. severe flooding, loss of all power)
 - Medium risk/dangerous - Within 24 hours (i.e. No flush to wc, blocked wc)
 - Low risk/inconvenient – Within 2-3 working days (i.e. blocked bath or basin)
 - Little risk/annoyance issues – Within 7 working days (i.e. Re-glazing windows when boarded)
 - Planned maintenance – Within 10 working days (i.e. Ease & adjust doors)
 - No risk/minimal inconvenience – Within 15 working days (i.e. repairs to kitchen units)
- A 24-hour contact/notification service for occupants and the Authority, details of which must be displayed in the common parts, usually the entrance hall to the building.
- The Contractor must immediately notify the Authority of any units vacated or not being occupied by the resident placed. Any change in the resident household composition must be reported to the relevant placement team immediately. If the Contractor fails to report vacations or change in household composition, the Authority reserves the right to withhold payment in respect of invoices for the relevant period.
- Where the household leaves the accommodation, either by prior arrangement or of its own accord, the Authority will expect the contractor to provide safe and weather tight storage for any personal belongings left in the property for a minimum period of 28 days. At the end of this period the Contractor may dispose of these belongings as it sees fit.
- The Contractor must obtain authorisation from the relevant placement team within the Authority before any household is moved.

6.0 General Contractor Responsibilities

The following General responsibilities of the Contractor applies to both Private Leased Annexes & Nightly Paid Self Contained Annexes:

- The Contractor will be responsible for payment of any Authority Tax for the property where the occupant is not liable.
- Employer Liability Insurance must be held - minimum requirement £10 million.
- Public Liability (Third Party) Insurance must be held - minimum Requirement £5 million.

7.0 Equal Opportunity and Equality Conditions

The following Equal Opportunities and Equalities conditions apply to both Private Leased Annexes & Nightly Paid Self Contained Annexes:

- The Contractor must have a written equal opportunities policy and comply with the following legislation:
 - Race Relations Act 1976 as amended by Race Relations (Amendment) Act 2000.
 - Disability Discrimination Act 1995.
 - The Employment Equality (Religion or Belief) Regulations 2003 and The Employment Equality (Sexual Orientation) Regulations 2003.
- The provision of services and staff recruitment process must meet the legal requirements under Race Equality and Health & Safety legislation. Criminal Records checks must be carried out on staff where required (i.e. dealing with children or vulnerable adults).
- The Contractor shall not whether directly or indirectly contravene the provision of the Race Relations Act 1976 (as amended) together with other relevant legislation and Authority's policies. Any racial or sexual harassment must be reported to the relevant placement team immediately.
- The Contractor will be held accountable, for any act of discrimination by its employees whether or not the act is carried out with the knowledge and consent of the Contractor.
- All rules and regulations applying to the premises must be approved by the Authority and are to be in languages understood by the residents.

8.0 Performance Management

The following Performance Management conditions apply to both Private Leased Annexes & Nightly Paid Self Contained Annexes:

- Invoices must be submitted monthly at the beginning of each month in the given format.
- The property must be visited at least once a month to confirm occupancy and general condition of property. A written schedule of visits must be completed by the Contractor and be available for inspection when requested.
- Contractor performance will be monitored by visits by placement team, inspections by Private Sector Housing and via complaints received by residents and quarterly review meetings.
- The Authority is committed to providing an excellent service to its customers and Contractors are expected to assist the Authority in this respect.

9.0 Failure In Performance Conditions

The following Failure in Performance conditions apply to both Private Leased Annexes & Nightly Paid Self Contained Annexes:

- Poor performance will be recorded and monitored by the placement team.
- The contract administrator, who will identify issues and provide a timescale for improvement, will also address poor performance.
- Should improvements in performance not be forthcoming within agreed timescales, the Authority reserves the right to remove the Contractor from the list of accredited contractors until the contractor can demonstrate compliance with standards or other issues identified.
- The appropriate Service Manager will deal with dispute resolutions.

10.0 Pricing Schedule – The following schedule represents agreed prices that the Authority will pay for specific types of accommodation

Pricing Schedule 2007-2008

£'s

Nightly Paid Annexes Property Size	NIGHTLY RATE		OUT OF LONDON	
	Minimum	Maximum	Minimum	Maximum
Studio	28	30	26	28
1 bed	32	36	30	34
2 bed	38	42	30	34
3 bed	42	46	30	44
4 bed	48	50	30	44
5 bed	45	58	34	45

Private Leased Annexes	Maximum Monthly Rate
Studio	710
1 bed	820
2 bed flat	950
2 bed house	1,000
3 bed	1,200
4 bed	1,450

11.0 WHAT IS A DECENT HOME?

A SUMMARY OF THE STANDARD IN THE PRIVATE SECTOR

Introduction

The standard applies to both houses and flats (or other self contained dwellings). In the case of flats or other self contained dwellings it also applies to the building as its affects the individual dwelling.

A **decent home** meets the following four criteria:

1) It meets the current statutory minimum standard for housing

Dwellings that fail to meet this criterion are those containing one or more hazards assessed as serious ('Category 1') under the Housing and Health Safety Rating System (HHSRS).

[Housing Act 2004, Part 1. Statutory Guidance has been given to local authorities under section 9 – the HHSRS Operating Guidance and Enforcement Guidance – advice and guidance is available from Private Sector Housing at Enfield]

2) It is in a reasonable state of repair

Dwellings that fail to meet this criterion are those where either:

- One or more of the key building components are old **and**,
- because of their condition, need replacing or major repair;
- **or** two or more of the other building components are old and, because of their condition, need replacing or major repair.

3) It has reasonably modern facilities and services

Dwellings that fail to meet this criterion are those, which lack **three or more** of the following:

- A reasonably modern kitchen (20 years old or less);
- A kitchen with adequate space and layout;
- A reasonably modern bathroom (30 years old or less);
- An appropriately located bathroom and WC;
- An adequate insulation against external noise (where external noise is a problem);
- Adequate size and layout of common areas for blocks of flats.

A home only lacking one or two of the above is still classed as decent, therefore it is not necessary to modernise kitchens and bathrooms if a home meets the remaining criteria.

4) It provides a reasonable degree of thermal comfort

This criterion requires dwellings to have both effective insulation and efficient heating.

More information, advice and guidance can be obtained from the Authority's Private Sector Housing Service.

ANNEX D
SPECIFICATION

Acquisition of Managed Temporary Accommodation
Privately Managed Hotels and Similar Residential Accommodation



Specification for the Acquisition of Managed Temporary Accommodation

Privately Managed Hotels and Similar Residential Accommodation.

1.0 Introduction

- The Authority has a statutory duty under the Housing Act 1996 (Part VII) & the Homelessness Act 2002 to provide temporary accommodation to homeless persons who meet the criteria, as outlined within the legislation.
- The Authority requires a range of hotel units located in Enfield (currently using around 160) paid for on a nightly basis. The accommodation needs to range from one to four person units.
- On an adhoc basis accommodation will be required which is located outside the borough.
- This procurement aims to be an efficient and effective method of providing value for money in the acquisition of this type of accommodation.
- Prices for accommodation must be within the range as outlined in the Pricing Schedule (attached).
- Invoices will be paid monthly in arrears.

2.0 Description of Accommodation

- The accommodation will be self contained i.e. It will have baths/showers, WC's and cooking facilities for the exclusive use of each household. There will however be a need for a small number of shared use accommodation, for single persons, on a short-term basis.
- The accommodation must have been inspected by the relevant Authority's Private Sector Housing Service and graded accordingly to the criteria outlined by Joint London Boroughs Code of Practice.
- All buildings must conform to relevant Planning, Building Control regulations.
- All rooms to be furnished and comprise of bed(s), wardrobe, chest of drawers, table and chair, fridge, cooker or oven and hob (minimum of 2

rings). *(Please refer to the attached guidance on kitchen and washing facilities.)*

- All floor coverings, curtains, drapes or blinds will be provided, cleaned and maintained by the Contractor. Bed linen for each bed should be provided. Occupants will provide their own plates, cutlery and kitchen utensils.
- *The common parts of the building should be cleaned at least twice weekly.*
- All hotels must have Master Lock system with entrance to the main door controlled via a door entry system linked to the individual rooms

3.0 Contractor Compliance

All Contractors must comply with the following:

- Joint London Boroughs Code of Practice for Hotels (See Appendix 1).
- All furniture and furnishings must comply with Furniture and Furnishings (Fire) (Safety) Regulations 1998 (as amended in 1989 and 1993).
- The Gas Safety (installation and Use) Regulations 1998 and The Gas Appliances (Safety Regs) 1995.
- All properties to be acquired (and those subject to contract renewal) maybe required to be licensed in accordance with the requirements of the Housing Act 2004 (and regulations made hereunder). Failure to obtain a licence will render any contract with the Authority null and void; it also may render the owner(s) and or manager of the property liable to prosecution. Advice and guidance may be obtained from the Authority's Private Sector Housing Service [PO Box 59, Civic Centre, Silver Street, Enfield EN1 3XL – telephone 020 8379 3719]
- All properties to be acquired (and those subject to contract renewal) are to comply with the Decent Homes Standard. More information about this standard is attached.
- A sound, safe and properly maintained electrical installation and appliances at all times. An, original, current, Electrical Safety Certificate is to be supplied on demand by the Authority (Certification is to be from a N.I.C.E.I.C or E.C.A. registered contractor only)

4.0 Management of Accommodation

The contractor should appoint a contract manager with adequate authority to:

- Provide a daily list of properties to the Authority in line with the specification. Accommodation will be allocated to the household by the placement team, who will ensure:

- The best use of available resources is made and costs to the Authority are minimised, while maximum value is achieved.
- Placements are in line with relevant legislation and standards.
- Prices are in line with the Pricing Schedule (attached).
- Best customer service is provided.
- Inspect rooms on a weekly basis.
- Discharge his day-to-day responsibility in enforcing the provisions of these general terms and conditions and whose up to date contact details should be made available at all times daily.
- Ensure a good standard of repair, maintenance, cleanliness and supervision must be provided at all times.
- The Contractor will be responsible for all building maintenance and day-to-day repairs, ensuring a good standard of repair, maintenance, cleanliness and supervision is provided at all times.
- The following minimum level response times must be part of the service to residents;
 - High risk/immediate danger – Within 4 hours (i.e. severe flooding, loss of all power).
 - Medium risk/dangerous - Within 24 hours (i.e. No flush to wc, blocked wc).
 - Low risk/inconvenient – Within 2-3 working days (i.e. blocked bath or basin).
 - Little risk/annoyance issues – Within 7 working days (i.e. Re-glazing windows when boarded).
 - Planned maintenance – Within 10 working days (i.e. Ease & adjust doors).
 - No risk/minimal inconvenience – Within 15 working days (i.e. repairs to kitchen units).
- A 24-hour contact/notification service for occupants and the Authority, details of which must be displayed in the common parts, usually the entrance hall to the building.

5.0 General Contractor Responsibilities

- Any complaints notified to the Contractor must be recorded, investigated and notified to the Authority.

- Any dangerous or serious occurrence e.g. accident or fire incidents must be reported to the Authority immediately and recorded in detail.
- The Contractor must immediately notify the Authority of any units vacated or not being occupied by the resident placed. Any change in the resident household composition must be reported to the relevant placement team immediately. If the Contractor fails to report vacations or change in household composition, the Authority reserves the right to withhold payment in respect of invoices for the relevant period.
- Where the Authority notifies the Contractor of its intention to terminate responsibility for a particular Resident's household, it is the Contractor's responsibility to ensure that the Residents and members of their household leave.
- Where the household leaves the accommodation, either by prior arrangement or of its own accord, the Authority will expect the Contractor to provide safe and weather tight storage for any personal belongings left in the property for a minimum period of 28 days. At the end of this period the Contractor may dispose of these belongings as it sees fit.
- The Contractor must obtain authorisation from the relevant placement team within the Authority before any household is moved.
- The Contractor will be responsible for any utility costs relating to the property supplied.
- The Contractor will be responsible for payment of any Council Tax for the property where the occupant is not liable.
- Employer Liability Insurance must be held - minimum requirement £10 million.
- Public Liability (Third Party) Insurance must be held - Minimum Requirement £5 million.

6.0 Equal Opportunity and Equality Conditions

- The Contractor must have a written equal opportunities policy and comply with the following legislation:
 - Race Relations Act 1976 as amended by Race Relations (Amendment) Act 2000.
 - Disability Discrimination Act 1995
 - The Employment Equality (Religion or Belief) Regulations 2003 and The Employment Equality (Sexual Orientation) Regulations 2003.

- The provision of services and staff recruitment process must meet the legal requirements under Race Equality and Health & Safety legislation. Criminal Records checks must be carried out on staff where required (i.e. dealing with children or vulnerable adults).
- The Contractor shall not whether directly or indirectly contravene the provision of the Race Relations Act 1976 (as amended) together with other relevant legislation and Authority's policies. Any racial or sexual harassment must be reported to the relevant placement team immediately.
- The Contractor will be held accountable, for any act of discrimination by its employees whether or not the act is carried out with the knowledge and consent of the Contractor.
- All rules and regulations applying to the premises must be approved by the Authority and are to be in languages understood by the residents.

7.0 Performance Management

- Invoices must be submitted monthly at the beginning of each month in the given format.
- Contractor performance will be monitored by visits by placement team, inspections by Private Sector Housing and via complaints received by residents.
- There will be quarterly review meetings between the contractor and the Authority.
- The Authority is committed to providing the excellent service to its customers and Contractors are expected to assist the Authority in this respect.

8.0 Failure In Performance Conditions

- Poor performance will be recorded and monitored by the placement team.
- The contract administrator who will identify issues and provide a timescale for improvement will also address poor performance.
- Should improvements in performance not be forthcoming within agreed timescales, the Authority reserves the right to remove the Contractor from the list of accredited contractors until the contractor can demonstrate compliance with standards or other issues identified.

9.0 Pricing Schedule – The following schedule represents agreed prices that the Authority will pay for specific types of accommodation

**Pricing Schedule
2007-2008**

£'s

ENFIELD, HARINGEY

Hotels	NIGHTLY RATE		Single person placement	
	<i>Minimum</i>	<i>Maximum</i>	<i>Minimum</i>	<i>Maximum</i>
<i>Room Size</i>				
<i>Single</i>	16	18	16	18
<i>Double</i>	24	26	18	20
<i>Triple</i>	26	30	18	20
<i>Quad</i>	29	35	18	20
<i>Five Person</i>	29	40	18	20

£'s

HACKNEY, ISLINGTON

Hotels	NIGHTLY RATE	
	<i>Minimum</i>	<i>Maximum</i>
<i>Room Size</i>		
<i>Single</i>	16	19
<i>Double</i>	24	28
<i>Triple</i>	26	32
<i>Quad</i>	29	36
<i>Five Person</i>	29	43

APPENDIX 1

JOINT LONDON BOROUGH CODE OF PRACTICE FOR THE USE OF HOTEL/HOSTEL ACCOMMODATION FOR THE PLACEMENT OF HOMELESS PERSONS HOUSES IN MULTIPLE OCCUPATIONS.

Standards relating to minimum space and fitness for occupation - Housing Act 1985, Section 358, Sections 352 and 604 (as amended).

Standards relating to Bed and Breakfast Establishments, Guest Houses, Hotels and similar residential accommodation, adopted by the Association of London Government.

1.0

**(a) Space Standards for Sleeping Accommodation
Cooking facilities provided in a separate room/kitchen**

- Floor Area of Room Maximum and No of Persons
 - Less than 70 sq ft (6.5 m2) - Nil persons

- Not less than 70 sq ft (6.5 m²) - 1 person
 - Not less than 110 sq ft (10.2 m²) - 2 persons
 - Not less than 160 sq ft (14.9 m²) - 3 persons
 - Not less than 210 sq ft (19.6 m²) - 4 persons
 - Not less than 260 sq ft (24.2 m²) - 5 persons
- Cooking facilities provided within the room
 - Floor Area of Room Maximum and No of Persons
 - Less than 110 sq ft (10.2 m²) - Nil persons
 - Not less than 110 sq ft (10.2 m²) - 1 person
 - Not less than 150 sq ft (13.9 m²) - 2 persons
 - Not less than 200 sq ft (18.6 m²) - 3 persons
 - Not less than 250 sq ft (23.2 m²) - 4 persons
 - Not less than 300 sq ft (27.9 m²) - 5 persons
 - In no case shall more than 5 persons occupy a room.
 - The standard is to be applied irrespective of the age of the occupants.
 - Sharing of rooms shall be avoided unless the individuals concerned consent to share the room.
 - No persons of the opposite sex who are aged 12 years or over shall share a room unless they are living together as partners.
 - Irrespective of the floor area, consideration shall be give to the shape and usable living space within the room to determine whether it is suitable for occupation and to what occupancy level.
 - All rooms must have a minimum floor to ceiling height of at least 7 feet (2.14 metres) over not less than 75% of the room area. Any floor area where the ceiling height is less than 5 feet (1.53 metres) shall be disregarded.
 - Separate kitchens and bathrooms are deemed unsuitable for sleeping accommodation.

(b) Notices in Sleeping Accommodation

- There shall be prominently displayed in each room used or suitable for use as a bedroom, a clearly legible notice in the following prescribed form:

"(Location and/or room number)This room is not to be used for sleeping purposes by more than persons".

- Where rooms are used by persons whose first language is not English, then the appropriate language in common use shall be used in addition to the statement in English.

FITNESS STANDARD

2.0 Stability

- The premises shall be structurally stable.

3.0 Repair

- The premises shall be free from serious disrepair that would render it unsuitable for occupation.

NOTE: Under part VI of the Housing Act 1985; the premises should be maintained in a reasonable state of repair and free from defects, which would materially affect the comfort of the occupants.

4.0 Freedom From Dampness

- The premises shall be free from dampness prejudicial to the health of the occupants.

5.0 Natural and Artificial Lighting

- All habitable rooms shall have an adequate level of natural lighting.
- All habitable rooms shall be provided with a glazed window. The glazed area to be equivalent to at least one-tenth of the floor area. Adequate electric lighting is also to be provided.
- All staircases, landings, passageways, bathrooms and water closets are to be provided where practicable, with a window.
- Windows to bathrooms and water closets are to be glazed with obscured glass.
- Adequate electrical lighting points are to be provided to all staircases, landings, passages, bathrooms and water closets. All lighting to these common parts is to be provided, maintained and paid for by the owners or their agent.
- Artificial lighting to staircases, landings and passages shall be controlled from a sufficient number of appropriately placed switched outlets. If a time switch system is used, the time period shall be reasonable and appropriate to the circumstances of the occupants.

6.0 Ventilation

- All habitable rooms shall be ventilated directly to the external air by a window, which has an openable area equivalent to one-twentieth of the floor area.
- All bathrooms, shower rooms, water closet compartments and kitchens shall be ventilated directly to the external air by a window, the openable

area of which shall be equivalent to at least one-twentieth of the floor area of the room. Where this is not practicable, mechanical ventilation supplying a minimum of three air changes per hour shall be provided, operated from the lighting circuit of the room and fitted with a 20 minute overrun.

- All habitable rooms, kitchens, bathrooms and water closet compartments shall be provided with a permanent means of ventilation.

7.0 Water Supply

- There shall be a supply of cold running water suitable for drinking, complying with statutory standards, labeled as such, provided to each bedroom direct from the rising main. Where this is not practicable, then such a supply shall be at a tap reasonably accessible on each floor, but not in a bathroom or water closet compartment. In all cases, the supply shall be sited over a wash hand basin/sink. The water supply shall be protected as necessary from frost damage. Stop taps are to be provided for each floor.

8.0 Installation for Heating

- The premises shall have adequate provision for heating.
- All habitable rooms and baths or shower rooms shall be provided with a fixed space-heating appliance. The appliance must be capable of efficiently maintaining the room at a minimum temperature of 18oC when the outside temperature is -1oC.
- "Fixed space heating appliance" means fixed gas appliance, fixed electrical appliance or an adequate system of central heating, operable at all times.
- Each bedroom shall be provided with a minimum of two suitably positioned double 13 Amp electrical power sockets.

9.0 Drainage

- The premises shall have an effective system, both above and below ground for the drainage of foul, waste and surface water.

10.0 Facilities for the Storage, Preparation and Cooking of Food and Disposal of Waste Water

- Wherever practicable, each household shall have exclusive use of a full set of kitchen facilities as described in (a) below. In circumstances where the Local Authority is satisfied that the provision of kitchen facilities for exclusive use is not practicable or appropriate, the lesser standards may be applied, as described in sub-paragraphs (b) to (d) below.

(a) Kitchen facilities for exclusive use by households

- Kitchen facilities shall meet the fire safety standards described in Appendix 2.
- A full set of kitchen facilities shall be provided for each household.
- Kitchen facilities shall be provided in a separate kitchen (of minimum size 5.5 m²/60 sq ft) wherever possible.
- A set of cooking facilities shall comprise:
 - An electric cooker with four burners, oven and grill. (In single person lettings, a cooker with a minimum of two burners, oven and grill is permissible).
 - A stainless steel sink and integral drainer (minimum size 1000 mm x 600 mm), set on a base unit. The sink is to be provided with a constant supply of hot and cold water and properly connected to the drainage system. A tiled splash back (minimum 450 mm high) shall be provided to the sink and drainer.
 - A storage cupboard, minimum capacity 0.4 cubic metres (15 cubic feet). This provision is in addition to any base unit cupboards provided below the sink/drainer.
 - A refrigerator, minimum capacity 0.14 cubic metres (5 cubic feet).
 - Two double 13-amp electrical power sockets situated at worktop height. These are in addition to electrical power sockets provided elsewhere in the letting.
 - A suitable worktop (minimum surface area 1000 mm x 600 mm).

(b) Kitchens for communal use

- Where the Local Authority is satisfied that the provision of kitchen facilities for exclusive use is not practicable or appropriate, kitchen facilities may be provided in the ratio of one set for every 5 persons, irrespective of age.
- Such kitchen facilities shall comprise a minimum of shared:
 - Gas or electric cooker with four burners, oven and grill.
 - Stainless steel sink and integral drainer (minimum size 1000 mm x 600 mm), set on a base unit. The sink is to be provided with a constant supply of hot and cold water and properly connected to the drainage system. A tiled splash back (minimum 450 mm high) shall be provided to the sink and drainer.
 - Two double 13-amp electrical power sockets situated at worktop height.

- A suitable worktop (minimum surface area 1000 mm x 600 mm).
- Lockable storage cupboards, minimum capacity 0.14 m³ (5 ft³) for each bedroom whose occupants use the kitchen. In calculating the required provision of storage cupboards, base unit cupboards below sinks/drainers should be discounted.
- In addition, the following facilities shall be provided within each bedroom, or within the total accommodation occupied by each household:
 - A suitable worktop (minimum surface area 1000 mm x 600 mm).
 - A refrigerator, minimum capacity 0.14 m³ (5 ft³).
 - A storage cupboard, minimum capacity 0.4 m³ (15 ft³).

(c) Schemes comprising both shared and exclusive facilities

- In schemes providing a mix of kitchens for shared and exclusive use, one set of kitchen facilities shall be provided for every five persons sharing.
- The number of persons who have kitchen facilities provided for their exclusive use shall not be included in the calculations.

(d) Mixed tourist/homeless persons hotels and hostels

- Where an establishment is used to cater for tourists, other visitors to an area and to accommodate homeless persons, cooking facilities shall be provided for the homeless persons in accordance with (a), (b) or (c) above, as appropriate. In such cases the hotel/hostel operator should clearly identify the maximum number of homeless persons to be accommodated.

11.0 General Requirements For Cooking Facilities

Location

- Cooking facilities that are provided shall be reasonably located in relation to the room(s) occupied by the person(s) for whom they are provided and in any event not more than one floor distant from these rooms. Please note the exception for smaller establishments described below.
- In smaller establishments of not more than three storeys and not more than 30 bed spaces, communal cooking facilities may be provided in one area of the premises more than one floor distant from some bedrooms. In such cases, these kitchens must be provided in association with a suitable dining room or dining rooms of adequate size.
- Dining room facilities, where provided, should be of adequate size. The area (or aggregate areas, if more than one is provided) shall be calculated

on the basis of 1 m² per bed space. This shall include one area of at least 15 m². Only effective usable space will be considered when calculating the areas for the purpose of this requirement.

- Dining room facilities should be in reasonable repair (including decorative repair) and provided with adequate natural lighting and ventilation. Dining room facilities shall be provided with adequate seating provision.

Design/Layout

- Each set of cooking facilities shall be provided in a kitchen with a minimum area of 5.5 m² (60 sq ft) provided for each set of facilities. No more than two sets of cooking facilities shall be provided in any one kitchen.
- Each kitchen should be large enough and designed to allow for the safe provision and use of all necessary facilities. Kitchens should be a minimum of 6 ft (1.8 m) wide to allow for the safe circulation of occupants within the room. Cookers should not be located too close to doorways and there should be enough floor space for items to be safely retrieved from the oven.
- Where two sets of cooking facilities are provided in a kitchen, the two sets of facilities (i.e. cooker, sink, worktop) shall be reasonably separate from each other to allow their safe and simultaneous use by two or more households.

Other Requirements/Considerations

- Where a room is used for both cooking and sleeping purposes, a minimum of 3.7 m² (40 sq ft) shall be added to the relevant minimum floor area for each room so used. (See Overcrowding Standards for Sleeping Accommodation above.) In this case the cooking facilities shall comply with the Fire Safety Standards as set out in Appendix 2.
- Kitchen facilities shall be made available for use 24 hours per day, subject to any representation from the owner/manager, which must be agreed by the receiving and placing authorities.

12. Drainage and Sanitary Conveniences

- The premises should be adequately drained.
- One internal water closet shall be provided for every five persons irrespective of age.
- The water closet must be within a reasonable distance from its users and not more than one floor distant and, where practicable, a water closet shall not be situated within a bathroom. At least 50% of the water closets that are required to be provided shall be situated in separate accommodation.

- The number of persons occupying a bedroom where this facility is provided for their exclusive use shall not be included in the calculations.
- Water closets should be provided in bathrooms or separate compartments of suitable size and layout. Where water closets are provided in separate compartments, these compartments should have minimum dimensions of 1300 mm x 800 mm.

13. Personal Washing Facilities

- A suitable wash hand basin (minimum dimensions 500 mm x 400 mm) with constant hot and cold water supplies, shall be provided in every bedroom, except where an en suite bathroom is available, when the wash hand basin may be provided in that bathroom. A tiled splash back (minimum 300 mm high) is to be provided to each wash hand basin.
- Each separate water closet compartment and bathroom shall be provided with a suitable wash hand basin (minimum dimensions 500 mm x 400 mm), together with constant supplies of hot and cold running water. A tiled splash back (minimum 300 mm high) is to be provided to each wash hand basin.
- Where cooking facilities are provided within a bedroom, then a wash hand basin need not be required in addition to the sink, which is provided. A wash hand basin will always be required where a letting is provided with an en suite water closet.
- One bath (minimum dimensions 1700 mm x 700 mm) or one shower (minimum dimensions 800 mm x 800 mm) shall be provided for every five persons, irrespective of age. These facilities must be within a reasonable distance of each user and not more than one floor distant. Not less than half of the facilities, which are required to be provided, shall be baths and a minimum of one bath shall be provided in every property.
- The number of persons having the exclusive use of a bath or shower shall not be included in the calculations.
- Where the operator chooses to provide showers for the exclusive use of each separate household or the majority of households, a minimum provision of baths, rather than showers will always be required. In such circumstances a minimum of one communal bath should be provided for every 20 persons, irrespective of age. These facilities must be within a reasonable distance of each user and not more than one floor distant.
- Each bath shall be situated in a separate bathroom of adequate size. Each shower shall be situated in a suitable shower room (minimum dimensions 1600 mm x 900 mm).
- Each bath and shower shall be provided with a constant, freely available supply of hot and cold water. A tiled splash back (minimum 300 mm high)

shall be provided to all baths. Shower cubicles shall have fully tiled walls. Showers shall be provided with a suitable water resistant shower curtain or door to the cubicle.

- Shared amenities are to be accessible from a common area.

14. Means of Escape in Case of Fire

- The premises shall be provided with a protected escape route and shall comply with the Department of the Environment's Circular 12/92 "Houses in Multiple Occupation, Guidance to Local Housing Authorities on Standards of Fitness under Section 352 of the Housing Act 1985". In the case of premises operating as hotels, the Fire Precautions Act 1971 enforced by the London Fire and Civil Defence Authority will apply in addition to HMO legislation.

Further Information

1. DOE design bulletin 24 - "Spaces in the Home" HMSO 1972.
2. The Building Regulations 1985.

FIRE SAFETY STANDARDS TO BE ACHIEVED WHEN COOKING FACILITIES ARE PROVIDED IN HOTEL OR HOSTEL BEDROOMS

- Cooking is to be by electricity only.
- The cooking appliance must be sited remote from the room exit, against a wall/partition enclosing the room and away from draughts.
- No furniture, bedding, drapes etc shall be within 600 mm of the cooker. To ensure this is obtained, screens finished with non-combustible materials or plasterboard shall be provided as follows:
 - (a) To the sides of the cooking appliance to the height of:
 - (i) Not less than 1.6 m where provided less than 400 mm from the appliance, or
 - (ii) Not less than 850 mm otherwise.
 - (b) Opposite the cooking appliance, to a height not less than 850 mm.
- No drapes or curtains shall be provided within the area of the cubicle containing the cooking appliance.
- Deep fat frying should not be permitted and notice to that effect should be displayed in the cubicle containing the cooking appliance in English and such other languages as are considered appropriate.

- The walls/partitions enclosing the room containing the cooking appliance shall be to a standard of fire resistance of not less than half an hour. Any door therein shall be fire resisting and rendered effectively self-closing.

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EXCHANGE/9.95