



PLANNING MANAGEMENT PLAN

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

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

1. Introduction

This Management Plan has been prepared in support of the planning application for the proposed loft conversion and change of use of the main dwelling at **74 Birchway, Hayes, UB3 3PB** to form a **6-bedroom House in Multiple Occupation (HMO)**, together with the **retention of an existing self-contained annexe to be used as a separate flat/apartment dwelling**.

The purpose of this plan is to demonstrate how the property will be responsibly managed to ensure:

- A high standard of accommodation for occupants
- Minimal impact on neighbouring residential amenity
- Compliance with Hillingdon Council planning and housing standards
- Effective day-to-day management and long-term maintenance of the property

2. Description of the Development

- The main house will operate as a **6-bedroom HMO**, occupied by a maximum of six unrelated individuals.
- The proposed loft conversion will provide additional habitable accommodation in compliance with Building Regulations and minimum room size standards.

- The existing **self-contained annexe** will remain in use as a **separate, independent residential flat**, with its own facilities and occupation, clearly distinct from the HMO.
- There will be **no internal access** between the HMO and the annexe.

3. Management Structure and Responsibilities

- The property will be owned and managed by a **single responsible landlord or appointed managing agent**.
- A **24-hour contact number** will be provided to all occupants and made available to the Council upon request.
- The managing party will be responsible for:
 - Tenant induction and monitoring
 - Property inspections
 - Maintenance and repairs
 - Responding to complaints or anti-social behaviour
 - Ensuring compliance with HMO licensing requirements (where applicable)

4. Occupancy and Tenant Management

- Occupancy of the HMO will be restricted to a **maximum of six residents**.
- Tenants will be carefully selected, with appropriate referencing carried out.
- All occupants will be issued with a **written tenancy agreement** including clauses on:
 - Noise control and neighbour consideration
 - Waste disposal and recycling
 - Use of communal areas
 - Prohibition of anti-social behaviour

5. Noise and Amenity Management

- Tenants will be advised that the property is located within a **predominantly residential area**.

- Quiet hours will be clearly communicated (typically 23:00–07:00).
- The landlord/agent will investigate and address any noise complaints promptly.
- The layout and use of communal areas will be managed to minimise disturbance to neighbouring properties.

6. Waste Storage and Collection

- Adequate refuse and recycling storage will be provided in accordance with **London Borough of Hillingdon requirements**.
- Tenants will receive clear instructions on:
 - Correct separation of waste and recyclables
 - Collection days and bin presentation
- The managing agent will ensure bins are not left permanently on the highway or causing obstruction.

7. Parking and Transport

- Residents will be encouraged to use **public transport**, cycling, and sustainable travel options.
- Tenancy agreements will highlight local parking controls and restrictions.
- The landlord will actively discourage inappropriate or inconsiderate parking by occupants.

8. Fire Safety and HMO Compliance

- The HMO will comply with all relevant **HMO fire safety standards**, including:
 - Interlinked smoke and heat detectors
 - Fire doors where required
 - Emergency lighting (if necessary)
- Regular fire safety inspections will be undertaken.
- Fire safety information will be clearly displayed within the property.

9. Property Maintenance and Inspections

- The property will be maintained to a **high standard at all times**.
- Planned inspections will take place at least **every 3–6 months**.
- Any maintenance issues will be addressed promptly to prevent deterioration of the building or impact on neighbours.

10. Management of the Self-Contained Annexe

- The annexe will function as a **fully independent residential unit**.
- Occupiers of the annexe will not share facilities with HMO residents.
- Waste storage, access arrangements, and occupation will be clearly defined and managed separately.
- The annexe will be included in routine property inspections to ensure ongoing compliance.

11. Complaint Handling Procedure

- Any complaints from neighbours or the Council will be taken seriously.
- A clear escalation process will be in place:
 1. Immediate investigation of the issue
 2. Direct engagement with the tenant(s) involved
 3. Formal warnings where necessary
 4. Further action in line with tenancy agreements if issues persist

12. Conclusion

This Management Plan demonstrates that the proposed 6-room HMO and separate annexe at **74 Birchway, Hayes** will be professionally managed to ensure a high-quality living environment for occupants while protecting the amenity of neighbouring residents.

The proposed management arrangements align with the objectives of **Hillingdon Council** in promoting safe, well-managed residential accommodation and sustainable development.