

*This guidance has been issued to assist licence holders to ensure their properties are not let in a way that would result in overcrowding in order to comply with Licensing Condition 12 Hexthorpe Selective Licensing Scheme.*

It is a requirement in the Selective Licensing Area that houses are not let in a manner that makes them overcrowded. As a license holder it will be your responsibility to;

- Make enquiries with prospective tenants to establish how many are living in their household;
- ensure the property is of suitable size to accommodate the number of tenants;
- make clear to the tenant what the maximum permitted number is for the property;
- make clear to the tenant that they are not allowed to increase the occupation of the property without your permission.

To assist you in this task, Doncaster Council will assess the space and layout available in each property on receipt of your licensing application and this will be detailed on your license the maximum number of occupiers the property would be suitable for, taking into consideration the requirements of the Housing Act 1985, Housing Act 2004 and national guidance.

Maximum occupancy will be assessed based on the following principles;

1. It is not acceptable to use rooms other than bedrooms for sleeping purposes. A ground floor room, which is separated from other areas by a door, have adequate means of escape, natural daylight and do not contain any gas appliances could be considered as a bedroom.
2. It should not be necessary for 2 persons of the opposite sex to share a room for sleeping purposes, unless they are living as a couple, or under the age of 10 years.

### 3. ROOM SIZES:

The following minimum bedroom space would be expected:

- |                     |   |  |
|---------------------|---|--|
| a. 110sqft          | (10.2 m <sup>2</sup> ) and over           | = 2 units                                |
| b. 90 – 110sqft     | (8.4m <sup>2</sup> – 10.2m <sup>2</sup> ) | = 1.5 units                              |
| c. 70 – 90sqft      | (6.5m <sup>2</sup> – 8.4m <sup>2</sup> )  | = 1 unit                                 |
| d. 50 – 70sqft      | (4.5m <sup>2</sup> – 6.5m <sup>2</sup> )  | = 0.5 units                              |
| e. Less than 50sqft | (4.5 m <sup>2</sup> )                     | = Not suitable as sleeping accommodation |

For this purpose, we would count any person over the age of 10 as 1 unit and children between the age of 12 month and 10 years as 0.5 units.

4. Apart from adequate space for sleeping we would also consider the following when assessing a property for maximum occupation; lack of living area of an adequate size for the household, lack of a separate kitchen area of adequate size, lack of a separate, or an appropriately sited, or sized personal washing area, no door to the personal washing area or lock on door or glazed door and lack of separate, or an appropriately sited or sized, sanitary accommodation compartment.

To accurately assess your licensing application, you need to list on your property declaration form **every room in the property, location, size and whether it is enclosed and if there are any gas appliances present** (following the principle of paragraph 1 above for classification of bedrooms). Included in the application are examples of floor plans.

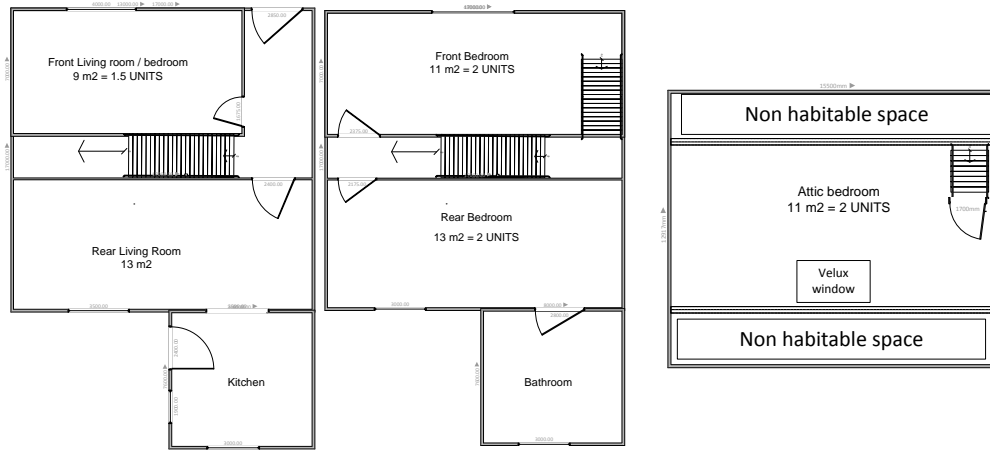
An enclosed space means a room that has four walls and is entered through a doorway, not an open plan space, or one which has a staircase or room leading off it.

If the details provided are inadequate, not detailed enough or appear excessive considering the average construction in this area a verification visit will be conducted prior to issuing a licence. As a selective licence holder you are responsible for taking all reasonable steps to prevent overcrowding and to deal with the issue should it occur and to advise the authority of the actions taken.

Overleaf are some examples to assist you. Although they represent actual properties and room sizes in Hexthorpe they are just examples and may not be representative for your property.

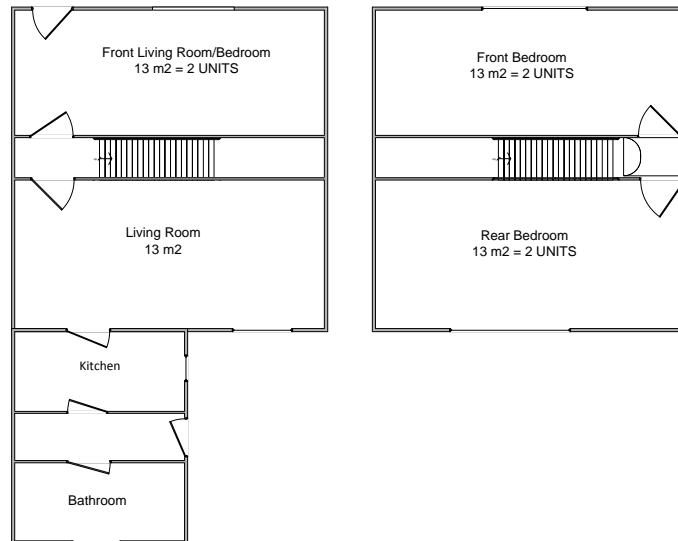
## Example 1 Maximum 7.5 Units

Floor plan of a three storey property with attic conversion and kitchen and bathroom at the rear



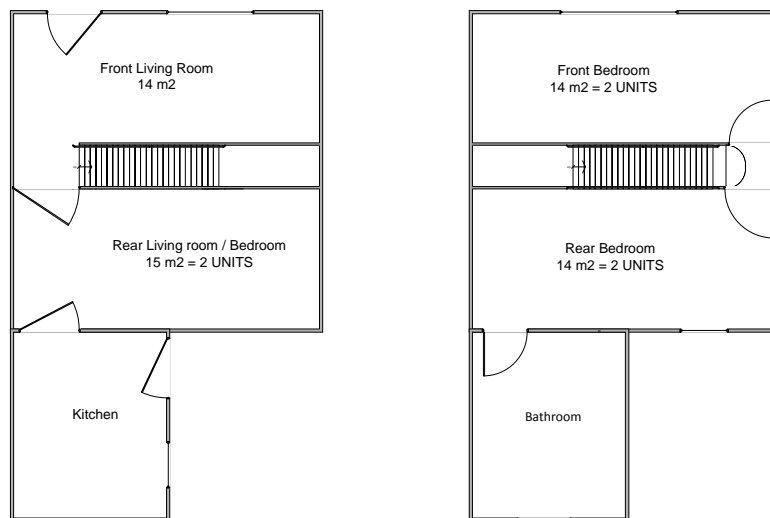
## Example 2 Maximum 6 Units

Floor plan of a two storey property with kitchen and bathroom at the rear on the ground floor.



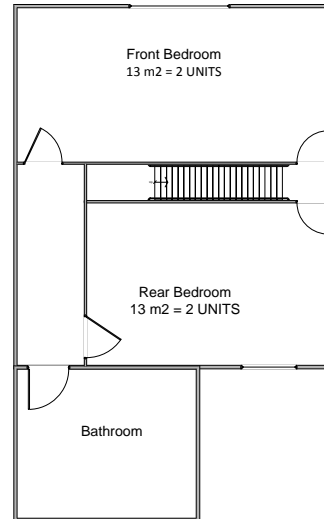
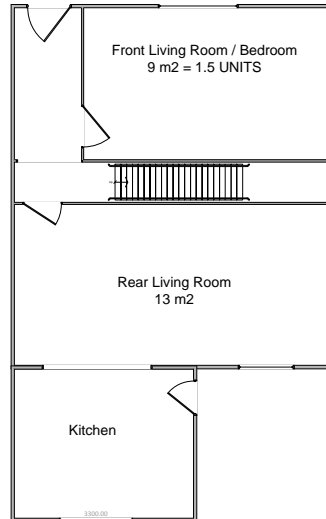
## Example 3 Maximum 6 Units

Floor plan of a two storey property with kitchen and bathroom at the rear.



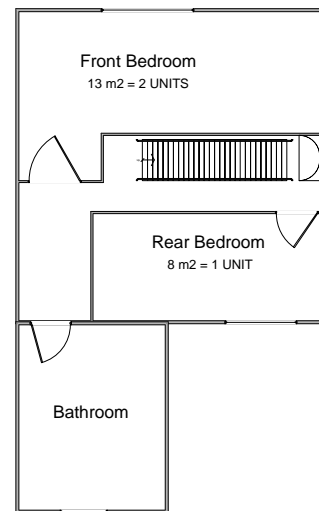
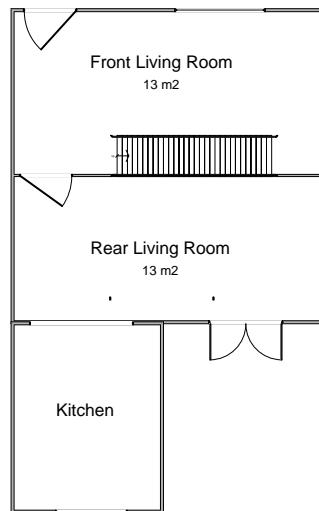
**Example 4**  
**Maximum 5.5**  
**Units**

Floor Plan of a two storey property with kitchen and bathroom at the rear



**Example 5**  
**Maximum 3**  
**Units**

Floor plan of a two storey property with kitchen and bathroom at the rear.



**Example 6**  
**Maximum 4.5**  
**Units**

Floor plan of a two storey property with kitchen and living room on the ground floor with the bathroom on the first floor.

