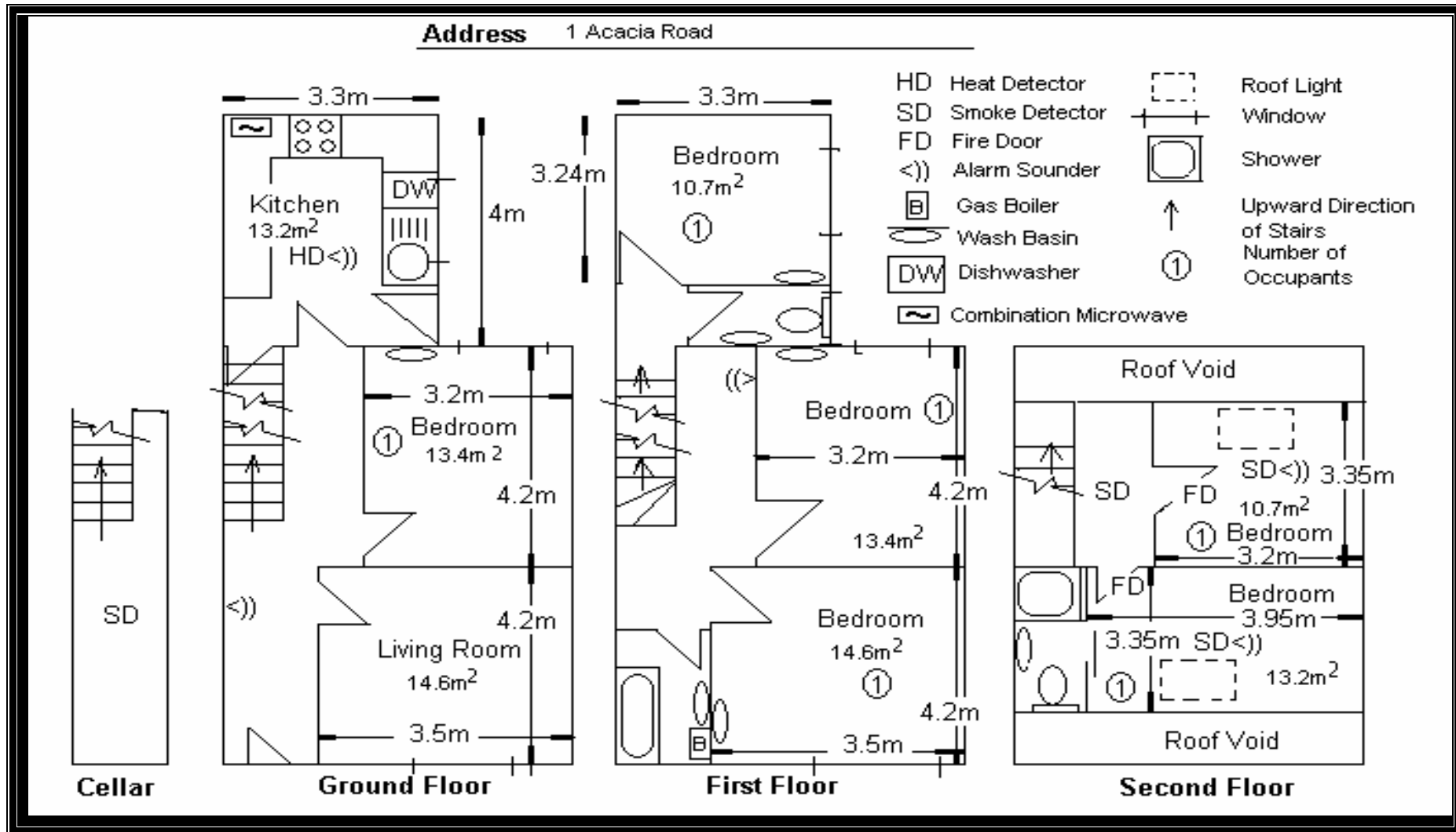**Appendix 1**

Example Plan

This is an example plan that will be acceptable for HMO licence applications. It is to show existing facilities only. The plan may be hand drawn providing it is clear and roughly in proportion. This plan is not intended to show the fire standards that will apply to these properties.

Address   1 Acacia Road

HD	Heat Detector		Roof Light
SD	Smoke Detector		Window
FD	Fire Door		Shower
<))	Alarm Sounder		
B	Gas Boiler		Upward Direction of Stairs
	Wash Basin	①	Number of Occupants
DW	Dishwasher		
	Combination Microwave		

Cellar   **Ground Floor**   **First Floor**   **Second Floor**

Kitchen 13.2m² HD<))
Bedroom 13.4m 2 ①
Living Room 14.6m²
3.3m 3.24m 4m 3.2m 4.2m 4.2m 3.5m
SD <))

Bedroom 10.7m² ①
Bedroom ① 3.2m 4.2m 13.4m²
Bedroom 14.6m² ①
3.3m ((> 3.5m 4.2m
B

Roof Void
SD<)) 3.35m
10.7m² ① Bedroom 3.2m
SD FD
Bedroom 3.95m
3.35m SD<))
FD
① 13.2m²
Roof Void

The plan does not need to be professionally drawn. Hand drawn sketch with all details as shown above will be acceptable.

Appendix 2

Sketch Paper