Drawing a Plan for an HMO licence application

As part of the licence application you are required to submit floor plans of your property. The following guide is aimed at assisting you in this and to avoid your application being returned.

An example showing the type of plan and detail required is available in Appendix 1 below. Example symbols we recommend you use appear in Appendix 2.
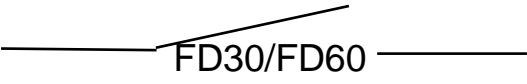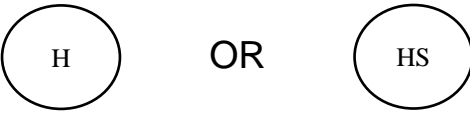
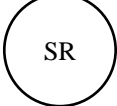In general terms the following points must be observed:
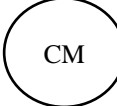
- Floor plans should be submitted on a single side of A4 paper per storey starting with the lowest floor and the location of staircases clearly indicated
- Dimensions of each room must be indicated in metres. Drawings must be representative of rooms and floor layouts but do not have to be drawn to precise scale
- Where the height of the ceiling falls below 1.5 metres this must be indicated on the plan
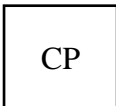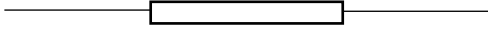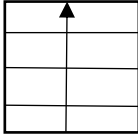- Smoke detectors, call points, fire blankets, fire door ratings (30 or 60 minutes fire resistance), and windows must be indicated within the plans following the symbols on the diagram key
- Any potentially complex fire escape routes must be clearly indicated on HMO plans with the route indicated in red
- Labels must describe the rooms use i.e. kitchen, bedroom, living room
- Locations of amenities and appliances such as showers, baths, refrigerators, hobs and ovens must be indicated.
- Locations of any gas appliances such as the meter, the boiler and fixed gas heaters must be identified on plans

Mobile phone applications for floor plan design are available but diagrams must be submitted as either high quality photographic, Microsoft Word or pdf.

Appendix 1: Example of an appropriate floor plan diagram
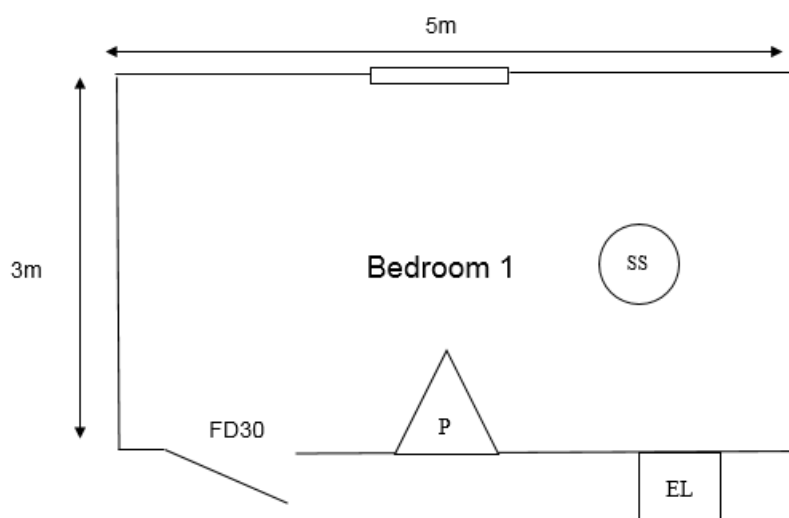
Appendix 2: Key for floor plan diagrams

Item	Symbol
Fire Door	FD30/FD60
Smoke Detector OR Smoke Detector and Sounder	S OR SS
Heat Detector OR Heat Detector and Sounder	H OR HS
Sounder	SR
Carbon Monoxide Alarm	CM
Emergency Lighting	EL
Call points	CP
Fire Blanket	FB
Window	
Stairs	
Fire Extinguisher (various types) -Dry Powder: P -Water : W -Other Type: O	P W O