

Standards for space and amenity provision for temporary bed and breakfast accommodation, hostels, and other temporary accommodation

Minimum room sizes

Bedrooms where kitchen facilities are provided separately:

Number of persons	Sufficient communal dining/living space available elsewhere for use by occupants	No communal dining/living space available elsewhere
1 person	6.51 m ²	10 m ²
2 persons	10.22 m ²	15 m ²
3-person family room	15 m ²	20 m ²
4-person family room	19.5 m ²	24 m ²
5-person family room	24 m ²	28 m ²

Bedrooms where kitchen facilities are provided within the room:

Number of persons	Sufficient communal living space available elsewhere for use by occupants	No communal living space available elsewhere
1 person	10 m ²	13 m ²
2 persons	14 m ²	18 m ²
3-person family room	18.5 m ²	23 m ²
4-person family room	23 m ²	28 m ²
5-person family room	27 m ²	32 m ²

Children's bedrooms

Children below the age of 10 years count as a whole person but a bedroom of 4.64m² or over may be used by one child under the age of 10 so long as the room is an integral part of the letting unit, not a separate room off a communal area, and the unit is also occupied by the child's parent(s)/guardian(s). Where a room is to be used by two children under 10, the room shall be at least 8m² and be an integral part of the letting unit, not a separate room off a communal area, and the unit is also occupied by the child's parent(s)/guardian(s).

Shared dining/communal space

In general need or short-term accommodation, there must be a communal dining/living room (or rooms) provided unless the bedrooms meet the higher room standard as detailed above.

Where dining space or communal living area in a separate room or rooms is needed, 2 square metres per person shall be provided. Persons occupying bedrooms/living units with exclusive use of adequate and suitably located dining space can be excluded from the calculation. Any shared dining space shall be suitably and conveniently located.

Where rooms are situated on the second floor or above and kitchen facilities are not provided in the room, communal dining space shall be provided. This space should not be more than one floor away from the living unit.

Bedroom space

Provided a bedroom is large enough, it may be used for occupation by more than two persons subject to them all being members of the same family.

In general, within HMOs, persons of the opposite sex and aged 10 or over are not permitted to share the same room for sleeping purposes unless they are married or living as partners.

However, it is recognised that for short term emergency accommodation where there is no other appropriate accommodation available within the same premises or within the locality, the placing of families with children of opposite sex aged 10 or over in a family room may be the only option available. In such circumstances, Housing Options or Social Care will need to be satisfied that no safeguarding concerns exist and will need to take all available steps to ensure that the family's stay will be kept to a minimum.

In no case shall a family room be occupied by more than 5 persons. This will apply irrespective of the age of the occupants. The sharing of rooms in bed and breakfast accommodation/short term accommodation is not desirable, but it is accepted that where accommodation is not self-contained, families may find it preferable to share.

In all circumstances, family rooms are considered to be suitable for use only as temporary accommodation. Occupation must be limited to a maximum of 42 nights, unless there are exceptional circumstances, and the length of stay is agreed between Housing Options/Social Care and the Housing Standards Team.

Managers of licensed HMOs used for temporary accommodation must ensure that the maximum number of households/occupants specified in their licence conditions is not exceeded. Housing Options and Social Care will confirm this with the manager prior to placements being made.

Only rooms designated as bedrooms may be used for sleeping accommodation.

Note: Where premises are also used for tenants on longer term tenancies, regard must be had to the Council's General Amenity Standards for HMOs in respect of longer stay tenants and the number of occupiers may need to be adjusted accordingly.

Installation for Heating

The premises shall have adequate provision for heating. All habitable rooms and baths or shower rooms shall be provided with a fixed space heating appliance. The heating appliances shall be of an appropriate type having regard to the construction of the premises and be capable of economically and efficiently raising temperatures in living rooms and bathrooms to 21 degrees C, 18 degrees C in bedrooms and kitchens and 16 degrees in circulation areas. The fixed appliance shall not be a gas appliance in rooms used for sleeping purposes.

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

Wherever practicable, each household shall have exclusive use of a full set of kitchen facilities including a microwave.

Where this is not the case, shared kitchen facilities shall be provided as follows:

- **Self-catering accommodation:** Not less than one set for every 5 persons
- **Catered accommodation where one meal (usually breakfast) is provided:** Not less than one set for every 7 persons

Such kitchen facilities shall comprise a minimum of:

- Gas or electric cooker with four burners, oven and grill;
- Sink and integral drainer – with a constant supply of hot and cold water and properly connected to the drainage system;
- Use of deep fat fryers shall not generally be permitted unless supervision of cooking activity is likely to take place;
- Electrical power sockets – minimum of two double 13 amp switched sockets situated at worktop height. These are in addition to electrical power sockets provided elsewhere in the letting;
- Worktop – minimum surface area 2m x 500mm depth;
- Adequate lockable storage cupboard within the kitchen for each bedroom whose occupants use the kitchen. In calculating the required provision of storage cupboards, base unit cupboards below sinks/drainers shall be discounted, **or** adequate storage cupboard for dry/canned foods and utensils/crockery/cutlery shall be provided within each bedroom;
- A refrigerator for each household, located within the letting unit or in the kitchen area (would need to be lockable for the latter).

Some relaxation of permitted numbers may be considered where additional facilities are provided – to be discussed with The Housing Standards on an individual basis.

The kitchen used by management to provide breakfast may be included when calculating numbers unless it is not available, does not meet the conditions above or is deemed unsuitable for use by residents because of the unsatisfactory location of the kitchen in relation to the accommodation it is supposed to serve.

The number of persons who have kitchen facilities provided for their exclusive use need not be included in the calculations. Again, the kitchen used by management to provide breakfast may be included in calculations subject to the above conditions.

Kitchen facilities shall be made available for use 24 hours per day, subject to any representation from the owner/manager, which must be agreed by an officer acting on behalf of Derby City Council.

The size of kitchens will be as follows:

Where these are used by up to five persons, the minimum size shall be 7 square metres, 2 square metres shall be added for each extra person sharing the kitchen. All the equipment and facilities in kitchens shall be fit for purpose.

All kitchens shall be suitably located in relation to the living accommodation. They shall not be more than one floor away from vented to the outside the dining or living accommodation.

All kitchens shall be of such layout and size to adequately enable those sharing to safely store prepare and cook food.

Kitchens shall have mechanical extract ventilation providing a minimum extraction rate of 30 litres per second.

For catered accommodation where 2 or 3 meals are provided per day (breakfast and evening meal or breakfast, lunch, and evening meal):

Kitchen facilities must be sufficient for residents to prepare their own light meals and hot drinks as follows:

One set of facilities shall be provided for **every fifteen persons** consisting as a minimum of:

- Kitchen sink complete with hot and cold water and properly connected to the drainage system;
- Conventional four burner cooker with oven and grill or a combination microwave oven/grill of 20L minimum capacity;
- Minimum run of 2m of worktop (min 500 mm depth);
- Standard refrigerator with freezer compartment;
- Minimum two 13 amp switched power sockets above the worktop and excluding those for major appliances;
- Adequate storage for cooking utensils, crockery and cutlery;
- Kettle;
- Mechanical extract ventilation providing a minimum extraction rate of 30 litres per second;
- Such facilities may be located within an appropriately laid out area within a communal room but should preferably be located within a separate kitchen/kitchen.

Self-catered accommodation with cooking facilities within the unit of accommodation:

The following facilities shall be provided:

- Cooking facilities:
 - i. Single person – gas or electric cooker with a two-ring hob and oven/grill
 - ii. Two person or family room: gas or electric cooker with a four-ring hob and oven/grill
- Sink and integral drainer – with a constant supply of hot and cold water and properly connected to the drainage system;
- Electrical power sockets – minimum of two double 13 amp switched sockets situated at worktop height. These are in addition to electrical power sockets provided elsewhere in the letting;
- Worktop – adequate for food to be prepared safely and hygienically;
- Sufficient storage space for dry/canned foods and utensils/crockery/cutlery shall be provided within each bedroom;
- A refrigerator within each unit of accommodation;
- Kitchen area must have an easily cleansable non-slip floor adequately separated from any adjoining carpeted floor area in the accommodation;
- Cookers must be positioned so they do not compromise escape in the event of a fire

Toilet and personal washing facilities

One internal WC shall be provided for every five persons irrespective of age. The WC shall be within a reasonable distance from its users and not more than one floor distant. 50% of the WCs that are required to be provided should be situated in separate compartments with a wash hand basin with hot and cold water within the compartment. The number of persons occupying a bedroom where this facility is provided for their exclusive use should not be included in the calculations.

A suitable wash hand basin (minimum dimensions 500mm x 400mm) with constant hot and cold water supplies, properly connected to the drainage system, should be provided in every bedroom, except where an en suite bathroom is available, when the wash hand basin may be provided in that bathroom.

Each separate water closet compartment and bathroom shall be provided with a suitable wash hand basin (minimum dimensions 500mm x 400mm), properly connected to the drainage system, together with a constant supply of hot and cold running water. A tiled splash back (minimum 300mm high) is to be provided to each wash hand basin.

One bath (minimum dimensions 1700mm x 700mm) or one shower (minimum dimensions 760mm x 760mm) shall be provided for every five persons, irrespective of age. These facilities must be within a reasonable distance of each user and not more than one floor distant. The number of persons having the exclusive use of a bath or shower need not be included in the calculations. Note: Where families have been placed in the accommodation on a short-term basis the council may consider a relaxation of this ratio based on the number of households rather than persons sharing the bath/shower facilities.

Management standards

Operators are required to ensure the property complies with all relevant statutory and regulatory requirements especially in relation to fire, gas, and electrical safety

Operators are required to keep all relevant tests and logbooks up to date, including for example but not exclusively, accident logbooks and fire safety tests logbooks.

Residents shall have access to their rooms at all times except when rooms are being cleaned. Provision should be made to accommodate residents at these times.

Refuse and litter shall be cleared from the property and not allowed to accumulate in, or in the curtilage, of the property, except in adequately sized and suitable bulk refuse container(s).

All communal areas (including, hallways, kitchens, bathrooms/showers, WC's, dining areas, lounges if provided) should be regularly cleaned.

Appropriate officers of the authority shall have access to inspect the premises as and when they consider necessary, to ensure that the requirements are being complied with. The manager shall allow such inspections to take place, if necessary, without notice.

Officers of the health authority, local authority and authorised community workers shall have access to visit the occupiers of the premises and interview them in private in the room(s) they occupy.

A manager with adequate day to day responsibility to ensure the good management of the property should be contactable at all times. A notice giving the name, address and telephone number of the manager should be displayed in a readily visible position in the property.

Procedures shall be in place to deal with any complaints relating to harassment on racial, sexual, or other discriminatory grounds by either residents or staff.

There shall be a clear complaints procedure for the resolution of disputes between residents and/or staff which residents should be made aware of when moving in.

There shall be available within the premises a working telephone available for use by the occupiers and a notice should be displayed by the telephone with information on the address and telephone numbers of...

Derby City Council Housing Standards Team – 01332 640764

Derby City Council Housing Options Team – 01332 888777

Derby City Council Social Services Department –

- Adult Safeguarding - 01332 640777
- Children's Safeguarding - 01332 641172

Derbyshire Fire and Rescue Service – Emergency Calls 999

Emergency Gas – 0800 111 999

Emergency Electrics – Western Power - 0800 056 8090

The local Police Station - St Marys Wharf - 0845 123 33 33 or 101

The local NHS Accident and Emergency Department – 01332 340131

Management Regulations

Operators shall comply with the Management of Houses in Multiple Occupation (England) Regulations 2006 or the Licensing and Management of Houses in Multiple Occupation (Additional Provisions) (England) Regulations 2007 as may be applicable. Advice on these matters should be sought from Derby City Council's Housing Standards Team.

Fire Safety Requirements

Operators are required to ensure the property complies with all relevant statutory and regulatory requirements especially in relation to fire, gas, and electrical safety. In all cases, operators must contact Derby City Council Housing Standards Team for advice about fire safety requirements.

A clear emergency evacuation plan shall be in place setting out action upon hearing the fire alarm, escape routes and safe assembly points. The manager must ensure that each person newly arriving at the premises is given clear instructions on what to do in the event of a fire and the fire precautions provided.

Health and Safety

Operators shall ensure the health and safety of people living in, visiting, or working in the premises. In particular, operators should ensure that premises do not have any category 1 or high scoring category 2 hazards as defined under Part 1 of the Housing Act 2004. Advice on these matters should be sought from Derby City Council's Housing Standards Team.

General Notes

These standards relate to bed and breakfast establishments (including hotels and guest houses) and other short stay temporary accommodation, where living accommodation is occupied by persons as their only or main residence - or they are to be treated as so occupying - and the occupation by those persons constitutes a significant use of the accommodation.

The dimensions and areas specified will be regarded as the minimum, particularly with regard to new proposals. It is recognised that existing buildings cannot always achieve these standards. A degree of flexibility will sometimes be possible if other compensating features are present. Conversely it should be noted that irrespective of the dimensions, the shape and useable living space of any room is a determining factor in the calculation of the maximum number of people for which it is suitable.

Where premises are also used for tenants on longer term tenancies then regard must be had to the Councils general amenity standards for HMOs in respect of longer stay tenants.