



# South Tyneside Council

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## Housing Act 2004 Part 2

### House in Multiple Occupation Guidance and mandatory conditions 2018

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## **Guidance for completing an application for the Grant/Renewal of a licence under the Housing Act 2004 : Part 2 Licence for a House in Multiple Occupation.**

### **1. Licensing**

#### **Do I need to Licence my Property?**

You need to licence your property if you are the Owner of a property with 5 or more occupiers forming 2 or more separate households, regardless of the number of storeys. A household could be a single person, a couple or members of the same family living together.

A basement or loft conversion counts as a floor.

#### **What about students?**

The Government has specifically stated that student properties must be licensed if the house has 5 or more occupants.

#### **What if I have a house that I live in but I rent out rooms?**

When making the calculations about the number of people living in a house, you do not count yourself or your family if you have your own, exclusive bathroom, toilet, kitchen and living areas.

#### **When should I apply?**

As soon as possible.

#### **How much will it cost?**

The Government is allowing Councils to charge a fee for a Licence. This Council has followed Government guidance and set a fee of £305.00 to be paid on application, AND following a successful application you will be invoiced a further £475.00 for ongoing maintenance of your licence over the agreed period, per property.

#### **How do I apply for a licence?**

Apply on line at [www.southtyneside.gov.uk/licensing](http://www.southtyneside.gov.uk/licensing)

#### **What are the penalties for non-compliance.**

An owner found to have a licensable property and who has not submitted a valid application; or an owner who has breached the conditions of the licence will be prosecuted.

**Penalties include significant fines, in addition to lost rental income and the loss of any Housing Benefit already paid.**

#### **What do I have to do after I have received a Licence.**

Each year you will need to get a 'gas safety certificate.' This must be obtained from a Gas Safe registered gas installer, which in effect proves that the gas system complies fully with the Gas Safety Regulations. A 'portable electrical appliance' test certificate should be obtained for all portable electrical items you have supplied for use by the occupants, copies of which should be sent to:

*Operations Manager - Environmental Health, Environmental Health Service, Town Hall, Westoe Road, South Shields, Tyne and Wear, NE33 2RL*

You also need to have the smoke/fire alarm system and emergency lighting system tested each year and copies of the certificates sent to the Operations Manager - Environmental Health.

In addition there is the requirement to ensure your property complies fully with all applicable legislation including but not limited to the “*The Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous provisions)(England) Regulations 2006*” and also “*The Management of Houses in Multiple Occupation (England) Regulations 2006*”.

## 2. Space and Amenity Standards

The law requires that certain space and amenity standards are in place, as follows:

To ensure that rooms used as sleeping accommodation meet the minimum room size requirements namely:

- (a) that the floor area of any room in the HMO used as sleeping accommodation by one person aged over 10 years is not less than 6.51 square metres;
- (b) 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;
- (c) 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;
- (d) that any room in the HMO with a floor area of less than 4.64 square metres is not used as sleeping accommodation.

At least one separate WC and wash hand basin with a tiled splash back per 5 occupiers.	Bathrooms must be adequately heated and ventilated
At least one bathroom with a fixed bath or shower supplying cold and constant hot water per 5 occupiers	All bathrooms and toilets are to be suitable located in relation to the living accommodation in the house
All bathrooms and toilets are to be of an adequate size and layout	All baths, toilets and wash hand basins are to be fit for purpose
All baths, showers and wash hand basins must be equipped with fixed taps providing a satisfactory supply of cold and constant hot water supply.	

If each unit of accommodation does not contain its own cooking facilities then there must be a kitchen suitably located in relation to the living accommodation and be of such size and layout and be equipped with such facilities so as to adequately enable the occupants of the house to store, prepare and cook food.	
The kitchen must be equipped, as a minimum, with the following equipment which must be fit for the purpose and supplied in a sufficient quantity for the number of occupants	
Sinks with draining boards	Cookers
A satisfactory supply of cold and	Each unit of living accommodation

constant hot water to each sink supplied	must contain a wash hand basin
Electrical sockets	Kettles
Worktops for the preparation of food	Cupboards
Refrigerators with freezer compartments	Refuse disposal facilities
Extractor fans	

Each unit of living accommodation must have an adequate means of space heating

Appropriate fire precautionary equipment must be provided in communal areas. More information on this is included in section 6 and with the Fire Risk Assessment form (see Appendix 3)

### Still have questions?

All you need to do is email us at [developmentsservices@southtyneside.gov.uk](mailto:developmentsservices@southtyneside.gov.uk) for advice and assistance.

### 3. Definitions

#### So what is an HMO?

A House in Multiple Occupation is a house that satisfies one of the tests laid out in section 254 Housing Act 2004.

<b>The standard test</b>	The building or part of the building meets the standard test if: it consists of one or more units of living accommodation not consisting of a self-contained flat or flats;
	the living accommodation is occupied by persons who do not form a single household
	the living accommodation is occupied by those persons as their only or main residence or they are to be treated as so occupying it
	their occupation of the living accommodation constitutes the only use of that accommodation;
	rents are payable or other consideration is to be provided in respect of at least one of those persons' occupation of the living accommodation; and
	two or more of the households who occupy the living accommodation share one or more basic amenities or the living accommodation is lacking in one or more basic amenities.

<b>The self-contained flat test</b>	The building meets the self-contained flat test if: it consists of a self-contained flat
	the living accommodation is occupied by persons who do not form a single household
	the living accommodation is occupied by those persons as their only or main residence or they are to be treated as so occupying it
	their occupation of the living accommodation constitutes the only use of that accommodation;
	rents are payable or other consideration is to be provided in respect of at least one of those persons' occupation of the living accommodation; and
	two or more of the households who occupy the living accommodation share one or more basic amenities or the living accommodation is lacking in one or

	more basic amenities.
<b>The converted building test</b>	The building or part of the building meets the converted building test if: it is a converted building;
	If it contains one or more units of living accommodation that do not consist of a self-contained flat or flats (whether or not it also contains any such flat or flats);
	the living accommodation is occupied by persons who do not form a single household
	the living accommodation is occupied by those persons as their only or main residence or they are to be treated as so occupying it
	their occupation of the living accommodation constitutes the only use of that accommodation; and
	rents are payable or other consideration is to be provided in respect of at least one of those persons' occupation of the living accommodation.
<b>It is a converted block of flats</b>	The building meets the converted block of flats test: If the building has been converted into, and consists of, self-contained flats.
	This section applies to a converted block of flats if building work undertaken in connection with the conversion did not comply with the appropriate building standards and still does not comply with them; and less than two-thirds of the self-contained flats are owner-occupied.
<b>An HMO declaration is in force</b>	If the local authority is satisfied that a building or part of a building is an HMO as defined in the Act (satisfies one of the tests) they can serve a notice declaring the building to be an HMO.

#### 4. False or misleading information

Section 238 Housing Act 2004 makes it an offence to supply false information:

- (1) A person commits an offence if-
  - (a) he supplies any information to a local housing authority in connection with any of their functions under any of Parts 1 to 4 or this Part,
  - (b) the information is false or misleading, and
  - (c) he knows that it is false or misleading or is reckless as to whether it is false or misleading.
- (2) A person commits an offence if-
  - (a) he supplies any information to another person which is false or misleading,
  - (b) he knows that it is false or misleading or is reckless as to whether it is false or misleading, and
  - (c) he knows that the information is to be used for the purpose of supplying information to a local housing authority in connection with any of their functions under any of Parts 1 to 4 or this Part.
- (3) A person who commits an offence under subsection (1) or (2) is liable on summary conviction to a fine not exceeding level 5 on the standard scale.
- (4) In this section "false or misleading" means false or misleading in any material respect.

## **5. Mandatory License Conditions**

### **1. General property maintenance**

Ensure that at all times the property is maintained in such a condition that category 1 hazards within the meaning of Part I of the Housing Act 2004 are not present or are quickly eliminated. Ensure arrangements are made to ensure compliance with any standards or Approved Codes of Practice which the licensing authority or central government may from time to time require.

### **2. Room sizes**

To ensure that rooms used as sleeping accommodation meet the minimum room size requirements namely:

- (a) that the floor area of any room in the HMO used as sleeping accommodation by one person aged over 10 years is not less than 6.51 square metres;
- (b) 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;
- (c) 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;
- (d) that any room in the HMO with a floor area of less than 4.64 square metres is not used as sleeping accommodation.

### **3. Gas supply and appliances**

Produce a current gas safety certificate from a registered GAS SAFE operative to the local authority upon renewal of the previous certificate. The gas safety certificate is to attest to the safety of any gas installation or appliance at the property to which this licence applies. Ensure that all gas appliances provided by the licensee are serviced annually.

### **4. Electrical installation and appliances**

Keep all electrical circuits and appliances in a safe and working condition. Any maintenance or renewal of any electrical installation is to be undertaken by a competent electrical engineer (registration with NICEIC or ECA could be evidence of competence). All works to be in accordance with Part P of the Building Regulations. The licensee will ensure that all appliances provided by the licensee comply with current safety regulations and will supply on demand appropriate records of such maintenance as evidence of electrical safety.

### **5. Fire Precautions**

Ensure that the means of escape in case of fire and other fire precautions are maintained and kept in proper working order at all times and any servicing or maintenance carried out by a suitably qualified person. Appropriate records of such maintenance, such as current inspection reports and test certificates for fire alarm systems, emergency lighting and fire-fighting equipment are to be kept and provided to the Local Authority on demand.

## **6. Smoke and Carbon monoxide detection**

Ensure that a smoke alarm is installed on each storey of the house on which there is a room used wholly or partly as living accommodation, (including a bathroom or a lavatory) and to keep each such alarm in proper working order.

Ensure that a carbon monoxide alarm is installed in any room in the house which is used wholly or partly as living accommodation, (including a bathroom or a lavatory) and contains a solid fuel burning combustion appliance and to keep any such alarm in proper working order.

Supply the Local Authority, on demand, with a signed declaration as to the condition and positioning of such smoke and carbon monoxide alarms.

## **7. Furniture**

All furniture provided must be kept in a safe condition and comply with current regulations. The licensee will supply on demand a declaration of furniture safety at any time.

## **8. Tenancy matters/written agreements**

Supply all occupants of the property with a written statement of the terms under which they occupy it.

## **9. Training**

The licence holder and/or manager will be required to attend approved training courses identified as mandatory by South Tyneside Council.

## **10. Emergency contact**

A copy of this licence is to be displayed in a prominent position at the property at all times. Provide and fix a notice containing the name and telephone number of the person managing the house in a position readily visible to all occupants, including out of hours contact details. The notice shall be in clear, legible lettering and not easily defaced or damaged and shall be securely fixed in position.

## **11. Working with Support Agencies**

Support agencies recommended by South Tyneside Council must be allowed to engage with the occupiers to support into education, training, employment and sustainable single tenancies.

## **12. Exterior of the property**

The exterior of the property must be maintained in a good condition and good decorative repair.

### **13. Waste storage and removal**

The licence holder will comply with any local authority scheme which relates to the storage and disposal of household waste at the HMO, pending collection.

### **14. Change in circumstances**

The licence holder must inform the Council of any change in circumstances which may affect the suitability to remain as licensee, including but not limited to any change in ownership, management, anything which may affect the holder's ability to satisfy the fit and proper person test.

This must be done within 5 working days of the changes taking place.

#### **Please Note:**

The licence is not proof that the property is safe and free from hazards and defects, or imply compliance with the requirements of the Housing Act 2004.

The licence does not prevent criminal or civil legal action being taken against the licence holder including actions to deal with category 1 and 2 hazards as may be identified under the Housing Health and Safety Rating System

## 6. Fire Safety Standards

**In order to ascertain the adequacy of the existing fire precautions within an HMO, a risk assessment is required; to be carried out by, or on behalf of, the prospective licensee, to establish both the risk of fire occurring and the risk to people in the event of fire. This would apply to everyone using the HMO and should take adequate account of any disabled people with special needs. The fire precautions recommended for all HMOs include:**

- means of detection and giving warning in case of fire;
- the provision of means of escape;
- the means of fighting fire; and
- the formulation of an emergency plan.

The following conditions will apply:

### **Detection and Giving Warning in Case of Fire**

An HMO with 5 or more residents should be provided with a suitable fire detection and alarm system complying with BS 5839: Part 1: 1988: Type L2.

### **Means of Escape from HMOs which are Flats or Maisonettes**

- a) An HMO which is a flat or maisonette with a storey at a height of more than 4.5m should be planned so that either:
  - i. it is provided with an exit through a door other than its main entrance; or
  - ii. all living rooms and bedrooms are entered directly from a circulation space enclosed in fire resisting construction having 30 minutes fire resistance (integrity and insulation) and any door in the enclosures should be a fire door with 30 minutes fire resistance (integrity) FD30S, and the distance to be travelled from any door of any living room or bedroom to the exit is not more than 9m; or
  - iii. the distance to be travelled from any point within the HMO to the exit is not more than 9m and the direction of travel is away from cooking facilities; or
  - iv. sleeping accommodation, and that part of the circulation area which serves the sleeping accommodation and the exit to the flat, is separated from any other living room or kitchen by a construction providing at least 30 minutes fire resistance (integrity and insulation);

and:

- v. any door in this construction is a fire door with 30 minutes fire resistance (integrity) FD30S; and
- vi. if that HMO has a storey at a height of more than 11m and the distance to be travelled within the flat from any point to the exit is more than 15m, there is an exit through a door, other than its main entrance, from the living accommodation.

- b) Where an HMO is within a building and only has a single escape route which relies upon a common stair, then there should be a lobby enclosed by walls having 30 minutes fire resistance (integrity and insulation) within the HMO which protects access to that escape route if:
- i. there are more than 10 residents; or
  - ii. there are more than 4 residents and any storey in the building is at a height of over 7.5m; or
  - iii. there are 4 or less residents and:
    - any storey in the building is at a height of over 11m; or
    - there are more than 4 dwellings or HMOs on any storey.

Doors in the wall should be fire doors and have 30 minutes fire resistance (integrity) FD30S. A lobby is not required on the top storey of a building. [The lobby may be the same as the circulation space required to be enclosed under paragraph c) ii. below.]

- c) A wall with an adequate degree of fire resistance should be provided between the HMO and any other part of the same building. An adequate degree of fire safety is:
- i. 30 minutes (integrity and insulation) in buildings with no storey over 7.5m above ground; and
  - ii. 60 minutes (integrity and insulation) in buildings with any storey over 7.5m above ground.

Doors in the wall should be fire doors and have an adequate degree of fire safety (integrity only). [If a circulation space enclosed with fire resisting construction is required, and a lobby is provided with the fire safety required under paragraph a) ii. above, or a lobby with fire resistance is provided under paragraph b) above, then the fire doors need not have more than 30 minutes fire resistance (integrity) FD30S.]

- d) A floor between the HMO and any other part of the same building should have any holes or gaps adequately fire-stopped.
- e) Where the escape route from the front door of the HMO is within the building, it should lead by way of circulation space or stairway directly to the outside.
- f) Any part of an escape route from the front door of the HMO which is within the building should be provided with artificial lighting. A 'maintained' system is preferred as this shows the electricity supply and the light bulb are working.
- g) If the HMO is a maisonette or flat which has more than 2 storeys and one of them is at a height of more than 4.5m, additional safety measures should be taken. Please contact the Building Control Service for advice.

## **Means of Escape from HMOs which are not flats or maisonettes**

In an HMO which is not a flat or maisonette and which has a storey at a height over 4.5m:

- a) Every stair should be enclosed in fire resisting construction having 30 minutes fire resistance (integrity and insulation) and any door in the enclosures should be a fire door with 30 minutes fire resistance (FD30S), except – a stair in an HMO with a storey at a height exceeding 4.5m by one storey which does not contain a living room, bedroom, or kitchen and
- b) Every storey at a height of more than 7.5m should be provided with an exit through a door other than its main entrance.

## **Means of Escape from all HMOs which are in Basements**

- a) A basement HMO, or an HMO with a basement storey, which contains a bedroom or living room, should be provided with an exit through a door other than its main entrance. This alternative exit may provide access to a space below the adjoining ground from which there is access to ground level.
- b) A stair within the HMO serving the basement storey should be enclosed in fire resisting construction having 30 minutes fire resistance (integrity and insulation). Such a fire resisting enclosure serving a basement storey should be separate from any fire resisting enclosure protecting a stair serving the remainder of the HMO. Any door in such fire resisting enclosures should be a fire door with 30 minutes fire resistance (FD30S).

In this context, a basement storey is one which is below the lowest storey in which there is an entrance from the level of the adjoining ground.

## **Means of Escape from all HMOs – Emergency Escape Windows**

A suitably designed and located emergency escape window situated in an external wall or roof should be provided in every bedroom or living room in an upper storey at a height of not more than 4.5m above ground level. This can be achieved by a window or a door (French window) having an unobstructed openable area that is at least 0.33m<sup>2</sup> and at least 450mm high and 450mm wide (the route through the window may be at an angle rather than straight through). The bottom of the openable area should not be more than 1100mm above the floor.

## **Means of Escape from all HMOs – External Escape**

Where the escape from an HMO involves an external stair, balcony or flat roof, it should not be threatened by fire or smoke issuing from any door, window or ventilator in the proximity of the escape route.

## **Means of Escape from all HMOs – Fire Doors**

A fire door in an HMO must be self-closing.

It may well be that existing solid timber doors can be upgraded with proprietary systems to provide the equivalent of 30 minutes fire resistance (integrity).

## **Internal Linings**

In an HMO, all circulation areas and all kitchens should have walls and ceilings which are no worse than Class 1 for the surface spread of flame, as set out in BS 476: Part 7: 1987.

## **Ventilation and Heating**

If an HMO has a storey at a height of more than 4.5m or has a basement storey and is provided with a system of ducted warm air heating, it should be designed to reduce the risk of fire and smoke spread. Where a mechanical ventilation system is provided in an HMO with more than 4 residents, the system should be designed to reduce the spread of fire and smoke.

## **Emergency Lighting**

In any HMO with 2 or more storeys and more than 4 people, the escape routes within the HMO should be provided with adequate emergency lighting.

## **Fire Fighting Equipment**

The most useful form of fire fighting equipment for general fire risks is a dry powder or CO<sub>2</sub> type extinguisher. One such extinguisher should be provided for approximately each 200<sup>2</sup>m of floor space, with a minimum of one per floor. Extinguishers should normally be located in conspicuous positions on escape routes, preferably near exit doors and should be stored on a wall bracket.

The local Fire Authority can advise on areas of special risk which may need carbon dioxide, dry powder, or other types of extinguisher. In any case, a light duty fire blanket should be provided in each communal cooking area.

## **Fire Safety Management**

The adoption of proper fire safety management practices is required, including the regular maintenance of fire safety equipment and systems and the giving of fire safety instructions to all residents and employees. Information on this and other related fire safety matters can be obtained from guidance contained in "Fire Safety – An Employer's Guide" (ISBN 0-11-341229-0).

A log book should be kept at the premises for inspection detailing the testing schedule and maintenance regime for the alarm system/emergency lighting.

## 7. Appendix 1

### Statement of Safety of Furniture and Furnishings

I confirm that to the best of my knowledge all of the following items provided for the use of the tenants by me conform to The Furniture and Furnishings (Fire)(Safety) Regulations 1988 (as amended in 1989 and 1993).

Furniture	Beds	Bed Headboards	Mattresses
Sofa-Beds	Futons	Other Convertible Beds	Nursery Furniture
Seat Pads	Scatter Cushions	Pillows	
Loose and Stretch Covers for Furniture		Garden Furniture (Which is suitable for use in a Dwelling)	

Property  
Address  
or Property  
Numbers

Signature  
:

Date:

\_\_\_\_\_

Printed Name

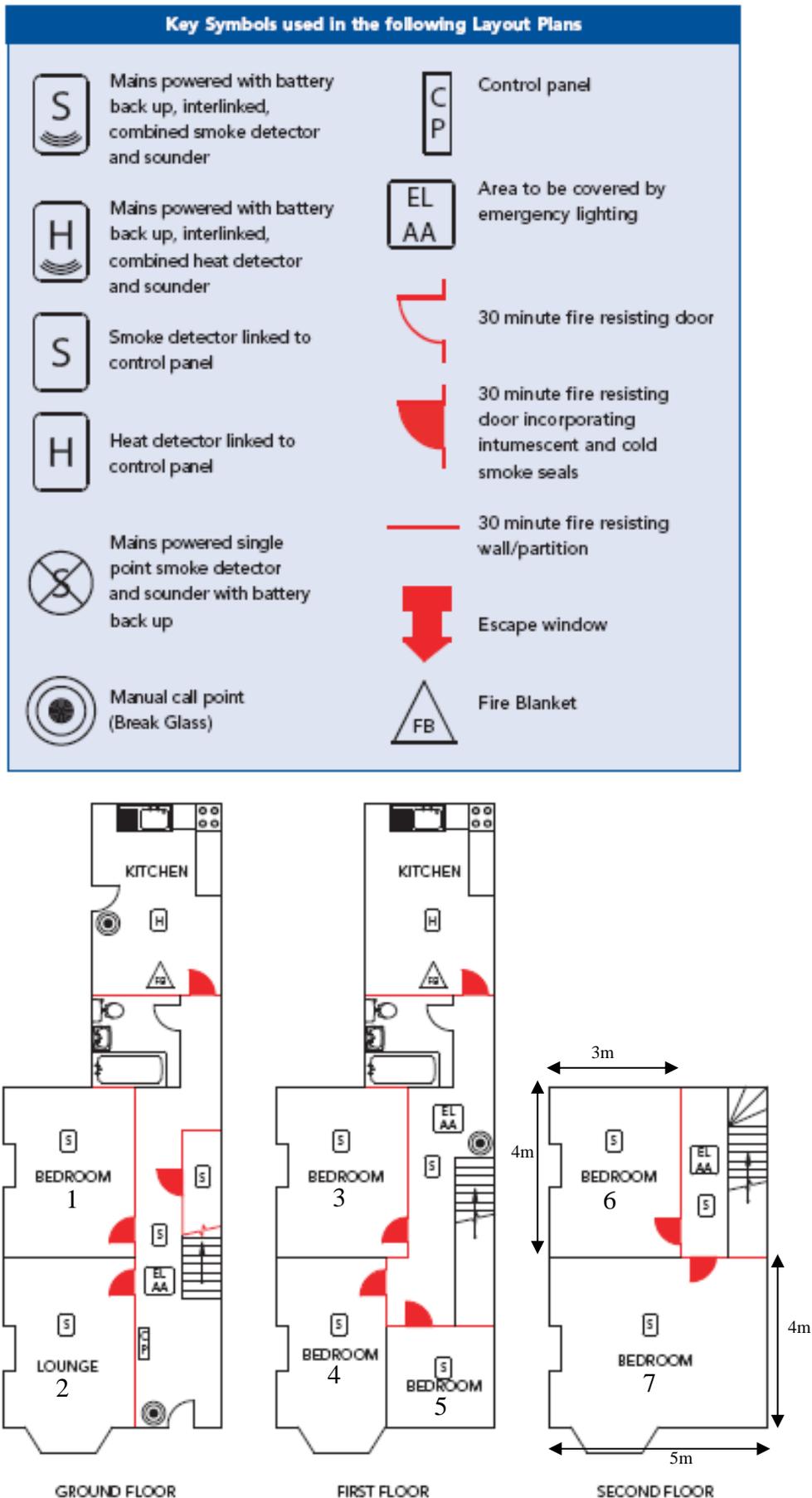
Designation

\_\_\_\_\_  
Licence  
Holder

**Please Note that Section 238 Housing Act 2004, makes it an offence to supply false information.**

## 8. Appendix 2

### Example of a suitable Plan showing Fire Detection Systems and Emergency Lighting



## 9. Appendix 3

### FIRE SAFETY IN HOUSES IN MULTIPLE OCCUPATION

FIRE RISK ASSESSMENT form

\_\_\_\_\_

To ensure the adequacy of existing fire precautions within a house in multiple occupation, a risk assessment should be carried out by or on behalf of the licensee/prospective licensee to establish both the risk of fire occurring and the risk to people in the event of fire. This checklist, or similar, may be used and is required to be submitted to South Tyneside Council before a licence can be issued. A copy should be retained by the landlord and the building checked on a regular basis using the checklist.

The answer to all the questions should be YES or NOT APPLICABLE (N/A). If the answer to any question is NO, steps should be taken immediately to rectify the deficiencies or review the fire risk assessment.

	<b>General</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Comments</b>
1.	Have flammable and combustible materials been identified and minimised where possible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Is the system of controlling the amount of flammable substances and combustible materials operating effectively?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Are all flammable substances and combustible materials stored safely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Are heating appliances fixed in position at a safe distance from any combustible materials and suitably guarded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Are all items of electrical equipment fitted with fuses of the correct rating?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Have fire prevention measures been brought to the attention of residents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Are lengths of flexible cable and multi-point adapters kept to a minimum and in good repair ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Are cables run only where damage is unlikely and not under floor coverings or through doorways?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.	Is the furniture upholstery made of fire resistant material?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Are the premises free of accumulation of rubbish, waste paper or other materials which could catch fire or be set alight?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Are there suitable facilities for the disposal of smoking materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	Have measures been taken to reduce the risk of arson?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	Are there suitable management procedures in place to ensure fire safety standards are maintained in the event of outside contractors working on the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	.Is there vehicular access to the premises for fire service vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



	<b>Means of Escape</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Comments</b>
15	Are there sufficient exits for the number of people present?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	Do exits lead to a place of safety?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17	Are all gangways and escape routes free from obstruction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18	Are all internal fire doors clearly labelled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19	Can all fire safety signs and fire exit notices be clearly seen?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20	Are all doors except Bathroom and WC at least ½ hour fire resistant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21	Are all these doors fitted with three 100mm butt hinges?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22	Do all these doors have intumescent strips and cold smoke seal strips fitted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23	Do all these doors have self-closing mechanisms fitted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24	Are self-closing devices on fire doors in working order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25	Are these doors in good physical condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26	Are exits clearly indicated where necessary and all escape routes adequately lit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27	Where appropriate, do doors used for means of escape open in the direction of travel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28	Are there suitable procedures in place for the evacuation of disabled persons?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29	Are all doors used for means of escape purposes available for use and can doors be easily and immediately opened without the use of a key?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30	Are the walls and ceilings of escape routes constructed or covered with a material that gives at least ½ hour of fire resistance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31	Are the floor surfaces on escape routes free from tripping and slipping hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32	Are all vents and service ducts etc. suitably protected, where appropriate, to prevent the spread of fire, heat or smoke?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Fire Instructions/Emergency Plans</b>				
33	Are fire instructions clearly displayed through the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34	Have you recorded the findings of the fire risk assessment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35	Have steps been taken to plan what actions everyone should take if a fire starts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
36	Have these steps been brought to the attention of all residents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
37	Has a procedure been established to review the fire risk assessment periodically?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<b>Fire Fighting</b>				
38	Is there sufficient fire fighting equipment of the correct type?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
39	Are portable fire extinguishers, fire blankets, etc, suitably located and available for use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
40	Have the portable fire extinguishers been serviced within the last year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
41	Are the extinguishers on wall brackets and signed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
42	Is the fire alarm system in working order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
43	Is the fire alarm tested weekly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
44	Can the alarm be raised without anyone being placed at risk from fire?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
45	Are the fire alarm call points unobstructed and clearly visible or suitably indicated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
46	Is the automatic fire detection system in working order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Lighting</b>				
47	Is the emergency escape lighting in working order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
48	Is the emergency lighting system tested weekly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_