



Leicestershire County Council

Property Specifications for New Supply of Affordable Supported Living Accommodation

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Introduction

Leicestershire County Council, (LCC), wishes to encourage Residential Social Landlords, (RSLs) and Developers to provide Supported Living Accommodation for a range of vulnerable adults across the County of Leicestershire. LCC's Adult Social Care Department are also in support of the National Statement of Expectations (NSE) and aim to work with providers of accommodation in order to improve quality, standards and outcomes for those being supported.

The NSE for supported housing sets out government's vision for ways of working in the sector and recommendations for standards in accommodation and is an important step in establishing what good looks like and how it can be achieved. This is part of the work to improve oversight, ensure quality and value for money.

<https://www.gov.uk/government/publications/supported-housing-national-statement-of-expectations/supported-housing-national-statement-of-expectations>

Underpinning this vision is;

'It is our ambition that all people who need it can access safe and good quality supported housing at the right time. We want residents of supported housing to have safe, appropriate accommodation which meets their needs, and which delivers positive outcomes, whether this means living as independently as possible or moving onto more independent living over time. We also want supported housing to provide value for money for residents, commissioners and the taxpayer, while recognising that costs can be more expensive than in general needs housing due to the specialised requirements'

The following intends to set out LCC's standard requirements for both standard Supported Living but also accommodation for individuals with more specialist needs. Working with the Local Authority and its strategic partners, RSL's and Developers are encouraged to invest in Leicestershire and help enable LCC to grow the supply of Supported Living Accommodation of all types, across the County.

A generic brief of required standards is included, followed by 4 appendices as set out below:

- Wheelchair accessible/bariatric
- Complex Needs (including Forensic)
- Extra Care (including dementia)
- Additional Groups: Young Adults with Disabilities (formerly Transitions aged 16-25) and those with Mental Health conditions.

Summary- County Council Approach

Development Internal Space Standards

Tenant Group	Size of one bed
General	47 sqm
Wheelchair User	56 sqm

The above are standards adopted by The Council that exceed the nationally described space standards. Our view is that an increase in the internal space standard provides greater assurance of sufficient space for future tenants and support staff as well as adequate space to provide privacy and dignity for those being supported.

It is acknowledged that on every development these may not be achieved due to site building constraints or financial viability and early specific site discussions are encouraged so agreement can be achieved on site viability and specification.

Leicestershire County Council (LCC) would expect a proportion of units within each new development, where possible, to be fully wheelchair accessible.

Development Unit Sizes

Tenant Group	No of Units
General Learning Disability	6-15 max
Complex Needs	4-6 max
Extra Care	Min of 50
Young Adults with Disabilities	8 self-contained 5 shared
Mental Health	10 self-contained 8 shared

The number of units should include an office and adequate communal/ resource space, relative to the number of tenants. To future proof the development any office/communal resource spaces should be designed so that they can be converted to a self-contained flat or flats in the future. Capital costs for the office/communal resource space to be included within the total development costs as no rent/revenue monies will be paid in respect of these areas. The on-going revenue cost of the office/communal resource space is to be included within the eligible service charge.

Location

Within existing /proposed sustainable residential communities with an established infrastructure. The location of any development must be agreed at pre-planning stage with SCIP scip@leics.gov.uk and will be subject to a Location Accommodation Risk Assessment (LARA), which is carried out by the Council.

Basic Arrangements and Requirements for all Supported Living Accommodation

Revenue Support, Nominations from Leicestershire County Council and Voids

LCC is not proposing to make revenue contributions to developments. Any costs that fall outside of Housing Benefit and rent will need to be met by the provider. RSLs are encouraged to discuss their proposals with the Revenue and Benefits Team(s) at the relevant Borough or District Council(s) at an early stage.

Identified tenants will have individual care/support needs funded by Adult Social Care or Health.

LCC will have 100% nomination rights on all lettings for new build developments. All lettings will be identified by Adult Social Care. A nominations agreement will be made for each development.

Tenancy Type

Tenancy types will be dependent on the accommodation offer and the type of Landlord used. Assured Shorthold / Assured tenancies are common; however, other tenancy types should be made available. Where under 18's provision is provided, tenancies will be held in trust.

Care Package / Support

Landlord and CQC regulated care/support functions must be provided by separate organisations/entities. Current arrangements require care/support to be commissioned from LCC contracted support providers or via a Direct Payment arrangement between an individual/their family/advocate and a support provider. None/any/all of the referred clients may already have a social care provider in place.

Basic Design Principles

All developments to provide:

- Clean maintainable environment throughout.
- Affordable and efficient running costs per unit/block.
- Adequate space standards, please see Appendix A
- Full compliance with the latest legislation for Fire Safety Order, LCC's current third-party fire standards where applicable
- For new build properties consideration given to Leicestershire County Council's policy on Zero Carbon Requirements/Construction. See Appendix A.
- The development should include individual gardens where possible and/or a communal garden
- Dependant on existing services - low surface temperature radiators or electric underfloor heating throughout/controllable storage/panel heaters, temperature control valves, or Gas CH with low surface temperature radiators;
- An entrance door / post box / doorbell / keychain / spyglass / individual number;
- A bedroom with minimum of one opening window.

- Living space/dayroom with minimum of one opening window.
- A bathroom with sufficient plumbing, tiling and flooring to facilitate future removal of the bath for conversion to a wet room; proforma shower tray to be installed under the bath. Anti-scald mixers to be considered for bathroom and kitchen taps where appropriate
- A kitchen that is capable of having a washing machine, a tumble dryer, fridge freezer, and a cooker to include lockable cupboards/drawers.
- Storage for wheelchair, vacuum cleaner, ironing board, etc (this storage should be separate to clothes storage).
- Appropriate non-slip hard wearing vinyl flooring to be provided throughout, carpeting within living space/dayroom.
- Robust acoustics throughout to ensure noise transference is minimal.
- Robust plaster and paintwork.
- Communal digital aerial and satellite dish or individual aerial with a booster.
- Hardwiring to include for telephone / WIFI internet / digital and satellite TV points.
- Appropriate entry and exit points.
- Adequate natural and LED lighting throughout the building, including the grounds and immediate surrounds.
- Individual or communal /shared garden.
- Parking provision for tail lift vehicle close to main entrance; if units are dispersed best endeavours should be made to provide parking provision for a tail lift vehicle; including discreet/easy access for ambulances considered
- A refuse area to include for clinical waste.
- The office/sleep-in/communal resource space should be located in the most appropriate space within the development, taking into account the needs of tenants, staff, and visitors
- Inclusion of built in appropriate smart technology throughout, for example, hands-free assistive technology, voice activated lights, door openers etc
- Further detailed requirements can be discussed on a development-by-development basis.

1 Appendix One – Brief for dwellings for new supply of affordable supported living accommodation (general supported living accommodation)

1.1 Target Client Group

The tenant group will be discussed in early site-specific discussion with LCC's Adult Social Care. Developments may be used to offer housing to a mix of; people with learning disabilities, autistic spectrum disorders, mental health conditions and people with a physical and/or sensory disability. In some circumstances it may be more appropriate to have developments for specific groups. Currently the majority of standard supported living accommodation is occupied by individuals with a learning disability.

1.2 Development Size

Between 6 and 15 units, to include an office/communal space (and where necessary a sleep-in space). The development should include individual gardens where possible and/or a communal garden.

1.3 Accommodation Type

Block of flats or cluster of flats. The majority of the units will be self-contained 1x bedroom with a small number of 2x bedrooms to be decided on specific development.

LCC would expect a proportion of units within each development to be fully wheelchair accessible and provide for those with bariatric needs. The specification of these units must comply with LCC wheelchair brief – this brief is supplied within this document. LCC will confirm the required proportion for any development in early site-specific discussions.

1.4 Wheelchair Accessible Provision

Leicestershire County Council would expect a proportion of units within each development to be fully wheelchair accessible. LCC will confirm the required proportion for any development in early site-specific discussions

1.5 Checklist for Supply of Affordable Housing for Supported Living Accommodation – Generic

*LCC Wheelchair brief must be complied with in addition to this document if providing accommodation built to the National Accessible Wheelchair Standard M4(3)(2)(b)

Minimum specification required:
<u>Lift</u> – Wheelchair accessible (required for 2 storey buildings and above only)
<u>External</u> Individual enclosed garden or communal space with safe level access and egress to and from the building, wide pathways, lockable gates and area for seating. External refuse store to include for clinical waste.
Sufficient parking for clients and staff, to include a provision for dropping off and parking close to main entrance for ambulances and tail lift vehicles. Wheelchair user space closest to main entrance, or the designated property.
<u>Heating & Services</u> Provision of a concise home user guide (jargon free) for each of the dwellings. To be presented in a clear and concise format with simple instructions on the basic use of the property.
Gas CH with low surface temperature radiators (with TRV's) throughout, or electric under floor heating / controllable panel/storage heaters.
TMW temperature control throughout for hot water, to include safety cut out devices to save overheating/scalding on electric showers.
Sufficient sockets in all flats and office/ communal space to allow for future use.
Individual utility meters (to be located externally).
Digital TV point in lounge and bedroom, communal dish and or aerial or separate with a booster
Fire alarm sounders / smoke detectors/ heat detectors throughout. Potential to provide a system that can meet a range of needs including those with conditions such as epilepsy. Specific details will need to be discussed at design stage. To comply with the Regulatory Reform (Fire Safety) Order 2005 as a minimum standard
Hardwiring throughout or WIFI for a centralised call system. To also support installation of Assistive Technology / PC, telephone, WIFI internet.
<u>General</u>

Each property to have individual front door / post box / doorbell / security chain / number / spyglass / video entry system. External light for external doors.
Light switches not pull cords (except in wet areas), no dimmer switches or fluorescent strip lights. All to be flush and LED fittings where possible. Recessed lights accessible to enable bulb changing.
Full Compliance with Fire Safety Order - Smoke detectors, heat detectors, fire doors minimum FD30 to communal and kitchen. Sprinklers where required in accordance with legislation, and LCC use of sprinkler systems policy and guidance. LCC Fire Risk and Sprinkler Priority Assessment Tool is available to confirm requirements.
All windows style/design will require control restrictors (for health and safety purposes), and locks. development should meet secure by design principles especially to the front facing windows.
Development specific to be determined. Window and door handles throughout the development need to be capable of being ligature free.
Development specific to be determined. Laminated / toughened safety glass throughout.
Protective door hinges to be fitted to avoid trapping fingers.
Doors should not be capable of slamming shut, soft close door closures to be fitted.
Electric opener with intercom/video on main front entrance door.
Sufficient sockets for equipment etc, in all flats and office/ communal space.
Storage space for vacuum cleaner, ironing board etc. required.
Curtain battens over windows and external doors throughout.
Easy to clean hard wearing non-slip vinyl flooring throughout. Clear mastic sealant at all perimeters and welded joins/corners
Carpeting to seating area in living room and bedrooms.
Robust plaster and paintwork throughout capable of being cleaned. Metal acoustic resilient bars to dividing party walls.
Robust sound proofing throughout to minimise noise transference (min. Rockwool 100mm acoustic insulation between floor joists and board all ceilings with min 15mm sound block)
Door stops where required.
Kitchens Kitchen layout capable of having a washing-machine, tumble dryer, fridge freezer and cooker.
Ceramic tiling above worktop to underside of wall units, and behind cooker space up to extractor hood if installed; where applicable tiling shall extend to windowsills and reveals

Lockable cupboard for COSHH.
Non-slip vinyl flooring, clear mastic sealant at all perimeters and junctions, welded joints/seams.
Continual run or humidistat extractor fan within room or extraction hood over cooking space extracting to the outside.
Identified isolation switches for the cooker and white goods.
Star locks on access cupboards i.e., boilers/electrical equipment.
Solid FD30S kitchen door.
<p>Bathrooms</p> <p>Bathroom with adequate plumbing, flooring and tiling to facilitate future removal of bath and easy conversion to a wet room. Shower proforma tray to be a minimum of 1700mm x 770mm (or bath size).</p> <p>Thermostatic cut out Shower above bath to include floor to ceiling tiling, a full-length shower curtain and or screens. (The shower tray gullies must be fitted with a suitable bung when not in use, to ensure that smells cannot enter the room).</p> <p>Consider position of radiator in bathroom. For example, radiators not cited next to the toilet (which prevents a grab rail being installed to aid people to use the toilet safely)</p>
Bathroom locks to be capable of opening from both sides in case of problems.
Ceramic tiling to 2 courses above WHBs, and full height to perimeters of bath in bathrooms (this tiling shall extend down to floor level to all sides of the proposed bath position) where applicable tiling shall extend to window windowsills and reveals
Anti- barricade door, outward opening, or pocket door to be installed.
Continual run extractor fan/ventilation.
Recessed toilet roll holder.
Concealed plumbing leaving service points for isolators and maintenance.
Light switches not pull cords (except in wet areas), no dimmer switches or fluorescent strip lights. All to be flush and LED fittings where possible. Any recessed lights accessible to enable bulb changing.

The above brief/specification includes some features to meet the needs of those with autism. For further design guidance/recommendations please refer to:

Living in the Community: Housing design for adults with autism.

https://www.housinglin.org.uk/assets/Resources/Housing/OtherOrganisation/Living_in_the_Community.pdf

Contacts - scip @leics.gov.uk

2 Appendix Two – Brief for fully accessible wheelchair dwellings (including accessibility standards for bariatric individuals)

2.1 Target Client Group

Leicestershire County Council, (LCC), recognises a need for more accommodation in the County which is fully accessible to wheelchair users and promotes their independence. Where appropriate, it works with developers to increase the supply of such homes. New supply of property should address this brief in full.

The Authority is also seeking to support tenants with bariatric needs, which will require the inclusion of specific accommodation features such as widened access/larger turning points and robust ceiling tracks for example. Bariatric standards to be discussed on specific site/scheme developments.

Developers' Generic House Types are not likely to fully meet the requirements of this brief. It is essential that this type of accommodation also complies with LCC's Basic requirements and General Supported Living Brief which is supplied in Appendix 1.

2.2 Location

The location of any development must be agreed at pre-planning stage with Leicestershire County Council, and ideally should be on a level site, not land of a sloping gradient. Early consideration is required to the position of the wheelchair accessible units within the site as a whole and within each plot. The location of the units in relation to the topography of the site is important and detailed proposals for the location of the units within the site are required before a planning application is submitted.

If the wheelchair accessible accommodation is situated in an annexe to an adjacent property (within a garage conversion for example), there should be easy, level access from the annexe to the main property.

2.3 Development Size

LCC will confirm the required proportion of wheelchair accessible units for any Development in early site-specific discussions

2.4 Accommodation Type

Majority of units will be self-contained 1-bedroom units

2.5 Wheelchair Accessible Provision - Standards

All properties must meet all the essential wheelchair user items specified in:

- a) The Equality Act 2010 and The Equality Act 2010 (Disability) Regulations 2010.
- b) Approved Document M Volume 1: 2015 edition (incorporating 2016 amendments); National wheelchair accessible standard M (3)(2)(b)
- c) Habinteg Housing Association's Wheelchair Design Guide - 2006 (2nd ed), and

d) The Council's latest Brief for Dwellings which are fully accessible to Wheelchair Users (i.e., this brief).

Any departures from these standards will only be considered in exceptional circumstances and must be agreed in advance with LCC's Strategic Property Services.

2.6 Main Design Principles – Wheelchair Accessible Dwelling

(to be included as well as those detailed in Section 2.12 Basic Design Principles and Space Standards above)

- Wheelchair accessible dwellings' must be level throughout both the residential unit and its plot.
- Proposals/plans must recognise that the dwellings may require a degree of 'customisation' to meet the specific needs of both initial residents and those in the future. For example, "Clos-o- mat" type toilets, grab rails and ceiling track hoists (straight or 'H' track), etc. may be needed at some point. Joists should therefore be strong enough to support the future installation of such tracking and hoists.
- All doorways, internal and external, to have a clear opening of 900mm inc. door furniture. This requires door blanks/sizes of 1026mm. As non-standard doors.
- Except for bathrooms, all doors should open inwards unless there is sufficient level space for the wheelchair user alongside the door. Alternatively, hinged doors which open either way (i.e., 360 degrees) or sliding doors may be fitted in some circumstances.
- Windows should be at a height so that wheelchair users can open and close them and look out of them.
- 3 storey accommodation is not suitable for a wheelchair user.
- The accommodation needs to be of adequate size for the number of people likely to be living, there taking account of the fact that at least one or more family member will be a wheelchair user.
- Where there is a through-floor lift, it needs to be located in the hallway and landing so that the household's living space is not compromised.
- Kitchens should not be combined with the lounge.
- There should be an allocated space of sufficient size within the home for storing and charging the wheelchair.
- Ideally vinyl flooring throughout
- In exceptional cases, two-storey homes will need a ground floor bedroom. This will be discussed on a development-by-development basis.
- All additional toilet and shower facilities should be fully wheelchair accessible and installed from day one.
- The units to support tenants with bariatric needs will require widened access/larger turning points and robust ceiling tracks to be installed.
- Further detailed requirements can be discussed on a development-by-development basis

2.7 Checklist of Additional Features for Wheelchair Accessible Dwellings

<u>Minimum specification requirement:</u>
<p>Lift Wheelchair accessible (required for 2 storey buildings only)</p>
<p>Front of Property Front entrance door to have electric or fob operated self-opening, and a clear opening of 900mm. A level threshold with upstands/ rails as necessary.</p>
<p>In a block of flats, the main front communal entrance to be easy to open for people in a wheelchair e.g., electric or fob operated self-opening with a clear opening of 900mm.</p>
<p>Bungalows to have a secondary means of escape via level access patio doors or back door.</p>
<p>All external doors to be level access. If this is by means of a ramp, there should be adequate turning circles at the top and bottom of the ramp (1.8m square). The ramp needs to be of suitable gradient (1:12 or 1:20) and width and to have safety edges.</p>
<p>Hallway Charging point for electric wheelchairs to be provided at a convenient location, i.e., Hallway.</p>
<p>Bedrooms A double bedroom with a minimum size of 3.06m x 4.26m (excluding built-in storage) to be provided. Please show furniture layout on plans.</p>
<p>All bedrooms to be wheelchair accessible, minimum of 1500 x 1500mm transfer space alongside beds.</p>
<p>Built in wardrobes with sliding doors to be provided to make efficient use of space.</p>
<p>Living Room/Lounge Sufficient storage and living space to be provided for the number of people living in the property.</p>
<p>Garden/External Areas The whole plot including gardens, driveways and patio areas to be level, without gradients.</p>
<p>External paths and gateways to be a minimum 1500mm wide, to have sufficient hard standing areas to allow wheelchairs to turn and pass, i.e., 2 m².</p>
<p>Carport. An 'on plot' carport to be included with a fully covered and lit access route to the main entrance of the dwelling.</p>
<p>In exceptional cases where an on-plot car parking space is not available, wheelchair user parking to be provided as close as possible to the accommodation and cover to be installed where possible.</p>

ADDITIONAL REQUIREMENTS FOR TWO STOREY ACCOMMODATION

A through-floor lift to be provided to ensure that the whole of the upper floor living accommodation (including the additional upper floor bathroom) is fully accessible to the wheelchair user.

The through floor lift to be on the landing or in the hallway and not to compromise living/sleeping space in any of the rooms. This is to promote dignity, privacy, and flexible use of the lift by all wheelchair users. Consider the proximity of the through floor lift to opening doors and ensure the exit from the lift is suitable for a wheelchair user.

Any additional bathroom/ toilet on the ground floor to be fully wheelchair accessible and have secondary shower facilities installed.

In exceptional cases, a ground floor bedroom may be needed. This will be discussed on a development-by-development basis.

Kitchens

Window controls to be easily accessible for wheelchair user. Mechanical/electrical openers to be installed where required.

Kitchen unit doors and other doors to be positioned for easy access for wheelchair users.

The kitchen door to have a 900mm clear opening with a level threshold.

The kitchen design to provide space for a wheelchair turning circle of min. 1.5m², i.e., not to be a galley kitchen.

All kitchen units to be adjustable (as a minimum) to allow changes in height to suit future residents. Such units to be clearly identifiable on the plans. All kitchens should provide effective and appropriate space for wheelchair users. Space is required under the worktop at built-in hob, sink and other critical points in order to enable the user to operate equipment, reach controls and carry out essential activities including access to storage.

Spaces should be not less than 600mm wide/deep (this allows the service user to tuck knees under the worktop) and worktops should be adjustable (height range 750mm to 910mm) to allow changes in height to suit all future residents' needs.

Kitchen sinks to have lever taps.

Services (i.e., stop tap, etc.) to be located where they can be easily accessed by the wheelchair user. Install Surestop remote switch inside sink unit to control stop-tap.

Bathrooms

Level access wet room with Altro/safety anti slip flooring to be provided adjoining the wheelchair- user's bedroom with a minimum size of 3m x 2.5m. The wet room to include a shower area of minimum 1.2m x 1.2m (not a visible shower tray, i.e., must be proforma tray) with shower curtain rail and half height folding shower screen.

Second set of plumbing in the wet room to be provided to enable a bath to be fitted at a later date (if required).

Where bath and shower are being provided in the same room, the shower to have open access to at least 2 sides to provide an adequate working area for the wheelchair user and their carer.
Shower controls to be placed in a suitable location to enable the wheelchair user to be independent with bathing as well as for a carer to help shower the wheelchair user if required.
The shower gully to be provided in the corner of the bathroom.
The wash basin to be wall-hung with no pedestal. The wash basin needs to be of a standard size, not a hand basin which comes as part of Doc M pack.
All wash basins to be diagonally opposite to the toilet pan and have lever taps.
A 'knock out' panel to be provided between the bathroom and adjoining bedroom to allow for the future installation of a hoist between the bedroom and bathroom (at the landlord's expense). The panel could be the width of a doorway (i.e., 900mm wide) at the outset to make efficient use of space. When customization requires it, the H-track to be electric and the charging point to be 'out of the way' (i.e., not positioned over any of the facilities such as the toilet or the sink). The knockout panel should not hold any fixtures / fittings / radiators / etc.
The toilet to be non-close coupled.
The soil and vent pipe to go straight out the back. If the pipe work is boxed in, the toilet pan is to be brought forward sufficiently to allow a wheelchair user to wheel themselves onto the pan and for use with a shower commode chair, i.e., Freeway T40 or similar. Allow at least 450 mm between the wall and the center of the pan. All 'secure by design' issues relating to external pipe work to be addressed.
Central heating panels to be appropriately placed to allow for grab rails and space between the toilet pan and sink and bath - or consider under floor heating just to bathroom.
Electric or other window openings to be accessible to wheelchair user and the controls to be one metre from the finished floor level.
Bathroom walls to be robust i.e., double plaster board to enable medical wall-hanging shower seat and other equipment to be added at a later date if necessary.
Where appropriate, a Hippo Water Saving Bag to be used in Code Level 4 properties to reduce the volume of water used in a non-close coupled cistern.
The location of light fittings, plugs, sockets and the position of radiators to take account of the wheelchair user. A high-level electric spur also to be provided for an electric hoist.

Approved Document M Volume 1: 2015 edition, all new homes, where feasible, should now meet the national accessible and adaptable standard M4 (2) and an appropriate proportion should be to the national wheelchair accessible standard M4 (3)(2)(b). The Regulatory Reform (Fire Safety) Order 2005.

3 Appendix Three - Brief for dwellings for those with Complex Needs (inclu those with Forensic Needs)

3.1 Target client Group

Leicestershire County Council, (LCC), wishes to encourage Registered Social Landlords and (RSLs)/Developers to provide small scale Supported Living Accommodation developments to support people with Complex Needs.

The accommodation will need to be designed specifically to meet a high level and/or Complex Need that includes supporting those who may have a learning disability, mental health conditions, autism and/or exhibit behaviour described as challenging to services.

In addition, the Authority is seeking to develop accommodation for people with a mild/moderate learning disability and / or autism who are subject to - or who are at risk of being subject to - Ministry of Justice (MoJ) processes, civil or criminal sections of the Mental Health Act (MHA) 1983 and Multi-Agency Public Protection Arrangements (MAPPA).

In relation to property, behaviour can relate to potentially property tampering/damage and to requirements for sufficient space to allow the individual to be appropriately supported. The location of a property may also require careful consideration. In some circumstances it may be more appropriate to have developments for specific groups.

3.2 Location

Within existing /proposed sustainable residential communities with an established infrastructure. Further considerations; proximity of neighbouring properties and main roads, access to public transport and local amenities. Consideration may also need to be given to properties in areas with low stimulus (away from schools/children, not overlooked by neighbours), quieter streets. Locational assessment to be completed to agree location is viable for the intended purpose.

3.3 Development Size

Option A: Maximum of 4 units without staff accommodation. The development should include an individual garden/outside space where possible. Office space(s) for the care/support provider to be provided.

Option B: Maximum of 6 units including a staff on site facility (capable of being used as supported living accommodation in the future if required). The development should include an individual garden/outside space where possible.

3.4 Accommodation Type

Majority of units will be self-contained 1-bedroom units.

3.5 Standards

Autism: The brief/specification and Checklist provided here includes some features to meet the needs of those with autism however for further design guidance/recommendations please refer to:

Building the Right Home: Transforming Care for people with a learning disability, autism, or both.

https://www.housinglin.org.uk/_assets/Resources/Housing/OtherOrganisation/building-right-home-guidance-housing.pdf

Living in the Community: Housing design for adults with autism.

https://www.housinglin.org.uk/_assets/Resources/Housing/OtherOrganisation/Living_in_the_Community.pdf

3.6 Nominations

All lettings will be identified by Adult Social Care, in some circumstances in conjunction with local Clinical Commissioning Groups. A nominations agreement will be in place for each development.

3.7 Main Design Principles

- Clear visual access through-out the building space to enable residents to see who is occupying it and staff to observe in an unobtrusive way
- Specify wide circulation spaces with passing bays or incidental spaces in corridors, so residents may pass one another without conflict and staff can walk alongside residents.
- Separate high stimulus areas such as communal activity spaces from low stimulus areas to minimise transmission of noise.
- Inclusion within individual flats of staff withdrawal/recess 'space'. If possible, for staff withdrawal spaces to feature electrical circuit breakers, affecting only the individual flat.
- More than one entry/exit points for all rooms to enhance resident/staff safety
- Sufficient space internally as individuals may be supported on a 2:1 basis. Particularly in bathrooms
- Anti-ligature and flush fixtures and fittings fitted
- Toughened glass
- Anti-barricade doors
- Concealed door closers to be installed
- Weighted/secured/fitted furniture where required
- Rounded 'edges'
- Sloped windowsills
- Sound installation built in as part of design
- Kitchens to which access to can be locked
- Secure perimeter to prevent absconding (high fences, lockable gates etc)
- Staff facility to include further detailed requirements to be discussed on a development-by-development basis to include consideration of the Staffing facility.

3.8 Checklist of Additional Features for Complex Needs

The development can be provided within one or two storey accommodation with lift, with up to 6 flats and with / without 1 staff facility (suitable for conversion to a further flat) being provided. The capital costs for the staff facility to be taken into account when costing the development as no rent will be payable on it.

GENERAL REQUIREMENTS FOR ALL FLATS AND COMMUNAL AREAS
Lift – Wheelchair accessible (required for 2 storey buildings and above only)
External Individual enclosed garden or communal space with safe level access and egress to and from building, wide pathways, lockable gates and area for seating. External refuse store to include for clinical waste.
Close boarded fencing to a minimum height of 1.8m2
Sufficient parking for clients and staff, to include a provision for dropping off and parking close to main entrance for ambulances and tail lift vehicles. Wheelchair user space closest to main entrance, or the designated property.
Heating & Services Provision of a concise home user guide (jargon free) for each of the dwellings. To be presented in a clear and concise format with simple instructions on the basic use of the property.
Gas CH with low surface temperature radiators (with TRV's) throughout, or electric under floor heating / controllable panel/storage heaters.
TMW temperature control for water throughout, to include safety cut out devices to save overheating and burning.
Able to adjust temperatures. (Thermostat controls in communal areas to be placed in a lockable cupboard).
Fuse board (to be placed in lockable store cupboard)
Sufficient sockets in all flats and office/ communal space to allow for future use.
Individual utility meters (to be located externally)
Digital TV point, communal dish and or aerial or separate with a booster
Fire Alarm Sounders / Smoke detectors/ heat detectors throughout. Potential to provide a system that can meet a range of needs including those with conditions such as epilepsy. Specific details will need to be discussed at design stage. To comply with the Regulatory Reform (Fire Safety) Order 2005 as a minimum standard.
Hardwiring throughout or WIFI for a centralised call system. To also support installation of Assistive Technology / PC, Telephone, WIFI internet.
General Each property to have individual front door / post box / doorbell / security chain / number / spyglass / video entry system. External light for external doors.
Light switches not pull cords (except in wet areas), no dimmer switches or fluorescent strip lights. All to be flush and LED fittings where possible. Recessed lights accessible to enable bulb changing.
Full Compliance with Fire Safety Order - Smoke detectors, heat detectors, fire doors minimum FD30 to communal and kitchen. Sprinklers where required in accordance with legislation, and LCC use of sprinkler systems policy and guidance.

LCC Fire Risk and Sprinkler Priority Assessment Tool is available to confirm requirements.
Wheelchair storage and charging area/s with socket/s in a suitable location, i.e., hallway.
Protective door hinges to be fitted to avoid trapping fingers.
All windows style/design will require restrictors (for health and safety purposes), and locks. development should meet secure by design principles especially to front facing windows.
Window and door handles throughout the development need to be capable of being ligature free.
Laminated / toughened safety glass throughout.
Doors should not be capable of slamming shut, soft close door closures to be fitted. Protective door hinges to be fitted to avoid trapping fingers.
All fittings to be enclosed by anti-pick mastic.
For communal entrance door an electric opener with intercom/video entry is to be installed.
Curtain battens over windows and external doors throughout.
Easy to clean hard wearing non-slip vinyl flooring throughout. Clear mastic sealant at all perimeters and welded joins/corners.
Development specific to be determined; Carpeting to seating area in Living room area and bedrooms.
Robust plaster & paint throughout capable of being cleaned, Metal acoustic resilient bars to dividing party walls.
Robust sound proofing throughout to minimise noise transference (Min. Rockwool 100mm acoustic insulation between floor joists and board all ceilings with min 15mm sound block)
Sufficient sockets for equipment etc, in all flats and office/ communal space.
Storage space for vacuum cleaner, ironing board etc. required.
Door stops where required.
Kitchens Adaptable kitchen with layout capable of having a washing-machine, tumble dryer, fridge freezer, cooker. All cupboards / drawers capable of being locked)
Kitchen sink and units to be height adjustable to accommodate wheelchair user and support staff.
Lockable storage cupboard for COSHH.
Identified isolation switches for the cooker and white goods.
Star locks access on communal cupboards i.e., boilers/electrical equipment.
Continual run or humidistat extractor fan within room or extraction hood over cooking space extracting to the outside.
Solid FD30S kitchen door.
Bathrooms Wet room required with level access shower. Should have space for shower chair and carer. Minimum 1200mm x 1200mm Include full length shower curtain and floor to ceiling tiling within shower area. 2 rows of tiles fitting above WHB. WC to be facing the door, suitable space at sides to allow for future rails and transfer.

Non-slip flooring with upstand with welded joints.
Bathroom locks to be capable of opening from both sides.
Anti- barricade door, outward opening, or pocket door to be installed.
Continual run or humidistat extractor fan in the bathroom/en-suite.
Recessed toilet roll holder.
Concealed plumbing to have access points for isolators.
No pull cord light switch. Bathroom switch to be in hall.
Ceiling track and knock out doorway for future provision to install a hoist.

4. Appendix Four - Brief for Extra Care (with reference to those living with dementia)

4.1 Target Client Group

Leicestershire County Council, (LCC), wishes to encourage Residential Social Landlords and (RSLs)/Developers to provide Extra Care accommodation for older people, including those with learning disabilities, mental health conditions, dementia and those with a physical and/or sensory disability.

Whilst not covered in detail here, the location, design of buildings and their surroundings for residents, including people with dementia is widely recognised as important in the development of both generic and specialist housing and must be considered in the development of Extra Care.

To note, for the development of specific specialist dementia support accommodation, a tailored specification will be developed in conjunction with all associated parties, prior to commencement of and build/redevelopment.

4.2 Location

Within existing/proposed sustainable residential communities. The immediate environment must be accessible and well served by local services, public transport, amenities, and facilities. The development should ideally be set within a mixed community and not in total isolation from general needs accommodation.

4.3 Development Size

Minimum 50 units of self-contained core and cluster flats, to include an office space and separate staff sleep in/rest area. The office should be secure, to allow for storage of confidential data, CCTV/building security features and assistive technology co-ordination. Provision of a flexible communal resource space, that should feature a communal specialist hoisted bathroom is also recommended. This communal space should be configured so it can be multipurpose for example, for meetings, social activities, dining. Other specific functional areas also be considered such as a cinema room, gym.

4.4 Built Form

The built form should be sympathetic to the surrounding area and not be institutional. Communal areas and hallways within the built form to be wheelchair accessible. Where there is more than 1 storey, stretcher lifts are required, along with alternative means of evacuation in the event of fire. Preference to include more than one entry/exit within the build, which should include alternative access other than the main entrance for use by emergency services, particularly ambulances.

4.5 Accommodation Type

Majority of the units will be self-contained 1x bedroom, with capacity for 2 tenants, with a small number of 2x bedrooms. A small percentage of units to be fully

wheelchair accessible and provide for those with bariatric needs. The exact split in any development to be agreed during early discussions between RSL and LCC.

4.6 Standards

The development of any build should be guided by relevant and up to date national guidance. For example:

- Housing our Ageing Population, Plan for Implementation (HAPPI2/4) principles and include good design principles in relation to those living with dementia.
https://www.housinglin.org.uk/assets/Resources/Housing/Support_materials/Other_reports_and_guidance/Housing_our_Ageing_Population_Plan_for_Implementation.pdf
- Housing LIN, Design Principles for Extra Care Housing (3rd edition) June 2020. <https://www.housinglin.org.uk/Topics/type/Design-Principles-for-Extra-Care-Housing/>

4.7 Tenure Mix

- Assured Shorthold tenancies
- Assured tenancies
- Private sale
- Shared ownership

Mixed tenure developments will require marketing and a suitable approach to the sale and/or shared ownership of specific units.

4.8 Care Package/Support

Early discussions on any potential site development to be held to confirm the options intended to meet the care/support options of the future tenants.

4.9 Main Design Principles

(to be included as well as those detailed in Section 2.12 Basic Design Principles and Space Standards above)

a) All developments to provide:

- A communal bathroom having an assisted bath with access from three sides with hoisting in place. This should be electric 'H Track' type
- An entrance door /post box /doorbell /number.
- A bedroom.
- Living space/dayroom.
- A wet room with level access shower; 1200mm by 1200mm, thermostatically controlled shower.
- Low surface temperature radiators or underfloor heating throughout
- Storage for wheelchair, vacuum cleaner, ironing board, etc. This storage should be separate to clothes storage.
- A kitchen that is capable of having a washing machine, a tumble dryer, fridge freezer, and a cooker.
- Non-slip vinyl flooring to be provided throughout.

- Hardwiring throughout to include TV point in bedroom and living area, WIFI enabled for Assistive Technology / PC / Telephone / Internet and capable of being linked to an existing main control centre.
- TV/BT system to be provided; Communal or separate with a booster.
- Robust Acoustics throughout, to ensure noise transference is minimal.
- Curtain battens to be provided throughout.
- Good dementia friendly design principles, where appropriate, relating to layout, acoustics, lighting, signage, general environment, etc.
- Appropriate entry and exit points.
- Adequate LED or equivalent lighting throughout the building including the exterior grounds and immediate surrounds.
- Communal /shared garden to include external lockable storage.
- Parking provision for tail lift vehicle.
- If units are dispersed best endeavours should be made to provide parking provision for a tail lift vehicle.
- A refuse area for clinical waste; Consideration given to inclusion of a communal laundry and sluice facilities, for larger items which cannot be washed and dried in tenants' flats
- If units are dispersed space to be provided within the home for clinical waste.

b) **Communal Space to include:**

- Communal space designated as office/communal resource flat to include a small kitchen, office for housing function, security, Assistive Technology requirements and to be located next to the main entrance and, if possible, have access to communal garden and overlook the garden.
- Communal space to be able to accommodate /support community activities including a kitchenette
- Secure communal/shared garden for all to access; include external lockable storage
- A communal video door entry system to be flexible to enable independent living in the first instance and support to be able to be provided as and when required.
- Communal storage for vacuum cleaner, cleaning materials etc.
- Designated storage for mobility scooters or wheelchairs including charging point, which prevents scooters etc being stored in corridors which is a fire hazard
- A communal external storage for lawn mowers etc.
- A communal TV aerial system with amplifier to be installed in all flats.
- WIFI access throughout the building/communal areas.

4.10 Checklist for Extra Care Accommodation

Minimum 50 + units, self-contained core and cluster flats in any one development, with an office/communal resource space that should include a communal specialist hoisted bathroom and a communal space /meeting room. The capital costs for the communal area to be taken into account when costing the development as no rent will be payable on it.

The location of this development must be agreed at pre-planning stage with Leicestershire County Council Social Care Accommodation Delivery Team and the Districts/Boroughs and,

ideally, should be on a level site, not land of a sloping gradient. It should be located within a 5-minute walk to a bus stop(s), shops and close to community amenities.

All properties to be built to approved Document M Volume 1: 2015 edition, all new homes, where feasible, should meet the national accessible and adaptable standard M4 (2) and an appropriate proportion should be to the national wheelchair accessible standard M4 (3)(2)(b) and also comply with LCC wheelchair brief.

The development of any build should be guided by the Housing our Ageing Population, Plan for Implementation 2 (HAPPI2/4) principles including good design principles in relation to dementia support.

Requirement:	<i>no x 1 bed/2 person flats to National Accessible Wheelchair Standard M4(3)(2)(b)</i>	<i>no x 1 bed/2 person built to National Accessible and Adaptable Standard M4(2).</i>	Communal area to have same footprint as a 1 bed 2 person flat to National Wheelchair Accessible Standard M4(3)(2)(b)
GENERAL REQUIREMENTS FOR ALL FLATS AND COMMUNAL AREAS			
<u>Lift</u> – Wheelchair accessible	Required for two storey build only.	Required for two storey build only.	Required for two storey build only.
General Light switches not pull cords (except in wet areas), no dimmer switches or fluorescent strip lights. All to be flush and LED fittings where possible. Recessed lights accessible to enable bulb changing.	✓	✓	✓
Gas CH with low surface temperature radiators (with TRV's) throughout, or electric under floor heating / controllable panel/storage heaters.	✓	✓	✓
TMW temperature control throughout for hot water, to include safety cut out devices to save	✓	✓	✓

overheating/scalding on electric showers			
Able to adjust temperatures easily in rooms. (Thermostat controls in each room).	✓	✓	✓
Laminated / toughened safety glass throughout.	✓	✓	✓
All windows style/design will require restrictors (for health and safety purposes), and locks development should meet secure by design principles especially to front facing windows.	✓	✓	✓
Extra sockets for equipment etc, in all flats and communal area.	✓	✓	✓
Protective door hinges to be fitted to avoid trapping fingers.	✓	✓	✓
Doors should not be capable of slamming shut, soft close door closures to be fitted	✓	✓	✓
Communal door entry - electric opener on front door.	✓	x	✓
Wheelchair storage and charging area/s with socket/s.	✓	x	✓
Individual utility meters.	✓	✓	✓
TV point in each living room and bedroom.	✓	✓	✓
Curtain battens throughout and need to allow for blinds also when positioned.	✓	✓	✓

<p>Fire Alarm Sounders / Smoke detectors/ Heat detectors throughout. Potential to provide a system that can meet a range of needs including those with conditions such as epilepsy.</p> <p>Specific details will need to be discussed at design stage. To comply with the Regulatory Reform (Fire Safety) Order 2005 as a minimum standard.</p>	✓	✓	✓
WIFI for a centralised call system. To also support installation of Assistive Technology / PC, Telephone, internet.	✓	✓	✓
Easy to clean hard wearing non-slip vinyl flooring throughout.	✓	✓	✓
Robust plaster throughout capable of being cleaned.	✓	✓	✓
Robust sound proofing throughout to minimise noise transference.	✓	✓	✓
Sufficient parking for clients, staff and ambulance parking and drop off point.	✓	✓	✓
Storage space for vacuum cleaner, ironing board etc. required.	✓	✓	✓
Each flat to have entrance door / post box / doorbell / number and door entry must have trades facility.	✓	✓	✓
Floor covering heating and lighting to corridor, stairs and other communal areas. Lighting to have PIR			✓

sensors for occupancy and be LED fittings.			
Kitchens Adaptable kitchen with layout capable of having a washing-machine, dryer, fridge freezer, cooker. All cupboards / drawers capable of being locked)	✓	✓	✓
Lockable cupboard for COSHH.	✓	✓	✓
Box in any control pads buttons /switches.	✓	✓	✓
Identified isolation switches for the cooker and white goods.	✓	✓	✓
Star locks on access cupboards i.e., boilers/electrical equipment.	✓	✓	✓
Standard kitchen door.	✓	✓	✓
Bathrooms Wet room required with level access shower. Should have space for shower chair and carer. Minimum 1200mm x 1200mm Radiators not cited next to the toilet (which prevents a grab rail being installed to aid people to use the toilet safely) Include full length shower curtain and floor to ceiling tiling within shower area. 2 rows of tiles fitting above WHB. WC to be facing the door, suitable space at sides to allow for future rails and transfer.	✓	✓	✓

Non-Slip flooring with upstand with welded joints.			
Bathroom locks to be capable of opening from both sides in case of problems and to open outwards in case of falls.	✓	✓	✓
Anti- barricade door, outward opening, or pocket door to be installed.			
Continual run or humidistat extractor fan in the Bathroom/en-suite.	✓	✓	✓
Recessed toilet roll holder.	✓	✓	✓
Concealed plumbing leaving service points for isolators.	✓	✓	✓
No pull cord light switch. Bathroom switch to be in hall.	✓	✓	✓
Ceiling track and knock out doorway for future provision to install a hoist.	✓	x	✓
Door stops where required.	✓	✓	✓
Communal area / hub to include:			
Office space for desk, WIFI for Assistive Tech, PC point, BT line and central security.			✓
Sleepover accommodation including toilet/ shower.			✓
Communal lounge and or dining area (subject to design) including furniture.			✓
Small separate meeting room.			✓
Safe entrance and exit points for staff to/from communal flat – one entrance / exit being			✓

from internal corridor / communal space and one external door from office within communal flat.			
Communal/shared gardens to be secure and equally accessible by residents and staff. The communal garden should be flexible to divide into personal space if necessary. Balconies to properties would be advantageous. There should be a conveniently located outside tap.			✓
Sufficient parking for clients and staff, to include a provision for dropping off and parking close to main entrance for ambulances and tail lift vehicles. Wheelchair user space closest to main entrance, or the designated property.			✓
External refuse area to include for clinical waste.			✓
Lockable communal storage for cleaning materials.			✓
Lockable communal external storage e.g., shed.			✓
Storage space required for scooters and other mobility aids (to include a charging point).			✓

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5 Appendix 5 – Young Adults with Disabilities and Mental Health

- 5.1** In addition to the groups referenced above, LCC also wishes to encourage Residential Social Landlords and (RSLs)/Developers to provide accommodation for young people transitioning from Children and Family Services Support (aged 16-25) and those with mental health conditions.

The majority of accommodation needs of these groups, in relation to the ‘bricks and mortar’ element of properties is covered within one or more of the Appendices included within this document. However, below are some specific features related to these groups.

5.2 Young Adults with Disabilities (formerly Transitions)

Leicestershire County Council’s Children and Family Services and Adult Social Care Team work together to support young people from 16+ to prepare for adulthood and a fulfilling future, within their own community. Supported living provides better outcomes for young people and maintains their relationships with family and friends.

For this group we are seeking accommodation which is ‘step down’, move-on accommodation, to allow young people time to become more confident and independent, learning daily living skills and also longer term supported living options. A mix of shared and self-contained units are required, with a shared environment preferred for ‘step down’ properties.

Any development should accommodate no more than 8 individuals on one site, where the accommodation is self-contained. No more than 5 where shared.

The design of provision for this group should take into consideration of the needs of young people, for example, their need for their ‘own space’ and also that of communal space within the property, i.e., a ‘student accommodation type feel’.

5.3 Mental Health

Housing related services and support, as well as the design of accommodation can significantly respond to the needs of people with specific mental conditions, both working age and older people.

Leicestershire County Council is seeking to develop accommodation for this group which is ‘step down’, move-on settled accommodation and also longer term supported living options. A mix of shared and self-contained units are required, however, self-contained properties with access to communal space are preferred. Any development should accommodate no more than 10 individuals, where the accommodation is self-contained and no more than 8 where shared. Useful resources on this topic can be found here -

<https://www.housinglin.org.uk/Topics/browse/HousingMentaHealth/>

Appendix A Leicestershire County Council Guidance on House Sizes and Standards

- A1 Introduction
- A2 The Nationally Described Space Standards
- A3 Homes in Multiple Occupation (HMO)
- A4 Building Control
- A5 Housing Health and Safety Rating System (HHSRS)A6
Fire Safety
- A7 Public Health
- A8 Zero Carbon Requirements/Construction

A1 Introduction

Leicestershire County Council (LCC) has prepared this Guidance to aid property owners, planning applicants and Local Authority officers on LCC's expectations for the standard of residential accommodation in the County. It references existing statutory controls, policies and guidance and outlines the Council's expectations in terms of delivering a good standard of amenities and facilities provided.

A2 The Nationally Described Space Standards (NDSS)

In 2015 the government introduced a nationally described space standard which deals with internal space within new dwellings. These standards are suitable for application across all tenures and sets out requirements for the Gross Internal (floor) Area of new dwellings at a defined level of occupancy, bedrooms, bed spaces, and storeys, as well as floor areas and dimensions for key parts of the home, notably bedrooms, storage and floor to ceiling height. For advice on the Nationally Described Space Standards please see the Ministry of Housing, Community and Local Government, (formerly the Department for Communities and Local Government) guidance - <https://www.gov.uk/government/publications/technical-housing-standards-nationally-described-space-standard> For ease of use the council has translated these requirements into a table form as shown below.

Bedrooms	People	Storeys	Gross Internal Floor Area	Single bedroom area (m2)	Single bedroom width (m)	Double/twin bedroom area (m2)	Largest double/twin bedroom width (m)	Other double/twin bedroom width	Built-in Storage	Height for 75% of GIA
1	1	1	39	7.5	2.15	-	-	-	1.0	2.3
	2	1	50	-	-	11.5	2.75	-	1.5	2.3
	2	2	58	-	-	11.5	2.75	-	1.5	2.3
2	3	1	61	7.5	2.15	11.5	2.75	-	2.0	2.3
	4	1	70	-	-	11.5	2.75	2.55	2.0	2.3
	3	2	70	7.5	2.15	11.5	2.75	-	2.0	2.3
	4	2	79	-	-	11.5	2.75	2.55	2.0	2.3
3	4	1	74	7.5	2.15	11.5	2.75	-	2.5	2.3
	5	1	86	7.5	2.15	11.5	2.75	2.55	2.5	2.3
	6	1	95	-	-	11.5	2.75	2.55	2.5	2.3
	4	2	84	7.5	2.15	11.5	2.75	-	2.5	2.3
	5	2	93	7.5	2.15	11.5	2.75	2.55	2.5	2.3
	6	2	102	-	-	11.5	2.75	2.55	2.5	2.3
	4	3	90	7.5	2.15	11.5	2.75	-	2.5	2.3
	5	3	99	7.5	2.15	11.5	2.75	2.55	2.5	2.3
4	6	3	108	-	-	11.5	2.75	2.55	2.5	2.3
	5	1	90	7.5	2.15	11.5	2.75	-	3.0	2.3
	6	1	99	7.5	2.15	11.5	2.75	2.55	3.0	2.3
	7	1	108	7.5	2.15	11.5	2.75	2.55	3.0	2.3
	8	1	117	-	-	11.5	2.75	2.55	3.0	2.3
	5	2	97	7.5	2.15	11.5	2.75	-	3.0	2.3
	6	2	106	7.5	2.15	11.5	2.75	2.55	3.0	2.3
	7	2	115	7.5	2.15	11.5	2.75	2.55	3.0	2.3
	8	2	124	-	-	11.5	2.75	2.55	3.0	2.3
	5	3	103	7.5	2.15	11.5	2.75	-	3.0	2.3
	6	3	112	7.5	2.15	11.5	2.75	2.55	3.0	2.3
	7	3	121	7.5	2.15	11.5	2.75	2.55	3.0	2.3
5	8	3	130	-	-	11.5	2.75	2.55	3.0	2.3
	6	1	103	7.5	2.15	11.5	2.75	-	3.5	2.3
	7	1	112	7.5	2.15	11.5	2.75	2.55	3.5	2.3
	8	1	121	7.5	2.15	11.5	2.75	2.55	3.5	2.3
	6	2	110	7.5	2.15	11.5	2.75	-	3.5	2.3
	7	2	119	7.5	2.15	11.5	2.75	2.55	3.5	2.3
	8	2	128	7.5	2.15	11.5	2.75	2.55	3.5	2.3
	6	3	116	7.5	2.15	11.5	2.75	-	3.5	2.3
	7	3	125	7.5	2.15	11.5	2.75	2.55	3.5	2.3
	8	3	134	7.5	2.15	11.5	2.75	2.55	3.5	2.3
5	7	3	129	7.5	2.15	11.5	2.75	-	4.0	2.3
	8	3	138	7.5	2.15	11.5	2.75	2.55	4.0	2.3

A3. Homes in Multiple Occupation

a) General Space and Amenity Standards in HMOs

With regard to HMO's (Houses In Multiple Occupation), developers will need to comply with specific regulations in respect of requirements for Houses in Multiple Occupation as well as planning controls. It is recommended that where planning permission is required developers consult with planning officers and HMO licensing officers in the appropriate district to resolve issues as early as possible.

Legislation¹ prescribes certain standards that must be met in Houses in Multiple Occupation that are licensable under the Housing Act 2004. These include heating, washing facilities, cooking facilities and fire precaution measures.

From 1st October 2018 legislation was introduced that imposed licence conditions relating to minimum room size for rooms occupied as sleeping accommodation in HMOs licensed under Part 2 of the Housing Act 2004 (mandatory and additional licensing schemes): The Licensing of Houses in Multiple Occupation (Mandatory Conditions of Licences) (England) Regulations 2018. These state –

One-person room (over 10 years of age)	6.51 square meters
Two-person room (over 10 years of age)	10.22 square meters
One child room (under 10 years of age)	4.64 square meters

* No part of a room should be included in the measurement where the ceiling height is less than 1.5m

The Government's non-statutory guidance "Houses in Multiple Occupation and residential property licensing reform: Guidance for Local Housing Authorities" states that the statutory minimum is not intended to be the optimal room size and that local authorities will continue to have discretion to set their own higher standards within licence conditions but must not set a lower standard. For Leicestershire County Council's recommendation in this area, please see below.

b) Leicestershire County Council HMO requirements

Leicester City Council, Derby City Council and Nottingham City Council and DASH (Decent and Safe Homes) East Midlands have developed some best practice guidance for space and amenity standards for both licensable and non-licensable HMOs, which have been adopted by Leicestershire County Council.

The best practice guidance is not a legal requirement and other factors, or compensatory features are taken into consideration when inspecting a property for licensing purposes therefore allowing for a degree of flexibility with the best practice guidance in certain circumstances. These factors could include the shape and usability of the living space and any additional amenity space within the property.

Bedrooms in HMOs where there is no lounge/dining space elsewhere and where cooking facilities are not provided in the room.

¹ *The Licensing and Management of Houses in Multiple Occupation and other Houses (Miscellaneous Provisions) (England) Regulations 2006 and The Licensing and Management of Houses in Multiple Occupation and other Houses (Additional Provisions) (England) Regulations 2007*

The HMO requirements we recommend using in Leicestershire are:

Bedrooms in HMOs where there is no lounge/dining space elsewhere and where cooking facilities are not provided in the room:

One-person room	10 square metres
Two-person room	15 square metres

Bedrooms in HMOs where there is adequate dining space elsewhere and where cooking facilities are not provided in the room.

One-person room	8 square metres
Two-person room	12 square metres

Shared dining space

Where dining space in a separate room or rooms is needed, a minimum of 2 square metres per person will be required. Persons occupying bedrooms/living units with exclusive use of adequate and suitably located dining space can be excluded from the calculation. Any shared dining space shall be suitably and conveniently located. It shall not normally be more than one floor away from the living unit.

Kitchens

Where these are used by up to 5 persons the minimum size shall be 7 square metres. Approximately 3 square metres shall be added for each extra person sharing the kitchen.

General note

Whilst local authorities are entitled to produce guidance on what room size, they consider acceptable, they are not able to apply their guidance as if it has statutory force. The dimensions and areas specified shall normally be regarded as minima, particularly with regard to new proposals. However, it is recognised that existing buildings cannot always achieve these minima. A degree of flexibility will sometimes be possible if other compensating features are present. Conversely it should be noted that irrespective of the dimensions, the shape and useable living space of any room is a determining factor in the calculation of the maximum number of people for which it is suitable.

c) Mandatory Licensing of Houses in Multiple Occupation

The Housing Act 2004 introduced a mandatory licensing system for certain types of Houses in Multiple Occupation (HMO). The aim of licensing is to ensure that every licensable HMO is safe for the occupants and visitors and is properly managed.

From April 2006 owners of certain types of HMOs have been required to apply to the local authority to have their properties licenced. From 1st October 2018 the type of property

requiring a licence was extended to include any² HMO property with 5 or more occupiers from more than 1 household. The responsibility for applying for a licence rests with the person having control of, or the person managing the property. Generally, this is the owner, or the managing agent.

d) Consequences of non-compliance

HMO Licensing (Neighbourhood & Environmental Services) - Licensing Regime. The Housing Act 2004 sets out a number of licensing related offences all of which carry an unlimited fine, including:

- Operating an unlicensed HMO or allowing an HMO to be occupied by more persons than a licence allows
- Breach of a licence condition
- Supplying incorrect information in a licence application

In addition to the above, a landlord who operates an unlicensed HMO can be subject to a Rent Repayment Order (RRO) by a First-tier Tribunal (Property Chamber) under sections 96 and 97 of the Housing Act 2004.

Operating an unlicensed HMO or breaching a licence condition can be dealt with informally initially, however, if the breach is serious and affects the safety of the occupants or the licence holder does not carry out necessary works within an agreed timescale, formal legal proceedings with a view to prosecution can be initiated.

As an alternative to prosecution a Civil Penalty can be issued for certain offences using the Housing and Planning Act 2016. The same criminal standard of proof is required for a civil penalty as for prosecution and the Council must satisfy itself that of the case were to be prosecuted there would be a realistic prospect of conviction.

A4. Building Control

Generally, there is a legal requirement to get approval, if you are extending, altering, or erecting a building. This is to safeguard you, the general public and any future owners of the building. You can apply for building regulation approval through the District Council's Building Control Team or an Approved Inspector. Schemes of conversion or new build will need to comply with the Building Regulations. Building work must be inspected during its progress and sufficient notice must be given to enable inspectors to arrange site visits.

Generally, all new build work, extensions and all structural alterations will require approval under building regulations and some other alterations such as reroofing, rendering, replacement windows and domestic electrical work will probably also require approval.

Building regulations are there to ensure the health, safety, and well-being of the public and are administered by a Building Control Body (Council or Approved Inspector) to maintain building standards and energy conservation in most building schemes. The District's Building

² there are some exemptions; properties managed by a local authority or registered social landlord's university owned/managed halls of residence occupied by religious communities predominantly owner-occupied resident landlord with a maximum of two other households

Control teams provide an impartial, objective assessment of your work through appraisal of submitted plans and information, and subsequent site inspections.

The building regulations cover a number of topics such as structure, fire, moisture resistance, sound, ventilation, water supply and sanitary conveniences, drainage, boilers and chimneys, stairs and ramps, conservation of fuel and power, access for all, safety glazing, and electrical work in and around dwellings.

The design of all residential buildings must meet the requirements of the Building Regulations in respect of means of escape in case of fire, fire precautions and access/facilities for firefighting. This includes conversions of properties.

The design, including internal layouts (to private houses, flats, bedsits etc) and escape routes, should conform to the guidance given in the relevant version of Approved Document B (which support the building regulations) or the British Standard BS9991.

Approved Document M contains requirements for access and moving around a building and contains 'optional requirements' for higher standards. Where appropriate, these can be imposed at the Planning stage to enable a dwelling to be accessed and used throughout a person's lifetime. If higher standards are a condition on the relevant planning permission, Building Control must be notified of this.

If there is no Building Regulation Approval for the works undertaken, or if works have not been carried out in accordance with an Approval, a Local Authority can take enforcement action against the owner of a property (even if that person did not undertake the work themselves), requiring the property owner either to undo the works undertaken or to carry out rectification works in order to ensure that the works comply with Building Regulations.

Should you choose to proceed despite the lack of Building Regulation Consent you may be exposed to the following risks: -

- a) An insurance company may refuse to pay out under a Buildings Insurance Policy if there is inadequate Building Regulation Consent for alterations to the property.
- b) If there is no Building Regulation Approval for the works, they could be structurally dangerous.
- c) The Council could take enforcement action against you requiring you to undertake costly rectification works and causing you considerable inconvenience.
- d) If the property is being sold or is being re-financed, the lack of the requisite approval will be revealed on a Local Search and there is a risk that the finance (for the owner or potential purchaser) could be refused, or indemnity insurance may be required.

A5. Housing Health and Safety Rating System

The Housing Act 2004 introduced the Housing Health and Safety Rating System, a method for local authorities to assess housing conditions. The key principle of the system is that a dwelling, including the structure, outbuildings, amenity space, means of access etc. should provide a safe and healthy environment for the occupants and any visitors.

The inspection process is a risk-based assessment that aims to address all the key issues that affect health and safety within a dwelling and considers the effect of 'hazards' in the property. Hazards are rated according to how serious they are and the effect they are having or could have on the occupants –the effect of the defect.

The system provides a means of comparing risks associated with different types of hazard. Some are slow and insidious in their effect such as dampness and cold and lack of space whilst others are quick such as falls. Some hazards are more likely to result in death (such as carbon monoxide) and others unlikely to cause death (noise, poor layout of amenities).

HHSRS uses a scoring system, each assessment results in a numerical representation of the degree of risk represented by a hazard. A formula is used which takes account the nature of the hazard, the likelihood of an occurrence and the seriousness of the outcome.

A high scoring hazard will be categorised as a category 1 hazard and the local authority has a duty under the Housing Act to take action. Lower scoring hazards are category 2 and local authorities have the power to take action should it be deemed necessary to do so.

Of the 29 identified hazards, Hazard 11: Crowding and Space deals with health hazards linked to a lack of living space for sleeping and completing normal.

A6. Fire Safety

a) Fire Service Order

The Fire Safety Order (FSO) applies to most premises other than single private dwellings (Housing Act) and the responsible person for the premises must ensure that they understand and are aware of their duties. Contraventions and non-compliance of the FSO can result in prosecutions which include unlimited fines and or custodial sentences.

The Regulatory Reform (Fire Safety) Order 2005 is statute law which imposes requirements and duties on the responsible person (the person having control over the premises i.e., owner, landlord, managing agent etc.) of the premises to ensure the safety of all relevant persons.

The Fire Safety Order (FSO) applies to most premises other than single private dwellings (Housing Act) and the responsible person for the premises must ensure that they understand and are aware of their duties.

One of the main requirements of the FSO (Article 9) places a duty on the responsible person to ensure that a suitable and sufficient fire risk assessment has been carried. This must identify the general fire precautions that are required for the safety of all relevant persons (what fire safety arrangements are in place or will be required).

Leicestershire Fire and Rescue Service are the local enforcing authority for the FSO. Their duties start at the planning and development stage of any premises which fall under the FSO, and they are consulted as a part of the process for any new builds or premises undergoing any material alterations. They also carry out regular inspections of premises to ensure compliance with the FSO.

Contraventions and non-compliance of the FSO can result in prosecutions which include unlimited fines and or custodial sentences.

Different types and uses of premises i.e., purpose-built flats, HMO's etc. will require specific fire safety arrangements. It is therefore essential that appropriate best practice guidance is used when assessing the premises. Leicestershire Fire and Rescue Service do provide advice and guidance which can be found on their web site.

b) Leicestershire County Council's Fire Safety Requirements for Third Party Owned Supported Accommodation and LCC owned Supported Accommodation

For the current policy in this area and the LCC Fire Risk and Sprinkler Priority Assessment Tool, please contact Leicestershire County Council.

As a minimum for a non LCC owned supported accommodation property the following is required:

- Completed fire strategy for the building
- Completed fire risk assessment for the building
- Written assurance the above will be reviewed annually

A7. Public Health

The built and natural environment we design and create can influence people's ability to follow healthy behaviours and have positive impacts on reducing inequalities. Residential space standards, amenities and facilities can help to protect and promote the health and wellbeing of residents of Leicestershire and contribute to the prevention of ill health and support positive health and wellbeing across the life course.

Public Health England note some of the UK's most pressing health challenges - such as obesity, mental health issues, physical activity, and the needs of an ageing population – can all be influenced by the quality of our built and natural environment³.

The adverse health effects associated with a lack of space, overcrowding, damp and cold, are linked to a range of conditions and diseases in children and adults, including respiratory conditions, tuberculosis, meningitis and poor mental wellbeing and social cohesion. Well-designed homes, space standards and amenities should have a positive impact on health and wellbeing, including physical activity, social isolation, mental health and air and noise pollution.

A8. Leicestershire County Council's policy on Zero Carbon Requirements/Construction



Policy on Zero Carbon Requirements



Appendix A Zero Carbon Construction



Appendix B Zero Carbon Construction

Appendix 6 – Minimum Standards Property Checklist

This checklist is designed for the Housing Provider to confirm the identified property is suitable and sustainable for the identified individual and meets the minimum standards required in terms of space and ALL regulatory and licencing requirements	
ACTION	
Confirm Property type and location meets specification and strategic or individual identified need	
Confirmation of property management arrangements in place i.e., lease/Management Agreement and Service Level Agreements	
Provide name and contact details for landlord	
Status of landlord i.e., Private/Registered Provider	
Private Landlord confirm if registered with ARLA, DASH and any tenancy deposit arrangements	
Provide address of the property	
Building Control approval obtained (where applicable)	
HMO details and confirmation of licence (where applicable)	
Property conforms to Decent Homes Standard and HHSRS	
Sufficient fire prevention and detection in situ	
In HMO are self-closing fire doors provided throughout the property	
Landlord/Agent to provide evidence of their insurance in respect of the property and to be made available on request.	
Confirm Gas Safety Certificate in place	
Confirm Electrical Safety check and evidence of items tested	
Does property have an Energy Performance Certificate	
Confirm the rents, service charges have been agreed with housing benefit	
Confirm type of tenancy to be issued and duration	
Identify any shared or apportioned utilities that are included	
Confirm safety and suitability of Communal doors - entry points/key fobs/security. Intercom/door entry system	
Confirm Flat/room front doors if a Fire door meets regulations, thumb-turn lock on the inside, intumescent seals and a self-closure fitted.	
Internal facilities and good working order	
Heating – Fuel type (Gas/Elec/Oil/LPG)	
Boiler & radiators or storage/convector heaters/underfloor	
Hot Water type and fuel – Gas Combi/Elec Cylinder	

Heating timer, thermostat, TVs, and associated controls present and functional.	
Extractor fans present in Kitchen & Bathroom	
FD30 minimum Fire Door to be installed in kitchens as an internal door.	
Meter locations and type – i.e., prepayment	
Ensure meters for each individual dwelling per utility.	
Check Meters present for Gas, Electric and Water, note if a card/key meter.	
Window lock keys	
Lockable cupboards – kitchen area & Bathroom cabinet	
Smoke/Fire/Carbon Monoxide detectors	
Instruction booklets provided for any electrical items, cooker, boiler, shower	
Gas Servicing records for boilers.	
Electrical periodic inspection certificates	
If part of a block, check for Legionella testing reports	
Fire Alarm & EL test certificates.	
Asbestos Survey if pre-1990.	
Confirm where Furniture provided conforms to BS standard Fire alarm & Extinguishers (if applicable) Fire route signage and Emergency Lighting Landlord Supply	
Establish the landlord repairs process and backup system for escalation	
Confirm suitability of outside space	
Security of perimeter	
Access – private/open	
Pathways/steps /handrails	
Lighting	
Garden	
Storage sheds or lockable cupboard	
Drying area/Seating area	
Sufficient refuse and bins – storage/collections	
Confirmation of housing services offer i.e., Health and Safety/ Tenancy Support	
Final check before moving in date: Pre -tenancy affordability assessment completed and where applicable Occupational Therapist conclusion on suitability of the property	