

# Minimum Requirements for Self Catering Accommodation

*To be approved by Eastbourne Borough Council for marketing purposes, and/or to obtain membership of the Eastbourne Hospitality Association, houses, bungalows and flats must meet these criteria.*

## Definitions

- Flats: part of a building let as a self contained unit with a number of rooms, one or more of which is set aside for sleeping purposes only. To also include kitchen area, bathroom or shower and toilet for exclusive use of the occupier.

## Floor Area

- Each self contained flat to have a floor area of not less than 200sq. ft (excluding corridors and bathrooms and toilets) plus 80sq. ft for each additional person.
- Minimum sizes for bedrooms are: single 60sq. ft, double 90sq. ft, twin 110sq. ft, family 160sq. ft.

## Bedrooms

- Minimum bed sizes: single 6'3" x 3', double 6'3" x 4'6" of sound condition with a secure headboard or equivalent. Bunk beds are acceptable for children. Mattresses to be interior sprung or good quality foam rubber. Where linen is provided it must be changed at least once a week or with each new occupier.
- A mattress protector or underblanket fitted to each bed.
- A non-flammable waste bin must be provided in each bedroom.
- A bedside table or shelf together with a table lamp accessible from each bed.
- One dressing table, or equivalent and one mirror.
- Adequate and suitable wardrobes or clothes cupboard with hangers.
- At least one window which can be opened.

## Furniture, Furnishings and Equipment

- Furniture, furnishings, fittings, crockery, cutlery and utensils must be sufficient for the occupants.
- An inventory of contents to be displayed.
- All areas to have suitable finishes or floorcovering maintained in good order. Loose floor coverings to be avoided.

## Heating and Lighting

- Adequate fixed heating controllable by the guest.
- Adequate lighting, natural or artificial, throughout the establishment. Stairs and corridors used for access to be constantly illuminated – controlled by the proprietor, or timed push button.

## Ventilation

- Every habitable room to have a window which can be opened directly into the air.
- All other rooms to have effective ventilation.

## Food Storage

- A refrigerator (not table top) must be provided.



## Cooking Facilities

- Gas or electric cooker in safe working order. A minimum of 3 rings/burners is recommended, but not Baby Bellings or similar cookers.
- It must be stated what cooking facilities are available and that they are thoroughly cleaned between lettings.
- An impervious working surface for the preparation of food.
- A sink with a draining board and constant supply of hot and rising main drinking water.
- A microwave oven is to be provided.

## Disposal Facilities

- Kitchen areas to have a covered pedal bin or suitable refuse container. Access to an outside bin, suitable for refuse collection.
- All areas of the accommodation to be thoroughly cleaned between lettings.
- Table and household linen, where provided, to be changed at least once a week and for each new occupier.

## Bathrooms

- One bath or shower, wash basin with mirror above and shaver point. Hot water to be available at all times.
- Bathrooms must have a towel rail.
- All windows to have opaque curtains, blinds or shutters fitted.
- Fixed heating to be provided in all bathrooms with an external window.

## Toilets

- One toilet per unit.
- Toilets to contain lidded disposal bin, toilet paper and toilet brush.

## Security

- Name, address and telephone number of the proprietor, or a representative or agent, who must be available at all times, together with those of the emergency services including a doctor who can be contacted locally, must be prominently displayed. If a telephone is not provided in the premises and if a resident caretaker is not available, directions to the nearest public telephone box must be provided.
- Entrance doors to have firm and adequate locking facilities from both inside and outside. Proprietors, or representatives or agents, who must be able to be contacted locally, to hold a complete set of spare keys.
- Occupiers to be provided with a key to the front door giving access onto the street.
- A minimum of one smoke detector must be provided in all units.



### Minimum Inventory

- Per bed: 3 blankets or 2 blankets and an eiderdown or 1 continental quilt and cover. 2 pillows per person.
- Per person: knife (table and dessert), fork (table and dessert) spoon (dessert and tea), plate (large and small) tea cup and saucer, cereal/soup plate, tumbler, egg cup, wine glass, 4 coat hangers.
- Per unit: 2 tablespoons, 2 mixing bowls or basins, 2 cleaning cloths, 2 ash trays (unless non-smoking unit). Kettle, teapot, saucepan and lid (large, medium and small), frying pan, colander, oven roasting tray, casserole dish with lid. Carving knife and fork, bread knife, bread/cake container, bread and cake plate, bread/chopping board. 1 pie dish, 2 vegetable dishes, wooden spoon. Fish slice, vegetable knife, tin opener, corkscrew/bottle opener, potato peeler. Large fruit dish, butter dish, sugar basin, tray, milk jug. Condiment set. Washing-up bowl, dustpan and brush or carpet sweeper or vacuum cleaner, broom, floor cloth, 'J' cloth or equivalent, pot scourer, bucket and mirror.

### Operational Requirements

- The proprietor or a representative/agent should make themselves available to the occupiers at reasonable times.
- Exterior and interior decorations to be maintained in reasonable condition.
- Fire extinguishers must be fitted and fully operational in all units. Recommended type dry powder general purpose of approx. 1.5kg weight and a fire blanket to each kitchen, which does not contain asbestos.
- Where electricity meters are used the tariff must be displayed.
- A selection of Tourist information leaflets must be provided.

The following must be made clear to prospective occupiers at the time of booking:

- What the quoted price covers, which services (if any) are charged as extras and where a charge is made for space or water heating, details of the method of charging and the rates.
- That the persons occupying the accommodation shall not exceed the number stated at the time of booking.
- That pets will only be allowed with the consent of the proprietor.
- That occupiers will be responsible for all damage and breakages during their stay.

### Statutory Obligations

Evidence of compliance with -

- Fire Precautions
- Disability Discrimination
- Public Liability Insurance
- Gas Safety Certificate
- Health & Safety
- Trade Descriptions
- Building Regulations
- EPC Certificate



It is unlikely that any establishment offering accommodation to DSS residents, accepting homeless persons or local authority referrals will be eligible to participate in this scheme.

*JOINTLY PUBLISHED BY:*

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# Quality Standards for Self Catering Accommodation 2016/2017

