

Management Plan

For change of use of the dwelling house into HMO

at

21 Green Lane, Uxbridge, UB8 3ED



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Introduction

This Management Plan has been prepared in support of the planning application for the change of use of 21 Green Lane, Uxbridge, UB8 3ED, from a dwellinghouse (Use Class C3) to a small House in Multiple Occupation (Use Class C4) for five occupants. It sets out the proposed management arrangements for the property in accordance with the London Borough of Hillingdon's HMO licensing standards and relevant planning policies.

Property Management

The HMO will be professionally managed by the landlord or a licensed managing agent to ensure compliance with all regulatory and safety requirements. Management responsibilities include:

- Regular inspections of the property, at least quarterly, to ensure it is maintained in a safe and clean condition and to document compliance.
- Prompt attention to repairs and maintenance issues.
- Ensuring that fire safety measures, including alarms and emergency lighting, are fully operational and regularly tested.
- Managing waste collection and recycling in line with council requirements.
- Maintaining a register of occupants and ensuring tenancy agreements are up to date.

Tenancy and Occupant Management

Occupancy will be limited to a maximum of five unrelated individuals. Tenancy agreements will include clauses requiring:

- Respectful behaviour towards neighbours.
- Compliance with fire safety requirements and participation in fire safety briefings.
- Proper use of communal areas and facilities.
- Adherence to quiet hours to minimise noise and disturbance.

The landlord or managing agent will act as a point of contact for residents and neighbouring properties, maintaining a log of complaints and promptly addressing any concerns.

Fire Safety and Security

The property will comply fully with Hillingdon's HMO licensing requirements for fire safety. Measures will include:

- Smoke alarms and carbon monoxide detectors in all rooms and communal areas.
- Fire extinguishers and fire blankets in accessible locations.
- Clear emergency exit routes, maintained free of obstruction.
- Emergency contact information provided to all residents.

Residents will receive guidance on fire safety procedures and evacuation routes. Security measures will include secure locks on all external doors and windows and controlled access where appropriate.

Waste Management

The property will provide sufficient refuse and recycling storage in accordance with Hillingdon Council guidance. The landlord or managing agent will ensure:

- Bins are regularly emptied and maintained in a clean condition.
- Recycling is sorted correctly and placed out for collection in line with council schedules.
- Communal areas remain free of rubbish or obstructions.

Parking, Access, and Sustainable Travel

The HMO will provide three off-street parking spaces within the front driveway, in accordance with Hillingdon's parking standards for small HMOs. The widened vehicular crossover ensures safe access to and from the site.

Secure cycle storage will be provided within the building, accessed via the entrance lobby, in line with local standards. This encourages sustainable travel choices and reduces reliance on private vehicles.

Neighbour Liaison and Complaints Procedure

The landlord or managing agent will maintain good relations with neighbouring properties. Any complaints regarding noise, anti-social behaviour, or other management issues will be addressed promptly through:

- Direct contact with the complainant.
- Investigation of the issue.
- Implementation of appropriate measures to prevent recurrence.
- Recording of actions taken and reporting serious incidents to the council if required.

Conclusion

This Management Plan demonstrates that the proposed small HMO at 21 Green Lane will be properly managed to maintain high standards of safety, amenity, and compliance with Hillingdon's HMO licensing and planning policies. The plan ensures that the property will operate responsibly, residents will be well-informed about safety and behavioural expectations, and the interests of neighbouring properties will be safeguarded. Sustainability, noise management, and effective communication measures are integral to the operation of the HMO.