

Waste Management Plan

29 Frogmore Avenue, Hayes, Middlesex, UB4 8AP

Produced by MZA Planning

Proposal: Change of use from C3 (Dwellinghouse) to a 6-person House in Multiple Occupation (Use Class C4)

This Waste Management Plan has been produced to support the planning application for the change of use of 29 Frogmore Avenue, Hayes, Middlesex, UB4 8AP from a single family dwellinghouse (Use Class C3) to a small House in Multiple Occupation (Use Class C4) for a maximum of six persons.

1.1 Purpose and Scope

This Waste Management Plan is to be read in conjunction with all documentation submitted with this planning application, including the Planning Statement and HMO Management Plan.

1.2 Objectives

The purpose of this document is to ensure that high regard is given to the hygiene and general cleanliness of the proposed HMO at 29 Frogmore Avenue. The plan is directed at maintaining a high standard of living for the occupants, preventing any adverse impact on neighbouring properties and the local environment, and demonstrating full compliance with Hillingdon Council's waste management requirements.

1.3 Site Layout and Storage Provision

The layout of the site provides ample provision for the storage and collection of refuse. The property benefits from a front driveway providing off-street parking for four vehicles. Refuse storage is provided against the back gate at the side of the property, which is accessible from the street but not visible from the public highway, ensuring no adverse impact on the streetscene.

1.4 Waste Storage Arrangements

- 1.4.1 The landlord will provide facilities to store waste locally within individual bedrooms and communal areas, including appropriate bins and containers of a suitable size.
- 1.4.2 Once accumulated, waste will be transferred to the designated storage area at the side of the property for collection by Hillingdon Council's waste collection services.
- 1.4.3 Bins are stored against the back gate at the side of the property. This location is accessible from the street for collection purposes but is not visible from the public highway, ensuring no adverse impact on the appearance of the streetscene.
- 1.4.4 The number and type of bins provided will meet Hillingdon Council's requirements for a six-person HMO. This will include separate provision for general waste, mixed recyclables and food waste.

1.5 Waste Segregation

There will be a conscious effort to segregate waste into the following main categories in accordance with Hillingdon Council's requirements:

- General waste
- Recyclable waste
- Food waste
- Garden waste

Clearly labelled, appropriate containers will be provided for each category both within the property and at the external storage area.

1.6 Information and Communication

- 1.6.1 The communal areas will contain a notice board displaying key information on waste storage and disposal procedures, including the Hillingdon Council collection schedule for each waste type.
- 1.6.2 Details of the nearest household waste recycling centre will be displayed so that there is no risk of fly-tipping of larger or awkward items.
- 1.6.3 The landlord or licence holder will be responsible for the removal of large or bulky waste items to prevent fly-tipping and will arrange appropriate disposal through Hillingdon Council's bulky waste collection service or a licensed waste contractor.

1.7 Tenancy Agreement Provisions

Provisions to maintain a clean and hygienic environment will be set out within each tenant's individual tenancy agreement. These will highlight the importance of proper waste management, correct segregation and general upkeep of the property and surrounding areas, and will form part of the house rules provided to all tenants upon move-in.

1.8 Enforcement and Compliance

Any behaviour that conflicts with the waste management principles set out in this plan will be addressed by the Manager in an appropriate manner. This will include written warnings and, where a breach persists, potential tenancy action. Records of all waste-related complaints and responses will be maintained by the Manager and made available to Hillingdon Council on request.

1.9 Resident Responsibilities

- 1.9.1 Residents will be responsible for the upkeep and cleanliness of all communal areas, both internally and externally. This will be outlined within their respective tenancy agreements.

- 1.9.2 Each resident will have individual responsibility for the correct disposal and segregation of waste, and for maintaining cleanliness in all shared areas including the communal living room (first floor), the kitchen and dining area (ground floor), bathrooms and WC facilities.
- 1.9.3 Residents must not leave waste in hallways, stairwells, landings or any other common parts, and must not place waste outside the property boundary other than in the designated storage area on collection day.

1.10 Health and Safety

A high priority on waste disposal and management will prevent rodent infestation, promote hygiene and ensure a comfortable living environment for the occupants of the property. Robust waste management arrangements will also prevent any adverse impact on neighbouring properties and the surrounding area.

1.11 Management and Inspection

- 1.11.1 Periodic inspections will be carried out by the appointed Manager of the HMO, including checks of the waste storage area, to ensure that waste management facilities are being used correctly, that bins are not overflowing and that the storage area is being maintained in a clean and tidy condition.
- 1.11.2 Relevant contact details for the Manager will be provided to all residents so that they can report any matters of concern or maintenance issues relating to waste management facilities promptly.
- 1.11.3 Where a bin storage or collection issue is identified, the Manager will take remedial action within 48 hours and, where necessary, arrange additional collections through Hillingdon Council's trade waste services.

1.12 Neighbour Relations

The landlord will provide immediately adjacent neighbours with relevant contact details (telephone number and email address) in case of emergencies or matters of concern relating to waste management at the property. All waste-related complaints from neighbours will be acknowledged within 24 hours and investigated and resolved promptly.

1.13 Storage Location and Access

- 1.13.1 All bins and receptacles will be kept within the site boundary and arranged so as not to obstruct access to the property, impede pedestrian or vehicle movement, or create an obstruction to the public highway.
- 1.13.2 The side area of the property will accommodate the waste storage facilities, located against the back gate and accessible from the street for collection purposes.
- 1.13.3 Bins will be placed at the boundary on collection day and returned to the storage area promptly following collection.

1.14 Local Authority Compliance

The landlord and HMO licence holder will comply with all requirements of Hillingdon Council relating to the disposal and storage of waste at HMO properties, including the requirements set out in the Hillingdon Minimum Standards for Houses in Multiple Occupation (2019) and any forthcoming guidance. The Manager will comply with the requirements of any additional or selective licensing scheme introduced by the Council, including Hillingdon's borough-wide additional HMO licensing scheme expected to come into force in August 2026.

1.15 Daily Waste Management

- 1.15.1 Domestic waste and recyclable materials to be stored in appropriate receptacles within individual rooms and communal areas before transfer to the external storage facility.
- 1.15.2 Waste to be transferred to the bins provided at the side of the property in accordance with Hillingdon Council's collection schedule.
- 1.15.3 Food waste to be placed in the dedicated food waste caddy provided and transferred to the external food waste bin on a daily basis to prevent odour and hygiene issues.

1.16 Collection Schedule Information

- 1.16.1 A schedule of Hillingdon Council's waste and recycling collection days will be posted on the notice board in the entrance hall and communicated to all tenants at the start of their tenancy.
- 1.16.2 Tenants will be made aware of their responsibility for proper disposal, and the relevant clause in the tenancy agreement relating to waste management will be drawn to their attention explicitly during induction.

1.17 Garden Maintenance

Tenants' attention will be drawn to the clause in the tenancy agreement requiring them to maintain the front and rear gardens in a reasonable state, free of rubbish and other unsightly objects. Garden waste will be stored in the appropriate container provided and disposed of in accordance with Hillingdon Council's collection arrangements.

1.18 Management Monitoring

- 1.18.1 The property Manager will check that rubbish receptacles are properly managed during periodic property visits and will take appropriate action to ensure bins are correctly positioned and not overflowing.

- 1.18.3 Additional collections may be arranged through Hillingdon Council's trade waste services where required to avoid any build-up of waste.

1.19 Prevention Measures

To prevent rodent infestation and hygiene concerns, and to ensure a comfortable living environment and preserve the amenity of the surrounding area, waste management and disposal will be prioritised through regular monitoring and swift action on any issues identified. The Manager will arrange professional pest control treatment within 7 days of any identified infestation in accordance with the HMO Management Plan.

1.20 Maintenance Reporting

The Manager will provide all tenants with contact details for reporting faults or maintenance issues relating to waste management facilities and general property upkeep. All waste-related maintenance reports will be responded to within 48 hours and resolved in a timely manner.

1.21 Capacity Planning

- 1.21.1 Waste storage capacity will be calculated based on six residents generating typical household waste volumes in accordance with Hillingdon Council's guidance for HMOs.
- 1.21.2 Additional capacity will be arranged during peak periods or as required based on actual usage patterns, through supplementary bins or additional trade waste collections.

1.22 Emergency Procedures

Emergency contact details will be provided and displayed prominently at the property for issues including:

- Overflowing waste containers requiring emergency clearance
- Missed collections – to be reported to Hillingdon Council within 24 hours
- Pest control requirements
- Damage to waste storage facilities

The Manager's 24-hour contact details will be made available to all tenants and to immediately adjacent neighbours.

1.23 Review and Monitoring

This Waste Management Plan will be reviewed annually or as required based on:

- Changes in Hillingdon Council's requirements or collection arrangements
- Operational experience and monitoring results

- Tenant feedback
- Neighbour concerns
- Environmental factors or seasonal variations

The effectiveness of the waste management arrangements will be monitored through regular inspections and feedback from residents, neighbours and Hillingdon Council. The plan will be updated accordingly and made available to the Council on request.

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