



# PLANNING MANAGEMENT PLAN – TO HILLINGDON POLICIES

PROPOSED CONVERSION TO A 6-ROOM HOUSE IN MULTIPLE OCCUPATION  
(HMO) WITH RETENTION OF SELF-CONTAINED ANNEXE TO BE USED AS SEPEATE  
FLAT/APARTMENT DWELLING  
74 BIRCHWAY, HAYES, UB3 3PB

## Management Plan (Policy-Led)

**Proposed Loft Conversion & Change of Use to 6-Room House in Multiple Occupation (HMO) with  
Retention of Self-Contained Annexe Flat  
74 Birchway, Hayes, UB3 3PB**

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### 1. Introduction & Policy Context

This Management Plan supports a full planning application and demonstrates how the proposal will comply with the *Hillingdon Local Plan Part 2 – Development Management Policies* and relevant provisions affecting HMOs and residential conversions.

The plan addresses specific policy considerations under:

- **Policy DMH1 – Safeguarding Existing Housing**
- **Policy DMH4 – Residential Conversions and Redevelopment**
- **Policy DMH5 – Houses in Multiple Occupation (HMOs)**
- Borough-wide *HMO planning controls* under the *Article 4 Direction* (planning permission required for all HMOs)

All aspects of management below are designed to ensure no adverse impact upon local amenity, residential character, parking, waste, or access to services.

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### 2. Compliance with Local Plan Policy DMH1 – Safeguarding Existing Housing

**Objective:** Ensure development maintains residential use and does not result in net loss of housing.

- This proposal retains *existing residential floorspace* and *increases overall housing supply* through conversion to an HMO and separate annex unit.
  - The annexe remains a self-contained dwelling, supporting housing choice.
  - No family-sized homes are lost; both units meet policy intent to retain housing stock.
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### 3. Residential Conversions – Policy DMH4 Compliance

Policy DMH4 focuses on residential conversions and wider impacts.

#### Compliance measures:

- The property is located on a residential street where the use change will *not exceed acceptable concentrations* of conversions.
  - The internal floor area comfortably exceeds standards for quality residential space (consistent with Local Plan size expectations) and is suitable for conversion without over-intensive occupation.
  - The loft conversion design respects internal layout and scale, with clear circulation and amenity space.
  - Two distinct units (HMO and annexe) will be managed to avoid internal sharing of facilities or undue pressure on the building fabric.
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### 4. HMO Provision – Policy DMH5 Considerations

Under **Policy DMH5**, proposals for HMOs must demonstrate the following:

#### A. Accessibility & Local Amenities

- The site is within walking distance of local shops, bus routes, and community facilities in Hayes, supporting sustainable travel and high accessibility.
- Evidence of proximity to public transport and amenities (bus routes, Hayes town centre) can be provided in application drawings/documents.

#### B. Satisfactory Living Conditions (Accessible Homes)

- Bedrooms and communal areas conform to internal space and amenity standards, including adequate natural light, ventilation, and thermal comfort.
- Accessible Homes standards will be reflected where applicable (e.g., accessible entrances and circulation routes).

### **C. No Adverse Impact on Neighbouring Amenity or Character**

The management plan incorporates measures to protect local amenity (as expanded below), ensuring compliance with policy.

#### **Note on Article 4 Direction:**

As of November 2025, planning permission is now required borough-wide for all HMO change of use (small and large), replacing previous limited ward-specific controls.

This application addresses that requirement fully.

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## **5. Management Measures for Amenity, Parking & Character**

### **A. Neighbourhood Amenity & Character**

- A residents' welcome pack will communicate expectations about noise, guest conduct, use of external space, and respect for neighbours.
- Quiet hours (e.g., 23:00–07:00) will be enforced by tenancy agreements to reduce disturbance.
- Property entrance and orientated outdoor areas will be managed to minimise impacts on adjacent gardens and external amenity.

Policy DMH5 criteria emphasise preventing adverse impacts on character and amenity.

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### **B. Parking & Transport**

- Residents will be encouraged to use public transport & active travel (cycling/walking).
  - Tenancy agreements will include a requirement to adhere to local parking controls.
  - Management will discourage commuter or street parking that could harm residential character or exacerbate congestion.
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### **C. Waste & Recycling**

- Waste storage will align with *Hillingdon's waste standards* (space for segregated refuse/recycling).
  - Bin management instructions will be provided to tenants, with scheduled collection coordination.
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## **6. HMO Operation & Licensing Alignment**

In addition to planning, the management plan follows the Council's HMO requirements:

- A valid HMO licence will be obtained where required (5+ occupants/households).
- Landlords will comply with safety checks (gas, electrical), fire safety measures, and adequate facilities.
- Tenancy agreements will control occupancy limits and acceptable behaviour.

Although licensing is a separate regulatory regime, alignment with planning expectations demonstrates responsible management supporting policy aims.

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## **7. Fire, Safety & Internal Standards**

- Fire safety (smoke detectors, fire doors, clear escape routes) will conform to Building Regulations and HMO/fire safety guidance.
- Shared facilities (kitchen, bathrooms) are arranged to avoid overcrowding and service strain.

These measures support "*satisfactory living conditions*" as articulated under Policy DMH5.

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## **8. Monitoring & Enforcement Response**

- A 24/7 landlord/agent contact will be provided to manage tenant issues and external complaints.
- Regular property inspections will help maintain standards and mitigate impacts early.
- Complaints or concerns from neighbours will be investigated within defined timelines.

This structured approach responds directly to concerns expressed by the Council and local communities about poorly managed HMOs.

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## **9. Conclusion – Policy Compliance Summary**

The proposal and associated Management Plan demonstrate it will:

- ✓ Protect and retain residential housing stock (Policy DMH1)
- ✓ Deliver a considered residential conversion without overbearing effects (Policy DMH4)
- ✓ Provide satisfactory living conditions, be accessible, and avoid adverse impacts (Policy DMH5)
- ✓ Comply with current planning controls requiring permission for all HMO conversions under the Article 4 Direction

The robust management measures ensure long-term control of operations, protecting neighbourhood amenity and character in line with Hillingdon's planning policy framework.

The works are that the building can be returned to a dwelling for a family home if and when required easily by removing the partitions in the ground floor as these will be non loadbearing