



# Houses In Multiple Occupation (HMO) Licensing Standards



## Standards for HMOs subject to licensing

This guidance has been produced by Newport City Council for Houses in Multiple Occupation (HMOs). This guide has been written to assist owners, agents and occupiers in relation to the standards they should expect in such accommodation. These HMO Licensing Standards will apply to all licensable HMOs.

**Please note;** 'Houses In Multiple Occupation [HMO Guidance Notes](#) for application' is available as a separate booklet.

### Contents

Standards for Accommodation.....	2
General Principles of Occupation .....	2
Room Size Requirements.....	3
Facilities .....	5
Kitchens .....	5
Bathrooms and Water Closets.....	7
Heating .....	8
Electrical Safety and Sockets .....	9
Refuse .....	10
Fire Safety .....	11
Fire Alarm Systems and Routine Testing .....	11
Fire Alarm and Detection Systems .....	13
Other Fire Precautions.....	16
Fire Separation.....	16
Furniture and Furnishings Regulations.....	17
Ventilation within bedrooms.....	17
General Conditions and Management Arrangements .....	18
The following management regulations must be complied with at all times.....	18

If you need any advice concerning the HMO Licensing standards, please contact:

Tel: 01633 656656

Email: [hmo@newport.gov.uk](mailto:hmo@newport.gov.uk)

Website: [www.newport.gov.uk/hmo](http://www.newport.gov.uk/hmo)

**REPORT A  
ROGUE LANDLORD HOTLINE**

anonymous 24 hour public hotline  
01633 235233

Inspections.....	18
Legal Notices.....	19
Rent Smart Wales .....	19
Appendix I –HMO Licence Conditions .....	20

## **Standards for Accommodation**

To determine the number of occupants who may occupy the house, consideration must be given to the number, type and quality of amenities available in the property. The standards on the following pages will be applied to all properties subject to licensing.

The space standards MUST be met with immediate effect. However, where there are existing tenancy agreements compliance must be achieved at the expiry of the individual tenancy. Where this agreement is for longer than 12 months action must be taken to obtain possession.

Where reasonably practicable all HMO licensing standards must be complied with. However, every case must be considered on its own merits as Councils cannot apply a blanket set of standards for all HMOs in its district taking no account of the individual circumstances of the HMO in question. This will particularly be in respect of those standards that are not prescribed by legislation.

## **General Principles of Occupation**

The following guide provides a summary of the general principles of occupation of a HMO.

- All children count as a whole person in terms of calculating the maximum permitted occupancy.
- In no case shall any room be occupied by more than two persons.
- Persons of the opposite sex over the age of 12 shall not be permitted to share the same room for sleeping purposes unless they are of marriageable age and are either married or living as partners.
- No room sharing unless living persons sharing are living as a cohabiting couple.
- No unit of accommodation shall be occupied on the basis of a divided or shared tenancy or licence. This is to avoid the situation arising whereby a unit of accommodation may be occupied by different persons at different times of the day or different days of the week (for instance shift workers or seasonal/migrant workers who occupy a property in connection with their employment).
- Only rooms designated as living rooms, bedrooms or bed/sitting rooms may be used for living or sleeping purposes.
- Circulation spaces such as hallways, landings and other rooms such as kitchens, bathrooms, or cellars, roof spaces etc. shall be deemed unsuitable for use as sleeping or living accommodation.
- Irrespective of overall floor area, consideration will be given to the shape and useable living space within the room when determining its suitability for occupation. No account will be taken of any part of a room where the ceiling height is less than 1.5m. The ideal ceiling height should be at least 1.9m.

If you need any advice concerning the HMO Licensing standards, please contact:

Tel: 01633 656656

Email: [hmo@newport.gov.uk](mailto:hmo@newport.gov.uk)

Website: [www.newport.gov.uk/hmo](http://www.newport.gov.uk/hmo)

**REPORT A  
ROGUE LANDLORD HOTLINE**

anonymous 24 hour public hotline  
01633 235233

- A single bed/sitting room containing cooking facilities is not suitable for accommodating a child below the age of 10 years.

## **Room Size Requirements**

The following guide provides information on the minimum floor area required for rooms within each category of HMO, based on the number of persons in occupation.

### **BEDSITS**

#### **One person accommodation**

One room unit
13m <sup>2</sup> including kitchen facilities
10m <sup>2</sup> where provided with separate shared kitchen*

#### **Two or more person accommodation**

One room unit
18m <sup>2</sup> including kitchen facilities
13m <sup>2</sup> where provided with separate shared kitchen*

\*where a separate shared kitchen is provided it must be a minimum of 2.5m<sup>2</sup> per person using the facilities

Two or more roomed units (within the bedsit)	
Each kitchen	3m <sup>2</sup>
Each living room/kitchen	10m <sup>2</sup>
Each living room/bedroom	10m <sup>2</sup>
Each living room	8.5m <sup>2</sup>
Each bedroom	6.51m <sup>2</sup>

Two or more roomed units (within the bedsit)	
Each kitchen	5m <sup>2</sup>
Each living room/kitchen	13m <sup>2</sup>
Each living room/bedroom	13m <sup>2</sup>
Each living room	10m <sup>2</sup>
Each bedroom	10m <sup>2</sup>

### **SHARED HOUSES AND LODGERS**

#### **One person accommodation**

One room unit	
Bedroom	6.51m <sup>2</sup>

#### **Two person accommodation**

One room unit	
Bedroom	11m <sup>2</sup>

Communal rooms	Up to 5 persons	6 persons	7 Persons	8 persons	9 persons	10 persons
Kitchens	7m <sup>2</sup>	10m <sup>2</sup>	10m <sup>2</sup>	10m <sup>2</sup>	10m <sup>2</sup>	10m <sup>2</sup>
Living rooms	10m <sup>2</sup>	12m <sup>2</sup>	14m <sup>2</sup>	16m <sup>2</sup>	18m <sup>2</sup>	20m <sup>2</sup>

### **HOSTELS, GUEST HOUSES, BED AND BREAKFAST**

The standards for these premises will depend on the nature of the occupation and the appropriate standards would be applied from one of the other Categories. Please contact the Environmental Health Housing Team for further information.

### **RESIDENTIAL CARE HOMES**

The standards for this category of premises are primarily determined by the conditions imposed by the Registered Care Home Regulation and from the South Wales Fire & Rescue Service. The standards for premises that are not required to register under these regulations will depend on the nature of the occupation and the appropriate standards would be applied from one of the other Categories. Please contact the Environmental Health Housing Team for further information.

If you need any advice concerning the HMO Licensing standards, please contact:

Tel: 01633 656656

Email: [hmo@newport.gov.uk](mailto:hmo@newport.gov.uk)

Website: [www.newport.gov.uk/hmo](http://www.newport.gov.uk/hmo)

**REPORT A  
ROGUE LANDLORD HOTLINE**

anonymous 24 hour public hotline

01633 235233

**SELF-CONTAINED FLATS****One person accommodation**

One room unit	
13m <sup>2</sup> including living room, kitchen and bedroom	

Two or more roomed units	
Each kitchen	3m <sup>2</sup>
Each living room/kitchen	10m <sup>2</sup>
Each living room/bedroom	10m <sup>2</sup>
Each living room	8.5m <sup>2</sup>
Each bedroom	6.51m <sup>2</sup>

**Two or more person accommodation**

One room unit	
18m <sup>2</sup> including living room, kitchen and bedroom	

Two or more roomed units	
Each kitchen	5m <sup>2</sup>
Each living room/kitchen	13m <sup>2</sup>
Each living room/bedroom	13m <sup>2</sup>
Each living room	10m <sup>2</sup>
First bedroom	11m <sup>2</sup>
Additional bedroom	6.51m <sup>2</sup>

**Guidance on taking measurements**

Only practical useable living space must be measured. This space:

- Does not include any area taken up by bathroom facilities within the room.
- Does not include the chimney breast and small alcoves.
- Does not include the floor area where the ceiling height is less than 1.5m.
- Does not include the floor area in the eaves of any attic rooms where the soffit height is less than 1.5m.

If you need any advice concerning the HMO Licensing standards, please contact:

Tel: 01633 656656

Email: [hmo@newport.gov.uk](mailto:hmo@newport.gov.uk)

Website: [www.newport.gov.uk/hmo](http://www.newport.gov.uk/hmo)

**REPORT A**  
**ROGUE LANDLORD HOTLINE**

anonymous 24 hour public hotline  
01633 235233

## **Facilities**

Your property is required to have an adequate amount of facilities in order to accommodate the number of occupants. The guides in the following sections set out the requirements for kitchens, bathrooms/shower rooms & water closets.

## **Kitchens**

Kitchen facilities must be provided in a separate or clearly defined area and contain the following minimum provisions.

	Up to 5 persons	6 or more persons
Sinks	Bedsits - each separate household provided with cooking facilities must have a sink provided with a constant and adequate supply of hot and cold water	
	There must be a suitably sized sink and drainer, provided with a satisfactory supply of cold and constant hot water which is properly connected to the drainage system	An additional sink or dishwasher must be provided for every additional 5 persons
Food Storage	Each separate household shall be provided with a dry food store of half a standard base unit or a standard wall unit (equivalent to 0.16m <sup>2</sup> ). If occupants are found to be storing food in their rooms or we receive complaints regarding food being misplaced we will require the dry food store to be locked. The space under a sink unit will not be accepted, ventilated or otherwise	
Refrigerator	A refrigerator must be provided for each kitchen.	An additional refrigerator per kitchen must be provided for every additional 5 persons (irrespective of their age).
Freezer	A freezer compartment must be provided.	An additional freezer compartment must be provided for every additional 5 persons (irrespective of their age).
Food Preparation	Each separate occupancy and shared kitchen shall be provided with suitable and adequate impervious work tops to enable users to prepare food safely and hygienically. A preparation surface of 1.5 linear meters should be provided, part of which must be adjacent to the cooking facilities	An additional preparation surface of 1.5 linear meters should be provided for every additional 5 persons
Cooking	Bedsits - each separate household shall be provided with a proper cooking appliance (Minimum acceptable being 2 rings or hot plates together with either a grill or an oven).	
	Shared kitchens, a cooker consisting of 3 or 4 rings or hot plates together with a grill and oven	An additional cooker consisting of 3 or 4 rings or hot plates together with a grill and oven or a microwave oven should be provided for every additional 5 persons (No kitchen shall contain more than 2 cooking appliances)

If you need any advice concerning the HMO Licensing standards, please contact:

Tel: 01633 656656

Email: [hmo@newport.gov.uk](mailto:hmo@newport.gov.uk)

Website: [www.newport.gov.uk/hmo](http://www.newport.gov.uk/hmo)

**REPORT A  
ROGUE LANDLORD HOTLINE**

anonymous 24 hour public hotline  
01633 235233

Electrical Sockets	Electrical sockets must be sufficient to facilitate the use of each fixed appliance (i.e. washing machine, fridge) plus an additional two double socket outlets above the worktop.
Ventilation	If there is no external opening window or mould growth present within the kitchen mechanical ventilation shall be installed to the outside air at a minimum extraction rate of 60 litres /second or 30 litres/second if the fan is sited within 300mm of the centre of the hob.

### General Specification applicable to all categories of HMO

- A single kitchen is not suitable for use by more than 10 persons regardless of its size.
- All kitchens, whether for exclusive, or shared use must have floor, coverings which are impervious, reasonably smooth and easily cleansable and separated from any adjoining carpeted floor area by suitable dividing strips securely fixed in position. Ideally floor coverings should be slip resistant.
- Walls and ceilings must also be reasonably smooth such that they can be kept clean and easily redecorated.
- Kitchens must be arranged such that hot food can be prepared and handled safely.
- In particular cookers must be located away from any door, which might open on to and collide with a person standing in front of the cooker and must be safely positioned within the room such that they do not compromise escape in the event of a fire associated with the cooker. In particular gas cookers must not be positioned directly adjacent to openable windows where flames are likely to be extinguished by excessive draughts or where curtains are likely to catch fire.
- There must be adequate space in front of any cooker for persons to retrieve hot food from the oven. There should also be fixed work surfaces either side of any cooker.
- Sinks must have a tiled or similar waterproof splash back (where the sink abuts a window reveal, the sill of the window must be clad in waterproof tiles or similar) extending to a minimum height of 150mm above the sink top. There must be a flexible waterproof joint between the sink and the splashback.
- Food preparation surfaces must be of impermeable, heat resistant, durable and easily cleansable materials. Where these are fixed, the joint between the food preparation surface and any abutting units or the wall must be watertight and a tiled splash back as detailed above for sinks must be provided.
- Must be installed according to the manufacturer's instructions and in particular, electric cookers must be connected via an appropriately rated switch and fuse. Gas cookers must be fitted with a safety restraint to prevent them tipping over.
- Where meals are provided as part of the board arrangements the landlord/owner may be required to register as a food business with the City Council and comply with the requirement of the Food Safety Act 1990 and any regulations made there under.

If you need any advice concerning the HMO Licensing standards, please contact:

Tel: 01633 656656

Email: [hmo@newport.gov.uk](mailto:hmo@newport.gov.uk)

Website: [www.newport.gov.uk/hmo](http://www.newport.gov.uk/hmo)

**REPORT A  
ROGUE LANDLORD HOTLINE**

anonymous 24 hour public hotline  
01633 235233

## **Bathrooms and Water Closets**

Where some or all of the units of living accommodation do not contain bathroom facilities for the exclusive use of each individual household, there must be an adequate number of suitably located bathroom and toilet facilities to enable these facilities to be used on a shared basis. The following table provides a guide to the minimum requirements for bathroom/shower rooms and water closet facilities.

No. of Persons	Definitions		
	Combined Bathroom or Combined Shower Room a room containing a bath or shower, water closet <u>and</u> wash hand basin	Bathroom or Shower Room a room containing a bath or shower <u>and</u> wash hand basin only	Water Closet a room containing a water closet <u>and</u> wash hand basin only
Minimum Requirements			
1 to 4	1 Combined Bathroom or 1 Combined Shower Room		
5		1 Bathroom or 1 Shower Room	+ 1 Separate Water Closet
6	2 Combined Bathrooms or 2 Combined Shower Rooms		
7 to 9	1 Combined Bathroom or 1 Combined Shower Room	+ 1 Bathroom or 1 Shower Room	+ 1 Separate Water Closet
10		2 Bathrooms or 2 Shower Rooms	+ 2 Separate Water Closets
11 to 14	1 Combined Bathroom or 1 Combined Shower Room	+ 2 Bathrooms or 2 Shower Rooms	+ 2 Separate Water Closets
15		3 Bathrooms or 3 Shower Rooms	+ 3 Separate Water Closets

Acceptable alternatives will be taken into consideration

### **General Specification applicable to all categories of HMO**

- All bathrooms or separate compartments containing a WC must be provided with a wash hand basin.
- Baths or showers shall not be permitted in kitchens in shared accommodation.
- Each bath or shower must be provided with a constant and adequate supply of hot and cold water.
- Each wash hand basin must be provided with a tiled splash back with a constant and adequate supply of hot and cold water.
- Bathrooms shall be of adequate size to enable users to dry themselves and get dressed without undue restriction.
- Floors to bathrooms shall be impervious, reasonably smooth and easily cleanable. Ideally floor coverings should be slip-resistant.
- Walls to bathrooms shall be easily cleanable.
- Obscured glazing must be provided to bathroom windows and doors as appropriate.

If you need any advice concerning the HMO Licensing standards, please contact:

Tel: 01633 656656

Email: [hmo@newport.gov.uk](mailto:hmo@newport.gov.uk)

Website: [www.newport.gov.uk/hmo](http://www.newport.gov.uk/hmo)

**REPORT A  
ROGUE LANDLORD HOTLINE**

anonymous 24 hour public hotline  
01633 235233

- A suitable locking mechanism must be fitted internally e.g. thumb turn or sliding lock (key locks are not permitted), within the bathroom or W/C and positioned out of reach from children to the access door to ensure privacy.
- A proper system of drainage shall be provided to all houses and all above and below ground drainage shall comply with the requirements of the Building Regulations currently in force.
- Each bathroom/shower room/water closet must be provided with adequate ventilation. Mechanical extractor ventilation giving an extraction rate of at least 15 litres per second with a 20 minute overrun must be fitted where there is no openable window to provide natural ventilation. Alternatively a humidistat controlled extractor may be provided.

If you have any queries on the bathroom and water closet requirements, please contact the Environmental Health Housing Team on Tel: 01633 656656 or email: [hmo@newport.gov.uk](mailto:hmo@newport.gov.uk)

## **Heating**

### **All types of heating systems**

All heating systems shall be capable of maintaining the following internal temperatures when the external temperature is -1°C. The heating system should be available at all times, be under the control of the occupier and be programmable.

Bedrooms, lounge/ dining room	21° C
Bathroom / shower room / water closet	22° C
Elsewhere, including kitchens, common landing / stairs / hallways	18° C

Living rooms should have an additional heating source if a gas fire is present.

### **When gas, electric or oil wet fired central heating are not provided**

Design and install a full electric heating system for the whole building using off peak storage heaters. The system shall include the following: All bed sitting rooms shall be provided with a fan assisted combination storage heater with thermostatically controlled top up convector heater. All bed sitting rooms, except those between 8 and 11 m<sup>2</sup> in area with one external wall, standard ceiling height, and with another heated space above and below, shall be provided with wall mounted electric panel heaters with timers and electronic thermostats.

Kitchens of sufficient size and bathrooms where practicable shall be provided with storage heaters or with on demand peak down flow heaters otherwise.

All storage heaters shall have automatic charge control and a thermostatically controlled damper outlet.

All storage heaters shall have automatic charge control and a thermostatically controlled damper outlet. For sizing and positioning of storage heaters regard shall be had to the method set out in DOM 8: Guide to the design of Electrical Space Heating Systems, The Electrical Heating and Ventilation Association, 2006. In particular the system shall be designed so that 90% of the annual heat requirement is available at the off peak rate.

If you need any advice concerning the HMO Licensing standards, please contact:

Tel: 01633 656656

Email: [hmo@newport.gov.uk](mailto:hmo@newport.gov.uk)

Website: [www.newport.gov.uk/hmo](http://www.newport.gov.uk/hmo)

**REPORT A  
ROGUE LANDLORD HOTLINE**

anonymous 24 hour public hotline  
01633 235233



Ensure all details of the heating system proposed are provided to the Environmental Health Housing Team along with details in relation to expected running costs for our consideration. No works are to be carried out until the heating system has been approved by the Environmental Health Housing Team.

All works must comply with the latest edition of the IEE Regulations and Part P of the current Building Regulations.

If you have any queries on heating requirements, please contact the Environmental Health Housing Team on Tel: 01633 656656 or email: [hmo@newport.gov.uk](mailto:hmo@newport.gov.uk)

## **Electrical Safety and Sockets**

The minimum number of socket outlets to be provided is set out in the table below. The socket outlets shall be positioned across individual rooms to limit the use of extension leads.

Room Type	Small – Medium Dwelling Rooms Typically 4-25m <sup>2</sup>	Larger Dwelling Rooms Typically 25-225m <sup>2</sup>
Living Room	4	6
Dining Room	4	4
Bedroom	4	4
Studies	4	6
Utility Room	4	4
Halls	1	2
Kitchens	Electrical sockets must be sufficient to facilitate the use of each fixed appliance (i.e. washing machine, fridge) plus an additional two double socket outlets above the worktop.	

### **General Specification applicable to all categories of HMO**

In accordance with BS 7671 (Regulations for Electrical Installations) All socket outlets likely to supply portable equipment for use outdoors must be protected by a 30mA residual current device.

Any electrical switches, sockets or equipment in the bathroom must be safely positioned and comply with the latest edition of the IEE Regulations and Part P of the current Building Regulations.

If any electrical work is to be carried out, it must be undertaken by an authorised competent person registered under the self-certification scheme to comply with Part P of the current Building Regulations. Electrical works should be certified with a Minor Works Certificate and Electrical Installation should be inspected by a competent person every 5 years unless a shorter interval is advised.

If you have any queries on electrical requirements, please contact the Environmental Health Housing Team on Tel: 01633 656656 or email: [hmo@newport.gov.uk](mailto:hmo@newport.gov.uk)

If you need any advice concerning the HMO Licensing standards, please contact:

Tel: 01633 656656

Email: [hmo@newport.gov.uk](mailto:hmo@newport.gov.uk)

Website: [www.newport.gov.uk/hmo](http://www.newport.gov.uk/hmo)

**REPORT A  
ROGUE LANDLORD HOTLINE**

anonymous 24 hour public hotline

01633 235233

## **Refuse**

The licence holder will need to ensure that suitable and sufficient receptacles and storage facilities for the storage of general household waste and recycling are provided at the property.

The domestic refuse entitlement bin size is detailed below and the licence holder is entitled to one domestic wheelie bin per property where council tax is paid (no matter who pays council tax). For recycling collections the entitlement depends upon the number of households. The entitlement for domestic waste and recycling is detailed below:

<b>RESIDUAL WASTE</b>		
One Council Tax	Bin entitlement	Whilst awaiting bin
Up to 5 people	180 litre bin	3 sacks
6-9 people	240 litre bin	4 sacks
10 or more	360 litre bin	5 sacks
Individual Council Tax	Bin entitlement	Whilst awaiting bin
Up to 2 people	140 litre bin	2 sacks
3-5 people	180 litre bin	3 sacks
6-9 people	240 litre bin	4 sack

<b>RECYCLING</b>			
Individual properties		Flats	
Regardless of no. of residents	1 blue box for paper, small electrical items, textiles	Kerbside boxes (see column on the left)	Up to 5 flats
	1 green box: cardboard and glass	1 x 360 litre card/paper; 1 x 360 plastic/cans; 1 x 240 glass; 1 x 240 food + food caddies.	6—12 flats
	1 red reusable bag: cans, plastics	1 x 660 litre card/paper; 1 x 660 plastic/cans; 1 x 360 glass; 1 x 240 food + food caddies	12—18 flats
	1 small food caddie (internal) and 1 big food caddie (external) for food waste	2 x 660 litre card/paper; 2 x 660 plastic/cans; 2 x 360 glass; 1 x 240 food +food caddies	18—24 flats

If you need any advice concerning the HMO Licensing standards, please contact:

Tel: 01633 656656

Email: [hmo@newport.gov.uk](mailto:hmo@newport.gov.uk)

Website: [www.newport.gov.uk/hmo](http://www.newport.gov.uk/hmo)

**REPORT A  
ROGUE LANDLORD HOTLINE**

anonymous 24 hour public hotline  
01633 235233

With HMO's that have four or more residences (this applies to flats if there are more than 4 residences, or shared accommodation if there are more than 4 people separately paying council tax), the HMO will require a site inspection to assess the storage area and to determine the level of receptacles required. It is the licence holder's responsibility at the start of the tenancies to arrange the site inspection with the Waste Management Team, this can be arranged with Newport City Council Contact Centre via telephone number: 01633 656656.

## **Fire Safety**

All categories of HMOs will require a fire detection system. The guide that follows provides a summary of the different levels of detection required.

Newport City Council offers a charged Pre-Licence HMO Inspection service for landlords/owners who are considering operating a HMO. Following this inspection a schedule of works with attached floor plans will be provided to you detailing the requirements if the property were to be licensed, including fire safety (in certain cases). To arrange and pay for a pre-licence inspection please visit [www.newport.gov.uk/hmo](http://www.newport.gov.uk/hmo). To discuss the service contact us on 01633 656656 or email [hmo@newport.gov.uk](mailto:hmo@newport.gov.uk)

## **Fire Alarm Systems and Routine Testing**

The following section details the main types of automatic fire detection and alarm systems together with the requirements of routine testing and maintenance.

### **Grade A Systems**

A system of mains powered smoke/heat detectors, which are linked to a control panel to give information on the location of the fire or any fault. In general the system must incorporate manual call points, which should be located on each floor level and at final points of exit. The alarm signal must achieve sound levels of not less than 65dB (A) in all accessible parts of the building and not less than 75dB (A) at all bed heads when all doors are shut. The electrical supply to the fire warning system must not be via a card or prepayment meter. The supply must not be interrupted and under the control of the Landlord.

Level of Coverage		Testing and Maintenance Requirements	
LD2	LD3	Routine Testing	Routine Maintenance
A system incorporating detectors in circulation spaces that form part of the escape route, and in all rooms that present a high fire risk (Kitchen, Bedrooms, Living Rooms) to occupants.	A system incorporating detectors in circulation spaces that form part of the escape route from the dwelling only (Hallway, Landings, Lounge and Kitchen).	At least one detector or call point in each zone should be tested weekly to ensure correct operation of the system. Any defect should be recorded in the log book along with action taken to correct it.	A six monthly service should be carried out by a competent person, usually a specialist alarm engineer to ensure compliance with BS 5839-6: current edition. It should be recorded in the log book.

If you need any advice concerning the HMO Licensing standards, please contact:

Tel: 01633 656656

Email: [hmo@newport.gov.uk](mailto:hmo@newport.gov.uk)

Website: [www.newport.gov.uk/hmo](http://www.newport.gov.uk/hmo)

**REPORT A  
ROGUE LANDLORD HOTLINE**

anonymous 24 hour public hotline  
01633 235233

### **Grade D Systems**

A system of one or more mains powered smoke/heat alarms each with battery standby supply. There is no control panel. The electrical supply to the fire warning system must not be via a card or prepayment meter.

Level of Coverage		Testing and Maintenance Requirements	
LD2	LD3	Routine Testing	Routine Maintenance
A system incorporating detectors in circulation spaces that form part of the escape route, and in all rooms that present a high fire risk (Kitchen, Bedrooms, Living Rooms) to occupants.	A system incorporating detectors in circulation spaces that form part of the escape route from the dwelling only (Hallway, Landings, Lounge and Kitchen).	These systems should be tested every month by use of the test button on the smoke/heat detector.	Must be tested annually to ensure compliance with BS 5839-6: current edition. All detectors should be cleaned periodically in accordance with the manufacturer's recommendations.

### **All Systems**

All detectors to be tested at least once a year to ensure they respond to smoke/heat. Tests should NOT involve the use of any form of smoke or non-specific aerosol that could contaminate the detection chamber or the electronics of the detector. Suitable test aerosols are available. These tests can be carried out by a specific alarm engineer who will issue a detection test certificate.

If you need any advice concerning the HMO Licensing standards, please contact:

Tel: 01633 656656

Email: [hmo@newport.gov.uk](mailto:hmo@newport.gov.uk)

Website: [www.newport.gov.uk/hmo](http://www.newport.gov.uk/hmo)

**REPORT A**  
**ROGUE LANDLORD HOTLINE**

anonymous 24 hour public hotline  
01633 235233

## Fire Alarm and Detection Systems

This guide provides a summary of the fire safety measures outlined in “Housing - Fire Safety: Guidance on fire safety provisions for certain types of existing housing” published by LACORS in August 2008. It is available at [www.lacors.gov.uk](http://www.lacors.gov.uk). The National LACORS Guidance recommends that individual risk based solutions to fire safety are applied to each individual property. The works described in this document are a guide only; alternative measures may be required in higher risk properties.

In some properties, landlords must carry out a fire risk assessment under the provisions of the Regulatory Reform (Fire Safety) Order 2005. These provisions are enforced by fire and rescue authorities.

Fire precautions will vary considerably between individual HMOs. The guide that follows provides a summary of the different levels of detection required. It is recommended that a full inspection of the property is undertaken to confirm the requirements.

### BEDSITS

2 Storeys – cooking facilities in each bedroom/unit	3+ Storeys – cooking facilities in each bedroom/unit
<ul style="list-style-type: none"> <li>• 30 minute protected route with FD30S fire doors (<u>with</u> intumescent strips <u>and</u> cold smoke seals) on all habitable rooms.</li> <li>• 30 minute separation to walls/ceilings between units of accommodation and on the escape route to be of sound, traditional construction.</li> <li>• 30 minutes separation to cellar/basement (including door) OR accept sound traditional construction in good repair.</li> <li>• Fire blanket in kitchen.</li> <li>• Grade D - LD2 system with interlinked smoke detectors to escape route, lounge and basement/cellar. Interlinked heat detectors to each bedsit <u>plus</u> non-interlinked Grade D smoke detectors to each bedsit.</li> <li>• No requirement for emergency lighting or signage, unless complex escape route.</li> </ul>	<ul style="list-style-type: none"> <li>• 30 minute protected route with FD30S fire doors (<u>with</u> intumescent strips <u>and</u> cold smoke seals) on all habitable rooms.</li> <li>• 30 minute separation to walls/ceilings between units of accommodation and on the escape route to be of sound, traditional construction.</li> <li>• 30 minutes separation to cellar/basement (including door) OR accept sound traditional construction in good repair.</li> <li>• Fire blanket in kitchen.</li> <li>• Grade A - LD2 system with interlinked smoke detectors to escape route, lounge and basement/cellar. Interlinked heat detectors to each bedsit <u>plus</u> non-interlinked Grade D smoke detectors to each bedsit.</li> </ul> <p>To include control panel, call points and minimum sound level of 75dB at bed head.</p> <ul style="list-style-type: none"> <li>• No requirement for emergency lighting or signage, unless complex escape route.</li> </ul>
<p>The Regulatory Reform (Fire Safety) Order 2005 <u>applies</u> to these types of properties.</p>	

If you need any advice concerning the HMO Licensing standards, please contact:

Tel: 01633 656656

Email: [hmo@newport.gov.uk](mailto:hmo@newport.gov.uk)

Website: [www.newport.gov.uk/hmo](http://www.newport.gov.uk/hmo)

**REPORT A  
ROGUE LANDLORD HOTLINE**

anonymous 24 hour public hotline

01633 235233

2 Storeys - with shared cooking facilities	3+ Storeys – with shared cooking facilities
<ul style="list-style-type: none"> <li>• 30 minute protected route with FD30S fire doors (<u>with</u> intumescent strips <u>and</u> cold smoke seals) on all habitable rooms.</li> <li>• 30 minute separation to walls/ceilings between units of accommodation and on the escape route to be of sound, traditional construction.</li> <li>• 30 minutes separation to cellar/basement (including door) OR accept sound traditional construction in good repair.</li> <li>• Fire blanket in kitchen(s).</li> <li>• Grade D - LD2 system with interlinked smoke detectors to escape route, lounge and basement/cellar <u>plus</u> each bedsit. Interlinked heat detectors to each shared kitchen(s).</li> <li>• No requirement for emergency lighting or signage, unless complex escape route.</li> </ul>	<ul style="list-style-type: none"> <li>• 30 minute protected route with FD30S fire doors (<u>with</u> intumescent strips <u>and</u> cold smoke seals) on all habitable rooms.</li> <li>• 30 minute separation to walls/ceilings between units of accommodation and on the escape route to be of sound, traditional construction.</li> <li>• 30 minutes separation to cellar/basement (including door) OR accept sound traditional construction in good repair.</li> <li>• Fire blanket in kitchen(s).</li> <li>• Grade A - LD2 system with interlinked smoke detectors to escape route, lounge and basement/cellar <u>plus</u> each bedsit. Interlinked heat detectors to each shared kitchen(s).</li> </ul> <p>To include control panel, call points and min 75dB at bed head.</p> <ul style="list-style-type: none"> <li>• No requirement for emergency lighting or signage, unless complex escape route.</li> </ul>
<p>The Regulatory Reform (Fire Safety) Order 2005 <u>may</u> apply to these types of properties.</p>	

### **SHARED HOUSES AND LODGERS**

2 Storeys	3+ Storeys
<ul style="list-style-type: none"> <li>• 30 minute FD30S fire door (<u>with</u> intumescent strips <u>and</u> cold smoke seals) on last door from the kitchen to the escape route.</li> <li>• Solid, close fitting doors to rooms leading on to escape route.</li> <li>• 30 minute separation to walls/ceilings between units of accommodation and on the escape route to be of sound, traditional construction.</li> <li>• 30 minutes separation to basement/cellar (including door) OR accept sound traditional construction in good repair.</li> <li>• Fire blanket in kitchen.</li> <li>• Grade D - LD3 system with interlinked smoke detectors to escape route, lounge and basement/cellar <u>plus</u> interlinked heat detectors to the shared kitchen(s).</li> <li>• No requirement for emergency lighting or signage, unless complex escape route.</li> <li>• If 2 storeys with a habitable basement/attic, this will be treated as a 3 storey shared house property. <b>See 3+ storeys opposite.</b></li> <li>• If property is deemed as higher risk additional 30 minute FD30 fire doors on all habitable rooms maybe required. <b>See 3+ storeys opposite.</b></li> </ul>	<ul style="list-style-type: none"> <li>• 30 minute protected route with FD30 fire doors (with intumescent strips <u>only</u> and <u>no</u> cold smoke seals) on all habitable rooms.</li> <li>• 30 minute FD30S fire door (<u>with</u> intumescent strips <u>and</u> cold smoke seals) on last door from the kitchen to the escape route.</li> <li>• 30 minute separation to walls/ceilings between units of accommodation and on the escape route to be of sound, traditional construction.</li> <li>• 30 minutes separation to basement/cellar (including door) OR accept sound traditional construction in good repair.</li> <li>• Fire blanket in kitchen.</li> <li>• Grade D - LD3 system with interlinked smoke detectors to escape route, lounge and basement/cellar <u>plus</u> interlinked heat detectors to the shared kitchen(s).</li> <li>• No requirement for emergency lighting or signage, unless complex escape route.</li> </ul>
<p>The Regulatory Reform (Fire Safety) Order 2005 <u>does not</u> apply to these types of properties.</p>	

If you need any advice concerning the HMO Licensing standards, please contact:

Tel: 01633 656656

Email: [hmo@newport.gov.uk](mailto:hmo@newport.gov.uk)

Website: [www.newport.gov.uk/hmo](http://www.newport.gov.uk/hmo)

**REPORT A  
ROGUE LANDLORD HOTLINE**

anonymous 24 hour public hotline  
01633 235233

### **HOSTELS, GUEST HOUSES, BED AND BREAKFAST**

The standards for these premises will depend on the nature of the occupation and the appropriate standards would be applied from one of the other categories. Please contact the Environmental Health Housing Team for further information.

### **RESIDENTIAL CARE HOMES**

The standards for these premises will depend on the nature of the occupation and the appropriate standards would be applied from one of the other categories. Please contact the Environmental Health Housing Team for further information.

### **SELF-CONTAINED FLATS**

2 Storeys	3+ Storeys
<ul style="list-style-type: none"> <li>• 30 minute protected common escape route with FD30S fire doors (<u>with</u> intumescent strips <u>and</u> cold smoke seals) i.e. flat entrance door.</li> <li>• Within each flat have 30 minute FD30S fire door (<u>with</u> intumescent strips <u>and</u> cold smoke seals) on last door from the kitchen to the escape route.</li> <li>• Within each flat have sound, well-constructed close fitting doors.</li> <li>• 30 minute separation to walls/ceilings between each flat, within each flat and on the escape route to be of sound, traditional construction.</li> <li>• 30 minutes separation to basement/cellar (including door) OR accept sound traditional construction in good repair.</li> <li>• Fire blanket in kitchen.</li> <li>• Grade D - LD2 system with interlinked smoke detectors to common escape route. Interlinked heat detectors in the kitchen and entrance hall of each flat <u>plus</u> non-interlinked Grade D smoke detectors in entrance hall of each flat.</li> <li>• No requirement for emergency lighting or signage, unless complex escape route.</li> </ul>	<ul style="list-style-type: none"> <li>• 30 minute protected common escape route with FD30S fire doors (<u>with</u> intumescent strips <u>and</u> cold smoke seals) i.e. flat entrance door.</li> <li>• Within each flat have 30 minute FD30S fire door (<u>with</u> intumescent strips <u>and</u> cold smoke seals) on last door from the kitchen to the escape route.</li> <li>• Within each flat have sound, well-constructed close fitting doors.</li> <li>• 30 minute separation to walls/ceilings between each flat, within each flat and on the escape route to be of sound, traditional construction.</li> <li>• 30 minutes separation to basement/cellar (including door) OR accept sound traditional construction in good repair.</li> <li>• Fire blanket in kitchen.</li> <li>• Grade A LD2 system with interlinked smoke detectors to common escape route. Interlinked heat detectors in the kitchen and entrance hall of each flat <u>plus</u> non-interlinked Grade D smoke detectors in entrance hall of each flat.</li> </ul> <p>To include control panel, call points and min 75dB at bed head.</p> <ul style="list-style-type: none"> <li>• No requirement for emergency lighting or signage, unless complex escape route.</li> </ul>
<p>The Regulatory Reform (Fire Safety) Order 2005 <u>applies</u> to these types of properties. This is regulated by <a href="#">the South Wales Fire &amp; Rescue Service</a>.</p>	

### **FLATS IN MULTIPLE OCCUPATION**

The standards for these flats will depend on the nature of the occupation and the appropriate standards would be applied from one of the other categories. Please contact the Environmental Health Housing Team for further information.

### **Fire Blankets**

If you need any advice concerning the HMO Licensing standards, please contact:

Tel: 01633 656656

Email: [hmo@newport.gov.uk](mailto:hmo@newport.gov.uk)

Website: [www.newport.gov.uk/hmo](http://www.newport.gov.uk/hmo)

**REPORT A  
ROGUE LANDLORD HOTLINE**

anonymous 24 hour public hotline  
01633 235233

Fire blankets must be provided in all kitchens. They should comply with BS 1869: current edition or equivalent be of light duty type which are capable of dealing with small fires and be mounted on the wall approximately 1.5m high and closer to the room exit than the cooking facility.

### **Emergency Lighting**

Emergency lighting may be required if the protected escape route is not provided with adequate background lighting either natural or borrowed from street lighting to ensure the safe movement to the final exit door(s). Where emergency lighting is provided it must comply with BS5266-1: current edition.

### **Other Fire Precautions**

All escape routes must be kept clear of obstacles and combustible materials.

The landlord must provide adequate fire safety instruction for residents and any employees. They must be brought to the attention of all tenants and must be kept available for inspection at the property.

Fridge/Freezers stored in bedrooms within 'shared house' type HMOs must have an annual PAT to ensure the electrical appliance is safe to use and not a fire hazard.

A fire precaution log book must be used to record the periodic inspection and maintenance of the alarm system, firefighting equipment and where applicable emergency lighting. It should be maintained and kept available for inspection at the property. If the property is to be left untenanted for 4 weeks or longer, the systems and equipment must be checked before tenants take up occupancy and always before re-letting the accommodation.

Any proposals to provide alternative means of protection in the event of fire (e.g. sprinkler systems) will be considered in consultation with the Fire Service.

### **Fire Separation**

Every wall which forms part of the protected route of escape, must be 30 minutes fire resisting. Existing lath and plaster walls must retain their integrity and be in sound condition (the plaster must have a good key to the laths). Polystyrene tiles must be removed from ceilings. Where upgrading is necessary the application of 12.5mm plasterboard and 3mm skim coat to the risk side will provide the necessary fire resistance. Walls may be over boarded using long reach nails.

Ensure gas and electrical meters in the escape route (if present) are 30 minutes fire resisting and can be accessed. An exemption to this is for all shared houses of not more than two storeys unless travel distances are long, or other high risk factors are present or if it is stated within the Fire Risk Assessment (refer to LACORS; Housing Fire Safety guidance: [www.lacors.gov.uk](http://www.lacors.gov.uk))

A half hour fire resistant ceiling must separate any accommodation from the floor above. Existing ceilings construction with lath and plaster must be in sound condition (the plaster must have a good key to the laths). For separation between an occupied basement and the floor above, this resistance must be one hour. On un-boarded ceilings this can be achieved by over boarding with two layers of 12.5 mm plasterboard, fixed with staggered joints and 3mm skim coated.

Where sleeping accommodation is provided in basements there must be an alternative means of escape via a door or suitable escape window to the external ground level in addition to the access route from within the house.

If you need any advice concerning the HMO Licensing standards, please contact:

Tel: 01633 656656

Email: [hmo@newport.gov.uk](mailto:hmo@newport.gov.uk)

Website: [www.newport.gov.uk/hmo](http://www.newport.gov.uk/hmo)

**REPORT A  
ROGUE LANDLORD HOTLINE**

anonymous 24 hour public hotline  
01633 235233



Where residential accommodation is sited above commercial premises, generally there should be 60 minutes separation between the two. In lower risk commercial premises it may be possible to reduce this to 30 minutes. The fire detection and alarm system must be interlinked between the common parts of the residential accommodation and commercial premises. Where upgrading to provide 60 minutes fire resistance is necessary, construct a 60 minute fire resistant ceiling of two layers 12.5mm plaster board (Gyproc Fireline) fixed with sherardised jagged plasterboard nails to the joist. Tapered edge joints and gaps should be filled and taped or provide a plaster skim finish.

Where an inner room (a room where the exit route would be through another room) is a bedroom on the ground or first floor then an escape window must be provided with an unobstructed opening that has an area of at least 0.33m<sup>2</sup> with no dimension being less than 450mm and with a sill height between 800 – 1100mm from the floor. For use in an emergency, an additional key for the locking device must be permanently available from within the room. On second floors or higher, escape windows are not acceptable and an alternative route will be required. Further advice can be sought from the Environmental Health Housing team.

Fire doors should be installed and maintained in accordance with BS 476 parts 22 and 23 and BS 8214: current edition. Fire doors must be hung on three brass or steel hinges. If smoke seals are required, Intumescent strips and cold smoke seals must be fitted into the rebate of the fire door or to the door frame. A closer must be fitted to the door which is adequate for the size and weight of the door, the closer must be adjusted to ensure that the door closes smoothly and quietly into the rebate of the door frame overcoming any latching device. All doors must fit tightly into the frame. Any lock or latch must be sleeved in Intumescent material.

Where glazing panels are fitted in or above doors or in walls they must be capable of providing at least the same fire resistance as the surrounding material.

Locks on room doors and any other door leading from the unit of accommodation on to the protected route of escape and the final exit door(s) must be capable of being opened from the inside without the use of keys 'thumb turn lock'. Hasp and staple/padlock type of fastening to bedroom doors are not permitted.

Any cupboard within the escape route must not be used for the storage of flammable materials unless they are fire resisting, kept locked shut and smoke alarms/detectors are fitted within them. Any exemption to this is for all shared houses of not more than two storeys whereby cupboards should be adequately managed so as not to present an additional risk.

## **Furniture and Furnishings Regulations**

All furniture within lettings commencing after 1st January 1997 must meet fire resistance requirements. All new furniture must carry a permanent label stating that it complies with the fire resistance standards.

## **Ventilation within bedrooms**

Where there is only an external exit door fitted within a bedroom one of the below options will need to be carried out:

- Change a panel within the door to an openable window.
- Change the door to a tilt and turn door.

If you need any advice concerning the HMO Licensing standards, please contact:

Tel: 01633 656656

Email: [hmo@newport.gov.uk](mailto:hmo@newport.gov.uk)

Website: [www.newport.gov.uk/hmo](http://www.newport.gov.uk/hmo)

**REPORT A  
ROGUE LANDLORD HOTLINE**

anonymous 24 hour public hotline  
01633 235233

- Install an openable window. The window will need to be fitted by a FENSA registered contractor or alternatively Building Regulation permission sought.
- Install a security restrictor, to restrict the door from being opened wider than 10cms. The restrictor shall be unable to be opened from the outside and provide a passive vent/air brick to the bedroom external wall.

If you have any queries on [providing ventilation within bedrooms, please contact the Environmental Health Housing Team for further information.

## **General Conditions and Management Arrangements**

When operating a HMO property a licence holder/manager/managing agent have certain conditions and management obligations that they need to comply with.

All properties need to be maintained in good repair and in a safe and clean condition.

Prior to a licence being issued (new/initial or renewal application) a full inspection of the property will be carried out. The property will also be subject to further risk based inspections throughout the duration of the licence. Access will be required to all rooms and the tenants should be given reasonable notice.

The following management regulations must be complied with at all times.

- [The Licensing and Management of Houses in Multiple Occupation \(Additional Provisions\) \(Wales\) Regulations 2007](#) - Certain types of converted blocks of flats HMOs
- [The Management of Houses in Multiple Occupation \(Wales\) Regulations 2006](#) – all other type of HMOs

## **Inspections**

Inspections will be undertaken during the licence period and consist of the following:

**Compliance with Licensing Conditions – see Appendix I**

**Compliance with the [Management Regulations](#)**

**Compliance with the [Rent Smart Wales Code of Practice](#)**

**An assessment under the [Housing Health and Safety Rating System \(HHSRS\)](#)**

The HHSRS will be used to assess the potential risks to health and safety from identified deficiencies. 29 hazards are considered when inspecting a property as shown in the table below.

Housing Health and Safety Rating System (HHSRS) - 29 hazards	
<ul style="list-style-type: none"> <li>• Damp and mould growth</li> <li>• Excess cold</li> <li>• Excess heat</li> <li>• Asbestos</li> <li>• Biocides</li> <li>• Carbon monoxide and fuel combustion products</li> <li>• Lead</li> </ul>	<ul style="list-style-type: none"> <li>• Food Safety</li> <li>• Personal Hygiene, Sanitation and Drainage</li> <li>• Water Supply</li> <li>• Falls associated with baths etc.</li> <li>• Falls associated on level surfaces etc.</li> <li>• Falling on stairs etc.</li> <li>• Falling between levels</li> </ul>

If you need any advice concerning the HMO Licensing standards, please contact:

Tel: 01633 656656

Email: [hmo@newport.gov.uk](mailto:hmo@newport.gov.uk)

Website: [www.newport.gov.uk/hmo](http://www.newport.gov.uk/hmo)

**REPORT A  
ROGUE LANDLORD HOTLINE**

anonymous 24 hour public hotline  
01633 235233

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Radiation</li> <li>• Uncombusted fuel gas</li> <li>• Volatile Organic Compounds</li> <li>• Crowding and Space</li> <li>• Entry by Intruders</li> <li>• Lighting</li> <li>• Noise</li> <li>• Domestic Hygiene, Pests, Refuse</li> </ul> | <ul style="list-style-type: none"> <li>• Electrical Hazards</li> <li>• Fire</li> <li>• Flames, Hot surfaces etc.</li> <li>• Collision and Entrapment</li> <li>• Explosions</li> <li>• Position and operability of amenities etc.</li> <li>• Structural collapse and falling elements</li> </ul> |
|---|---|

As a result of the HHSRS assessment it is possible that there will be additional requirements to be met. Any works which are required as a result of an inspection must be undertaken within a specified time frame otherwise Newport City Council may consider it necessary to serve a legal notice and/or instigate legal proceedings.

The Public Protection Enforcement Policy is available via the website:

<http://www.newport.gov.uk/documents/Policies/Public-Protection-Enforcement-Policy-November-2013.pdf>

## Legal Notices

Section 49 of the Housing Act 2004 allows local authorities to recover reasonable charges incurred in serving an Improvement Notice [Sections 11 and 12], a Prohibition Order [Sections 20 and 21], taking Emergency Remedial Action [Section 40] and serving an Emergency Prohibition Order [Section 43].

There is a charge for the service of formal Housing Act 2004 notices and if the Council has incurred additional expenses these would also be added to the charge.

## Rent Smart Wales

Landlords and Agents who are licensed with Rent Smart Wales under Part 1 of the Housing (Wales) Act 2014 must comply with the **Code of Practice**. This Code contains two elements. First and foremost, it sets out what landlords must do to keep to the conditions of the licence. The second is information on what can be done to raise standards above the minimum level required by law. This is described as "Best Practice".

To view this, please go to:

[www.rentsmart.gov.wales/resource-library/](http://www.rentsmart.gov.wales/resource-library/)



If you need any advice concerning the HMO Licensing standards, please contact:

Tel: 01633 656656

Email: [hmo@newport.gov.uk](mailto:hmo@newport.gov.uk)

Website: [www.newport.gov.uk/hmo](http://www.newport.gov.uk/hmo)

**REPORT A  
ROGUE LANDLORD HOTLINE**

anonymous 24 hour public hotline  
01633 235233

## **Appendix I –HMO Licence Conditions**

### **HOUSING ACT 2004**

#### **LICENCE CONDITIONS & REQUIREMENTS**

Any reference to 'the Council' shall mean Newport City Council which relates to department: Environmental Health Housing, Newport City Council, Civic Centre, Newport NP20 4UR, Telephone: 01633 656656 or email: [hmo@newport.gov.uk](mailto:hmo@newport.gov.uk)

**IMPORTANT:**

**PLEASE READ THIS DOCUMENT CAREFULLY AS IT CONTAINS THE CONDITIONS ATTACHED TO YOUR LICENCE. THE CONDITIONS MUST BE COMPLIED WITH AND MAY INCLUDE A REQUIREMENT TO UNDERTAKE WORKS WITHIN A SPECIFIED TIMESCALE.**

**FAILURE TO COMPLY WITH ANY CONDITION ATTACHED TO THIS LICENCE IS AN OFFENCE AND LEGAL PROCEEDINGS MAY BE TAKEN AGAINST THE LICENCE HOLDER WITH AN UNLIMITED FINE.**

1. The maximum number of persons residing at the property shall not exceed the maximum number stated on the licence.
2. The use and level of occupancy of each room shall not be changed without the approval of the Council.
3. Any material changes of circumstances in respect of the licence holder, manager or anyone else involved with the property, the property itself or its management must be notified to the Council within seven days of such a change occurring. This includes change of contact details.
4. No alteration that may impact on the licence conditions will be made to the property without prior notification and consultation with the Council.
5. The licence holder shall supply all occupiers of the house with a written statement of the terms on which they occupy it. This requirement will normally be satisfied by the provision of a tenancy agreement.
6. The licence holder shall provide each new occupier at the start of their occupancy with:
  - a) Written information on recycling and refuse storage, collection and disposal arrangements. Refer to [www.newport.gov.uk](http://www.newport.gov.uk) Waste & Recycling to help you.
  - b) Written information on procedures for the escape from the building in case of fire, including, but not limited to, understanding the alarm, the importance of fire doors and protecting the escape route, keeping the escape route free from obstruction and the use of fire-fighting equipment provided. The licence holder shall ensure that all occupiers are fully aware of procedures for dealing with false fire alarms.
  - c) Written details of the arrangements that are in place for dealing with repairs or works which are needed to the premises or to any facilities, equipment or appliances supplied by the

If you need any advice concerning the HMO Licensing standards, please contact:

Tel: 01633 656656

Email: [hmo@newport.gov.uk](mailto:hmo@newport.gov.uk)

Website: [www.newport.gov.uk/hmo](http://www.newport.gov.uk/hmo)

**REPORT A**  
**ROGUE LANDLORD HOTLINE**

anonymous 24 hour public hotline

01633 235233

landlord. This should include the names, telephone numbers and email addresses of the details of any arrangements made with the managers, tradesmen or other contractors for carrying out these services.

d) Written information on expected standards of behaviour and the potential consequence of anti-social behaviour by the occupiers and or visitors they may have which is detailed under Noise and Antisocial Behaviour.

7. The licence holder shall ensure that each occupier, following receipt of the information above, signs the declaration of Understanding included as Appendix A to this licence. A copy of the signed Declaration must be kept in a logbook and submitted to the Council on demand within seven days of such a request being made.
8. Should the licence holder reside over 50 miles from the City of Newport, then a competent manager residing within 50 miles of the Authority's area must be appointed.
9. All reasonable requests for access to the property by the local authority must be met and the licence holder or manager shall ensure that such access is gained.

### **Condition of the Property**

10. The licence holder shall ensure that all issues concerning repairs to the fabric of the building, appliances, equipment and furniture notified to them by the tenant, Council or visitors are undertaken within an appropriate timescale depending on the risk and urgency of works.
11. The licence holder shall maintain in good condition the external appearance of the house including gardens, boundary walls and fences.
12. All gardens, yards and forecourts shall be kept free from refuse, litter or other accumulations and shall be maintained in a clean and tidy condition.
13. The licence holder shall ensure that the property complies with the Council's adopted space standard.
14. If gas is supplied to the property, the licence holder shall produce annually and on demand to the Council, a satisfactory gas safety certificate for the property dated within the last 12 months. This shall be from a contractor registered with Gas Safe Register for each gas installation, appliance and flue provided by the licence holder within the property.
15. The licence holder shall submit to the Council, on demand a current satisfactory electrical safety test and inspection certificates for each electrical installation within the property, including any landlord supply. Such certificates should be provided by contractors who are members of an appropriate trade association or council which ensures their competence (or who can otherwise demonstrate their competence to the Council e.g. by registration for the purposes of Part P of the Building Regulations 2010).
16. The licence holder shall ensure that the electrical installation condition report for the property is renewed every five years at a minimum. All code 1 and 2 works listed in the Defects and Suggestions section on the electrical report shall be undertaken and remedied to a satisfactory standard. On demand, the licence holder shall supply the report to the Council.
17. The licence holder shall keep all electrical appliances supplied by them to the house in a safe condition. An annual Portable Appliance Testing; PAT test certificate shall be provided to the Council as evidence.

If you need any advice concerning the HMO Licensing standards, please contact:

Tel: 01633 656656

Email: [hmo@newport.gov.uk](mailto:hmo@newport.gov.uk)

Website: [www.newport.gov.uk/hmo](http://www.newport.gov.uk/hmo)

**REPORT A  
ROGUE LANDLORD HOTLINE**

anonymous 24 hour public hotline

01633 235233

18. Electrical installations providing power to the fire alarms or emergency lighting (if applicable) systems must not be supplied via token meters or via any occupier's metered supply.
19. The licence holder shall ensure there is a continuous mains electrical supply and that there is no interruption that would affect the functioning of the fire alarm system and emergency lighting system (if applicable) to the whole property.
20. The licence holder shall only supply furniture to the property that complies with the requirements of the Furniture and Furnishings (Fire Safety) Regulations 1998. All such furniture is to be kept in safe condition and good repair. This requirement also applies to covers and fillings of cushions provided. Documentation supporting the furniture's compliance with these requirements, or a signed declaration to this effect, must be placed in a logbook. The licence holder shall provide the Council with a declaration to this effect upon demand.
21. The licence holder shall ensure that there are appropriate means of escape; fire precaution facilities and equipment are provided at the property in line with the Councils adopted standard. The licence holder shall ensure that any works listed in Schedule 1 to this licence are carried out and completed within the specified time period in respect of this requirement. The licence holder shall provide the Council with a declaration, on demand as to the design, installation and condition of the system.
22. The licence holder shall ensure that all fire alarm, emergency lighting and fire extinguishers provided at the property are serviced and tested annually and maintained according to the manufacturer's instructions and/or relevant British or International standards. Any defects shall be remedied immediately. Such testing certificates and any repair works shall be provided and undertaken by contractors who are members of an appropriate trade association or council which ensures their competence or who can demonstrate their competence to the Council. All documentation relevant to the annual servicing of this equipment must be kept in a logbook. This record must be available for inspection by the Council on demand.
23. The licence holder shall ensure that an explanation is given to each tenant at the beginning of their occupancy regarding all fire precautions and facilities provided in the house. This should include, but is not limited to, understanding the alarm, the importance of fire doors and protecting the escape route, keeping the escape route free of obstructions and the use of fire-fighting equipment. Following the receipt of such instructions, each tenant must sign the Declaration of Understanding included in Appendix A to this licence. A copy of each signed declaration must be placed in a logbook and submitted to the Council within seven days of such a request being made.
24. The licence holder shall ensure that the Council is informed of a fire occurrence at the property within 24 hours of the fire occurrence being notified to the licence holder or their nominated representative.
25. The licence holder shall ensure that arrangements for an appropriate person having a connection with the property, is available continuously in the event of a false alarm to attend and ensure the fire alarm is reset.
26. The amenities provided at the property must meet minimum prescribed standards, having regard to the number of occupiers for which a licence has been granted. The licence holder shall ensure that any works listed in Schedule 2 to this licence are carried out and completed within the specified time period.

If you need any advice concerning the HMO Licensing standards, please contact:

Tel: 01633 656656

Email: [hmo@newport.gov.uk](mailto:hmo@newport.gov.uk)

Website: [www.newport.gov.uk/hmo](http://www.newport.gov.uk/hmo)

**REPORT A**  
**ROGUE LANDLORD HOTLINE**

anonymous 24 hour public hotline  
01633 235233

27. If the licence holder wishes to increase the permitted number of occupants, he/she shall make an application for variation of the licence conditions. Additional occupants may not be allowed to take up residence until such time as formal variation of the licence conditions has been approved and the necessary facilities have been provided.

### **Waste**

28. It is the duty of the licence holder to ensure that suitable and sufficient receptacles or storage facilities for the storage of general household waste and recyclable waste are provided at the start of every tenancy for waste pending its collection, to prevent access to the waste by animals and birds or unauthorised users.

29. It is the duty of the licence holder to ensure there is suitable and sufficient storage area to accommodate residual and recycling waste receptacles. All refuse and recycling containers and bins must be stored within the curtilage of the HMO, or if this is not possible they shall be stored in a lockable storage area or seek approval from the NCC Waste Management Team and Environmental Health Housing via telephone number: 01633 656656, email: streetscene@newport.gov.uk and hmo@newport.gov.uk.

30. The licence holder shall apply for domestic receptacles or storage facilities by contacting Newport City Council, Waste Management Team, Newport NP20 4UR tel number: 01633 656656 email: streetscene@newport.gov.uk. There may be a charge for such receptacles or storage facilities.

31. The licence holder shall apply for recycling receptacles or storage facilities by contacting Wastesavers, Esperanto Way, Liswerry, Newport NP19 0RD telephone number: 01633 281 281 email: reception@wastesavers.co.uk. There may be a charge for such receptacles or storage facilities. Refer to [www.wastesavers.co.uk](http://www.wastesavers.co.uk)

32. The domestic refuse entitlement bin size is detailed below and the licence holder is entitled to one domestic wheelie bin per property where council tax is paid (no matter who pays council tax). For recycling collections the entitlement depends upon the number of households. The entitlement for domestic waste and recycling is detailed below:

<b>RESIDUAL WASTE</b>		
One Council Tax	Bin entitlement	Whilst awaiting bin
Up to 5 people	180 litre bin	3 sacks
6-9 people	240 litre bin	4 sacks
10 or more	360 litre bin	5 sacks

Individual Council Tax	Bin entitlement	Whilst awaiting bin
Up to 2 people	140 litre bin	2 sacks
3-5 people	180 litre bin	3 sacks
6-9 people	240 litre bin	4 sack

If you need any advice concerning the HMO Licensing standards, please contact:

Tel: 01633 656656

Email: [hmo@newport.gov.uk](mailto:hmo@newport.gov.uk)

Website: [www.newport.gov.uk/hmo](http://www.newport.gov.uk/hmo)

**REPORT A  
ROGUE LANDLORD HOTLINE**

anonymous 24 hour public hotline

01633 235233

RECYCLING			
Individual properties		Flats	
Regardless of no. of residents	1 blue box for paper, small electrical items, textiles	Kerbside boxes (see column on the left)	Up to 5 flats
	1 green box: cardboard and glass	1 x 360 litre card/paper; 1 x 360 plastic/cans; 1 x 240 glass; 1 x 240 food + food caddies.	6—12 flats
	1 red reusable bag: cans, plastics	1 x 660 litre card/paper; 1 x 660 plastic/cans; 1 x 360 glass; 1 x 240 food + food caddies	12—18 flats
	1 small food caddie (internal) and 1 big food caddie (external) for food waste	2 x 660 litre card/paper; 2 x 660 plastic/cans; 2 x 360 glass; 1 x 240 food + food caddies	18—24 flats

Capacity (litre)	Width (mm)	Depth (mm)	Height (mm)
240	575	730	1060
360	580	875	1080
660	1360	780	1190

33. With HMO's that have four or more residences (this applies to flats if there are more than 4 residences, or shared accommodation if there are more than 4 people separately paying council tax), the HMO will require a site inspection to assess the storage area and to determine the level of receptacles required. It is the licence holder's responsibility at the start of the tenancies to arrange the site inspection with the Waste Management Team, this can be arranged with Newport City Council Contact Centre via telephone number: 01633 656656.
34. At the issue of the licence, if the property does not meet these requirements; the licence holder shall complete the works outlined in the attached appendix within a period of (insert timescale) of the date of the licence.
35. The licence holder shall notify Newport City Council's Waste Management Team immediately upon notice of a lost/stolen or damaged bin in order for an immediate replacement; the same applies in notifying Wastesavers regarding recycling receptacles or storage facilities. Failure to notify could result in the properties waste not being collected.
36. The Licence holder shall ensure that an explanation is given to tenants at the beginning of their occupancy, regarding the storage and disposal arrangements in place in respect of their waste. The bins and containers shall be presented for collection by 7:00am on the day of collection regardless of what time the crew usually arrives. Furthermore, the licence holder shall obtain and keep safe at the beginning of any occupancy, the signed declaration of each occupier understanding of the arrangements, and their agreement to abide by them. The Declaration of Understanding required is included in Appendix A to this licence. Copies of the signed declaration shall be kept in a logbook and submitted to the local authority within seven days of such a request being made.
37. The licence holder shall ensure that wherever possible any waste arising from building work or improvements to the house, does not accumulate in the curtilage to the property. Where such accumulations are unavoidable, they shall be removed without delay to a licensed waste disposal facility.

If you need any advice concerning the HMO Licensing standards, please contact:

Tel: 01633 656656

Email: [hmo@newport.gov.uk](mailto:hmo@newport.gov.uk)

Website: [www.newport.gov.uk/hmo](http://www.newport.gov.uk/hmo)

**REPORT A  
ROGUE LANDLORD HOTLINE**

anonymous 24 hour public hotline  
01633 235233



38. The licence holder shall take all reasonable steps as a diligent property manager to ensure that all tenants store and dispose of their waste in a proper manner. Such steps may include verbal or written advice etc. as appropriate. If waste does accumulate, the licence holder shall arrange for a registered waste carrier to remove the waste or shall remove the waste themselves by taking it to a suitably licensed refuse facility; Household Waste Recycling Centre or Landfill site located at Docks Way, Maesglas, Newport, Gwent NP20 2NS.
39. The licence holder shall advise tenants that unwanted furniture, appliances and other household fixtures shall not be permitted to accumulate within yards, gardens, or forecourts of the property and that those items can be disposed of via arranging a collection with a small fee, or delivered by themselves by using the Household Waste Recycling Centre located at Docks Way, Maesglas, Newport, Gwent NP20 2NS. For more information about opening times, fees and items accepted visit [www.newport.gov.uk](http://www.newport.gov.uk) Waste & Recycling.
40. Any waste left by occupiers leaving the property shall be removed by the licence holder as soon as possible and prior to new tenants occupying the property.
41. The licence holder shall ensure all tenants are fully aware of their responsibilities with respect to cleanliness of gardens, yards and forecourts.
42. The licence holder shall ensure that gardens, forecourts and boundary walls/fences of the property shall be kept free from overgrowth, litter or other accumulations and maintained in a clean and tidy condition.

### **Noise and Anti-Social Behaviour**

43. The licence holder shall take all reasonable and practicable steps to prevent or reduce anti-social behaviour and to control noise by persons occupying or visiting the house. This shall include the following:-
- i) What is meant by antisocial behaviour
  - ii) The standards expected by the tenants and their visitors.
  - iii) Explaining the impact of antisocial behaviour on others in the area, including repercussions from the Police, Educational establishments and the Local Authority.
  - iv) Recording details of all complaints received directly in respect of antisocial behaviour.
  - v) Invoking tenancy sanctions and action being taken under the tenancy agreement.
44. Following the receipt of information in respect of anti-social behaviour, each tenant will be required to sign the declaration included as Appendix A to this licence. Copies of the Declaration of Understanding must be kept in a logbook and submitted to the Council within seven days of such a request being made.
45. The licence holder will cooperate with the Council in order to eradicate problems relating to noise or antisocial behaviour and will, on request demonstrate that they have taken reasonable steps to manage the problem.
46. A logbook shall be kept and maintained by the licence holder. A copy shall be retained at the property, the logbook must contain up to date information in respect of the following:
- Tenancy agreements
  - The furniture documentation/declaration
  - Appendix A: Declaration of Understanding detailing fire precaution, refuse arrangement, noise and anti-social behaviour and waste management declarations.
  - Gas safety certificates
  - Electrical Safety Installation Certificates

If you need any advice concerning the HMO Licensing standards, please contact:

Tel: 01633 656656

Email: [hmo@newport.gov.uk](mailto:hmo@newport.gov.uk)

Website: [www.newport.gov.uk/hmo](http://www.newport.gov.uk/hmo)

**REPORT A  
ROGUE LANDLORD HOTLINE**

anonymous 24 hour public hotline

01633 235233

- PAT Test certificates
- Fire Alarm service records
- Fire Alarm testing certificates
- Fire extinguisher service records
- Emergency lighting test certificates (if applicable)
- A copy of the HMO licence and conditions
- Service inspections or receipts for any fire-fighting equipment present at the property
- Information sheets provided to the occupiers concerning the disposal and maintenance/storage of refuse, anti-social behaviour, fire safety etc.

### **Schedule 1 Fire Safety**

### **Schedule 2 Amenities Standards**

### **Additional Conditions: Appendix**

If you need any advice concerning the HMO Licensing standards, please contact:

Tel: 01633 656656

Email: [hmo@newport.gov.uk](mailto:hmo@newport.gov.uk)

Website: [www.newport.gov.uk/hmo](http://www.newport.gov.uk/hmo)

**REPORT A**  
**ROGUE LANDLORD HOTLINE**

anonymous 24 hour public hotline  
01633 235233