

Houses in Multiple Occupation

Landlord's Handbook



If you rent your property out, you need to read this
Includes Housing Act 2004 amendments



Contents

Introduction	5
What is a house in multiple occupation (HMO)?	6
What is a household?	6
Licensing of HMO's	6
Accreditation scheme	7
Guidance on room sizes	8
Guidance on amenities	10
Guidance on fire precautions and fire safety	12
Management of houses in multiple occupation	14
Housing Health and Safety Rating System	16
Electrical safety	16
Gas safety	18
Fire safety of furniture and furnishings	18
Building and planning control	19
Tenancy deposit protection	20
Energy efficiency	20
Useful telephone numbers	22
Appendix 1	23
Checklist	27



Introduction

Many privately rented houses are let to people from several different families, either as flats or as shared houses. Houses like this are known as houses in multiple occupation, or HMOs.

This handbook is a guide to the legal requirements of landlords of HMOs to ensure that their property meets an acceptable standard. It also has information about which HMOs must be licensed and gives details of the student housing accreditation scheme. The handbook has been produced following changes in the law and is a replacement for the Landlord's Handbook published in April 2003.

We regularly update our website and it may prove useful to you. Please visit **www.canterbury.gov.uk** If you have any questions regarding the information in this booklet, please contact us on **01227 862 518**.

What is a house in multiple occupation (HMO)?

A house in multiple occupation (HMO) is a building, or part of a building, occupied by three or more people, living as more than one household (see below for the definition of household).

New laws now mean that more property types are considered as HMOs. A HMO can be a shared house, a building split into bedsits or self contained flats, bed and breakfast accommodation, a hostel or many types of student accommodation.

If you are not sure whether your property is classed as an HMO, or if you want more information, contact us on **01227 862 518** or email **privatesectorhousing@canterbury.gov.uk**

What is a household?

A household is a group of people who live together. They must be connected by marriage, civil partnership, be a recognised couple (same sex or opposite sex), be related – a child, parent, sister, brother, nephew, niece or in-law for instance – or have another recognised connection such as fostering or adoption.

People that live in the same place, but are not connected in this way, are not counted as a single household. So, for example, a group of five students or adult friends count as five households, even if they live at the same address and share facilities. For the purposes of planning permission only, there is a different definition of a household, but for all Housing Act purposes the above definition has applied since April 2006.

Licensing of HMOs

Many private landlords and people who manage HMOs must apply for a licence from the council to continue to let these houses.



Will you be affected?

Yes, possibly, depending on the sort of property you let. By law, you must have a licence for certain HMOs. If you own or manage an HMO, answer these questions to find out if you need a licence:

1. Does the property have three or more storeys (including basements and attic rooms)?
2. Is the property occupied by five or more people?
3. Do these people live in two or more households?
4. Do tenants share any amenities such as the bathroom, toilet or cooking facilities?

If you have answered 'yes' to all these questions you will need to apply for a licence as soon as possible; operating a licensable HMO without a licence could result in heavy penalties including fines of up to £20,000. For further information and to obtain a licence application form please visit the council's website www.canterbury.gov.uk/housing/houses-in-multiple-occupation

Accreditation scheme

If you are the landlord of a student property, the council recommends that you join the Canterbury Student Housing Accreditation Scheme which is managed by Home Stamp. Students can search for accredited properties by visiting the website, www.canterburystudenthousing.org.uk

This is a voluntary, web-based scheme that aims to promote good management practice and high standards amongst student landlords. If you want to join the scheme you must sign up to a code of conduct and pay a nominal fee to register your property online. Your property must meet all necessary health and safety requirements, and the universities or the council will carry out spot checks to ensure that accredited houses are up to standard. The universities in Canterbury advise that students only rent accredited properties, and landlords have to be accredited to advertise on the universities accommodation lists.



Members of the scheme have access to an approved tenancy agreement, draft inventory and a landlord discussion forum as well as up to date information on the latest developments in housing legislation. Students can check that properties they are viewing are accredited and meet all necessary safety regulations. They also have access to a tenant forum, information and housing advice. An additional area is available for local residents to provide feedback about specific properties or tenants.

If you are interested in joining this scheme please visit the website at **www.canterburystudenthousing.org.uk**

Guidance on room sizes

Canterbury City Council has prepared the following guidance on room sizes and amenities, based on national guidance published by the Chartered Institute of Environmental Health.

We have taken into account the unique size and occupancy levels of shared houses in Canterbury and balanced these against the need to ensure that tenants are provided with rooms that are functional in size, shape and layout. We recommend that you consider these standards when buying houses to let or when improving existing HMOs.

If a room is smaller than the minimum acceptable size, a legal notice can be served on the landlord, either prohibiting the use of the room or limiting the number of people who may occupy it. This does not mean that the tenant who currently occupies the room has to leave, but when they do leave the landlord must not re-let the room.

One person flatlet/bedsits

Minimum sizes for rooms used for:

- Sleeping, living and cooking – 11 m sq (120 sq ft)
- Sleeping and living only – 9 m sq (100 sq ft)
- Living and cooking – 9 m sq (100 sq ft)
- Sleeping (with separate living room) – 6.5 m sq (70 sq ft)
- Living – 6.5 m sq (70 sq ft)
- Cooking – 4.5 m sq (50 sq ft)

We do not consider single-room bedsits to be suitable for more than two people. When a child is present with two adults (only in units of two rooms or more) then the child should have a room of their own, or there should be an increase of at least 3 m sq (30 sq ft) in the size of the bedroom or the living room.

Two or more person flatlet/bedsits

Minimum sizes for rooms used for:

- Sleeping, living and cooking – 16.5 m sq (180 sq ft)
- Sleeping and living only – 14 m sq (150 sq ft)
- Living and cooking – 10 m sq (110 sq ft)
- Sleeping (with separate living room) – 10 m sq (110 sq ft)
- Living – 6.5 m sq (70 sq ft)
- Cooking – 4.5 m sq (50 sq ft)

Communal rooms in shared houses

Shared by up to five people

- Kitchen – 7 m sq (75 sq ft)
- Kitchen/diner – 11.5 m sq (125 sq ft)
- Living or dining room – 11 m sq (120 sq ft)

Shared by six to 10 People

- Kitchen – 10 m sq (110 sq ft)
- Kitchen/diner – 19.5 m sq (210 sq ft)
- Living or dining room – 16.5 m sq (180 sq ft)

Bedrooms within shared houses

Occupied by one person:

- With separate living space – 6.5 m sq (70 sq ft)
- Without separate living space – 9.0 m sq (100 sq ft)

Occupied by up to two persons:

- With separate living space – 10.0 m sq (110 sq ft)
- Without separate living space – 14.0 m sq (150 sq ft)

The size alone may be misleading; it is important that the shape and layout of the room allow for a standard size bed, wardrobe, desk and chair to be accommodated, with enough extra space for normal circulation. Note: We will work to these standards when deciding what improvements (if any) you require. For properties occupied by more than 10 people, you should contact the council's Private Sector Housing Team.

Guidance on amenities

The kitchen and bathroom facilities that you are expected to provide depend on the type of HMO and the number of occupants sharing the accommodation. The facilities should be located not more than one floor away from the people who use them and they should be in a convenient position to enable people to use them comfortably. Outside toilets are not acceptable.

Cooking facilities

Separate cooking facilities

Where tenants have cooking facilities in their own rooms, the following amenities should be provided in every letting:

- **Cooker** Two hot rings plus grill and oven per person in every single person letting
Four hot rings plus grill and oven per household in every family letting
- **Sink** Single sink and drainer with hot and cold water in every letting
- **Worktop** Minimum size 1000 x 500 mm in every letting
- **Food Storage** One standard base unit (not sink base unit) in every letting
- **Refrigerator** One standard size refrigerator per person in every letting

Shared cooking facilities

Where shared kitchens are provided, the following facilities can be used by up to five people:

- **Cooker** Four hot rings plus grill and oven
- **Sink** Single sink and drainer with hot and cold water
- **Worktop** Minimum size 2000 x 500 mm
- **Food Storage** One standard base unit (not sink base unit) per person (or equivalent capacity wall cupboard)
- **Refrigerator** One standard size refrigerator

For six or more people, extra facilities will be required, either in a bigger kitchen or in a separate room. Food storage requirements remain at one standard base unit (not a sink base unit) per person. Please note that these standards are regarded as the minimum; most landlords will provide, and tenants expect, amenities above this standard.

Toilet and bathroom facilities

Standards for up to five persons sharing facilities:

- **Bath and/or Shower** One bath (minimum length 1670 mm), or One shower (minimum tray size 760 x 760 mm)
- **Toilet** One toilet (internal) with wash hand basin
- **Wash hand basin** One basin (minimum size 560 x 430 mm)
For six to 10 people additional facilities will be expected.

Note: The city council will work to these standards when deciding what improvements (if any) you require.

Guidance on fire precautions and fire safety

People who live in HMOs are up to six times more likely to die in a fire than those who live in a house occupied by a family. Therefore, fire safety is an important consideration in HMOs and you are advised to pay careful attention to the following guidelines. We assess all properties on an individual basis; please contact us to arrange an advisory visit before you carry out any works.

Properties of two storeys or less

If your shared house has:

- no more than two storeys and has no floor higher than 4.5m above the ground
- no more than five occupiers (typically students)
- no inner rooms (ie there should be a way out from any bedroom without going through a kitchen or living room)

Then in general terms you will be expected to install:

- mains-operated inter-linked smoke detectors in the hallway and landing areas
- an inter-linked fixed temperature heat detector in the kitchen
- a fire blanket fixed to a wall in the kitchen (minimum blanket size 1m x 1m)
- main door locks which are openable from the inside, without the use of a key

The smoke and heat detectors should comply with BS5839 Part 6 LD2 Type D .

Properties of three storeys or more

Properties three storeys or above may require the following:

Fire separation

Fire doors

- Fire doors will be required to protect the main means of escape, mainly the stairway, from the top floor through to the front external door.
- The fire doors must comply with BS476 Parts 20-22 1987. They must be fitted in a matching frame and have a gap of 2mm or less all the way round.

Fire detection

A fire detection system may be needed to give early warning to occupants. This will comprise interlinked mains powered and battery back up detectors distributed in all risk areas. The detection system must comply with BS5839 Part 6: LD2 Type D

Emergency lighting

Emergency lighting may be needed based on the layout of the property and the amount of natural and artificial light available. Please contact Private Sector Housing for further advice on **01227 862 518**.

Fire safety risk assessments

Fire safety is now covered by the Regulatory Reform (Fire Safety) Order 2005. In certain premises such as buildings containing self contained flats or residential accommodation above commercial premises, this Order places a duty on you, the landlord, to write a fire safety risk assessment for the shared areas of the house and to put it into effect. You should contact the local fire and rescue service for further information or advice on **01303 227 201** or look on the communities and local government website at **www.communities.gov.uk**

Note:

The guidance on fire safety was drawn up in consultation with the fire and rescue service and is the standard that will normally be expected in all licensed and accredited houses. Houses not meeting the standard will be assessed on an individual basis, which may result in a requirement to carry out works.

Management of houses in multiple occupation

(statutory requirement)

The law's emphasis is now on the way in which houses are run, rather than concentrating on physical standards. This demands a more active approach from landlords and letting agents.

We aim to ensure that all HMOs in the district are managed in a proper manner so that tenants can live in safe conditions. The Management of Houses in Multiple Occupation (England) Regulations 2006 places a legal duty on the manager of every HMO to make sure the house is properly managed.

A separate booklet containing the regulations is available from the council's website www.canterbury.gov.uk/housing/houses-in-multiple-occupation/licensing-scheme/apply-for-an-hmo-licence

The management regulations are summarised below:

Duties of manager

- to display his or her name, address and phone number prominently in the house.
- to keep the premises generally safe, but in particular:
 - keep the means of escape from fire in good order and free from obstruction
 - make any unsafe roofs or balconies safe or inaccessible
 - fit bars or alternatives to low windows to prevent accidents
- to keep water supply and drainage in proper working order and fit covers to all water tanks.
- to supply to the council the latest Gas Safety Certificate and the latest Electrical Safety Certificate within seven days of being asked to do so. (Gas appliances must be tested annually and electrical testing must be carried out every five years.)

- to maintain in good repair, clean condition and proper working order all stairs, banisters, carpets, lights and any other parts that are used in common by two or more households.
- to maintain in good repair, clean condition and good order any outbuildings, yards, forecourts, boundary walls, fences and railings.
- to keep the garden safe and in a tidy condition.
- to make sure every letting room and any furniture supplied with it is clean at the beginning of every tenancy.
- to make sure all fixtures, fittings or appliances are in good repair and in proper working order and maintain them in this condition.
- to make proper arrangements for the storage of refuse and litter pending their disposal.
- to make appropriate additional refuse disposal arrangements for occasions when the local authority's collection service is insufficient (for example at the end of term or when furniture has been replaced).

Please note: In these regulations, any duty to maintain or keep in repair must be carried out to a standard that is sympathetic to other houses in the locality.

Enforcement action

In student housing, the council expects landlords to make very robust arrangements for:

- keeping gardens tidy
- storing and disposing of rubbish.

Both of these issues give rise to many complaints every year and are the main reason for the council taking enforcement action especially during the summer months.

Duties of occupiers

- to take reasonable care to avoid causing damage and disrepair.
- to co-operate in a reasonable way with the manager and provide information to allow the manager to carry out his/her duties.
- to comply with any reasonable arrangement made by the manager regarding means of escape from fire, refuse storage and disposal.
- to allow the manager access to their rooms at all reasonable times to carry out their duties.

Housing Health and Safety Rating System

(statutory requirement)

This system was introduced by the Housing Act 2004 and is used to assess whether a dwelling is a safe and healthy environment for any potential occupier or visitor. You must ensure that any hazards in the HMOs that you are responsible for are identified and assessed in terms of how serious they are and the risk they pose to health and safety. These hazards are listed in Appendix 1 (page 23).

Electrical safety (statutory requirement)

Each year there are 10 deaths associated with electric shock and around 6,000 people receive injuries requiring hospital treatment. Poor electrical wiring also causes, on average, over 2,000 fires in dwellings every year.

The Management of Houses in Multiple Occupation (England) Regulations 2006 requires landlords to ensure that the wiring within HMOs are maintained in a safe condition and in good working order.

Every five years, the wiring must be inspected and you must get a certificate that shows the test results and confirms that the installation is safe for continued use. Someone registered with one of the following organisations must carry out the test:

British Standards Institution

Phone: **08450 765 610**

Website: **www.bsi-global.com/kitemark**

NAPIT Certification Limited

Phone: **0870 444 1392**

Website: **www.napit.org.uk**

NICEIC Certification Services Ltd

Phone: **0870 013 0382**

Website: **www.niceic.org.uk**

ELECSA Limited

Phone: **0845 634 9043**

Website: **www.elecsa.org.uk**

If electrical installations in a HMOs are found to be in a defective condition, you should arrange repairs without delay. We may also serve notices on landlords requiring remedial works to remove the risk of injury to tenants.

Electrical sockets

You must ensure that there are enough electrical sockets to prevent overloading and the use of trailing extension cables. The information below, taken from the British Standard 7671, lists a recommended number of double socket outlets. Large rooms may require more outlets. The minimum number of **double** sockets per room is as follows:

Lounge	Three outlets
Dining	Three outlets
Kitchen	Six outlets
Double bedroom	Four outlets
Single bedroom	Four outlets
Bedsitter	Four outlets
Hall	Two outlets
Stairs/landing	One outlet
Loft	One outlet
Study/home office	Six outlets
Garage	Two outlets
Utility room	Two outlets

Please note that all wiring work in houses, however minor or major, is required to comply with the Building Regulations. For further information please contact Canterbury City Council's Building Control section on **01227 862 513** or check the council's website at **www.canterbury.gov.uk**

Gas safety (statutory requirement)

Any appliance, such as a boiler or a cooker, that burns a fossil fuel (such as gas, coal, or oil) may produce carbon monoxide (CO). This is a poisonous gas that has no smell, colour, or taste. It is responsible for the deaths of around 60 people each year in Britain. The symptoms of CO poisoning are easily mistaken for those of other commonplace illnesses, such as colds or flu. Under the Gas Safety (Installation and Use) Regulations 1998, all landlords have a duty to ensure that gas appliances provided within rented accommodation are properly maintained. All gas appliances must be checked for gas safety at least once every 12 months and all works to gas appliances must, by law, be carried out by CORGI Registered gas installers. Tenants must then be provided with a copy of the CORGI gas safety certificate within 28 days of the safety check being completed. The regulations are enforced by the Health and Safety Executive (HSE) but the council can also ask you to show the latest certificate to us. Full details can be found at www.hse.gov.uk/gas/domestic/index.htm or www.gassaferegister.co.uk

Fire safety of furniture and furnishings (statutory requirement)

If you let furnished accommodation, all furniture you provide must be fire resistant. The Furniture and Furnishings (Fire) (Safety) Regulations 1988 set levels of fire resistance for domestic upholstered furnishings. These regulations are enforced by Trading Standards Officers from Kent County Council.

Upholstered furniture filled with polyurethane foam tends to burn quickly and gives off large amounts of smoke and poisonous fumes. Older or second-hand furniture may only be used if it has the appropriate label showing that it is cigarette and match-resistant.

The regulations apply to:

- beds, mattresses, headboards and pillows;
- sofa beds, futons, scatter cushions and seat pads; and
- loose and stretch covers for furniture.

The regulations do not apply to:

- sleeping bags or loose covers for mattresses;
- bed clothes, duvets and pillow cases; and
- carpets and curtains.

New furniture that complies with the regulations is sold with a permanent label stating that it is cigarette and match-resistant. Landlords should ensure that they do not let accommodation with furniture that is not fire resistant.

Building and planning control (statutory requirement)

Building regulations are designed to protect the health and safety of people living in or near a building, control structural stability, drainage, fire escape routes and many other things.

Building regulations approval is required for:

- new building work;
- conversion of a building into flats;
- installing toilets, sinks, baths, showers etc;
- replacement windows;
- replacement heating systems;
- structural alterations including removing load bearing walls; and
- most electrical work within a building.

If you intend to carry out works that may require Building Control approval you must contact a Building Control Officer to discuss your plans on **01227 862 513**.

Planning permission is required:

- If you want to change the use of a house into a HMO for more than six people you will need planning permission.
- If you are making any external alterations or extensions to a building planning permission is usually required.
- If you intend to change the exterior of a house which is within a conservation area please contact a planning officer to discuss your plans on **01227 862 178**.

Tenancy deposit protection (statutory requirement)

If you are a landlord, any tenancy deposit you receive **must** be protected by one of the insurance based schemes below or handed over to the custodial scheme for the duration of the tenancy.

If your deposit is not dealt with in accordance with one of these schemes there are severe penalties: tenants are entitled to apply to the county court who may order you to pay your tenants three times the amount of the deposit plus the deposit itself and you will be unable to serve a valid Section 21 Notice, so you can't bring the tenancy to an end using the assured shorthold ground.

Full details are on this government website

www.gov.uk/tenancy-deposit-protection

Alternatively, you can check on the scheme providers websites:

The DPS (the custodial scheme): **www.depositprotection.com**

The TDSL (insurance-based scheme): **www.mydeposits.co.uk**

The TDS (insurance-based scheme): **www.thedisputeservice.co.uk**

Energy efficiency

An energy efficient house is more comfortable to live in and is cheaper to run. The advantages of an energy efficient house include:

- increased asset value of the property;
- reduced maintenance and redecoration costs for the landlord;
- increased tenant satisfaction and fewer complaints; and
- reduced problems associated with dampness and mould growth.

Energy saving tips:

- Lag the hot water tanks and hot water pipes.
- Use energy saving light bulbs which last longer and use less electricity.
- Have at least 270mm (11 inches) loft insulation.
- Draught proof external doors and windows.
- When the windows need replacing choose double glazing.
- Replace old storage heaters with the modern energy efficient ones.

For further information on energy efficiency please contact the Energy Saving Trust on **0300 123 1234** or visit their website at **www.energysavingtrust.co.uk**

Useful telephone numbers

Canterbury City Council General Enquiries	01227 862 000
Canterbury City Council Private Sector Housing	01227 862 518
Building Control Section	01227 862 513
Revenues and Benefits	01227 862 300
East Kent Housing	01227 862 142
Planning and Conservation enquiries	01227 862 178
Rubbish & Recycling	Canterbury City Council Serco
	01227 862 211 0800 031 9091

Other Agencies

Canterbury Housing Advice Centre	01227 762 605
Christ Church University	01227 767 700
CORGI	0800 915 0480
Gas Emergency	0800 111 999
Gas Safety Advice Line (HSE)	0800 300 363
Kent Fire Safety	01303 227 201
Kent Trading Standards	08454 040 506
Kent Police	101
University of Kent at Canterbury	01227 764 000

This system was introduced by the Housing Act 2004 and we use it to

Appendix 1

assess if a house is a safe and healthy environment for any potential occupier or visitor. You must ensure that any hazards in the HMOs that you are responsible for are identified and assessed in terms of how serious they are and the risk they pose to health and safety.

Physiological requirements

1. Damp and mould growth

Health threat due to mould or fungal growth, damp humid conditions, dust mites; includes threats to mental health and social well being. Possible health effects: allergic reactions, asthma, wheezing.

2. Excessive cold

Health threat due to inadequately heated and insulated homes. Possible health effects: respiratory diseases such as flu, bronchitis, cardio vascular conditions such as heart attack, stroke.

3. Excess heat

Health threat from very high indoor air temperatures. Possible health effects: dehydration, strokes, genitourinary and respiratory conditions.

4. Asbestos and manufactured mineral fibres (MMF)

Health threat from the exposure to asbestos fibres and MMF. Possible health effects: asbestos – lung conditions such as lung cancer, mesothelioma, MMF – skin, eye and respiratory problems. **Warning:** seek advice before attempting to remove suspected asbestos.

5. Biocides

Health threats from chemicals used to treat timber and mould growth. Health effects vary depending on chemical used.

6. Carbon monoxide and fuel combustion products

Health threat from high levels of carbon monoxide nitrogen or sulphur dioxide and smoke. Possible health effects: headaches, nausea, dizziness, fatigue, unconsciousness, death.

7. Lead

Health threat from eating paint or soil high in lead content, drinking water containing high levels of lead, inhaling traffic fumes.

Possible health effects: lead poisoning, nervous disorders, reduced IQ levels.

8. Radiation

Health threat from radon gas.

Possible health effects: lung cancer.

9. Uncombusted fuel gas

Health threat from the escape of fuel gas into the home. Possible health effects: suffocation.

10. Volatile organic compounds

Health threat from inhaling organic chemicals such as formaldehyde.

Possible health effects: irritation to nose, eyes, skin and respiratory tract, headaches, nausea, dizziness and drowsiness.

11. Crowding and space

Health threat from lack of adequate space for living and sleeping. Possible health effects: mental health problems, increased risk of accidents and hygiene risks.

12. Entry by intruders

Health threat from being unable to keep your home secure against intruders. Possible health effects: stress, mental anguish, injuries caused by intruders.

13. Lighting

Threat to mental and physical health by poor lighting, lack of window with a view. Possible health effects: depression and other mental health problems, eyestrain.

14. Noise

Health threats from excessive noise. Possible health effects: poor concentration, headaches, stress, problems arising from sleep disturbance.

Protection against infection

15. Domestic hygiene, pests and refuse

Health threats from poor design, layout and construction eg: home can't be easily cleaned, poor storage and disposal of rubbish. Possible health effects: gastro-intestinal infections, asthma, allergies, food spoilage, disease spread by rats, birds and other pests.

16. Food safety

Health threat from poor facilities for the storage, preparation and cooking of food. Possible health effects: diarrhoea, vomiting, stomach upsets, dehydration.

17. Personal hygiene, sanitation and drainage

Health threat from inadequate personal and clothes washing facilities, poor sanitation and drainage. Possible health effects: gastro-intestinal illness, dysentery, stress, depression.

18. Water supply for domestic purposes

Health threat from poor quality, contaminated or inadequate supplies of water to the home. Possible health effects: gastro-intestinal problems, legionnaires disease.

Protection against accidents

19. Falls associated with baths, etc

Health threats following falls associated with bath, showers, etc. Possible health effects: cuts, bruising, fractures, swelling.

20. Falls on level surfaces

Health threats following falls on floors, yards, paths, ramps, thresholds and changes in level of less than 300mm. Possible health effects: bruising, fractures, head, brain and spinal injuries.

21. Falls associated with stairs and steps

Health threats from falls associated with stairs, steps and ramps and the guarding to them. Possible health effects: bruising, fractures, head, brain and spinal injuries, death.

22. Falling between levels

Health threats from falls from one level to another where the difference in levels is more than 300mm, eg falls from windows, landings. Possible health effects: bruising, puncture injuries, fractures, head, brain and spinal injuries, death.

23. Electrical hazards

Health threats from shock and burns resulting from exposure to electricity, including lightning.

Possible health effects: mild shock, burns, death.

24. Fire

Health threats from smoke inhalation, clothing catching fire.

Possible health effects: burns, death.

25. Flames, hot surfaces, etc

Health threats from burns and scalds from hot flames, fire, objects or non-water based liquids.

Possible health effects: burns, scalds, scarring, death.

26. Collisions and entrapment

Health threats from trapping limbs, fingers in door or windows, colliding with objects such as low ceilings, doors, glazing. Possible health effects: cuts, bruising.

27. Explosions

Health threats from the blast of an explosion, associated debris and collapse of buildings following an explosion. Possible health effects: bruising, crushing, puncture injuries, head, brain and spinal injuries, death.

28. Position and operability of amenities etc

Health threats from physical strain due to poor positioning, design and layout of fixtures, fittings within the home. Possible health effects: strains, sprain and fall injuries.

29. Structural collapse and falling elements

Health threats from structural failure of the whole or part of a building. Possible health effects: minor bruising, serious physical injury, death.

Checklist: Have you

- complied with the management regulations? Page 14

- got an electrical safety certificate for your HMO issued less than five years ago, which you can produce to the council within seven days? Page 16

- got a gas safety certificate for your HMO issued less than 12 months ago, which you can produce to the council within seven days? Page 18

- produced an annual fire safety risk assessment for your property? Page 13

- protected your tenancy deposits in one of the three approved schemes? Page 20

- applied for a licence if your house is three storeys high (or more) and has five or more occupants? Page 6

- considered joining the accreditation scheme? Page 7

Private Sector Housing 2013

For more information about any of the information in this booklet, please contact Private Sector Housing on **01227 862 518** or email **privatesectorhousing@canterbury.gov.uk**

You can also get this information in other formats including Braille, large print, audio tape and other languages.

Please call **01227 862 518**

We have produced this document with local residents and partner agencies. Canterbury City Council and its partner agencies promote equal opportunities and do not discriminate against any person on the grounds of gender, religion, sexuality, race, or disability.