

# Guidance for landlords carrying out works

This booklet contains important information about works that are required as a condition of the enclosed HMO licence.

You must read the schedule of work which forms part of the licence carefully, paying attention to the time periods within which the work must be completed.





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## PART 1 - Additional information

### Electrical safety

#### Electrical installation condition reports

The new **Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020** came into force on 1 June 2020. This makes it a legal requirement for private landlords to have electrical installations inspected every five years, fix any serious problems and give tenants and the Council a copy of the report. It should cover all circuits in the premises (i.e. 100% of the installation).

Councils can issue large fines to landlords who do not comply.

Code C1 and C2 will require remedial work as soon as possible. If an inspector identifies further investigative work is required (code F1) then the landlord should also ensure this is carried out. The C3 code recommends improvement, and whilst this is not required, it will improve the safety of the installation.

The regulations apply to all new tenancies after 1 July 2020. ALL existing tenancies will be covered by the regulations from 1 April 2021.

We always ask for a copy of the certificate when landlords apply for a licence.

#### Other electrical reports

Electrical installation and commissioning certificates (EIC) will indicate if the work that has been carried out is:

**New** - where the installation has been installed as new or if a **complete** rewire has been carried out.

**Addition** - where an existing installation has been modified by adding one or more new circuits.

**Alteration** - applies where one or more existing circuits have been modified or extended (for example to add a socket), or items such as a consumer unit (fusebox) and switching equipment have been replaced.

An EIC will be acceptable instead of an EICR only in the first case - where the installation has been installed as new or if a complete rewire has been carried out. As with the EICR it must have been carried out in the last 5 years.

Electricians may also issue Minor Electrical Installation Works Certificates (MEIWCs) for additions and alterations.

The EICR or EIC certificates are to have been issued by a competent electrician, registered with a nationally recognised third party body such as Electrical Contractors Association (E.C.A.), National Association for Professional Inspectors and Testers (**N.A.P.I.T.**), or National Inspection Council Electrical Installation Contracting (**N.I.C.E.I.C.**). Competent electricians can be found online e.g. **Electrical Safety First** and the **ECP** are good places to start.

#### Number of electrical sockets

The HMO standards require each bedroom to have four double sockets. The nature of HMO accommodation is that tenants will change over time and each tenant will have their own needs for access to power sockets and of how to arrange the furniture in the bedroom. Four double sockets allows tenants greater flexibility to move furniture around whilst still accessing the suitably located power sockets and not having to use / rely on extension leads. Whilst not a requirement of the HMO standards it is recommended that any additional sockets fitted to bedrooms have integrated USB charging ports to enable appliances to be directly plugged in without the need for charger plugs.

It is important to reduce the need for tenants to use adaptors and extension leads which contribute to an increased fire risk, over heating of cables, and risk of tripping.

Extension leads can create tripping hazards and overload sockets, leading to overheating and fires. Plug block adaptor are hazardous as the weight of the plugs and leads attached to it can put strain on the pins, causing it to pull out of the socket, creating a poor connection, overheating and fires. This is worsened by the fact these adaptors tend to be used in kitchens for multiple power-hungry items such as the kettle, toaster and microwave.

In a kitchen there should be five double sockets, with three at work top level. These should be appropriately located above usable worktop areas and positioned at least 300mm horizontally distant from sinks, drainers or hobs.

The number of sockets required by the Council is generally less than that recommended by professional organisations such as the ECA and IEE.

The HMO licence allows a very reasonable time of one year to install additional sockets (except where there is a serious lack of provision) so the work can generally be carried out between tenancies.

Ideally all electrical appliances should be plugged directly into wall sockets. Where tenants are found using plug adaptors, extension leads, or overloading sockets, you should educate tenants on the dangers and work with them to find alternatives:

- Unplug devices not in use
- Relocate appliances to avoid the need for adaptors and extension leads – especially high-power items. Heaters should be hard-wired.
- Provide more suitably located sockets

During routine landlord inspections, look out for scorching, damaged wiring/equipment and signs of overloading. If extension leads are absolutely necessary, replace with fused multipoint extension leads and ensure they are suitably rated for the load. Position so as not to cause a tripping hazard.

Electrical Safety First has good advice on [preventing electrical fires](#) and a [socket overload](#) calculator.

## Gas safety

The Gas Safety (Installation and Use) Regulations 1998 outline the duties of landlords to ensure gas appliances, fittings and chimneys/flues provided for tenants are safe.

Gas Safe provide [information for landlords](#) which include:

If you let a property equipped with gas appliances, you have three main responsibilities under UK law:

1. **Maintenance:** It is recommended gas appliances are serviced annually unless advised otherwise by a Gas Safe registered engineer. Any gas appliances owned by tenants are not the landlord's responsibility, however the connecting pipework and flue (if not solely connected to the tenant's appliance) remains the responsibility of the landlord to maintain.

2. **Gas safety checks:** gas appliances and flues must be safety checked annually by a qualified Gas Safe registered engineer. New regulations introduced in April 2018 allow a landlord to arrange for a gas safety check to be carried out any time from 10-12 calendar months after the previous check whilst still preserving the original check expiry date.

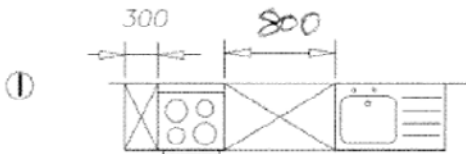
3. **Record:** a record of the annual gas safety check should be provided to your existing tenants within 28 days of completion, or to new tenants upon the start of their tenancy. You'll need to keep copies of the record for at least 2 years.

**Additional information:** It's a good idea to ensure that your tenants know where/how to turn the gas off and what to do in the event of a gas emergency. Last, but certainly not least, make sure anyone carrying out gas work on your property is Gas Safe registered and qualified to work on the type of gas and appliances provided – this is not only the law, but the most important step to ensuring the safety of your tenants.

# KITCHEN LAYOUTS

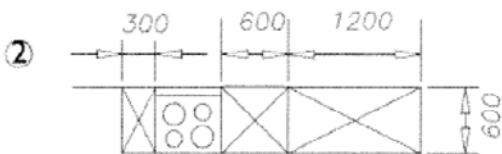
## Good Practice

A satisfactory kitchen must be safe, convenient and must allow good hygiene practices. It must be possible to stand directly in front of the cooker and sink and to place utensils down on both sides of each. Worktops must be secure, level and impervious and must be of adequate size. Adjacent walls require splashbacks and power-points must be suitably located.



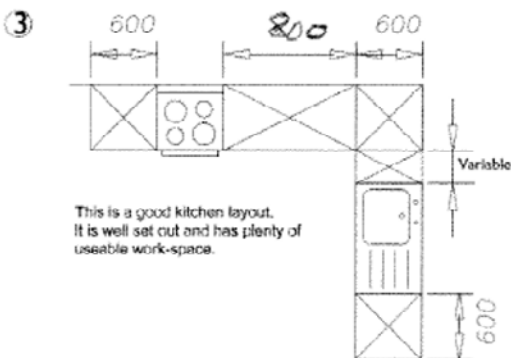
This is the minimum provision for a kitchen. It incorporates worktop on both sides of the cooker and working space both sides of the sink-bowl.

Note: The 300mm worktop is a minimum and should be made wider where possible.



Alternative minimum layout:

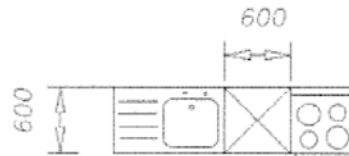
This arrangement provides more work space but could be further improved by giving more room in front of the sink (see below)



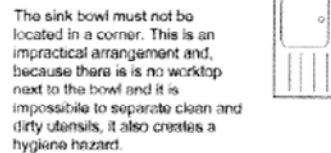
This is a good kitchen layout. It is well set out and has plenty of useable work-space.

## Unacceptable

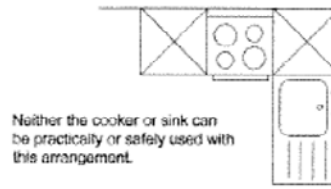
Cookers cannot be safely used if they are located in corners, do not have adequate worktop on both sides or are too close to sinks. Sinks require space to put dirty utensils on one side and clean on the other.



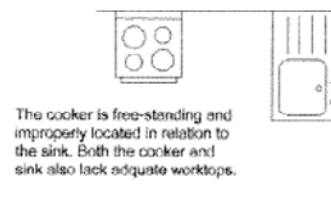
Cooker may not be located in a corner. This arrangement is impractical and unsafe.



The sink bowl must not be located in a corner. This is an impractical arrangement and, because there is no worktop next to the bowl and it is impossible to separate clean and dirty utensils, it also creates a hygiene hazard.



Neither the cooker or sink can be practically or safely used with this arrangement.



The cooker is free-standing and improperly located in relation to the sink. Both the cooker and sink also lack adequate worktops.

This arrangement is impractical and unsafe. Adding worktops will still not give a practical and safe kitchen.

## Kitchen design

Each kitchen must be large enough and designed to allow for the safe and hygienic use of all necessary facilities. Galley style kitchens should have a minimum of 1.1m width passage between units or units and a wall to allow safe movement of occupants.

Cookers should be located remote from doorways and there should be enough floor space for items to be safely retrieved from the oven. It must be possible to stand directly in front of the cooker and sink and to place utensils down on both sides of each. Sinks, worktops and immediately adjacent walls and floors should be non-porous and smooth to facilitate cleaning. Where two sets of facilities are provided in one kitchen, the layout should allow both sets to be used safely at the same time. See diagrams below showing examples of good practice and unacceptable kitchen layouts.

## Recycling and rubbish

- Recycling and rubbish must be securely contained in suitable containers within the property boundary in a dedicated and appropriate storage area
- Recycling and rubbish must be put out for collection within 1 meter of the property boundary, or on the pavement if containers are obstructed by steps
- Recycling and food waste containers must be provided for all residents in the property
- The collection crews will not collect contaminated recycling (non-recyclable materials in the recycling containers)
- Provide adequate recycling, food waste, recycling storage (internal and external) for the number of units in the property (**technical guidance** to refuse storage can be found on Camden's recycling and rubbish webpages)
- Failure to comply with the above may result in notices/ fixed penalties being issued under the Environmental Protection Act 1990

- Inability to manage waste has significant consequences for residents and collection teams. Recycling and rubbish collection information must be made available and regularly communicated to all new tenants. Find out your collection day by visiting [www.camden.gov.uk/recycling-and-rubbish](http://www.camden.gov.uk/recycling-and-rubbish)

## Building control

You should check if you need building control approval before carrying out building works. For building regulation purposes, 'building works' means the erection or extension of a building, an alterations to a building, a material change of use of all or part of a building, the provision. Extension or alteration of a controlled service or fitting. For HMO licensing purposes, the works that will commonly need building control approval include:

- installing a fire alarm system or fire door sets (both door and frame)
- replacing fuse boxes and connected electrics\*
- installing a kitchen or bathroom that will involve plumbing\*
- changing electrics near a bath or shower
- replacing windows and doors\*
- replacing roof coverings on pitched and flat roofs\*
- installation of a combustion appliance such as gas, oil or solid fuel\*
- installing or replace a heating or hot water system\*
- adding extra radiators to a heating system\*

Works not listed here may still need approval, so please email [building.control@camden.gov.uk](mailto:building.control@camden.gov.uk) for further advice or visit [www.planningportal.co.uk](http://www.planningportal.co.uk)

\* Some works, can be carried out by an installer registered with a competent person scheme (a 'registered competent person') who can self-certify compliance with the Building Regulations.

If an installer is not registered, then certain riskier jobs (identified as 'notifiable' in the Building Regulations) will need to be inspected, approved and certificated by:

- A building control body (your local authority or a private approved inspector), or
- In England only, an electrician registered with a third-party certification scheme (a 'registered third-party certifier').

The building control body or registered third-party certifier must be notified before work starts.

The Local Government Association (LGA) have issued a useful [guide](#) to the building regulations and building control.

## Planning permission

The requirements contained in the HMO licence are without prejudice to any action that the Council may take pursuant to the Town and Country Planning Acts and do not imply acceptance by the Council of the present or future use of the property. Any necessary planning permissions must be obtained before works commence.

If you want to make changes to your home you may need to get planning permission first, otherwise planning enforcement may take action against you. For further advice visit [www.planningportal.co.uk](http://www.planningportal.co.uk)

## Conservation areas and listed buildings

If the property is in a conservation area, or is on the Government's list of buildings of special architectural or historic interest ('listed' buildings), or is on Camden's local list special considerations may apply as regards the way works are carried out and whether planning or listed building consent is required. You should consult the following link to see if your property is in affected [www.camden.gov.uk/conservation-and-listed-buildings](http://www.camden.gov.uk/conservation-and-listed-buildings) or email [planning@camden.gov.uk](mailto:planning@camden.gov.uk).

## Camden council leaseholders

You should check the latest information relating to Camden leaseholder services at [www.camden.gov.uk/leaseholders](http://www.camden.gov.uk/leaseholders).

### Carrying out works

If you are a leaseholder of a flat or house where Camden is the freeholder, and you are required to carry out works under the HMO licence, then you must obtain a licence for alterations from leaseholder services before carrying out works which would alter the internal layout of the property, such as removing or erecting internal walls, blocking-up or creating new doorways, accessing areas not within your demise (i.e. loft space) etc. You should email your proposals to: [leaseholderservices@camden.gov.uk](mailto:leaseholderservices@camden.gov.uk).

Note: You should also consider whether you need building control approval and planning permission (see above). Plans should also be submitted to the private sector housing team for approval before carrying out works.

### Change of use or layout

Proposals to change the use of a room i.e. from living room to a bedroom, alterations to kitchen and bathroom facilities/services, electrical/plumbing works, any works to windows or any other alteration which does not change the layout of the flat will **written consent** from the local neighbourhood housing team. Either email [housingcustomerservices@camden.gov.uk](mailto:housingcustomerservices@camden.gov.uk) or find your neighbourhood housing officer at [rcforms01.camden.gov.uk/nho-lookup](mailto:rcforms01.camden.gov.uk/nho-lookup).

### Works to 'common parts'

If it is suggested that works/repairs to 'common parts' or structure are required (i.e. areas which fall under the control of the Council, such as repair or replacement of windows, penetrating or rising damp, leaking roofs, district heating systems etc.) you should contact the Camden repairs service through the website, [www.camden.gov.uk/housing-repairs](http://www.camden.gov.uk/housing-repairs) or by telephoning 020 7974 4444 (option 3 followed by option 1 and select your local repairs district).

## Sub-letting

In all cases where a Council leasehold flat or house is sub-let, the leaseholder and their sub-tenant are required to enter into a deed of covenant, as set out under the terms of their lease (this is not the same as an HMO licence). Leaseholders can register details of the sub-let online via the Camden Account at [www.camden.gov.uk/camdenaccount](http://www.camden.gov.uk/camdenaccount) or by writing to leaseholder services at Leaseholder Services, 3rd floor, 5 Pancras Square, c/o Town Hall, Judd Street, London, WC1H 9JE. The fee for the registration of your sub-let property is £25 if applying online or £52 by post. More information on subletting can be found via the following link [www.camden.gov.uk/subletting](http://www.camden.gov.uk/subletting).

## Landlord accreditation schemes

Accreditation schemes are voluntary schemes where landlords agree to meet certain standards and undergo a set amount of training. They are aimed at ensuring landlords provide a good service and higher quality housing.

Most London local authorities are signed up to the London landlord Accreditation Scheme (see below) although there are other schemes available regionally and nationally.



### London Landlord Accreditation Scheme (LLAS)

LLAS provides landlords and agents with the necessary skills to run successful businesses.

How do I become accredited?

- You need to be a fit and proper person.
- Agree to follow the LLAS Code of Conduct, which requires you to comply with the law and
- You need to attend and successfully complete a one-day training course.

Call: 020 7974 2834

Email: [LLAS@camden.gov.uk](mailto:LLAS@camden.gov.uk)

Web: [www.atlas.org.uk](http://www.atlas.org.uk) or [www.londonlandlords.org.uk](http://www.londonlandlords.org.uk)

## **PART 2 – Technical information**

### **Notes in relation to works required on the licence**

**These notes are intended to be a guide to assist owners and builders who are required to carry out works as a result of the above licence conditions. Failure to follow this guidance could mean that enforcement action could be taken against the person responsible for failure to follow statutory requirements.**

#### **Directions/Conventions (Right/Left)**

References to the right hand or left of the premises are to be taken to indicate those sides of the premises

In houses - as viewed from the opposite side of the street when facing the building.

In flats - as viewed from the flat entrance door

#### **Alternative Works**

Such alternative works may be carried out, in agreement, with the private sector housing team, so as to ensure satisfactory compliance with the requirements of the above work schedules.

#### **The Party Wall Act Agreement**

Where work may affect the structural stability of a Party Wall a Party Wall Notice should be served to the adjoining property owner describing work that is proposed, and the method of carrying out such work with an approved drawing.

A written response should be received within 14 days from date of receipt, either in agreement and signed, or objecting to the works. If no agreement is reached an impartial independent surveyor or engineer can be engaged to represent both parties if they agree, or, each party engage their own

surveyor, in which case the two surveyors must engage a third surveyor to act as arbiter in case of a dispute.

#### **Hours of work**

Where any noise may be heard outside the site boundary, the contractor must restrict the work hours from 8:00am to 6:00pm Monday to Friday and 8:00am to 1:00pm Saturday. No work is to be carried out on Sundays or Bank Holidays.

#### **Decoration and making good**

All new external woodwork is to be knotted, stopped, primed and painted with two undercoats and one topcoat. All new internal woodwork is to be knotted, stopped and primed. Apply rust inhibitor and one coat metallic paint to all new external metalwork.

When carrying out the works ensure all surfaces disturbed or damaged are made good and left to match existing

#### **Asbestos**

Only a specialist contractor, licensed by the Health and Safety Executive, may carry out works involving the removal or repairing of an asbestos material. The licensed contractor will make the necessary arrangements for ensuring the health and safety of the public, residents or other contractors during the course of the works and will be responsible for the safe disposal of all asbestos contaminated waste at an approved site.

#### **Health and Safety**

Whilst works are in progress due care and attention is to be paid towards the provisions of the Health and Safety at Work Act etc.1974 and the Control of Pollution Act 1974.

All works are to be carried out in accordance with the provisions of the Health and Safety at Work etc. Act 1974 and all regulations and orders made there under.



### **Scaffolding**

Where necessary, provide and erect prefabricated metal scaffolding of good design and construction and properly secured to ensure a safe and secure working environment to comply with relevant British Standards and HSE guidance including boarding out, toe boards, hand rails, ladders and ties. On completion of the required building works dismantle in a safe manner and remove from site.

### **Underpinning**

When underpinning works are necessary it is in your interest to employ the services of a specialist contractor experienced in works of this nature.

Underpinning/foundation reinforcement may generally be carried out using any patented or proprietary method provided the Council's Building Control Officer is consulted prior to the commencement of works and that any recommendations made are incorporated into the scheme of works

### **Site Conditions/Cleanliness**

While building works are in progress the common hallways, landing, corridors, stairways and other areas are to be kept free from accumulations of rubbish, debris and materials, etc. An adequate supply of electricity, gas and water must also be maintained throughout the building.

After works are completed to the satisfaction of the Local Authority, the site is to be cleared of all builders refuse, materials etc. and left in a clean and tidy condition.

### **Mixing Mortar**

Mixing mortar is not normally to be carried out on the road or footway. If it is impossible to take a mixer through the house the road surface must be fully protected by tarpaulin or similar. Any wash from mixer or equipment must be prevented from entering the surface water drainage system.

### **Workmanship/British Standards/Codes of Practice**

All the foregoing work shall be carried out in a proper workmanlike manner to the satisfaction of the Local Authority. All works are to be carried out in accordance with the appropriate British Standard and Codes of Practice, whether or not the British Standard or Code has been specified. Where none applies, all materials shall be used and fixed according to the manufacturer's instructions. Undertake all works with skill and care in order to produce work fit for its intended use and of good quality. All materials are to be of good quality and conform to relevant British Standards.

### **Tenants**

Insofar as tenants may remain in occupation during works, every effort is to be made to cause minimum inconvenience to them. In particular all washing and sanitary facilities and all supplies of gas and water are to be maintained in proper working condition. As necessary, adequate temporary facilities must be provided during works.

Where the works are major and require the tenants to be rehoused during the works, this is to be arranged by the landlord. Proper advanced notification of the works is to be given to all tenants. Help is to be given for moving furniture and effects, providing alternative services and suitable temporary housing. On completion of the work the tenant must be moved back into the property and allowed to occupy the same area under the same tenancy conditions as they enjoyed prior to the works being carried out

### **Temporary WC**

Where a water-closet is either inaccessible or not usable during works, a temporary pan, suitably connected to the drainage system (or as appropriate) shall be provided for the occupant's use.

## Internal Layout and Design

When works involve the installation, repositioning or redesign of bathrooms, kitchens or sanitary facilities, the advice contained in the Building Research Establishment's - **BRE Housing Design Handbook: Energy and Internal Layout** must be followed.

## Notes in relation to fire safety works required on the licence

### Guidance notes and definitions of standard terms

These notes are intended to be a guide to assist owners and builders who are required to carry out fire safety works as a result of the licence conditions.

Failure to follow this guidance could mean that the council will require further work to be carried out. Therefore, if there are any doubts in connection with the council's requirements you are advised to refer to the current British Standard and/or contact the Private Sector Housing Team.

Useful advice and specialised tradespeople can be found in part 3 of this guidance.

### Asbestos

All materials used as fire-proofing are to be asbestos-free material because of the dangers of working with asbestos based materials.

### Fire resisting

"Fire resisting" means that the construction is capable of resisting the action of fire and smoke for not less than 30 minutes or exceptionally 60 minutes, under prescribed test conditions, and in accordance with the current British Standards.

60 minutes imperforate protection will be needed between commercial and residential parts of a building.

## Door assemblies

Door assemblies refer to the complete door, matching frame and door hardware (and intumescent strips and smoke seals where appropriate).

**The government have issued guidance in relation to fire doors which can be found on the Council's HMO webpages and [here](#).**

Fire resisting door assemblies are those that normally provide fire resistance for 30 minutes (60 minutes in exceptional circumstances).

The following door assemblies will provide the appropriate standard:

- New purpose built door assembly that has been tested or assessed to BS 476 : Parts 22 (1987) & 31.1 (1983)
- Provided the existing frame is in good condition, square and the architraves covering the frame wall junction are removed and any voids filled with plaster, intumescent material, or other suitable material before replacing the architraves, it may be possible to provide the necessary fire resistance by:
  - o Replacing the door with a new door that has been tested or assessed to BS 476 : Parts 22 & 31.1 and is fitted in accordance with the manufacturer's test or assessment report
  - o Retaining the existing door provided it has been built to an earlier standard but it must then be upgraded by fitting intumescent strips and smoke seals centrally in the sides and top of the door or frame.

### Listed buildings

Where the existing doors do not conform to the fire resisting criteria, it is the policy of this authority that new fire resisting door assemblies tested to BS 476 Parts 22 & 31.1 are installed. These incorporate the latest technology and will perform consistently in a fire. OR

In exceptional cases, if the existing doors must be retained for reasons of architectural or historical interest and proof of the requirement is obtained from the appropriate authority [The Head of Development Management (Planning) or English Heritage] the doors may be upgraded to meet the

fire resisting criteria required but **each door and frame** will require an individual assessment of its suitability for upgrading and each door must be upgraded strictly in accordance with the requirements issued by the TRADA (Timber Research and Development Association) **and approved in advance** by the Private Sector Housing Team.

### **Door frame to wall junction**

An important area, which is frequently overlooked, is the sealing of the frame to the surrounding structure. Architraves should be removed to check that no voids occur between the frame and surrounding structure. Voids should be filled with plaster, intumescent material or other suitable material before replacing the architraves.

### **Door rebates and stops**

With the current design of fire doors incorporating heat activated intumescent door leaf/frame edge seals the doorstop is only required to prevent the door swinging beyond the design angle of the hinge and therefore the dimension of the stop is irrelevant.

### **Door intumescent strips and smoke seals**

#### **30 minute fire resisting door assembly (FD30)**

- No part of the hinge should extend across the door thickness to a position closer than 12mm from the non-pivoting face. The single 10mm wide intumescent strip may be interrupted by the ironmongery.

#### **60 minute fire resisting door assembly (FD60)**

- No part of the hinge should extend across the door thickness to a position closer than 18mm from the non-pivoting face. A single 20mm or two 10mm wide intumescent strips may be used. At least 10mm of the strip must remain interrupted by the ironmongery.

### **Door and door frame gap**

The gap between the edges of a fire resisting door and frame shall be not less than 2mm and not more than 4mm. (Less than 2mm and the door

fitted with smoke seals fitted will not close properly, more than 4mm and the smoke seals will not prevent smoke escaping through the gap).

### **Door threshold gap and sealing**

The gap at the bottom of the door should not be more than 10mm and no smoke or intumescent seals are required.

### **Door self-closing devices**

All doors must effectively self-close through the use of an approved self-closing device. The device must ensure that the door closes from any angle and is held firmly in a closed position with or without a latch device. Rising butt hinges are not acceptable and it is strongly recommended that hydraulically controlled self-closing devices are used.

### **Door hinges**

The fire doors must be hung on three 100mm long hinges which should be CE marked, fire rated to BS EN 1935:2002 and non-combustible having a melting point not less than 800°C.

### **Door furniture & ironmongery**

All ironmongery and furniture (handles, locks, spy hole, numbers, letter boxes etc.) fitted to fire resisting door assemblies shall conform to the relevant British Standards. Where mortice locks are fitted they must be operable from the inside without the use of a key. This would normally take the form of a 'snib' or thumb turn type mechanism.

### **Other doors providing lower fire resistance**

In certain circumstances, doors which are of "sound, traditional construction" are required. These are allowed in smaller lower risk houses in multiple occupation (HMOs). In these cases the doors should be of a solid construction (not hollow, bi-folding or stable type/split opening doors), with no damage/cracks/gaps and tight fitting to the frame.

### **Partitions, screens, spandrels and lobbies**

New 30 minute stud partitions shall be constructed of a minimum of 75mm by 50mm timber studding faced on both sides with **12.5mm** plasterboard, or fire protective boarding of appropriate thickness. All joints are to be filled solidly with non-combustible materials. If additional fire resistance is required, or 75mm by 50mm stud partitions can't be fitted, further advice can be obtained from the Private Sector Housing Team.

### **Glazing**

Fire resistant glazing (BS EN 12150/ BS EN 14449) is probably more dependent on good installation practice for its performance than almost any other construction product. Advice should normally be sought from the Private Sector Housing Team before any glazing, intended to be fire resisting, is installed.

The fire resisting glass used will determine the specification for the framing materials and advice should be sought from the manufacturer or from the installer who is a member of a reputable trade association such as the Glass and Glazing Federation (GGF) fire resistant glazing group. As a guide the following framing details will normally provide a satisfactory 30 minute fire resisting frame;

- 75mm x 63mm timber soft or hardwood studwork.
- Hardwood beads about 20mm and not less than 15mm high preferably chamfered away from the glass.
- Steel pins, not less than 31mm long at an angle of nominally 45° to the face of the glass

Glass used in critical locations (identified in the Building Regulations) must also be safety glass tested to BS 6206:1981 / BS EN 12600:2002.

### **Staircase lighting**

Adequate conventional lighting must be provided throughout the entire escape route (i.e. staircase and landings). The lighting should be wired so that the use of any one switch/push button along the route will illuminate

the whole route. If a push button system is installed it must be designed so that the staircase will be illuminated for a minimum of 4 minutes.

### **Emergency lighting and automatic fire detection & alarm systems**

Prior to the commencement of any works it is recommended that the Private Sector Housing Service is consulted prior to the commencement of works to ensure compliance with the legislation and appropriate British Standard.

- Fire detection and alarm systems must be installed in accordance with BS 5839-6:2019 (except in hostel type accommodation where BS 5839-1:2017 applies)
- Escape lighting must be installed in accordance with BS 5266-1:2016.

### **Completion of works**

On completion of the installation of the automatic fire detection system and/or emergency lighting system or if there is a major alteration to the existing installation, a commissioning certificate must be supplied to the user of the system and to the Private Sector Housing Team.

Record drawings and operating instructions

The record drawings and operating instructions of the automatic fire detection system and/or emergency lighting system must be supplied on completion of the installation(s).

### **Log book**

A logbook for the automatic fire detection system which is used to record the following information must be supplied to the owner and kept on the premises so that it is available for inspection:

- The name of the responsible person.
- Date and time of all alarms, whether genuine, practice, test or false (unwanted) together with their causes where known. If the alarms have been caused by the operation of a detector or a manual call point, then

the location of the device should be recorded if known.

- Date of any completion certificate including any certificate relating to alterations.
- Date of each periodic inspection and test certificate.
- Date and brief details of each service, inspection or test carried out.
- Date and brief details of any defects and remedial action taken.
- Date and brief details of any alterations to the emergency lighting installation.
- Date and time of all periods of disconnection or disablement of the alarm system.

### **Prevention of false (unwanted) alarms**

Many false (unwanted) alarms are caused by operations in the vicinity of detectors, carried out either negligently or in ignorance. The responsible person should ensure that staff and visiting contractors are aware that the building is fitted with an automatic fire detection system.

Permanent notices should be displayed at the entrance to all areas in which detectors are sited.

Where temporary work involving the generation of dust, smoke, etc. is to be carried out in an area protected by smoke detectors, suitable precautions should be taken to prevent false alarms or damage to the detectors by contamination. The responsible person shall ensure that when the work is completed any temporary screening, covering and residual dust is removed. Any substituted smoke detectors should be replaced and the system properly reinstated. After reinstatement, a competent person shall make an operational check of the system.

Repeated false (unwanted) alarms may indicate that an inappropriate type of detector has been used or a detector has been badly located and advice should be sought from the installer of the system or other competent person. Any changes to the detector head should be recorded on the drawings and the log book.

### **Fire risk assessment**

The Regulatory Reform (Fire Safety) Order 2005 places a responsibility on a the person having control of the premises (the 'responsible person') to take such general fire precautions as will ensure, as far as reasonably practicable, the safety of all persons living in or visiting the property, or those living nearby, who might be affected by a fire. This applies to the common parts of buildings containing flats and maisonettes and the common parts of other HMOs (but not shared flats/houses).

In order to comply with the duties imposed, the responsible person must carry out a fire risk assessment to identify what fire hazards exist at the premises and what measures have been taken, or will be taken, to minimise the risk.

Further information is available [here](#).

## PART 3 - Trade organisations, associations etc.

### Asbestos removal

Asbestos Removal Contractors Association  
Web: [www.arca.org.uk](http://www.arca.org.uk)

Asbestos Testing and Consultancy Association  
Web: [www.atac.org.uk](http://www.atac.org.uk)

United Kingdom Asbestos Training Association  
Web: [www.ukata.org.uk](http://www.ukata.org.uk)

### Architects and surveying

Architects Registration Board  
Phone. 020 7580 5861  
Web: [www.arb.org.uk](http://www.arb.org.uk)

Royal Institute of British Architects (RIBA)  
Web: [www.architecture.com](http://www.architecture.com)

Association of Consultant Architects  
Web: [www.acarchitects.co.uk](http://www.acarchitects.co.uk)

### Building works

Chartered Association of Building Engineers (CABE)  
Web: [www.cbuide.com](http://www.cbuide.com)

The Institute of Structural Engineers  
Web: [www.istructe.org](http://www.istructe.org)  
Royal Institute of Chartered Surveyors (RICS)  
Web: [www.rics.org/uk](http://www.rics.org/uk)

Building Research Establishment (BRE)  
Web: [www.bregroup.com](http://www.bregroup.com)

Chartered Institute of Building  
Web: [www.ciob.org](http://www.ciob.org)

Builders' Merchants Federation  
Web: [www.bmf.org.uk](http://www.bmf.org.uk)

Federation of Master Builders  
Web: [www.fmb.org.uk](http://www.fmb.org.uk)

Chartered Institute of Building Services Engineers  
Web: [www.cibse.org](http://www.cibse.org)

National Federation of Builders  
Web: [www.builders.org.uk](http://www.builders.org.uk)

Guild of Builders and Contractors  
Web: [buildersguild.co.uk](http://buildersguild.co.uk)

### Damp proofing

Property Care Association  
Web: [www.property-care.org](http://www.property-care.org)

### Electrical works

Electrical Contractors' Association (ECA)  
Web: [www.eca.co.uk](http://www.eca.co.uk)

National Inspection Council for Electrical Installation Contracting (NICEIC)  
Web: [www.niceic.com](http://www.niceic.com)

IET Electrical  
Web: [www.electrical.theiet.org](http://www.electrical.theiet.org)

ELECSA  
Web: [www.elecsa.co.uk](http://www.elecsa.co.uk)

NAPIT  
Web: [www.napit.org.uk](http://www.napit.org.uk)

## Fire safety

London Fire Brigade (LFB)

Web: [www.london-fire.gov.uk/safety/property-management/](http://www.london-fire.gov.uk/safety/property-management/)

RedBook (BRE)

Web: [www.redbooklive.com](http://www.redbooklive.com)

Independent Fire Engineering & Distributors Association

Web: [www.ifeda.org](http://www.ifeda.org)

The British Fire Consortium

Web: [www.britishfireconsortium.org.uk](http://www.britishfireconsortium.org.uk)

Fire Protection Association

Web: [www.thefpa.co.uk](http://www.thefpa.co.uk)

Fire Industry Association

Web: [www.fia.uk.com](http://www.fia.uk.com)

ELECSA

Web: [www.elecsa.co.uk](http://www.elecsa.co.uk)

International Fire Consultants

Web: [www.ifccertification.com](http://www.ifccertification.com)

British Wood Federation – Fire Door Alliance

Web: [www.bwf.org.uk](http://www.bwf.org.uk)

## British Standards Institution (BSI)

Glass and Glazing Federation

Web: [www.ggf.org.uk](http://www.ggf.org.uk)

Intumescent Fire Seals Association

Web: [www.ifsa.org.uk](http://www.ifsa.org.uk)

Architectural and Specialist Door Manufacturers Association

Web: [www.asdma.com](http://www.asdma.com)

Association for Specialist Fire Protection

Web: [www.asfp.org.uk](http://www.asfp.org.uk)

BAFE Fire Safety Register

Web: [www.bafe.org.uk](http://www.bafe.org.uk)

Fire door inspection scheme

Web: [www.fdis.co.uk](http://www.fdis.co.uk)

Door and Hardware Federation

Web: [www.dhfonline.org.uk](http://www.dhfonline.org.uk)

The Guild of Architectural Ironmongers

Web: [www.gai.org.uk](http://www.gai.org.uk)

Institute of Fire Safety Managers

Web: [www.ifsm.org.uk](http://www.ifsm.org.uk)

Institution of Fire Engineers

Web: [www.ife.org.uk](http://www.ife.org.uk)

Security Systems and Alarms Inspection Board

Web: [www.ssaib.org](http://www.ssaib.org)

National Security Inspectorate

Web: [www.nsi.org.uk](http://www.nsi.org.uk)

## Fire testing - UKAS accredited

Loss Prevention Certification Board (LPCB – BRE)

Web: [www.bregroup.com/products/lpcb](http://www.bregroup.com/products/lpcb)

BM TRADA

Web: [www.bmtrada.com](http://www.bmtrada.com)

The Building Test Centre

Web: [www.btconline.co.uk](http://www.btconline.co.uk)

Warringtonfire Testing and Certification Ltd.

Web: [www.warringtonfire.com](http://www.warringtonfire.com)

International Fire Consultants (IFC Certification)

Web: [www.ifccertification.com](http://www.ifccertification.com)

## Fire - sprinkler systems

British Automatic Fire Sprinkler Association

Web: [www.bafsa.org.uk](http://www.bafsa.org.uk)

## Gas installers

Gas Safe Register  
Web: [www.gassaferegister.co.uk](http://www.gassaferegister.co.uk)

## Glazing

Glass and Glazing Federation  
Web: [www.ggf.org.uk](http://www.ggf.org.uk)

Double Glazing & Conservatory Ombudsman Scheme  
Web: [www.dgcos.org.uk](http://www.dgcos.org.uk)

## Heating

HETAS  
Web: [www.hetas.co.uk](http://www.hetas.co.uk)  
National Association of Chimney Sweeps  
Web: [www.nacs.org.uk](http://www.nacs.org.uk)

Lighting (including emergency lighting)

Institution of Lighting Professionals  
Web: [www.theilp.org.uk](http://www.theilp.org.uk)

Lighting Industry Association  
Web: [www.thelia.org.uk](http://www.thelia.org.uk)

## Pest control

British Pest Control Association  
Web: [www.bpca.org.uk](http://www.bpca.org.uk)

National Pest Technicians Association  
Web: [www.npta.org.uk](http://www.npta.org.uk)

## Plumbers

Association of Plumbing & Heating Contractors (TB)  
Web: [www.aphc.co.uk](http://www.aphc.co.uk)

The Chartered Institute of Plumbing and Heating Engineering  
Web: [www.ciphe.org.uk](http://www.ciphe.org.uk)

## Roofers

National Federation of Roofing Contractors  
Web: [www.nfrc.co.uk](http://www.nfrc.co.uk)

Confederation of Roofing Contractors  
Web: [www.corc.co.uk](http://www.corc.co.uk)

Institute of Roofing  
Web: [www.instituteofroofing.org](http://www.instituteofroofing.org)

## Security

Master Locksmiths Association  
Web: [www.locksmiths.co.uk](http://www.locksmiths.co.uk)

British Security Industry Board Web: <a href="http://www.bsia.co.uk">www.bsia.co.uk</a>
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Secured By Design (Especially good for new build)  
Web: [www.securedbydesign.com](http://www.securedbydesign.com)

Security Systems and Alarms Inspection Board  
Web: [www.ssaib.co.uk](http://www.ssaib.co.uk)

National Security Inspectorate (NSI)  
Web: [www.nsi.org.uk](http://www.nsi.org.uk)



## Thermal insulation

Insulated Render & Cladding Association  
Web: [www.inca-ltd.org.uk](http://www.inca-ltd.org.uk)

Thermal insulation Contractors Association  
Web: [www.tica-acad.co.uk](http://www.tica-acad.co.uk)

National Insulation Association  
Web: [www.nia-uk.org/](http://www.nia-uk.org/)

Energy Saving Trust  
Web: [www.energysavingtrust.org.uk](http://www.energysavingtrust.org.uk)

Draught Proofing Advisory Association  
Web: [www.dpaa-association.org.uk](http://www.dpaa-association.org.uk)

## Underpinning

Association of Specialist Underpinning  
Contractors  
Web: [www.asuc.org.uk](http://www.asuc.org.uk)

## Miscellaneous

For certain works self-certified tradespeople  
can be used instead of applying for Building  
Regulation approval  
**Government - competent person scheme**

## Tradesperson website

Local Heroes  
Web: [www.localheroes.com](http://www.localheroes.com)  
Commercial site

Which Trusted Traders  
Web: [www.trustedtraders.which.co.uk](http://www.trustedtraders.which.co.uk)  
Commercial directory

Checkatrade  
Web: [www.checkatrade.com](http://www.checkatrade.com)  
Commercial directory

Trustmark  
Web: [www.trustmark.org.uk](http://www.trustmark.org.uk)  
Non-profit, government endorsed

My Builder  
Web: [www.mybuilder.com](http://www.mybuilder.com)  
Commercial site

Rated people  
Web: [www.ratedpeople.com](http://www.ratedpeople.com)  
Commercial site

Buy with confidence  
Web: [www.buywithconfidence.gov.uk](http://www.buywithconfidence.gov.uk)  
Independent, run by trading standards

Fair Trades  
Web: [www.fairtrades.co.uk](http://www.fairtrades.co.uk)  
Commercial site

