



# 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

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### 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

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### 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.
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### 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)
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### 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
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### 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.
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## 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.
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## 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.
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## 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.
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## 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.
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## 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.
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## 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
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## 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.