

ANDREAS GEORGIOU T/A GIAD

HMO MANAGEMENT PLAN
Proposed Small HMO
11 Swakeleys Road
Ickenham' Uxbridge UB10 8DF

First Floor Flat - Change of Use - C3 to C4

1. Introduction

This HMO Management Plan has been prepared in accordance with:

- Hillingdon Council HMO Licensing and Management Guidance
- The Housing Act 2004
- The Management of Houses in Multiple Occupation (England) Regulations 2006
- National Space Standards
- Relevant fire safety and building regulations

The plan sets out how the property will be responsibly managed to ensure a high standard of accommodation, safeguard residential amenity, and prevent any adverse impact on neighboring occupiers.

2. The Property

Address: First Floor Flat, 11 Swakeleys Road, Ickenham, Uxbridge UB10 8DF

The property is a commercial (Public House) and residential property (first floor flat).

Our Planning Application is a Change of Use from C3 to C4 for the first flat.

The first floor flat is for 3 members of staff for the ground floor Public House.

Accommodation Schedule:

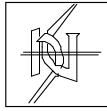
- 3 habitable single bedrooms.
- 1 shared bathroom
- 1 shared kitchen
- 1 shared Utility Room.

The first floor of the property is currently unoccupied as we are waiting for planning permission for a change of use to HMO. HMO license will also be applied for.

The proposal seeks planning permission for change of use to a small HMO to for allow occupation up to 3 residents. Upon approval, the landlord will apply for an HMO license to reflect the occupancy and property.

ANDREAS GEORGIOU T/A GIAD

Architecture • Design • Interior Design • Building Construction Documents
Office F7. Kingsbury House.468 Church Lane, London NW9 8AU
Tel: 020 8200 2331 - 07956 587 037 Email: andreas@giad.co.uk



ANDREAS GEORGIOU T/A GIAD

3. Proposed Use and Standard of Accommodation

- No external alterations are proposed as part of the application.
- All bedrooms exceed minimum national space standards.
- Each bedroom is fully furnished.
- Communal areas are generous and designed to encourage responsible shared living.
- All rooms have windows providing good outlook and natural light.

The property is intended to accommodate 3 members of staff of the Public House on the ground floor. This existing flat has always been used in this way.

The property has been specifically designed and configured for HMO use and further works will be carried out after Planning Permission has been received in accordance with our proposed drawing.

4. Residential Amenity and Local Context

- The property will operated as a 3-person HMO for 3 members of staff of the Public House.
- The site is located on Swakeleys Road near the junction with Long Lane and the High Road and benefits from all the local amenities, Ickenham underground Station. The property is within a short walking distance to Swakeleys Park.
- Bus stops are located outside of the property.
- Residents typically will not own private vehicles, and parking demand is therefore minimal. This is a car free development.

There is no increase of occupancy from the current property and is not considered to result in any material harm in terms of noise, disturbance, or general activity.

5. Management Arrangements

The property is owned and managed by an experienced HMO landlord and will benefit from a 24-hour caretaker/manager.

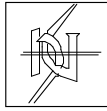
Duties of the Caretaker/Manager:

- Tenant check-ins and check-outs.
- Room inspections and void turnarounds.
- Daily communal cleaning.
- Day-to-day repairs and maintenance.
- Control and resolution of any anti-social behavior.
- Fire alarm testing and record keeping

The caretaker ensures compliance with license conditions and maintains a high standard of management at all times.

ANDREAS GEORGIOU T/A GIAD

Architecture • Design • Interior Design • Building Construction Documents
Office F7. Kingsbury House.468 Church Lane, London NW9 8AU
Tel: 020 8200 2331 - 07956 587 037 Email: andreas@giad.co.uk



ANDREAS GEORGIU T/A GIAD

6. House Rules (Small HMO – Maximum 3 Occupants)

All tenants are required to agree to and comply with the following House Rules, which form part of their tenancy agreement:

Occupation:

- The property shall not be occupied by more than 3 persons at any time.
- Rooms are to be occupied by a single person.

Behavior and Amenity:

- Excessive noise, anti-social behavior, or conduct causing nuisance to neighbours will not be tolerated.
- Quiet hours are observed between 10:00pm and 7:00am.
- No parties or large gatherings are permitted.

Communal Areas:

- Communal areas must be kept clean and free of obstruction.
- Personal belongings must not be stored in shared spaces or fire escape routes.

Waste and Recycling:

- Waste must be disposed of correctly in the designated bins in the existing ground floor bin store
- Bins are collected by a private contractor FJL Waste Services on Mondays and Fridays.

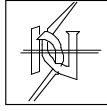
Fire Safety:

- Fire doors must not be wedged open.
- Fire alarms must not be tampered with.
- Tenants must familiarize themselves with fire evacuation procedures and the designated assembly point.

Failure to comply with these rules may result in enforcement action under the tenancy agreement.

ANDREAS GEORGIU T/A GIAD

Architecture • Design • Interior Design • Building Construction Documents
Office F7. Kingsbury House. 468 Church Lane, London NW9 8AU
Tel: 020 8200 2331 - 07956 587 037 Email: andreas@giad.co.uk



ANDREAS GEORGIOU T/A GIAD

7. Fire Safety and Compliance

The property fully complies with HMO fire safety requirements and is subject to regular inspection.

Fire Safety Measures Include:

- FD-rated fire doors throughout with smoke seals
- Interlinked, mains-powered smoke alarm system connected to a central fire panel.
- Protected escape routes leading directly to the outside
- Emergency lighting to all communal areas
- Window restrictors to upper-floor windows
- PAT-tested appliances and fire-rated furniture
- Weekly fire alarm testing (recorded)

- Up-to-date:

Fire Risk Assessments

Electrical Safety Certificate

Gas Safety Certificate

Fire alarm and emergency lighting certifications.

8. Waste and Recycling Management

There is no increase in occupancy and no increase in waste and recycling capacity.

Provision:

- Existing covered bin storage located to the side of the property.

Management:

- The caretaker oversees waste separation and presentation.
- A waste and recycling guide are issued to all tenants.
- Contaminated or overfilled bins are addressed immediately to prevent enforcement action.

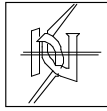
All waste is stored securely and in accordance with Hillingdon Council collection requirements.

9. Cycle Storage

A secure cycle storage facility is available on the first floor terrace if required. As the occupants are staff of the Public House on the ground floor, they do not require any cycle stores. Generally, in the Ickenham area, there are cycle rental points.

ANDREAS GEORGIOU T/A GIAD

Architecture • Design • Interior Design • Building Construction Documents
Office F7. Kingsbury House.468 Church Lane, London NW9 8AU
Tel: 020 8200 2331 - 07956 587 037 Email: andreas@giad.co.uk



ANDREAS GEORGIOU T/A GIAD

10. Deliveries Management

- Deliveries are managed to avoid obstruction of the highway or neighboring properties.
 - Tenants are instructed to collect parcels promptly.
 - Bulk or furniture deliveries are scheduled during reasonable daytime hours only.
- The caretaker monitors any issues arising from deliveries and intervenes where necessary.

11. Complaints and Neighbours Liaison

- Immediate neighbours are provided with the caretaker/landlord's telephone number and email address.
- Any complaints received are logged and investigated promptly.
- Appropriate action is taken where required, including tenant warnings or enforcement through tenancy conditions.

This proactive approach ensures issues are resolved quickly and effectively.

12. Room Schedule (GIA):

HMO Room 1 (maximum 1 person) – 14
HMO Room 2 (maximum 1 person) – 8.5m²
HMO Room 3 (maximum 1 person) – 12m²

Kitchen / Dining / Utility Room = 11.7m²

The maximum number of persons based on the room areas above is 3.

13. Conclusion

The proposed small HMO will be:

- Well-managed
- Of a high standard
- Fully compliant with national and local guidance
- Unlikely to cause any harm to residential amenity

There is no increase in occupancy from residential to HMO and this represents an efficient use of an existing building designed HMO and contributes positively to the borough's housing supply without undermining family housing stock.

It is therefore respectfully requested that planning permission be granted.

ANDREAS GEORGIOU T/A GIAD

Architecture • Design • Interior Design • Building Construction Documents
Office F7. Kingsbury House.468 Church Lane, London NW9 8AU
Tel: 020 8200 2331 - 07956 587 037 Email: andreas@giad.co.uk