

HMO MANAGEMENT PLAN
IN SUPPORT OF PLANNING APPLICATION

AT

33 PARKFIELD AVENUE
HILLINGDON
UB10 0DF

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PROJECT No: KKR - 1711

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HMO MANAGEMENT PLAN

1.0 INTRODUCTION

This HMO Management Plan supports the application for the change of use of 33 Parkfield Avenue from a single dwellinghouse (Use Class C3) to a five-bedroom, six-person House in Multiple Occupation (Use Class C4).

The purpose of this document is to demonstrate how the property will be managed to ensure a safe, well-maintained and responsibly operated HMO.

2.0 OCCUPANCY

- Maximum occupancy limited to 6 persons.
- Occupation restricted to 5 bedrooms.
- No room sharing unless approved under licensing requirements.
- No subletting permitted.

3.0 MANAGEMENT RESPONSIBILITY

The property owner and/or appointed managing agent shall be responsible for:

- Day-to-day management.
- Tenant liaison.
- Property maintenance.
- Health and safety compliance.
- Fire safety compliance.
- Waste management.

Emergency contact details will be displayed within the communal area.

4.0 TENANT INDUCTION

All tenants will receive:

- Written tenancy agreement.
- House rules.
- Fire evacuation procedures.
- Waste collection arrangements.
- Emergency contact information.

5.0 FIRE SAFETY

The property benefits from:

- Interlinked smoke detection system.
- Heat detector within kitchen.
- Emergency lighting.
- Fire doors to risk rooms.
- Protected escape route.
- Fire risk assessment.

Annual testing and servicing will be undertaken by competent contractors.

6.0 NOISE MANAGEMENT

Tenants will be required to:

- Respect neighbouring occupiers.
- Avoid excessive noise.
- Keep music and television volumes low.
- Not congregate outside the property.
- Restrict use of the rear garden during late evening and night-time periods.

Any complaints will be investigated promptly.

7.0 PROPERTY INSPECTIONS

Routine inspections shall be undertaken at least every three months.

The inspections will assess:

- Cleanliness.
- Fire safety.
- Maintenance issues.
- Garden condition.
- Waste storage.

8.0 REFUSE MANAGEMENT

Adequate refuse and recycling bins will be provided.

Tenants will be instructed regarding:

- Collection days.
- Recycling requirements.
- Correct waste storage procedures.

Bins shall be returned to the storage area after collection.

9.0 PARKING AND CYCLE STORAGE

The property provides:

- Off-street parking spaces.
- Secure cycle storage.

Tenants will be encouraged to use sustainable modes of transport.

10.0 MAINTENANCE

The landlord shall ensure:

- Gas Safety Certificate maintained.
- Electrical Installation Condition Reports maintained.
- Fire Alarm testing completed.
- Emergency Lighting testing completed.
- Repairs undertaken promptly.

11.0 ANTI-SOCIAL BEHAVIOUR

The landlord will operate a zero-tolerance approach towards:

- Anti-social behaviour.
- Harassment.
- Criminal activity.
- Persistent nuisance.

Where necessary, tenancy enforcement action will be taken.

12.0 CONCLUSION

This HMO Management Plan demonstrates that the proposed six-person HMO will be professionally managed and maintained, ensuring the property operates responsibly and without unacceptable impacts upon neighbouring occupiers or the wider community.

KKR Planning & Design Ltd
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