







Houses in Multiple Occupation Landlord Submitted Plans

- Plans need to be clear, accurate and scaled, or at least proportionate.
- As a minimum they should be no worse than standard estate agents' plans; although well drawn by hand may be acceptable.
- Scale should be no smaller than around 1:50.
- Preferably submitted electronically (PDF).
- Plans need to include:
 - Room type/usage, circulation spaces, including all relevant floors & exits.
 - Measurements and/or room sizes*.
 - Doors, windows, staircases (incl. direction), fireplaces & store cupboards etc. (as necessary)
 - Amenities/facilities (positions of kitchen units, sinks, cooker, boiler, heaters etc. and baths, showers, WCs & basins)
 - Detectors etc., emergency lighting, fire blanket (as existing)
 - Orientation (front & north)
 - Annotation (Premises, landlord/agent details, drawing ref, producer etc.)

Guidance

- Floor areas are not to include restricted spaces, i.e.: raised floors (e.g.: above stairs), under sloping ceilings that are lower than 1500mm.
- Bear in mind wall thicknesses (internal/external).
- It is not necessary to include furniture or movable items (tables, beds, wardrobes) unless fixed.
- Elevations and/or cross-sections are not necessary, unless you believe it to be relevant.
- Suitable symbols and notation:

KEY			
	Smoke Detector	FD30S	30min Fire Door with: Intumescent Strips, Smoke Seals, Over-head Closer
	Heat Detector		
	Call Point		
	Sounder	FD30L	30min Fire Door with: Intumescent Strips, Lock
	Control Panel		
	Emergency Lighting	D20	Door of Solid construction
FB	Fire Blanket	TT	Thumb Turn Lock

PSH officers reserve the right to refuse plans if they feel the drawings do not come up to the above standards.

A PSH officer can survey and draw plans upon request, for a fee. Please see our published Fees and Charges on the [website](#) for our current fee for this service.