

**HOUSING ACT 2004, PART 2
LICENSING OF HOUSES IN MULTIPLE OCCUPATION**

FLOOR PLAN OF PROPERTY TO BE LICENSED

You are required to submit with your completed licence application form a sketch of the floor plan of each level of residential areas of the premises.

Please complete the form in either black or blue ink.

The floor plan may be a simple drawing or sketch completed by yourself (or if available, a copy of a formal plan).

This pack contains an example showing the type of sketch and detail required.

Use the symbols from the chart provided to mark the appropriate details on the floor plan.

You should provide a separate sketch for each floor level of the property.

Additional sheets may be added if you require further space.

Each room should be individually numbered on the plan. The room number and room dimensions should be entered in the table provided.


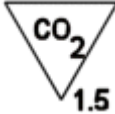












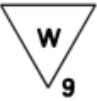

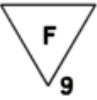

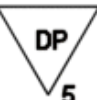

If you need any assistance completing the form, please contact:

Environmental Health 01706 217777 Option 4


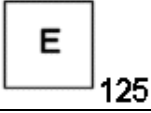
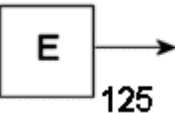




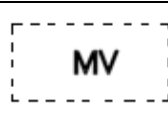
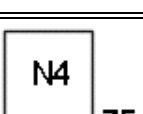
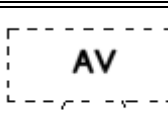
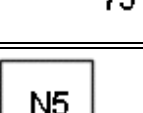
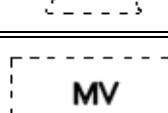

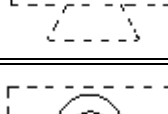
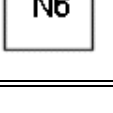

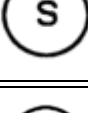

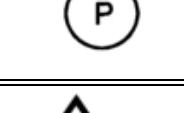
Postal Address of Property _____

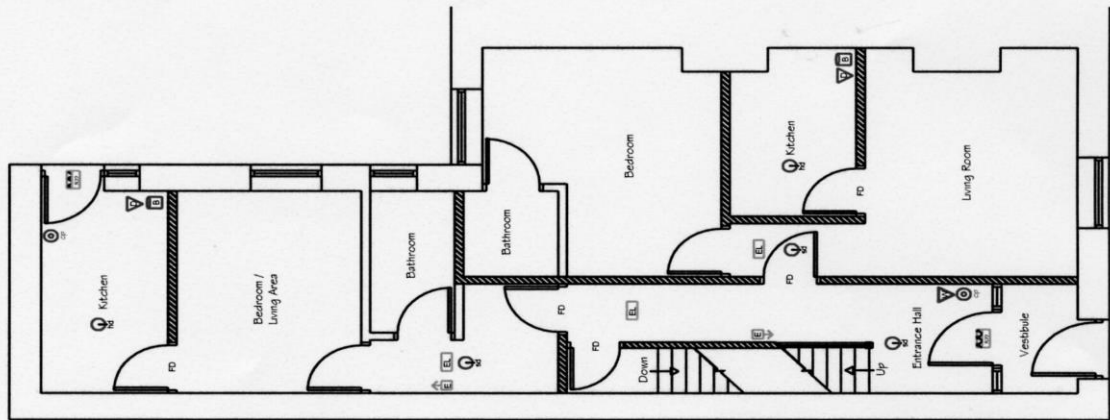
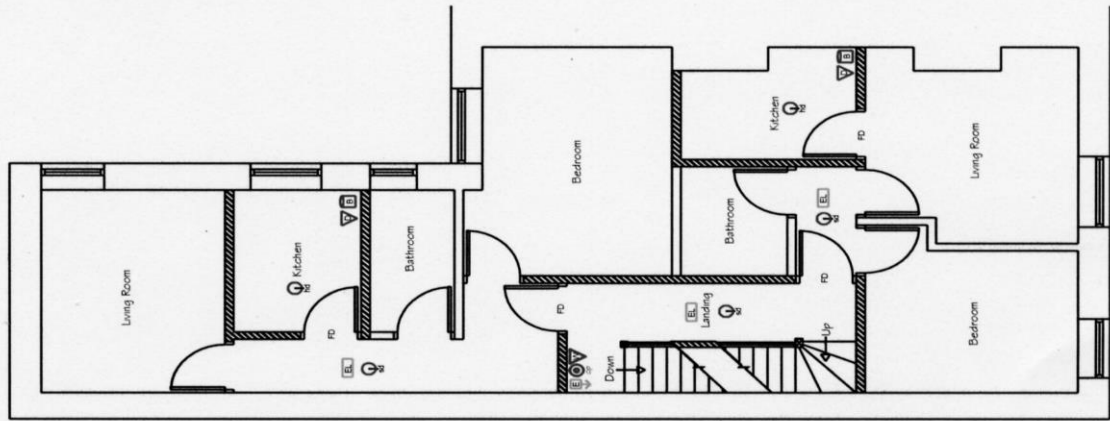
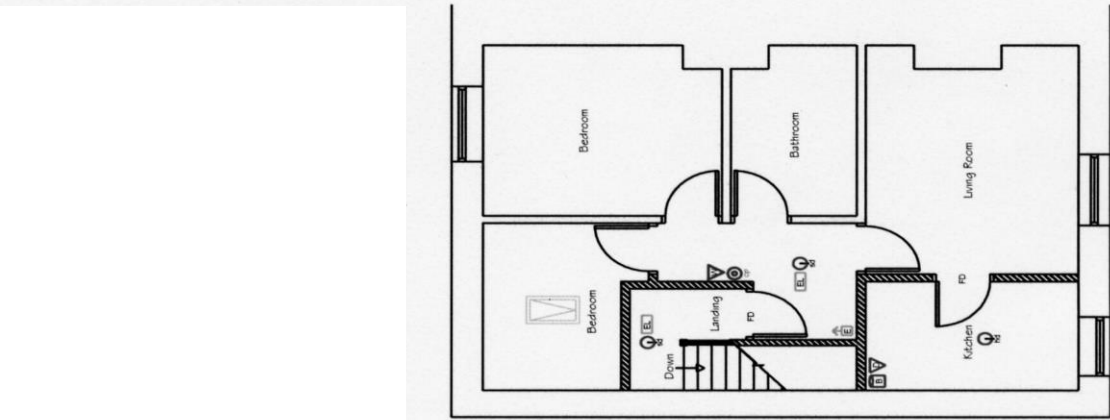
_____ **Postcode** _____

Please use these symbols on your sketch of the floor plan

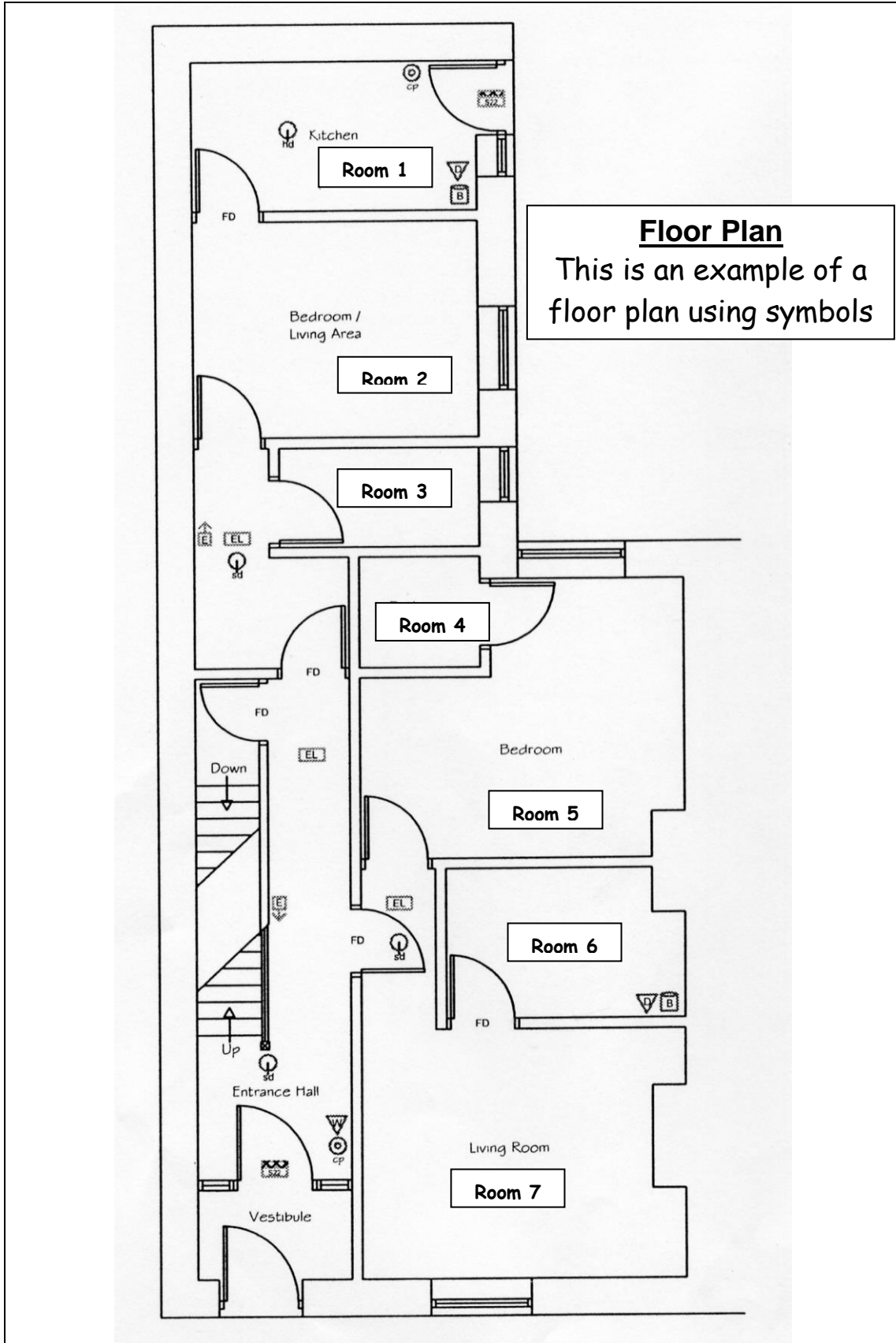
	Doors - Fire Resisting		Fire Extinguishers - Carbon Dioxide
	Doors - Fire Resisting		Fire Extinguishers - Vaporizing Liquid
SC	Doors - Self Closing Devices	B 2 x 1	Fire Extinguishers - Fire Blanket
SCA	Doors - Automatic Releases		Fire Alarm - Call Point
SD	Doors - Security		Fire Alarm - Audible Warning Device
FFF	Doors - Free From Fastenings		Fire Alarm - Visual Warning Device
	Fire Resisting Construction		Fire Alarm - Internal Telephone
FRG	Fire Resisting Glazing		Fire Alarm - Indicator Panel
FRG 60	Fire Resisting Glazing		Fire Alarm - Manual Sounders
FRG/H	Fire Resisting Glazing Height above the floor level		Automatic Fire Alarm - Heat
	Fire Extinguishers - Hose Reel		Automatic Fire Alarm - Smoke
	Fire Extinguishers - Water		Emergency Lighting Points
	Fire Extinguishers - Foam		Emergency Lighting Hand Lamp
	Fire Extinguishers - Dry Powder		Emergency Lighting Illuminated Exit Box

Please use these symbols on your sketch of the floor plan

	Emergency Lighting Illuminated Directional Exit Box	R.S.	Door - Roller Shutter
	Fire Exit Sign	U.O.	Door - Up and Over
	Fire Exit Directional Sign	1:12 →	Ramp
	Fire Notice - General Notice	V.P.	Vision Panel
	Fire Notice - Staff Notice		Roof Light - Automatic Venting
	Fire Notice - Keep door Shut Notice		Roof Light - Manual Venting
	Fire Notice - Slide to open Notice		Roof Ventilator - Automatic Venting
	Fire Notice - Fire Exit Keep Clear Notice		Roof Ventilator - Manual Venting
	Fire Notice - Keep door Shut Notice		Roof Ventilator Manual Override Point
	Fire Notice - Door Fitted with Push Bars Notice		Automatic Sprinkler Points
HRL	Handrail		Automatic Sprinkler - Main Valve
GRL	Guardrail Balustrade or Wall		Area Protected by a Pressurization System
WP	Staircase - Weather Protection		Hazard Location



Example of Typical HMO Plan



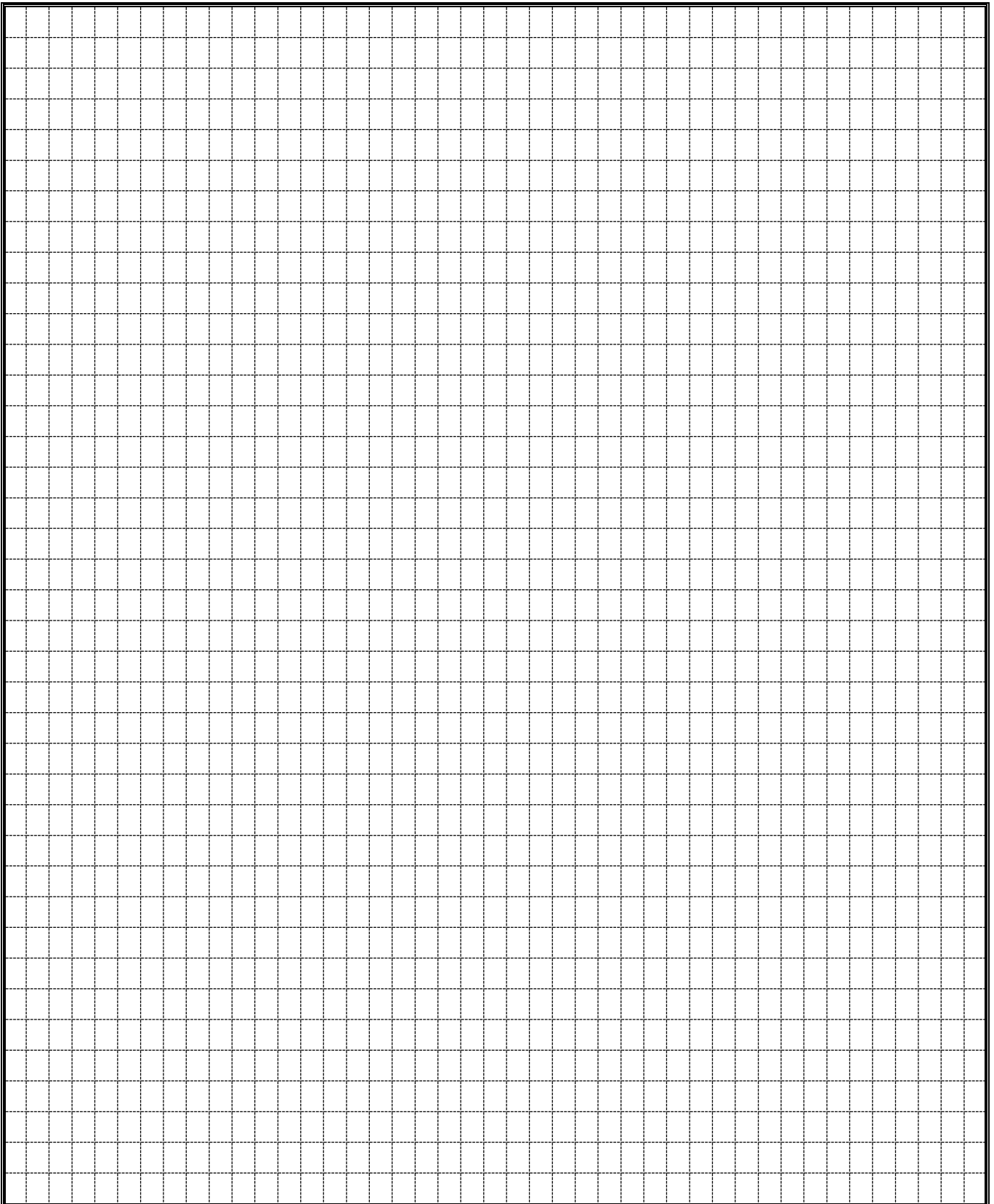
Floor Plan
This is an example of a floor plan using symbols

Floor Level	Room Number	Number of Occupants	Description of Room	Dimensions

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Floor Plan

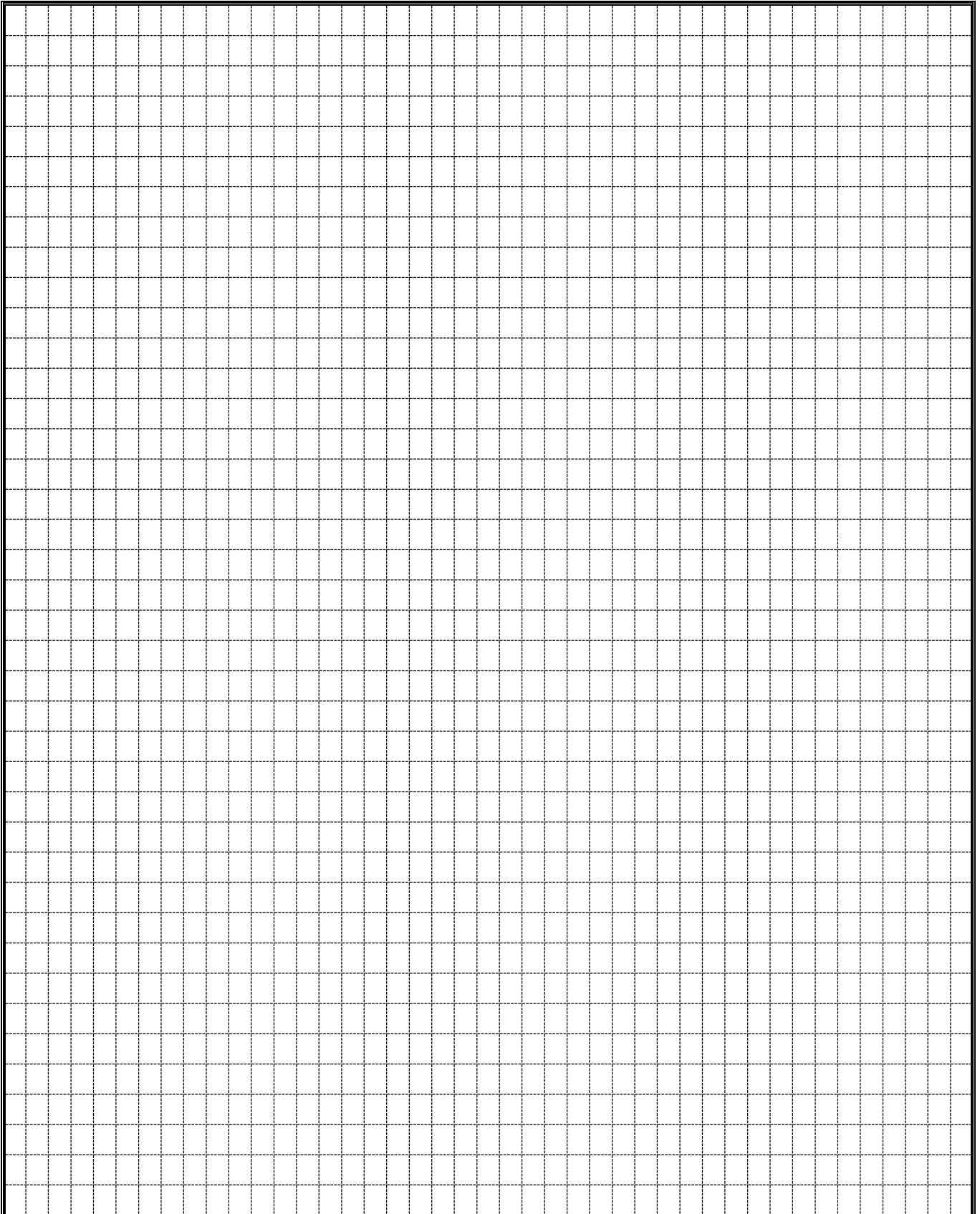
Description of Area eg: 1st Floor



NOTE: Please number each room clearly

Floor Plan

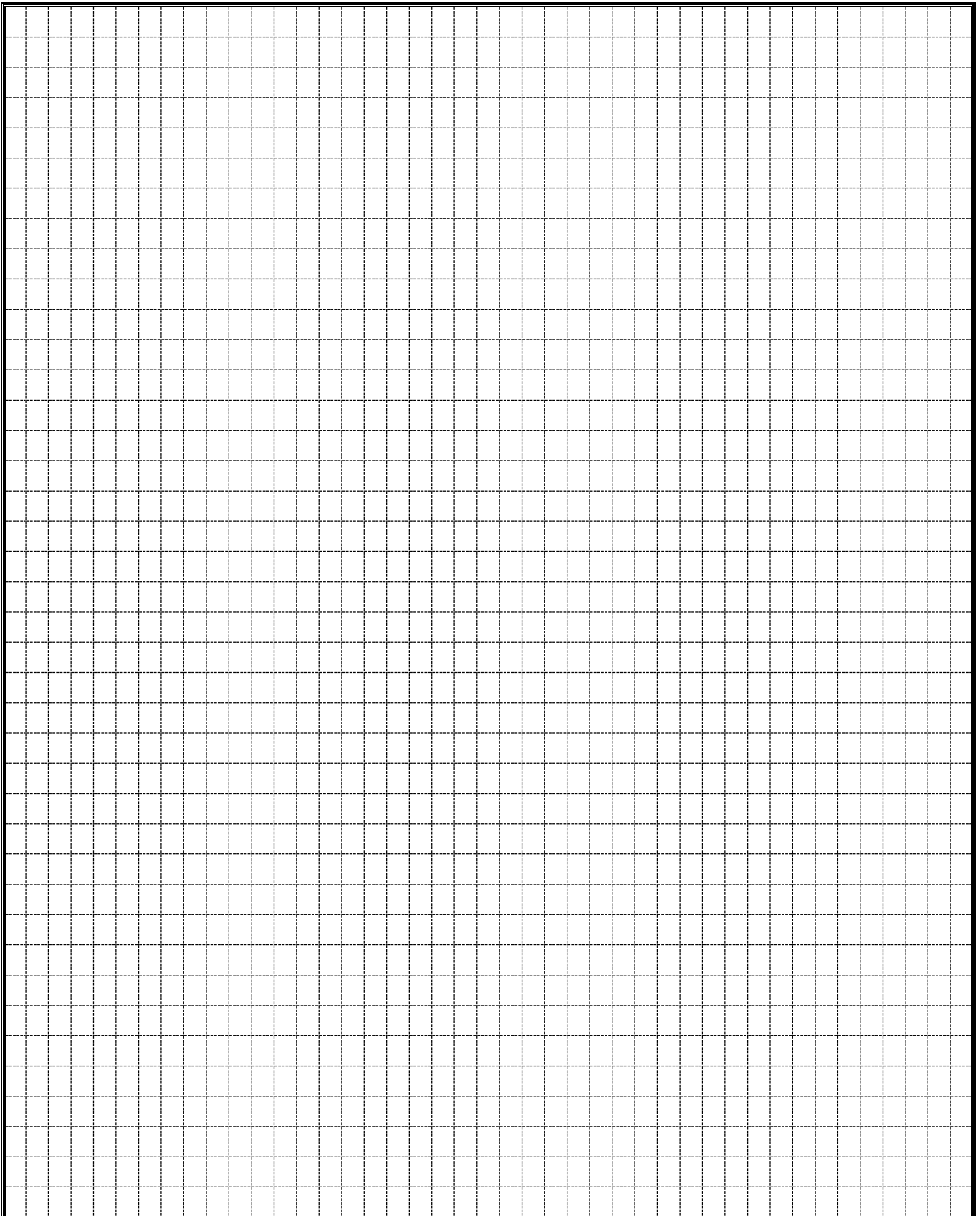
Description of Area eg: 1st Floor



NOTE: Please number each room clearly and measurement

Floor Plan

Description of Area eg: 1st Floor



NOTE: Please number each room clearly and room measurement