

### **Floor plans and site plan required for HMO Licence application**

You will be required to provide a scaled floor plan to the scale of 1:50 for each storey of the building, showing the location and dimensions of all rooms within the property. We require room numbers on the plan.

The following abbreviations should be used on your plans:

Bath	B	Electrical fuse board	EFB
Cooker	C	Gas meter	GM
Fridge	F	Electrical sockets	ES
Sink	S	Radiators	RAD
Shower	SH	Windows (double glazed DG or single glazed SG)	WDG or WSG
Water closet	WC	Extractor fans	EF
Wash hand basin	WHB	Loft hatch	LH

Floor plans should also show the location of all fire precaution equipment using the following prescribed abbreviations:

Alarm sounder	AS	Fire door	FD
Call point	CP	Heat detector	HD
Emergency lighting	EL	Smoke detector	SD
Escape window	EW	Fire extinguisher	FE
Fire alarm control panel	FAP	Escape route	Bold red line
Fire blanket	FB		

We also require a site plan. The site plan (also known as a block plan) should be drawn at an identified standard metric scale (typically 1:100). It should show the proposed site in relation to the site boundaries and other existing buildings on the site, with dimensions specified including those to the boundaries. It should also show the direction north.

It should include the following:

- All buildings, roads and footpaths on land adjoining the site including access arrangements
- All public rights of way crossing or adjoining the site
- Location of refuse storage and position of where refuse is collected by the local authority
- The boundary treatment including walls or fencing
- The extent and type of any hard surfacing
- Fire exit from the HMO to the designated area
- Main exit doors

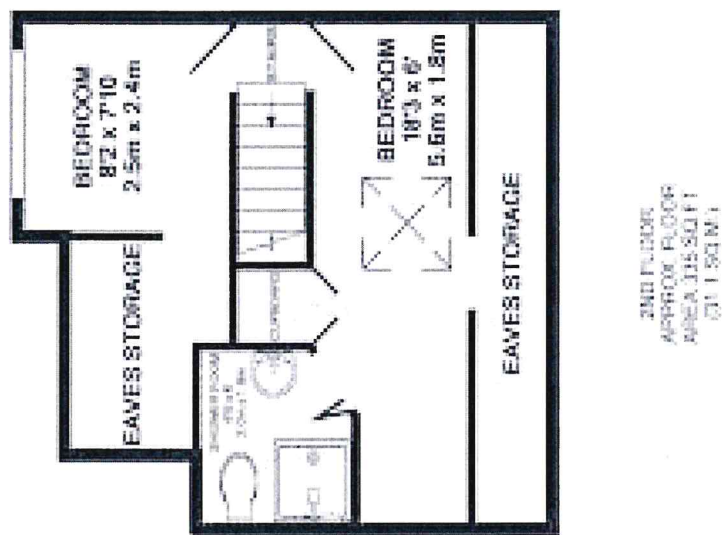
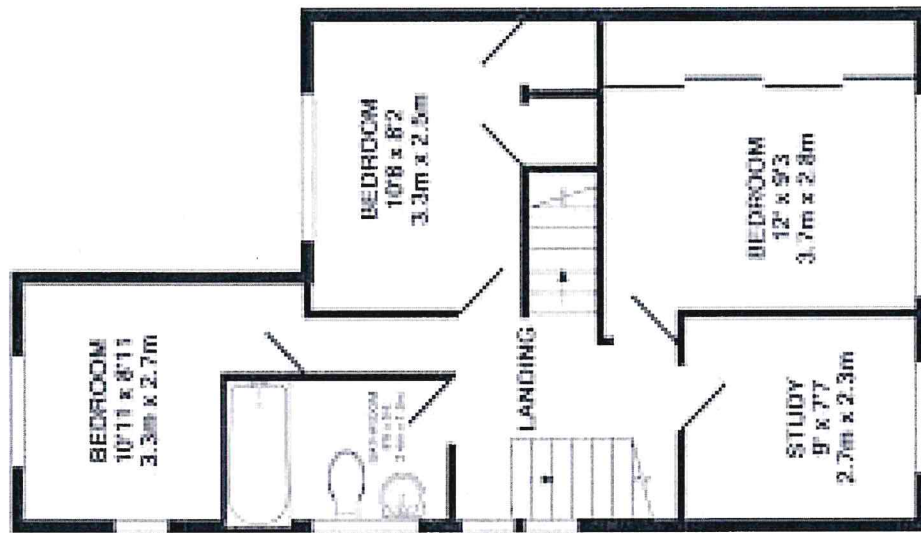
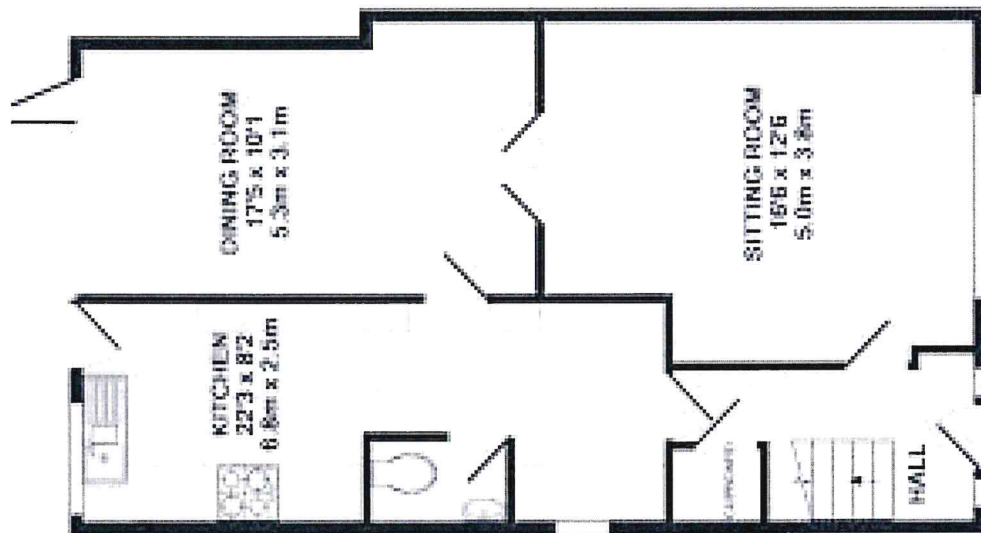
You can purchase your plans through one of the Planning Portal's accredited suppliers by following the below link:

[https://www.planningportal.co.uk/homepage/4/buy\\_a\\_plan](https://www.planningportal.co.uk/homepage/4/buy_a_plan)

Example floor plans and site plans are shown on the following pages:

**PLEASE NOTE THAT IF YOU ARE INTENDING TO SEND YOUR PLANS ELECTRONICALLY THEN THEY WILL NEED TO BE EITHER A4 OR A3. IF YOUR PLANS ARE ANY OTHER SIZE YOU WILL NEED TO HAVE THEM PRINTED AND SEND TO US VIA THE POST.**

# Floor plans – 1:50



Site plan – 1:100

