HMO MANAGEMENT PLAN

8 Russet Close, Uxbridge

Proposed Use: Change of use from a single dwellinghouse (Use Class C3) to a five-bedroom House in Multiple Occupation (Use Class C4).

1. Introduction

This Management Plan has been prepared in support of the planning application for the change of use of 8 Russet Close, Uxbridge, from a single dwellinghouse to a five-bedroom House in Multiple Occupation (HMO), accommodating a maximum of five residents.

The purpose of this document is to demonstrate that the property will be managed in a responsible and effective manner, ensuring that the amenities of neighbouring residential properties are protected and that the accommodation provides a safe, clean and suitable living environment for its occupants.

The property will be occupied by a maximum of five unrelated individuals, with each resident having their own bedroom and sharing the communal facilities provided within the property.

The owner will retain overall responsibility for the management and maintenance of the property and will ensure that all relevant planning, housing, environmental health and HMO licensing requirements are complied with.

2. Management Arrangements

The property will be managed directly by the landlord or an appointed managing agent with appropriate experience of managing residential properties and HMOs.

The management arrangements will include:

- Ensuring that the property is maintained in a good state of repair and cleanliness.
- Undertaking regular inspections of the property and communal areas.
- Responding promptly to maintenance issues and tenant concerns.
- Ensuring that occupants comply with the tenancy agreement and house rules.
- Managing any complaints received from neighbouring residents.
- Ensuring that all relevant statutory safety inspections and certification remain up to date.

A named management contact will be provided to all occupants and made available to neighbouring residents should any issues arise.

3. Occupancy and Tenant Management

The property will accommodate a maximum of five residents at any one time.

Each resident will occupy an individual bedroom and will have access to the shared kitchen, bathroom and communal facilities.

All occupants will be required to enter into a written tenancy agreement which will clearly establish their responsibilities and obligations in relation to the occupation and use of the property.

Prior to occupation, each resident will receive an induction explaining the management arrangements, house rules, waste disposal procedures and expectations regarding considerate behaviour towards neighbours.

The landlord will ensure that the property is not occupied beyond its authorised capacity and that the accommodation remains suitable for the number of residents.

4. Noise and Anti-Social Behaviour

The property is situated within an established residential neighbourhood. The landlord recognises the importance of ensuring that the occupation of the property does not adversely affect the residential amenities of neighbouring properties.

The following measures will be implemented:

- Occupants will be required to behave considerately towards neighbouring residents at all times.
- Excessive noise, loud music, shouting and other unreasonable disturbances will not be permitted.
- Quiet hours will apply between 11.00pm and 7.00am.
- Occupants will be instructed to keep noise to a minimum when entering or leaving the property, particularly during late evening and early morning hours.
- The garden and external areas will be used responsibly and will not be used for loud gatherings or parties.
- Any complaints regarding noise or anti-social behaviour will be investigated promptly by the landlord or managing agent.

Where a complaint is received, the landlord will contact the relevant occupant and take appropriate steps to resolve the issue. Repeated or serious breaches of the house rules may result in formal action under the relevant tenancy agreement.

5. Property Maintenance and Cleaning

The landlord will retain responsibility for ensuring that the property and its external areas are maintained in a clean, safe and satisfactory condition.

The following arrangements will apply:

- Communal areas, including the kitchen, bathrooms, hallways and stairs, will be maintained in a clean and hygienic condition.
- Regular inspections will be undertaken to identify any maintenance or repair requirements.
- Any defects affecting the safety or condition of the property will be addressed promptly.

- Plumbing, electrical installations, heating and other services will be maintained in proper working order.
- External areas, including the front and rear gardens, will be kept tidy and free from accumulated rubbish.
- Any pest infestation or hygiene concerns will be investigated and addressed promptly.

Occupants will be responsible for keeping their individual bedrooms clean and for maintaining a reasonable standard of cleanliness within the shared facilities.

6. Waste and Recycling Management

The property will be provided with suitable refuse and recycling storage facilities to accommodate the needs of five residents.

Dedicated bins will be provided for general household waste and recyclable materials, together with any food waste facilities required under the Council's collection arrangements.

Occupants will be provided with written instructions explaining how waste should be separated and disposed of.

The landlord or managing agent will ensure that:

- Waste is placed in the appropriate containers.
- Refuse is not allowed to accumulate within the property or external areas.
- Bins are presented for collection on the appropriate collection days.
- Bins are returned to their designated storage area following collection.
- The refuse storage area is kept clean and tidy.

Further details are provided within the accompanying Waste Management Strategy.

7. Fire Safety and Statutory Compliance

The landlord will ensure that the property complies with all relevant statutory requirements relating to HMO occupation and fire safety.

Appropriate fire precautions will be provided and maintained, including suitable fire detection and alarm systems, emergency escape arrangements and fire doors where required.

The landlord will ensure that:

- Gas safety inspections are undertaken annually where gas appliances are installed.
- Electrical installation condition reports are obtained at the required intervals.
- Appropriate fire risk assessments are undertaken and reviewed.
- Smoke and heat detection equipment is maintained and tested.
- Fire safety information and emergency procedures are communicated to all occupants.
- Escape routes are kept clear and unobstructed.

The property will also be subject to the relevant mandatory HMO licensing requirements of the London Borough of Hillingdon. The landlord will obtain and comply with the necessary HMO licence and its associated conditions.

8. Parking and Access

The property will continue to utilise its existing access arrangements.

Occupants will be encouraged to make use of public transport, walking and cycling wherever possible.

Residents will be informed of any local parking restrictions and will be expected to park considerately, without obstructing neighbouring driveways, pedestrian routes or highway access.

9. Neighbour Relations and Complaints Procedure

The landlord recognises the importance of maintaining positive relationships with neighbouring residents.

A management contact will be provided so that neighbours can report any concerns relating to the occupation or management of the property.

All complaints will be acknowledged and investigated promptly, with appropriate action taken to resolve any substantiated issues.

The landlord will maintain a record of complaints and the action taken in response.

10. Management Review

The management arrangements will be reviewed periodically to ensure that they remain effective and that the property continues to be operated in accordance with the requirements of the local planning authority and relevant statutory legislation.

The landlord will retain overall responsibility for ensuring that the property is appropriately managed throughout its use as a five-bedroom HMO.

11. Conclusion

The proposed HMO will be managed in a responsible and controlled manner, with clear arrangements in place for tenant management, property maintenance, waste disposal, noise control and the protection of neighbouring residential amenity.

The maximum occupancy of five residents will be strictly maintained.

The measures outlined within this Management Plan will ensure that the property operates as a well-managed residential HMO and that its occupation does not give rise to unacceptable impacts upon the surrounding residential area.