

Graduate Accommodation

Occupancy Policy



Occupancy Policy

1 Introduction

- 1.1 This policy is intended to summarise the University's policy on granting permission to a tenant to share occupation of the tenant's accommodation with a family member or family members where the individual's tenancy agreement allows such sharing.
- 1.2 Any permission allowing short term sharing of occupation of the tenant's accommodation with a guest is set out in the tenancy agreement and is not the subject of this occupancy policy.
- 1.3 The University aims to balance the needs of all its tenants with its duty to maintain high quality accommodation and ensure that the accommodation occupied by the tenant does not become overcrowded and the facilities enjoyed by other tenants within an estate or block are not detrimentally affected.
- 1.4 Any such permission will be granted on a case by case basis at the discretion of the University taking into account the factors set out below. The provisions in the University's tenancy agreements relating to occupancy are tailored to the size, location and configuration in respect of occupancy and any permission is subject to the terms of the individual's tenancy agreement.
- 1.5 The Graduate Accommodation Office administers this policy.

2 Obligation to obtain consent

- 2.1 The individual's tenancy agreement sets out the obligation to obtain consent and the University's requirements in respect of obtaining such consent.

3 Regulations

- 3.1 The tenant must comply with the terms of his or her tenancy agreement in relation to any occupancy by a family member or family members or a guest.

4 Guidance

- 4.1 When considering an application for a permission for a family member or family members or a guest to share occupancy the Graduate Accommodation Office will take the following into consideration:

- 4.1.1 The tenancy agreement;
- 4.1.2 Legislation relating to overcrowding from time to time in force including any local requirements;
- 4.1.3 The occupancy levels set out in Schedule 1 below;
- 4.1.4 Any previous concerns which the University has raised with the tenant in connection with sharing occupancy of the property;
- 4.1.5 Any planning obligations affecting the property.
- 4.1.6 The age of any child at the end of the term of the tenancy agreement.

5 **Overcrowding**

- 5.1 In the event that a tenant has a change in personal circumstances which means that there is the potential for a change in the number of occupants in the property the tenant should notify the Graduate Accommodation (where relevant) who will consider if there is another property available which would be more suitable.

Schedule 1 Maximum level of occupancy

Single rooms and small studio flats at any university accommodation site.

- One adult only.

Double studio

- Adult couple.

1 bedroom flat/house

- Adult couple + 1 baby less than 18 months old.

2 bedroom flat/house

- 2 adults (family members not a couple); or
- Adult couple + 1 child aged 1 to 10 years old + 1 baby less than 18 months old ; or
- 1 adult + 1 child aged over 10 years old + 1 child aged less than 10 years old (of same gender as older child); or
- 1 adult + 2 children aged less than 10 years old.

3 bedroom flat/house

- 3 adult family members (whether this includes a couple or not); or
- Adult couple + 1 child aged over 10 years + 2 babies less than 18 months old ; or
- Adult couple + 2 children aged 1 to 10 years old + 1 baby less than 18 months old; or
- 2 adults (not a couple) + 1 child aged over 10 + 1 baby less than 18 months; or
- 2 adults (not a couple) + 2 children aged less than 10 years old ; or
- 1 adult + 2 children aged over 10 years old (different genders) + 1 baby less than 18 months old ; or
- 1 adult + 1 child aged over 10 years old + 2 children aged less than 10 years old; or
- 1 adult + 3 children aged less than 10 years old.

Estates Services
GRADUATE ACCOMMODATION

T: 01865 2 80983

E: graduate.accommodation@admin.ox.ac.uk

<https://gradaccommodation.admin.ox.ac.uk/>