



Date

Dear ,

HMO ENQUIRY

Thank you for your recent enquiry. Please see the information below relating to HMO's. Once you have had time to read and digest the information below, it may be prudent for us to come along and have a look at the property to see if we can offer any further advice and guidance.

Definition of a House in Multiple Occupancy (HMO): A house in multiple occupation will be a property occupied by more than one household, more than two people, and may include bed sits, shared houses and some self-contained flats. A property requires a licence if there are 5 or more people making up 2 or more households and there is some sharing of amenities i.e., a kitchen, bathroom etc.

Fire Safety: All Houses of Multiple Occupancy now requires a **Fire Risk Assessment**, the reasoning and need for this is laid out below.

The following duties apply to you as you are the Responsible Person for any building regulated by the Fire Safety Order. This is as the result of amendments made to the Fire Safety Order by Section 156 of the Building Safety Act 2022. These new requirements come into force on 1 October 2023.

- You must now record the fire risk assessment in full (including all the findings) and the fire safety arrangements for your premises in all circumstances.
- You should make available as much information as possible about fire safety in your premises. This new requirement replaces the previous requirement to record only the significant findings of the risk assessment. It also removes the previous limitations on the circumstances within which you are required to record both the risk assessment and the fire safety arrangements at your premises, such as only being required to record this information if there were five or more employees or where subject to licensing or alterations notice.
- If you employ a fire risk assessor to assist you in completing a fire risk assessment, you should record their name, and where applicable, their organisation name. This will ensure there is a clear record for enforcing authorities as to who completed the assessment and will enable you to share this information with both residents (where applicable) and any incoming Responsible Person after you. You are responsible for ensuring

Tim Clegg | Chief Executive

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that your fire risk assessment is suitable and sufficient and if you employ someone to do this for you, we recommend that you ensure they are competent to do so.

- A useful reference guide, which states all the requirements is produced by Lacors, called 'Housing – Fire Safety: Guidance on Fire Safety Provisions for Certain Types of Existing Housing'. This is available at: http://www.cieh.org/library/Knowledge/Housing/National_fire_safety_guidance_08.pdf.
- You should also refer to BS5839 Fire Detection and Alarm Systems for Buildings.

HMO Management: In addition to this, if you become the Manager of an HMO, you will also need to ensure that you are complying with the Management of Houses in Multiple Occupation (England) Regulations 2006.

[The Management of Houses in Multiple Occupation \(England\) Regulations 2006 \(legislation.gov.uk\)](http://www.legislation.gov.uk)

Planning permission: Should the property be occupied by 7 or more people; you may require planning permission or for a change of use. Should this be the case, you should seek advice from our Planning Department on 01543 462621 or email: DevelopmentControl@cannockchasedc.gov.uk

Building regulations: Any alterations to the property, we would always advise you to seek advice from our Building Control Team. The Team can be contacted on 01785 619340 or via email: buildingcontrol@cannockchasedc.gov.uk

Applying for a licence: The HMO licence fee in Cannock Chase is for 2024/25 currently £960, the Licence is then valid for five years. Please see below a link to the website here at Cannock Chase District Council which contains the guidance and application form to apply for a licence. The current renewal fee is £920.

<https://www.cannockchasedc.gov.uk/residents/environmental-health/private-sector-housing/houses-multiple-occupation-hmo>

Bedroom sizes: You also need to consider the sizes of the bedrooms:

- to ensure that the floor area of any room in the HMO used as sleeping accommodation by two persons aged over 10 years is not less than 10.22 square metres;
- to ensure that the floor area of any room in the HMO used as sleeping accommodation by one person aged under 10 years is not less than 6.51 square metres;
- to ensure that the floor area of any room in the HMO used as sleeping accommodation by one person aged under 10 years is not less than 4.64 square metres;
- to ensure that any room in the HMO with a floor area of less than 4.64 square metres is not used as sleeping accommodation.

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Space and amenity standards: Prior to a HMO application, you should refer to Cannock Chase Council's Space and amenity standards, available on our website and found [here](#). This outlines the minimum space and amenities that should be provided.

If you have any further queries regarding the information above, please do not hesitate to contact Private Sector Housing on 01543 462621.

Yours sincerely,

Environmental Health Officer

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