

Support Service Agreement: House in Multiple Occupation (HMO) Fire Standards Assistance



Please complete this form where you require our support service to design your fire detection and protection for your property.

The Residential Enforcement Team offer the following fire standards assistance:

You are required to provide an accurate floor plan of your property and relevant fee with this application.

- Option 1 An annotated plan of your property detailing the fire alarm system and protection to the means of escape, in line with the LACORS fire safety guidance.
£120 (VAT included).
- Option 2 An annotated plan of your property detailing the fire alarm system and protection to the means of escape, in line with the LACORS fire safety guidance.
A site inspection following works and written confirmation your property meets our fire standards.
£240 (VAT included).

Please indicate which service you require:

- Option 1 £120
 Option 2 £240

Address of property to which this agreement refers:

	Postcode:
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Full Name	
Contact Address	
Contact Number(s)	Phone 1: Phone 2:
Email	

Position with regard HMO (<i>manager/owner etc</i>)	
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In accordance with the terms and conditions of this service as set out overleaf I hereby request and authorise the Residential Enforcement Team to support me by designing my fire detection and protection to the means of escape for the HMO address above.

I understand that I am required to provide an accurate floor plan of the property, detailing room use, doors, stairways and windows.

I understand that any changes to the internal layout of the property, may affect the information provided by the Residential Enforcement Team.

I understand that the fee of £120 / £240 (incl. of VAT) (per HMO) must be paid before the Council engages in the HMO licence application support service.

I understand that on receipt of my fire safety assistance from the Council, I will have a period of 8 months to undertake all works required to meet the Council's standard.

I understand that the Council will inspect my property during the term of the licence and if I have failed to meet the fire standards required, will receive a formal enforcement notice and accompanying charge of £450.

I understand that the personal information that I have given to the Council is for the purposes of this service. The Council will not forward this information to outside organisations, without my prior consent.

I confirm that I have read the attached notes and agree to them.

Signed: _____

Date: _____

Full Name: _____

Payment Details

Payment must be made at the point of application.
Any applications received without payment, will not be processed.

Payment can be made in the following ways:

1. Credit or debit card.

Please call 020 8547 5589 / 4673 quoting HMO Licence payment, your name and property address.

2. By cheque

Cheques to be made payable to "Royal Borough of Kingston upon Thames".

3. By BACS payment

Lloyds Bank Plc

Bank Account Name: Royal Borough of Kingston upon Thames – Direct Credit Account

Branch Sort Code: 30-80-12

Bank Account Number: 14717168

Payment Ref: HMOLIC/(Please insert property address here as a reference)

Contact the Residential Enforcement Team:

This agreement and fee should be returned to:

Royal Borough of Kingston upon Thames
Residential Enforcement Team
Guildhall 2
High Street
Kingston upon Thames
Surrey KT1 1EU

e-mail: privatesectorhousing@kingston.gov.uk

Telephone Number: 020 8547 5003

For further HMO information: www.kingston.gov.uk/hmo

Terms and Conditions

What service will the Council provide me for this fee?

On submission of your application and floor plan, you will be allocated a Residential Enforcement Officer to provide you with the information you require to meet the Council's fire safety standards. This will include information on:

1. Automatic fire detection.
2. Protection to the means of escape (fire doors etc).
3. Emergency lighting (if applicable).
4. Fire fighting equipment.

You will be provided with written notification of the standard required within your property within 28 days of your application.

A site visit will be made and confirmation in writing following this visit that your property meets the Council's fire standards (only available with Option 2).

What sort of floor plan do I need to provide?

You do not need to provide a professional drawing but it does need to show the following:

- each floor within the property (clearly labelled)
- each room (clearly labelled)
- each window
- each door
- stairs
- any fire alarm system, fire doors already in situ
- any entrances and exits
- any commercial premises

If you would like a copy of an example plan, please contact the Residential Enforcement Team.

What will not be included in the service?

The service closes at the point that written notification of the required standards is provided by the Council.

The applicant will be provided with a period of 8 months to undertake all required works to meet the required standard.

The duty to undertake the works lies solely with the person in control / manager of the HMO.

Will the Council check that I have completed the works?

If you choose Option 2, you will receive a site visit and written confirmation that the works have been completed in line with our requirements.

The Council will also undertake a full inspection of your HMO, within the licence period. If during this inspection it is found that you do not meet the required standard, a formal enforcement notice will be served on the person in control / manager and a charge of £450 will be incurred.

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What happens next?

On receipt of the signed agreement, floor plan and payment you will be contacted within 10 days to acknowledge your application.

Within 28 days of your application, you will receive your annotated floor plan and supporting information detailing the fire standard for your property.

If you have chosen Option 2, please contact your Case Officer on completion of works to arrange a site visit. Following this visit, you will receive written confirmation that your property meets the Council's fire safety standard.

If there are outstanding works at the time of the site visit, the Residential Enforcement Team may take enforcement action to ensure the standards required are met.

It is your responsibility to employ a suitably competent contractor and to ensure the standards are met.