
Signature Plans



HMO Management Plan

147 Leybourne Rd, Uxbridge UB10 9HF

29 December 2025

1.0 Introduction

This HMO Management Plan supports the application for the change of use of 147 Leybourne Rd, Uxbridge UB10 9HF from a single dwelling (Class C3) to a Six-person HMO (Class C4). It sets out the operational and management measures that will be adopted to ensure the HMO functions safely, responsibly, and in accordance with relevant planning, licensing and housing standards.

2.0 Occupancy

- The property will be occupied by a maximum of Six residents in six single-occupancy bedrooms.
- Each tenant will be bound by an Assured Shorthold Tenancy (AST) agreement that includes house rules covering safety, cleanliness, and neighbour consideration.
- Sub-letting or overcrowding will be strictly prohibited.

3.0 Management Structure

- A designated HMO Manager (the landlord or appointed agent) will be responsible for day-to-day management.
- Contact details for the manager will be displayed prominently in the communal area.
- The manager will carry out regular inspections (minimum once per quarter) to ensure compliance with licence and management regulations.

4.0 Fire Safety and Evacuation

- A fire detection and alarm system (Grade A, LD2) will be installed and maintained.
- All risk rooms will be fitted with FD30S fire doors with closers.
- Escape routes will be kept clear at all times and residents instructed on evacuation procedures.
- Fire blankets and extinguishers will be provided in the kitchen and circulation areas.

5.0 Health, Safety and maintenance

- Gas Safety Certificate will be renewed annually and displayed.
- Electrical Installation Condition Report (EICR) will be undertaken at least every 5 years.
- PAT testing of appliances will be carried out annually.
- Regular checks will be made of heating, hot water, and ventilation systems.
- Repairs will be carried out promptly; emergency issues responded to within 24 hours.

6.0 Waste and Recycling

- Refuse will be stored in a dedicated timber enclosure in the front garden.
- Recycling bins will be provided in line with Council requirements.
- Tenants will be advised of collection days and proper waste segregation.

- The HMO Manager will monitor compliance to prevent overflow and ensure bins are presented and returned correctly

7.0 Cycle Storage

- Six secure, covered cycle parking spaces will be provided in the Driveway to the rear of the property.
- Access will be maintained at all times and only residents will be permitted to use the facility.

8.0 Neighbour Relations

- Tenants will be required to respect neighbours by keeping noise to a minimum, especially between 11 pm and 7 am.
- No parties, amplified music, or anti-social behaviour will be permitted.
- Contact details for the HMO Manager will be provided to adjoining neighbours in case of any concerns.

9.0 Amenity and Cleaning

- The communal kitchen area will be maintained in good condition.
- Cleaning of communal areas will be arranged by the landlord/manager on a weekly basis.
- Tenants will be expected to keep their own rooms and shared spaces tidy and hygienic.

10.0 Tenancy Management

- Clear tenancy agreements will set out tenant responsibilities.
- Deposits will be protected in a government-approved scheme.
- Tenants will be vetted for suitability before occupation.
- Any breaches of tenancy rules will be addressed promptly, with serious or repeated breaches leading to termination of tenancy.

11.0 Conclusion

This HMO Management Plan demonstrates that the proposed six-person HMO at 147 Leybourne Rd, Uxbridge UB10 9HF will be professionally managed, safe, and compliant with all relevant regulations. Through robust management practices, the property will provide high-quality shared accommodation whilst safeguarding residential amenity for both occupants and neighbours.