

**Houses in Multiple Occupation (HMOs) Supplementary Planning
Document**

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Bassetlaw
DISTRICT COUNCIL
— North Nottinghamshire —

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1. Introduction

- 1.1 Houses in Multiple Occupation (HMOs) are properties that are rented out by at least three unrelated people who are not from the same household (such as a family), who use the property as their only or main residence but share facilities like a bathroom and kitchen.
- 1.2 HMOs can house a variety of people. Who lives in an HMO is immaterial to its classification as an HMO in planning terms and cannot be taken into account during the consideration of a planning application.
- 1.3 The Council is committed to promoting the right mix of housing within the district; HMOs form a small but important part of the district's housing supply and contribute to housing choice. HMOs provide low-cost and flexible housing for people whose housing options may be limited. They can be home to people on low incomes, young professionals and those on short-term work contracts. Ensuring the availability of well-planned HMOs and other housing options that contribute to preventing homelessness and that provide secure, affordable accommodation for Bassetlaw's residents is a priority.
- 1.4 HMOs can be purpose-built, but most in Bassetlaw have been created through the conversion of existing properties that were in residential or other uses. The majority of HMOs in Bassetlaw are well managed and provide decent homes, but poorly managed, badly designed or located properties have the potential to lead to issues for both occupants and neighbours. Some of the most common concerns expressed in the district in relation to HMOs relate to:
 - Negative changes to the character of the area and the nature of the local community
 - Negative impacts on the amenity of neighbours through the greater intensity of use from HMOs
 - Pressure on parking provision
 - Lack of waste storage
 - Negative impacts on the physical environment and streetscape
 - Inadequate living accommodation for occupiers
- 1.5 This Supplementary Planning Document (SPD) has been produced to better manage the provision of HMOs – that require planning permission - throughout the district, improve the standards of accommodation provided and minimise adverse impacts on neighbours. The purpose of this SPD is to:
 - Explain what an HMO is in planning terms, and identify the circumstances where planning permission could be required
 - Identify the relevant national and local planning policies when considering planning applications for HMOs
 - Set out detailed guidance that will be used to assess planning applications for HMOs
 - Provide an overview of HMOs licensing requirements; and
 - Provide a checklist of information the Council requires to be submitted with a planning application.

2. Legislative context

- 2.1 HMOs can fall into the following classes as set out by the Town and Country Planning (Use Classes) Order 1987 (as amended):
 - Use Class C4: shared houses – often referred to as a small HMO - occupied by between three and six unrelated individuals, as their only or main residence, who share basic amenities such as a kitchen or bathroom, or

- Sui Generis: houses in multiple occupation with more than six unrelated individuals as their only or main residence, who share basic amenities such as a kitchen or bathroom – often referred to as a larger HMO.
- 2.2 All new larger HMOs require planning permission. But the government allows the change of use of houses (in Class C3) to small HMOs (in C4) under permitted development rights i.e. without the need for planning permission, unless the house is within an Article 4 Direction area and that permitted development right has been removed (see 3.3 below).
- 2.3 This SPD cannot address issues in relation to existing HMOs or HMOs that do not require planning permission. But, on adoption, it will be a material consideration in the determination of planning applications for new build HMOs and for:
- a change of use from a house (Class C3) to a larger HMO (Sui Generis)
 - a change of use from a small HMO (Class C4) to a large HMO (Sui Generis)
 - a change of use from another use, for example an office (use Class E (g)) or shop (Class A1) to a small (C4) or larger HMO (Sui Generis)
 - the Workshop Central Article 4 area:
 - a change of use from a house (Class C3) to a small HMO (C4)
 - a change of use from a house (Class C3) to a larger HMO (Sui Generis)
- 2.4 Intensifying or expanding an existing HMO may also require planning permission. For example, an existing small HMO with 6 people would require planning permission for the occupation of 1 additional resident where this represents a material change of use. Existing large HMOs may require planning permission for the occupation of further residents if they have a planning permission that states the number of residents within the application description, or they have a restrictive condition.

HMO licensing

- 2.5 Under the national mandatory licensing scheme an HMO must be licensed if it has:
- Five or more tenants in two or more households, and
 - Shared facilities such as kitchen, bathroom and toilet
- 2.6 Licensing is separate to the planning process. Even if an HMO does not require planning permission, legally a license is required if the property is occupied by five or more people in two or more households, where they share facilities or where the building does not provide self-contained flats. The planning status of an HMO is not a material consideration when a decision is made by the council to approve or deny a HMO license.
- 2.7 All relevant HMOs that require a license will be assessed against detailed requirements known as amenity standards (attached at Appendix 1). For the avoidance of confusion, throughout this SPD they will be known as amenity standards (licensing). These set out the standards for a range of licensing matters including:
- Acceptable room sizes for bedrooms and shared spaces
 - Amenity standards, including bathroom and personal hygiene facilities
 - Appliances / equipment and general requirements for kitchens
 - Heating and insulation
 - Fire safety precautions
 - Natural and artificial lighting
 - Ventilation
 - Water supply, drainage and sewerage
 - Refuse storage and disposal

- 2.8 All HMO licence holders must comply with their licence conditions. Failure to comply is an offence and the Council may prosecute the licence holder or issue a civil penalty. A serious breach of licence conditions may result in the licence being revoked.
- 2.9 The Management of Houses in Multiple Occupation (England) Regulations 2006 and The Licensing of Houses in Multiple Occupation (Prescribed Descriptions) (England) Order 2006 require landlords/managers to ensure that they manage HMOs effectively with regards to fire safety, general conditions, and waste provision. The council can take action against any landlord/manager who fall short of these regulations.

HMOs and Building Regulations

- 2.10 Building regulations approval will be required for new build HMO premises or, in most cases, where a property is converted from a single dwelling. Building regulations will cover matters such as the installation of new fire/sound insulation between units of accommodation, upgrading/ renewing electrical wiring and upgrading/ renewing certain heating systems. It is the property owners' responsibility to ensure that the relevant building regulations have been secured.
- 2.11 Building regulations are separate to planning and licensing processes. Compliance with building regulations does not guarantee that the property will meet HMO amenity standards (licensing) or that planning permission will be granted.

3. Planning Context

- 3.1 The National Planning Policy Framework (NPPF) does not contain any specific policies for HMOs. But it does require that each local planning authority 'provide an appropriate mix of housing types for the local community' and 'achieve healthy, inclusive and safe places'. The NPPF also requires a 'high standard of amenity' for existing and future residents.
- 3.2 At a local level this SPD provides more guidance about how relevant policies in the Bassetlaw Local Plan should be interpreted, including Policy 31: Houses in Multiple Occupation; Policy ST33: Design Quality and Policy 46: Amenity.

Article 4 Direction

- 3.3 An Article 4 Direction relating to small HMOs came into force in Worksop Central in June 2020. Full details of the Article 4 direction, can be viewed at [Worksop Central Area Houses in Multiple Occupation | Bassetlaw District Co...](#)
- 3.4 Within the Article 4 Direction area, the Direction withdrew the permitted development rights that would allow owners to change a property from a dwelling (Class C3) to a small HMO without planning permission. Since June 2020, change of use of a dwelling to a small HMO (Use Class C4) within the Article 4 area requires planning permission.

Bassetlaw Design Code

- 3.5 In July 2025, the council published a new Bassetlaw Design Code [Design Code Supplementary Planning Document | Bassetlaw District Cou...](#) which sets out standards and guidance for the design of new development, including for the conversion of residential properties, parking provision, waste storage, and managing noise between properties.

4. Determining a planning application

4.1 The following approach will be used to determine planning applications for the development of HMOs. This approach provides guidance to address relevant Local Plan policy requirements within Policy 31: Houses in Multiple Occupation and Policy 46: Amenity.

a) Housing mix

The Local Plan highlights that the district has a need for larger, family sized homes and that the loss of such properties can lead to an imbalance within neighbourhoods which can lead to difficulties in creating sustainable, mixed communities.

Proposals involving the conversion of an existing dwelling to an HMO must therefore be supported by written evidence to justify its loss as a residential dwelling. This should include evidence that the property has been marketed as a dwelling, at a comparable market value or rental price to other similar size/type of dwellings in the locality for a sustained minimum period of 6 months. The evidence must be verified by a suitable person in a relevant profession, such as an estate agent.

b) Potential harmful concentration

To ensure consistency with Policy 46 of the Local Plan, proposals must avoid and minimise impacts on the amenity of existing and future users, individually and cumulatively, within the development and close to it. As such, the potential adverse impacts of high concentrations of HMOs on the amenity of residents in the locality of an application must be considered.

A harmful concentration occurs when the 10% threshold is exceeded – where 10% or more of residential properties within a 100m radius of the application site are HMOs. In these circumstances planning permission is unlikely to be approved unless there are substantial public benefits that outweigh any identifiable harm.

The 100m radius is considered indicative of an immediate local neighbourhood so is manageable for assessing the impact of proposed HMOs. The 10% threshold has been established following a review of larger and smaller HMOs in Bassetlaw, their spatial distribution/ concentration, and best practice in other local authorities.

To calculate the number of surrounding residential properties and the percentage, the Council will apply a radius, with the centre of the circle positioned at the middle of the application building's front façade. This fixed radius method offers a clear and consistent approach for both applicants and planning officers when determining whether an HMO overconcentration exists in an area.

Where a proposal involves the change of use of a small HMO to a larger HMO or the intensification or enlargement of an existing larger HMO, the HMO concentration assessment will not apply. This is because an HMO already exists, and the proposal will not result in a net increase in the number of HMOs within the district. Proposals will be assessed against the other points in this SPD: a) and c) – k).

HMO concentration assessment

Step 1: Identifying residential properties

Residential properties are those located within 100m of the application site (measured from the centre point of the building's frontage). A property's frontage comprises the width of that building as it faces directly onto the street and includes the entrance to the property. A 'street' is defined as any highway (including footpath) or public area

which contains a property's frontage. Where the application property is a flatted development - an area with a radius of 100m will be identified from the mid-point of the main entrance door to the flats.

The council's Geographic Information System (GIS) and Local Land and Property Gazetteer will be used to identify the total number of properties which fall within the defined 100m radius. Properties will only be included if their geographical location point falls within the defined radius (see example below where the proposed HMO is shown in red). The number of existing HMOs which fall within the defined 100m radius will be identified using GIS linked to the council's HMO database (see Step 2 below).

For the purposes of assessing HMO applications, existing properties that have been sub-divided into flats will be counted as single properties, as some of the issues that can be associated with HMOs can also be associated with flat conversions. However, purpose-built flats will be counted on an individual basis, as they are not subject to the same constraints as flat conversions. This will ensure that calculations of HMO concentration are not skewed.



100M radius of proposed HMO (in red)

Step 2: Identify HMOs

When identifying the number of HMOs in a locality surrounding the application property, the Council will include:

- All properties with HMO licences
- All HMO properties with planning permission
- All properties that have Building Regulations approval to change a property into multiple occupancy
- All properties on the Council Tax Register identified as in multiple occupancy
- All Section 257 Houses in Multiple Occupation
- All properties continuously in HMO use since 1 October 1997.

A map showing this database will be published on the Council's website and updated on a regular basis.

Schedule 14 of the Housing Act 2004 identifies buildings which are not considered to be HMOs. These will not be included in the assessment. This includes buildings which are controlled or managed by:

- registered social landlords and housing associations
- educational establishments
- religious communities
- public bodies such as local authorities, health authorities and the police.

Step 3: Calculate concentration

The concentration of HMOs around the application site is calculated as a percentage, comparing the total number of existing HMO units to the total number of residential properties within the 100m radius.

While the HMO sources listed in Step 2 represent the most reliable method for identifying the number and location of HMOs in a locality, this may not be an exhaustive record of all HMOs in a locality, because some HMOs may not be known to the Council, particularly if they are too small to have required planning permission or be subject to mandatory licensing. Further investigation may therefore be required as part of the planning application process in response to new or updated information about the presence of HMOs in a locality.

Exceptional circumstances, where a concentration is less likely to result in demonstrable harm will be where the properties are separated by a significant barrier such as a road, river or canal, or where properties with a back to back relationship are separated by a back lane for example. In these cases, a decision on a concentration will be made on a case by case basis.

c) Restricting the sandwiching of non HMO properties

Planning permission will not normally be granted for the development of HMOs that lead to the 'sandwiching' of residential properties. Sandwiching has the potential to adversely affect the amenity of the non-HMO property due to the greater intensity of use of the neighbouring HMOs. The datasets used to identify HMOs are as above.

Sandwiching occurs when:

- a residential property (in Class C3) would be located between an HMO (Class C4/Sui Generis) on either side.
- there is a proposal for additional accommodation within an existing HMO sandwiching a residential property.

An example is shown below. The proposed HMOs (in green) would result in the residential property (in red) being sandwiched between two HMOs.



HMO sandwiching applies regardless of minor interruptions in the building line, such as vehicular or pedestrian access points. Exceptions could be where a significant barrier such as a road, river or canal serves as a separator, or where the applicant can demonstrate through floor plans and a noise assessment that the careful layout of rooms and the use of sound insulation will not create an unacceptable noise and disturbance to the detriment of neighbouring properties. Equally consideration will need to be made to ensure external amenity space of the HMO would not result in a detrimental impact on the 'sandwiched' property from enjoying the full extent of their respective external amenity space. In these cases, a decision on sandwiching will be made on a case by case basis.

d) Mitigating noise

Consideration will be given as to whether the increase in the number of occupants within the property will have an adverse impact on noise levels and the level of amenity neighbouring residents can reasonably expect to enjoy. This is particularly relevant when considering the use of semi-detached or terraced properties, properties in narrow streets or densely developed areas where potential impact is likely to be more concentrated and may directly affect neighbouring residents.

To ensure that HMOs do not create an unacceptable noise and disturbance to the detriment of neighbouring amenity (Policy 31), and for compliance with Policy 46, applicants will be expected to demonstrate that through appropriate measures such as property layout and soundproofing, noise transmission and impact issues will be mitigated.

The layout of communal areas e.g. kitchens and living areas, must give appropriate consideration to the relationship with adjoining and neighbouring land uses particularly where adjoining uses are residential. Where an HMO is part of a terrace or semi detached block, communal areas must not be positioned adjacent to existing neighbouring property bedrooms to safeguard the amenity of neighbours, unless it can be demonstrated through a noise assessment that mitigation can be achieved. Further guidance is provided in the Bassetlaw Design Code.

To ensure an assessment can take place planning applications must include existing and proposed floor plans drawn to a suitable scale. Proposed floor plans should clearly identify proposed room uses, including bedrooms, communal spaces and the location

of any opening windows. For bedrooms, the plans must also indicate the maximum number of occupants.

Applicants are also encouraged to implement appropriate sound reduction measures to enhance the living environment for residents and neighbours. Such measures include:

- a) Installing soft-closers on internal and external doors
- b) Replacing door knockers with doorbells or keyless entry systems
- c) Using sound-deadening materials on stair treads
- d) Designing bathroom sanitary ware to minimise noise transmission through party walls

Where necessary, a condition requiring sound reduction measures may be used as part of a planning permission, independent of any building regulation requirements.

e) Achieving a good standard of accommodation

It is important to ensure that HMOs provide a good standard of accommodation for their occupants. Policy 46 requires proposals to not have a significant adverse effect on the living conditions of future occupiers of the proposed HMO. As such proposals will be expected to meet the identified minimum standards within this SPD for room/kitchen size and bathroom facilities. Those that do not meet these standards are unlikely to be granted planning permission.

The standards are the same as those required for a HMO license, taken from the Council’s amenity standards (licensing) in Appendix 1. Use in planning terms is considered appropriate as they provide a legally accepted basis to ensure an appropriate standard of accommodation for HMOs in the district.

Adequate room size and amenity

As a minimum the Council requires applicants to meet the following space standards. However, as an HMO accommodation unit can often be a residents’ total living space exceedance of these minimum standards is encouraged.

Bedroom	1 person room (sqm)	2 person room (sqm)
Bedroom with adequate lounge/dining space elsewhere & cooking facilities not provided in the bedroom.	6.51	10.22
Bedroom with no lounge/dining space elsewhere & cooking facilities not provided in the bedroom.	10	13
Bedrooms with cooking facilities provided in the room.	13	15

Floor area includes:

- a) space formed by a bay window, where the window increases the floor space
- b) space occupied by fixed cupboards

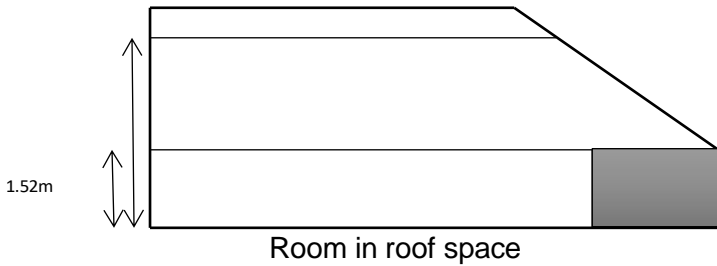
But excludes:

- a) space covered by a projecting chimney breast
- b) space with an ensuite
- c) space which is contiguous with the entrance to the room (and is formed to be as wide as the door entrance) and is effectively a corridor to the main body of the room.

Floor area will be calculated as:



For each room, measure the distances of A & B and multiply together to work out the floor area. (The shaded area, such as a chimney, is excluded from the calculation).



For a room in a roof space, only that part of the room where the floor to ceiling height is greater than 1.52m will be included. At least half of the floor area must have a floor to ceiling height of 2.3m. (The shaded area is excluded from the calculation).

The shape and layout of bedrooms must be capable of accommodating a single bed for single occupancy rooms or a double bed or two singles for a double occupancy room. The rooms must also be capable of accommodating basic bedroom furniture such as a wardrobe.

The location of bedrooms should ensure that residents have easy access to bathroom facilities. For example, residents in bedrooms on a 2nd floor should not have to go to the ground floor to access bathroom facilities. The location of bedrooms in relation to communal living space should ensure that residents have privacy and are not subject to unacceptable noise from communal areas, for example, communal living areas above bedrooms can have negative impacts on amenity. Adequate storage space should also be provided.

Kitchen

Each occupant must have access to kitchen facilities, which may be separate or sited within the unit of accommodation. Where provided within the unit each kitchen area should be provided with a minimum floor area of 3m².

Where kitchens are provided elsewhere, each kitchen must be of suitable size with adequate facilities having regard to the number of occupants using the kitchen. Below are the minimum standards based on optimum shape and layout. In practice, it may be necessary to have a larger space to ensure that there is sufficient space for all the facilities required and provide a circulation area, which permits safe use of the kitchen for the number of users.

	No of people	Minimum size (sqm)
Used by	1-3 persons	6
Used by	4-5 persons	8
Used by	6 persons	11

For each additional person above 6 persons there should be an additional 2m² of floor area.

Bathroom facilities

Where all or some of the units within an HMO do not contain bathing and toilet facilities for the exclusive use of each individual household; facilities and amenities should be

supplied as below. Rooms must be designed to allow space for movement and appropriate use of the facilities:

1-4 persons	No requirement for wash hand basins (WHB) in sleeping rooms, at least 1 bathroom and 1 WC (the bathroom and WC may be combined)
5 persons	1 WHB required in each sleeping room* plus: <ul style="list-style-type: none"> • 1 bathroom and • 1 separate WC with WHB (but the WC & WHB can be contained within a second bathroom)
6-10 persons	1 WHB required in each sleeping room* plus: <ul style="list-style-type: none"> • 2 bathrooms and • 2 separate WCs with WHBs (but one of the WC's & WHB's can be contained within one of the bathrooms)
11-15 persons	1 x WHB required in each sleeping room* plus: <ul style="list-style-type: none"> • 3 bathrooms and • 3 separate WCs with WHBs (but two of the WCs & WHBs can be contained within 2 of the bathrooms)

*where the property is provided with a sufficient number of WCs and bathrooms which have WHB installed the Council will not require the provision of a WHB in every sleeping room.

Other Communal Facilities

Where additional communal areas are provided these should be a minimum of 17.5m² based on a 5 bed HMO. For each additional tenant an additional 1m² of space must be provided.

Entrance and approach

The entrance and approach to an HMO is an important part of how it functions in relation to its surroundings. When HMO entrances are at the side or rear of a property, sometimes accessed by separate external stairs, they can cause a range of amenity issues for both neighbours and residents. Designing entrances to be visible from the street will mean that HMOs are more secure. HMOs should therefore normally be served by a main entrance at the front of the property.

f) Provision of Natural Light

Habitable rooms should receive adequate natural light to ensure a good standard of living for occupants, particularly important for HMO residents as their living space is often within their unit of accommodation.

For consistency with Policy 46, proposals for the development or intensification of HMOs must demonstrate that rooms are served by adequate light levels for residents. Rooms should not rely solely on north-facing windows for daylight and where possible, have openings on more than one elevation to provide dual aspect. Careful design is required where basements are proposed for habitable rooms, which typically have limited windows, and for rooms with deep floor plates. Further guidance is provided in the Bassetlaw Design Code.

Exceptions may be considered where alternative design solutions, such as high-performance glazing or light wells demonstrate that sufficient daylight and ventilation can be achieved.

g) Outdoor amenity space

HMOs are often created through the conversion of existing properties and are often located in, or near to, town centres where outdoor space may be limited. To provide a

good standard of living accommodation, HMO proposals should make appropriate provision for outdoor amenity space.

Outdoor space must be sized to provide the number of HMO residents with sufficient space to carry out the intended activities and to accommodate an area for seating and drying clothes, positioned to minimise overlooking from public areas and neighbouring properties. This should be in addition to space used for recycling storage and cycle storage. All private external amenity space should normally be overlooked from within the property. Outdoor space should be clearly identified on the application site plan.

h) Cycle storage

HMO proposals should provide adequate provision for cycle parking. As per the Nottinghamshire Parking Standards, the minimum requirement is one space per bedroom.

Cycle parking will need to be sensitively designed and located to reduce the impact on neighbouring residents and the streetscene, as per the Bassetlaw Design Code. Provision must be in a secure and easily accessible location and shown on a site plan for the planning application, either externally in a covered store or internally with an external entrance.

Corridors or landings will not be considered as adequate provision for cycle storage and residents should not be expected to carry a cycle upstairs. Buildings that front onto the public realm should have easily accessible cycle parking storage close to the main entrance to encourage people to easily use their bikes for short trips.

i) Car Parking

HMOs can home more adults than a family home, which could lead to increased pressure for car parking spaces. Many HMOs are conversions of existing properties and the level of parking provision that is possible within the curtilage is often limited.

Where practicable, to reduce parking pressures on street, provision for parking within the property curtilage should be provided. However, a balance must be made between the provision for car parking and other needs, such as waste storage, cycle storage, outdoor amenity space and maintaining the residential character of the area. The Bassetlaw Design Code provides further guidance.

Therefore, it is not possible to have a 'one size fits all' approach to parking that is suitable for all HMOs. The Nottinghamshire Parking Standards below are intended to provide a minimum guide, and as Policy 31 of the Local Plan identifies parking as a key issue to be addressed as part of a planning application, the acceptable level of parking will be considered on a case by case basis.

Dwelling size	Minimum parking space requirement
2-3 bedrooms	>2 spaces per dwelling
4 or more bedrooms	>3 spaces per dwelling

The appropriate level of parking provision will be agreed with the Highways Authority based upon:

- The availability and suitability of parking within the curtilage of the property.
- The sustainability of the site in relation to services and amenities.
- The availability of public transport and access to bus stops and cycle routes.
- The availability of existing parking provision in the surrounding locality.

- Parking demand compared to the use of the building as a standard residential property

Where a development proposes no parking, or provision is below the minimum standards, applications will only be validated if a Parking Assessment is submitted. The methodology should be agreed with the Highways Authority so pre-application discussion is recommended.

The assessment should evaluate the level of parking on the street/ streets surrounding the proposal and determine whether there is sufficient capacity to accommodate additional demand from the HMO. It must demonstrate that adequate parking is available in the local area and that the development will not lead to or exacerbate highway safety issues, cause obstructions, or create inconvenience for road and pavement users or result in excessive on street parking.

j) Waste and recycling storage

HMOs may generate more waste than typical homes. When planning permission is sought for HMOs, provision will need to be made for appropriate waste and recycling storage and collection in accordance with the council's waste collection policy.

It is important that the location, design and size of external bin storage areas are suitable and that they do not have a negative impact on the amenity of HMO occupants or their neighbours, or the general amenity and character of the area. Bins stored at the front of properties can look unsightly and clutter the streetscene. Where possible they should be located to the side or rear of a property and screened from view to minimise their impact. Design guidance is provided within the Bassetlaw Design Code.

All waste and recycling storage areas should be clearly identified on plans submitted as part of the planning application.

k) External Alterations

The conversion of properties must include appropriate proposals to maintain residential character of the property and streetscene. It is important that where practicable, HMOs retain existing residential features, such as boundary walls and window openings, that contribute to residential character and create a defensible space for the occupiers. The Bassetlaw Design Code provides more guidance.

Particular care and attention to detail is required if a proposal is located within a conservation area. Applicants will be required to ensure that proposals accord with Policies ST40 and 41 of the Local Plan relating to the historic environment and any other relevant guidance such as conservation area management plans.

5. Planning application requirements

5.1 Planning applications for HMO developments will be required to include the following information:

- Site location plan
- Existing floor plans (conversions/change of use only)
- Proposed floor plans, including details of room uses, internal and external communal areas, car/cycle parking, waste and recycling storage
- Existing/proposed elevations (only in cases where external alterations are proposed)

- Supporting statement, including verified evidence of the application property being openly marketed at a comparable purchase/rental price for a period of at least 6 months.
- Management plan (see below)

5.2 Additional information may be requested at pre-application stage or during the process of application, including:

- Noise impact assessment
- Parking assessment

Management plan

5.3 Landlords/managers should ensure good living standards are maintained. For example, a manager has a duty to ensure the property is maintained in a good condition, that the water, gas and electricity supplies are maintained, the common areas are kept clean and in good repair, the living accommodation is maintained and arrangements are made for the storage of refuse. Residents are also required not to hamper or frustrate the manager from carrying out these responsibilities.

5.4 To ensure living standards are maintained each application must be accompanied by a management plan, proportionate to the scale and type of HMO. The agreed management plan will need to be adopted by the landlord, and the use of the property as an HMO implemented in accordance with the agreed details. The management plan will be expected to cover:

- The arrangements for the management and maintenance of all communal areas within the site and the building.
- The methods to be used by the landlord to address and prohibit any potential nuisance or annoyance caused by tenants.
- The management proposals for the servicing and the storage, transfer and collection of waste ensuring that appropriate arrangements are made.

5.5 This visible statement provided as part of the planning application process will provide greater clarity and transparency about property management arrangements for all residents. This should not prove onerous for good landlords and will allow them to highlight good management practices.

Appendix 1: Amenity standards (licensing)



Housing Act 2004

Licensing of Houses in Multiple Occupation

Amenity Standards

For all categories of House in Multiple Occupation the following standards will apply

1. Heating

- 1.1 Each unit of living accommodation in a HMO must be equipped with adequate means of space heating.
- 1.2 Heating should be provided in every habitable room and bathroom. The heating must be capable of maintaining a 21 degrees Celsius (°C) in living and dining rooms, 22°C in bathrooms and 18°C elsewhere temperature difference with the external air when the outside temperature is -1°C. (The provision of insulation can assist in meeting this standard).
- 1.3 Such heating provision must be capable of being used at any time.
- 1.3.1 Heating may be by means of:
- i. Central Heating, or
 - ii. Gas heaters connected to suitable flue or terminal outlet, or
 - iii. Oil heaters connected to a suitable flue and terminal outlet, or
 - iv. Electricity. Any electricity heater should be a fixed installation and connected via a fused spur for the sole use of the appliance.
- 1.3.2 The use of portable paraffin or oil fired heaters and liquefied petroleum gas heaters (LPG) (Bottled Gas heaters) shall not be acceptable under any circumstances, whether provided by the landlord or the tenant.

2. Washing Facilities

2.1 Where all or some of the units of living accommodation in a HMO do not contain bathing and toilet facilities for the exclusive use of each individual household; facilities and amenities should be supplied as follows:

2.2 Table 1 – Schedule of amenity provisions in relation to number of persons

A	1-4 persons	No requirement for wash hand basins in sleeping rooms, at least 1 bathroom and 1 WC (the bathroom and WC may be combined)
B	5 persons	1 WHB required in each sleeping room plus (See NOTE) 1 bathroom and 1 separate WC with WHB (but the WC & WHB can be contained within a second bathroom)
C	6-10 persons	1 WHB required in each sleeping room plus (See NOTE) 2 bathrooms and 2 separate WCs with WHBs (but one of the WC's & WHB's can be contained within one of the bathrooms)
D	11-15 persons	1 x WHB required in each sleeping room plus (See NOTE) 3 bathrooms and 3 separate WCs with WHBs (but two of the WCs & WHBs can be contained within 2 of the bathrooms)

2.3 All baths, showers and wash hand basins in a HMO must be provided with an appropriate splash back.

NOTE: Houses occupied on a shared basis – where the property is provided with a sufficient number of WCs and bathrooms which have wash hand basins installed the Council will not require the provision of a wash hand basin in every sleeping room.

This does not preclude the Council requiring such provision if deemed necessary following an assessment under the Housing Health and Safety Rating System.

2.4 All baths, showers and wash hand basins in an HMO must be equipped with taps providing an adequate supply of cold and constant hot water.

2.4.1 Hot water may be provided by any of the following methods:

- i. Piped from boiler and storage
- ii. Immersion heater
- iii. Fixed gas appliance e.g. multipoint
- iv. Instantaneous electric heaters (only to wash hand basins and electric showers) having a minimum rating of 6KW.

2.5 All bathrooms in a HMO must be suitably and adequately heated and ventilated.

2.6 All bathrooms and toilets in a HMO must be of adequate size and layout.

2.7 All baths, toilets and wash hand basins in a HMO must be fit for the purpose.

3 Facilities for storage, preparation and cooking of food – Shared kitchen amenities

3.1 Where all or some of the units of accommodation within the HMO do not contain any facilities for the cooking of food:

3.1.1 There must be a kitchen, suitably located in relation to the living/sleeping accommodation, and of such layout and size and equipped with such facilities so as to enable those sharing the facilities to store, prepare and cook food;

- (a) Suitably located kitchen means that there shall be kitchen facilities not more than one floor distance in relation to the sleeping accommodation. There may be occasions however, where this provision is not practicable and further advice should be obtained from the Environmental Health Department.

3.2 The kitchen must be equipped with the following equipment, which must be fit for the purpose and supplied in a sufficient quantity for the number of those sharing the facilities.

3.3 Sinks with draining boards;

3.3.1 Sinks shall be at a ratio of one sink for 5 persons. Where 6 persons occupy a house, the provision of a double bowled sink, or a dishwasher (in addition to a

sink) may be treated as meeting this standard where the council considers that such provision adequately meets the occupiers' needs.

Please note: if there is in excess of 6 occupants then the provision of double facilities is required (i.e. 2 x sinks with draining boards)

- 3.4 Each sink supplied within a HMO must be equipped with taps providing an adequate supply of cold and constant hot water;
- 3.4.1 Hot water may be provided by any of the following methods:
- (a) Piped from boiler and storage
 - (b) Immersion heater
 - (c) Fixed gas appliance e.g. multipoint
 - (d) 3KW heater with a 7 litre storage reservoir
- 3.5 Installations or equipment for the cooking of food;
- 3.5.1 Kitchen shall be equipped with cookers with a minimum of 4 rings, a standard sized oven and grill.
- 3.5.2 They shall be provided at a ratio of one per 5 persons sharing the kitchen. Where a HMO is occupied by 6 persons the provision of a cooker with more than 4 rings and more than one oven, or a combination microwave (in addition to a cooker with 4 rings, an oven and a grill) may be treated as meeting this standard where the Council considers such provision adequately meets the occupiers needs.
- 3.6 Worktops for the preparation of food;
- 3.6.1 Worktops shall be a minimum of 500mm depth and should provide a minimum area of 0.25m² work surface per user, with at least one area that provides a work surface of a minimum dimension of 500mm x 1000mm.
- 3.7 Electrical sockets;
- 3.7.1 In addition to any sockets provided for appliances required by these standards socket outlets should be provided above worktop height at the following ratio:
- 2-4 occupiers/users – 3 doubles
 - 4-6 occupiers/users – 4 doubles
 - Over 6 occupiers/users – 5 doubles
- 3.8 Cupboards for the storage of food or kitchen and cooking utensils;
- 3.8.1 Each household shall be provided with an adequately sized cupboard for the storage of food and utensils. (Minimum requirement of one 500mm base unit or one 800mm wall unit per household). These may be located either in the kitchen or unit of accommodation. Cupboards sited in the kitchen should be lockable. The space located below the sink should not be treated as a food cupboard for the purpose of this standard ventilated or otherwise.
- 3.9 All sinks and worktops in a HMO must be provided with appropriate splash backs. Splash backs must be waterproof and easily cleanable.

- 3.10 Refrigerators with an adequate freezer compartment (or, where the freezer compartment is not adequate, separate freezers).
- 3.11 Appropriate refuse facilities should be provided in such a number and capacity which is adequate for the refuse produced on a daily basis by the persons in occupation.
- 3.12 Appropriate extractor fans (expelled to the outside), fire blankets and fire doors.
- 3.13 Where the landlord provides same catering services and additional services they are required to comply with the Food Hygiene (England) Regulations 2006. Where the landlord provides meals some self-catering facilities will need to be provided. The council will consider the circumstances of the case and decide the self-catering services that are required to adequately meet the occupier's needs.

4.0 Facilities for storage, preparation and cooking of food – Units of living accommodation with kitchen amenities

- 4.1 Where a unit of living accommodation contains kitchen facilities for the exclusive use of the individual household, and there are no other kitchen facilities available for that household, that unit must be provided with:
 - 4.2 Each unit of accommodation should be provided with a suitably sized sink and drainer
 - 4.3 Each sink must be equipped with taps providing an adequate supply of cold and constant hot water
 - 4.4 Installations or equipment for the cooking of food;
 - 4.4.1 The minimum requirement is two rings/hot plates together with a minimum of 28 litre oven and grill.
 - 4.4.2 For occupancies of two persons the requirement is three rings/hot plates together with a minimum of 28 litre oven and grill.
 - 4.5 A worktop for the preparation of food;
 - 4.5.1 Each unit of accommodation should be provided with a suitably located work surface within the kitchen area a minimum of 500mm deep and a length 500mm plus an additional length of 500mm per person using the facility shall be provided.
 - 4.6 Electrical sockets;
 - 4.6.1 In addition to any sockets provided for appliances required by these standards each unit of accommodation should be provided with 2-3 double socket outlets above worktop height.
 - 4.7 A cupboard for the storage of kitchen utensils and crockery;

4.7.1 Each unit of accommodation should be provided with an adequately sized cupboard for the storage of food and kitchen utensils. The space located below the sink should not be treated as a food cupboard for the purpose of this standard. (Minimum requirement of one 500mm base unit or one 800mm wall unit).

4.8 All sinks and worktops in a HMO must be provided with appropriate splash backs
Splash backs must be waterproof and easily cleanable.

4.9 Each unit of accommodation should be provided with a refrigerator of approximate dimensions 510mm x 540mm x 550mm to provide 0.15m³ of storage space.

5.0 Fire Precautionary Facilities

Appropriate fire precautionary facilities and equipment must be provided of such type, number and location as is considered necessary.

5.1 Emergency lighting where properties are 3 storeys and above.

6.0 Natural and artificial lighting

6.1 All habitable rooms shall have an adequate level of natural lighting, provided via a clear glazed window or windows and/or door(s), the glazed area to be equivalent to at least one-tenth of the floor area and to extend normally to a point 1.75m above floor level.

6.2 Basement rooms used for human habitation should, in addition to the requirement in paragraph 6.1, have sufficient natural lighting for their purpose.

6.3 All staircases, landings, passages, kitchens, bathrooms and water closets are to be provided where practicable, with a window. Windows to bathrooms and water closets are to be glazed with obscure glass.

6.4 Adequate electric lighting points are to be provided to all habitable rooms, staircases, landings, passages, kitchens, bathrooms, and water closets. Lighting to staircases, landings, and passages may be controlled by time switches or other devices having a similar effect.

7.0 Ventilation

7.1 All habitable rooms, kitchens, bathrooms and water closet compartments shall have a minimum floor to ceiling height of 2.14m. There is a separate requirement for attic rooms with sloping ceilings and advice will be given during an inspection of the property.

7.2 All habitable rooms shall be ventilated directly to the external air by a window which has an openable part not less than 1/20th of the floor area.

7.3 All kitchens shall be ventilated directly to the external air by either:-

a) A window with an openable part not less than 1/20th of the floor area or

- b) A suitably sited mechanical extract ventilation unit capable of extracting air at not less than 60 litres per second operated from the lighting circuit of the room and fitted with a 15 minute overrun.

- 7.4 All bathrooms and W.C. compartments shall be ventilated directly to the external air by either:-
- a) A window with an openable part not less than 1/20th of the floor or
 - b) A suitably sited mechanical extract ventilation unit capable of extracting air at not less than 15 litres per second operated from the lighting circuit of the room and fitted with a 15 minute overrun.

- 7.6 Basement rooms as habitable rooms should be provided with natural ventilation direct to the external air. In addition, there should normally be an unobstructed space immediately outside the window opening which extends the entire width of the window or more and has a depth of not less than 0.6m measured from the external wall or not less than 0.3m in the case of a bay window with side lights.

- 7.7 Suitable and sufficient permanent ventilation (e.g. trickle ventilators) shall be provided and maintained in any room in which there is a gas heating appliance.

- 7.8 Suitable and sufficient permanent means of ventilation (e.g. trickle ventilators) shall be provided to windows in all kitchens, dining kitchens/bathrooms, water closet compartments and other rooms containing cooking or washing facilities.

8.0 Water Supply

- 8.1 The water pressure to all fitments shall comply with the minimum requirements laid down by the relevant water authority at all times.

- 8.2 All water supplies shall, where necessary, be protected from frost damage.

9.0 Drainage and Sanitary Conveniences

- 9.1 One water closet shall be provided and maintained for a maximum of five persons.

- 9.2 All above and below ground drainage shall comply with the requirements of the Building Regulations currently in force.

- 9.3 The walls and floor of any W.C compartment and bathroom should be reasonably smooth, non-absorbent and capable of being easily cleaned. Water closet facilities shall be readily accessible to each occupant. No such facility shall where practicable be more than one floor distant from any occupancy. In no case shall such facility be more than two floors distant from any occupancy.

10.0 Refuse Storage and Disposal

- 10.1 There shall be provided and maintained in a convenient and accessible position an adequate number of suitable refuse containers. Tenant responsibilities should be outlined in respect of separation of refuse and presenting for collection.

10.2 Bassetlaw District Council will provide one green household waste and one blue recycling wheelie bin per property which is adequate for a HMO serving 6 persons. If a HMO houses more than 6 persons a trade waste contract will be required. This service can be provided by Bassetlaw District Council for a fee or you can employ the services of an alternative waste contractor.

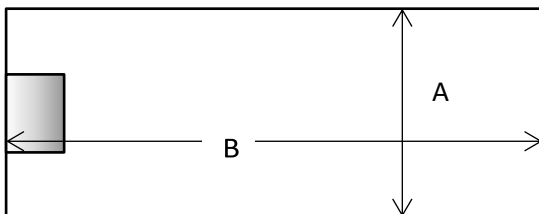
Space Standards

The following minimum space standards shall be met for the types of accommodation shown. The maximum number of persons who may occupy any room or rooms, as a separate family shall not exceed the numbers indicated.

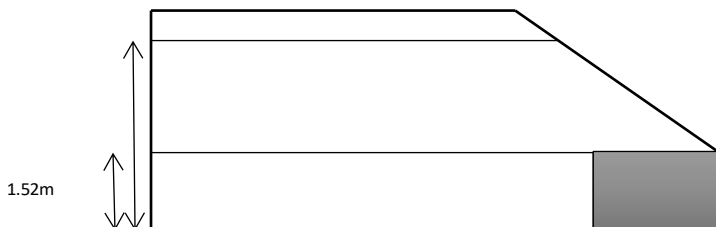
The methodology described below is that to be followed for the calculation of the floor area of a room for the purpose of determining the number of persons who may sleep in that room.

Subject to the above, the floor shall be measured as to:-

- g) **Include** any floor space formed by a bay window; and
- h) **Include** any floor space which is covered or occupied by fixed cupboards
- i) **Exclude** any floor space covered by a projecting chimney breast
- j) **Exclude** any floor space which is contiguous with the entrance to the room (and is formed so as to be only as wide as the door entrance) and is effectively a corridor to the main body of the room.



In a room, measure the distances of A & B and multiply together to work out the floor area. (The shaded area is excluded from the calculation).



Room in roof space

For a room in a roof space, only that part of the room where the floor to ceiling height is greater than 1.52m shall count and at least half of the floor area shall have a floor to ceiling height of 2.3m. (The shaded area is excluded from the calculation).

Bedrooms

	1 Person Rooms	2 Person Rooms	Under 10 years
Bedroom with adequate lounge or dining space elsewhere & cooking facilities not provided in the bedroom.	6.51 square metres	10.22 square metres	4.64 square metres
Bedroom with no lounge/dining space elsewhere & cooking facilities not provided in the bedroom.	10 square metres	13 square metres	N/A
Bedrooms with cooking facilities provided in the room.	13 square metres	15 square metres	N/A

Note: Floor space in any en suite is not included in the calculation.

The sharing of rooms by persons of the opposite sex over the age of 10 and who do not live as partners shall not be permitted.

Kitchen

Each occupant shall have access to kitchen facilities, which may be separate or sited within the letting. Where provided within the unit of accommodation each kitchen area should be provided with a minimum floor area of 3m².

Where kitchens are not provided within a unit of accommodation then each kitchen shall be of suitable size with adequate facilities having regard to the number of occupants using the kitchen.

The following is a guide:

Used by	1-3 persons	6m ²
Used by	4-5 persons	8m ²
Used by	6 persons	11m ²

For each additional person above 6 persons there should be an additional 2m² of floor area.

Note: the above are minimum space standards based on optimum shape and layout. In practice, it may be necessary to have a larger space standard to ensure that there is sufficient space to fit in all the facilities required and provide a circulation area, which permits safe use of the kitchen for the number of users.

Contact Details

If you require more information with regards to Licensing of Houses in Multiple Occupation in the Bassetlaw area, you can do so as follows:

Email: environmental.health@bassetlaw.gov.uk

Telephone: 01909 533533 and ask for Housing Standards when prompted

Post: Environmental Health Department
Bassetlaw District Council
Queens Building
Potter Street
Worksop
S80 2AH