



**APPLICATION FOR CHANGE OF USE
FROM A DWELLING TO A FIVE ROOM
HOUSE IN MULTIPLE OCCUPATION**

54 THE GREENWAY, UXBRIDGE, UB8 2PL
PLANNING STATEMENT & MANAGEMENT PLAN



1. APPLICANT

Orama Architects Limited has been appointed to submit this planning application on behalf of the applicant for 54 The Greenway, Uxbridge UB8 2PL.

2. INTRODUCTION

This statement is in support of the planning application for change of use from a single family dwelling (use class C3) to a 5 bed HMO at 54 The Greenway, Uxbridge, UB8 2PL.

3. SITE & CONTEXT

The application site is located on The Greenway. The application site comprises a 2 storey, semi-detached dwelling.

The site is located within an area that is residential in character.

The property is situated in an area covered by an Article 4 direction preventing the change of use to House in Multiple Occupation (HMO) without planning consent.

The site has a PTAL rating of 3.



4. PROPOSAL

The proposal includes mainly internal changes for the change of use from the single family dwelling to a 5 bed HMO.

There are no external changes being proposed.

The kitchen and the common living room areas, in addition to one of the rooms, are on the ground floor. The kitchen facilities accomodates 2 no. set of facilities (2 Sinks and 2 Cooking Hobs) as well as the storage for each room.

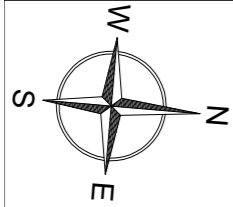
There is a dining area to accomodate 4 people, within the kitchen, in addition to the adjacent common living room area.

The bedrooms rooms are spacious.

The external areas include the space for bins and cycle sheds which are accessed securely via the side gate.

The rear garden provides the shared amenity space for the residents.

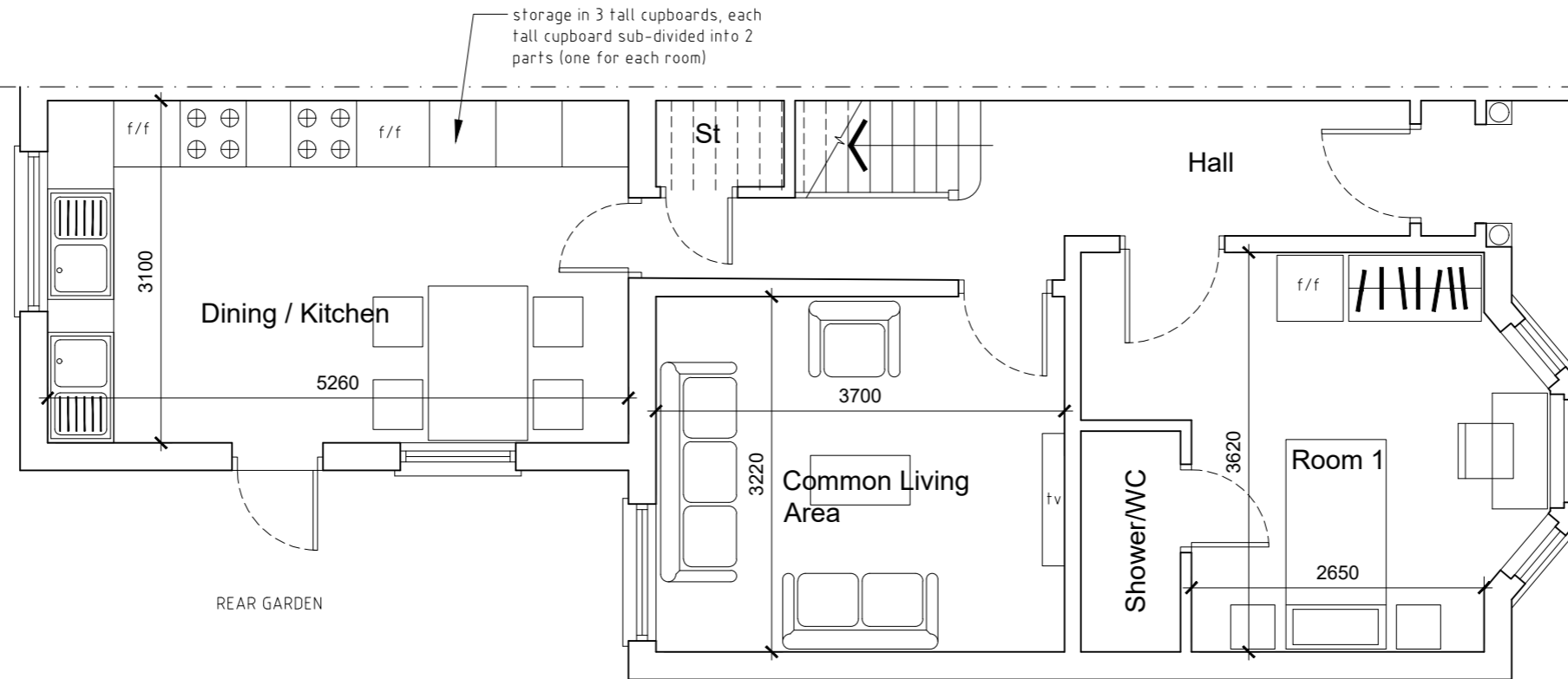
There is a provision of 2 car parking spaces, although the tenants shall not be allowed by the management of the HMO to have cars.



- Gas installation and appliances to be tested annually by an approved Gas Safe engineer
- Test reports on the condition of the electrical appliances in the property to be provided to the Council
- Furniture and furnishings to comply with the Furniture and Furnishings (Fire) (Safety) Regulations 1988
- Efficient fixed heating with adjustable controls to maintain an indoor temperature of at least 21°C in habitable rooms

- The front door of the property to be fitted with a mortice lock (thumb turn) or equivalent, to a five lever security level
- 'No smoking' signs are clearly displayed (Health Act 2006)
- Smoke alarms to be installed in the property and are kept in proper working order
- All fire precautions provided to the property, e.g. fire doors, automatic fire alarm and emergency lighting system(s), etc. to be maintained in full working order at all times

- Main entrance/exit doors and all unit doors leading to common areas to be openable from the inside without the use of a key
- A fire blanket conforming to current British standards to be provided in each kitchen
- The premises to be fully compliant with the current LACORS (Local Authorities Coordinators of Regulatory Services) Fire Safety Guidance
- Mechanical ventilation providing a minimum of three air change per hour to be provided to internal bathrooms



CEILING HEIGHT IN ALL ROOMS AT GROUND FLOOR - 2850

PROPOSED GROUND FLOOR PLAN

Purpose of Issue

FOR PLANNING PURPOSES ONLY

Notes

1. This drawing is issued for planning purposes. Do not scale from the drawing, for the purposes of construction.
2. Structure to be in accordance with Structural Engineer's drawings.
3. All works to be carried out as per building regulations & approvals of statutory authorities.
4. Party wall/fence matters to be agreed with the adjoining owners.

Project

HMO
AT 54 THE GREENWAY, UXBRIDGE, UB8 2PL

Drawing

PROPOSED
GROUND FLOOR PLAN

Agent

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Scale @ A3

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Project No.

2318

Drawing No.

PL-100-011

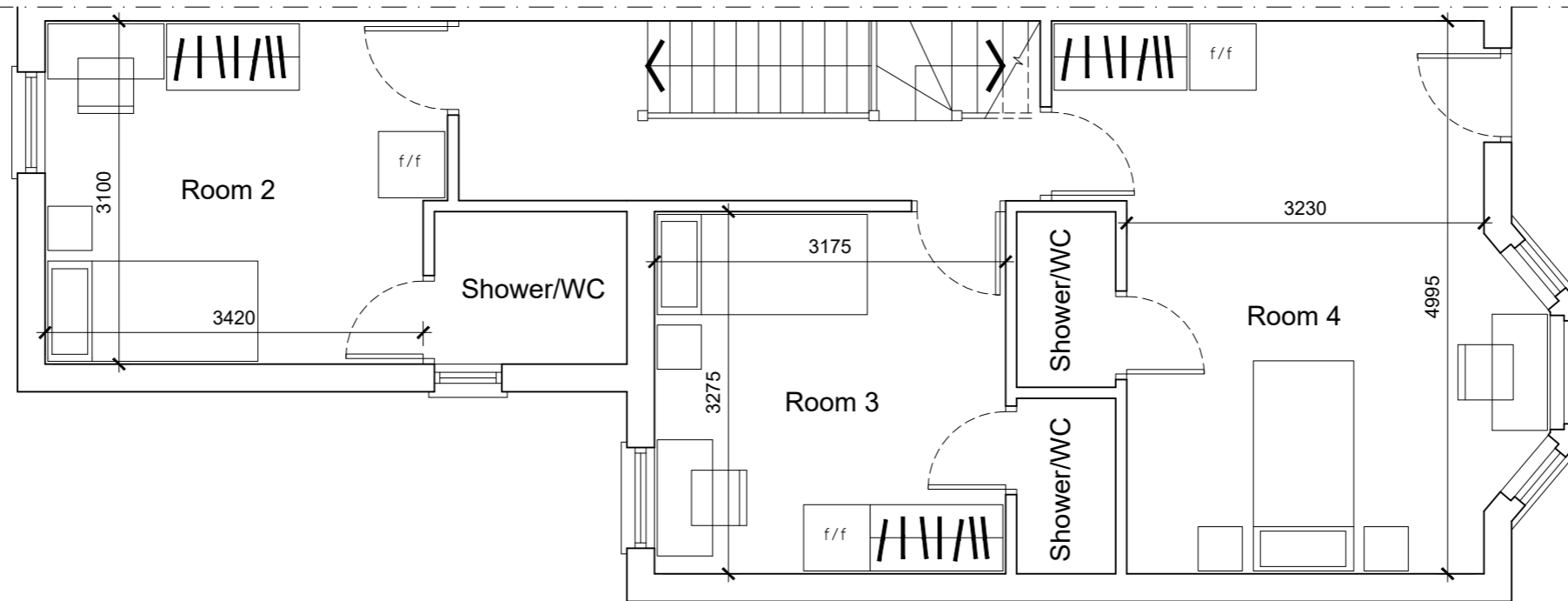
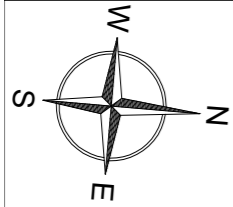
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Revision

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CEILING HEIGHT IN ALL ROOMS AT FIRST FLOOR - 2750

PROPOSED FIRST FLOOR PLAN



Purpose of Issue

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Project

HMO
AT 54 THE GREENWAY, UXBRIDGE, UB8 2PL

Drawing

PROPOSED
FIRST FLOOR PLAN

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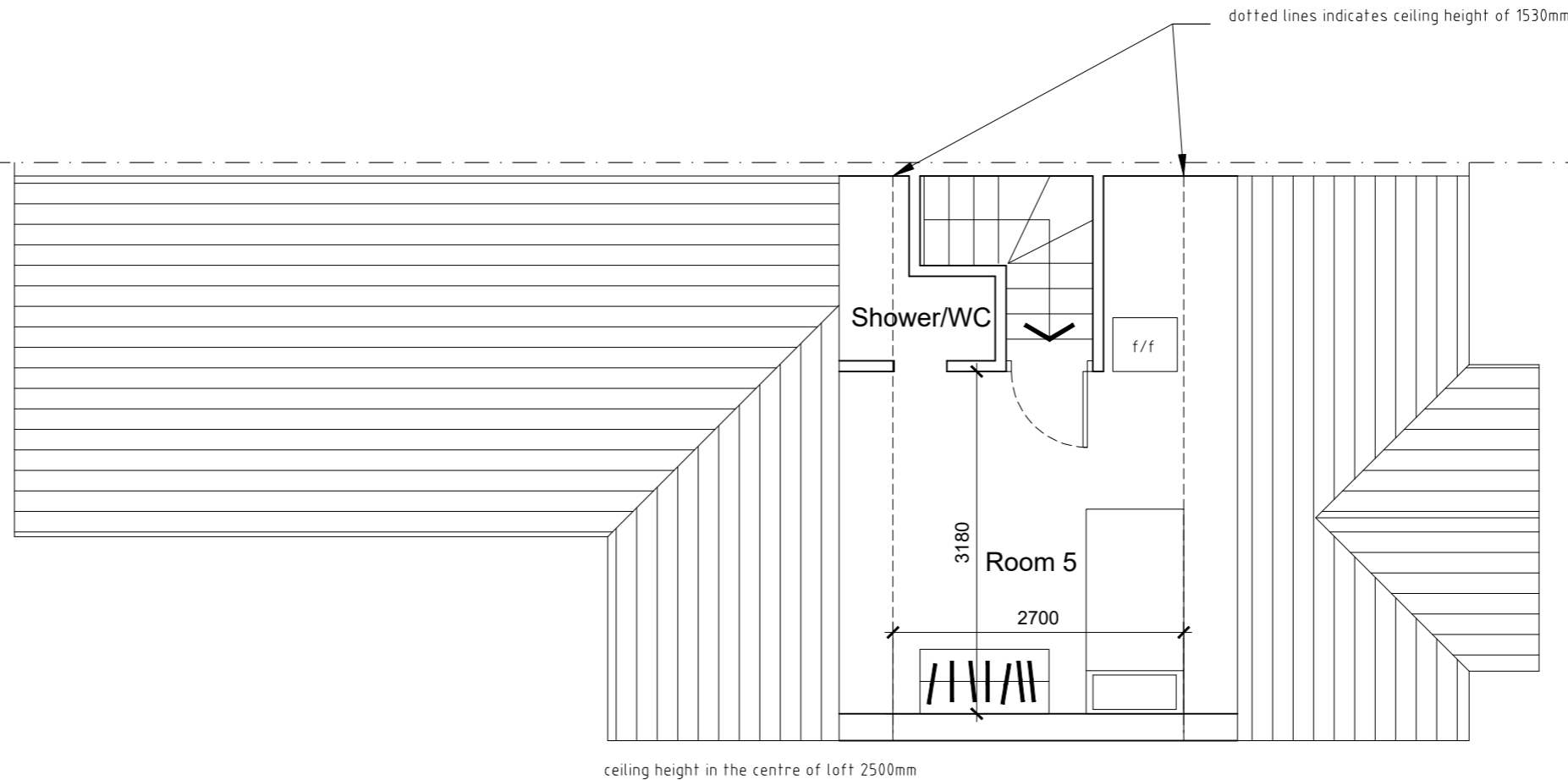
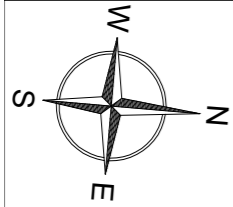
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PROPOSED LOFT LEVEL PLAN



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Project

HMO
AT 54 THE GREENWAY, UXBRIDGE, UB8 2PL

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PROPOSED
LOFT LEVEL PLAN

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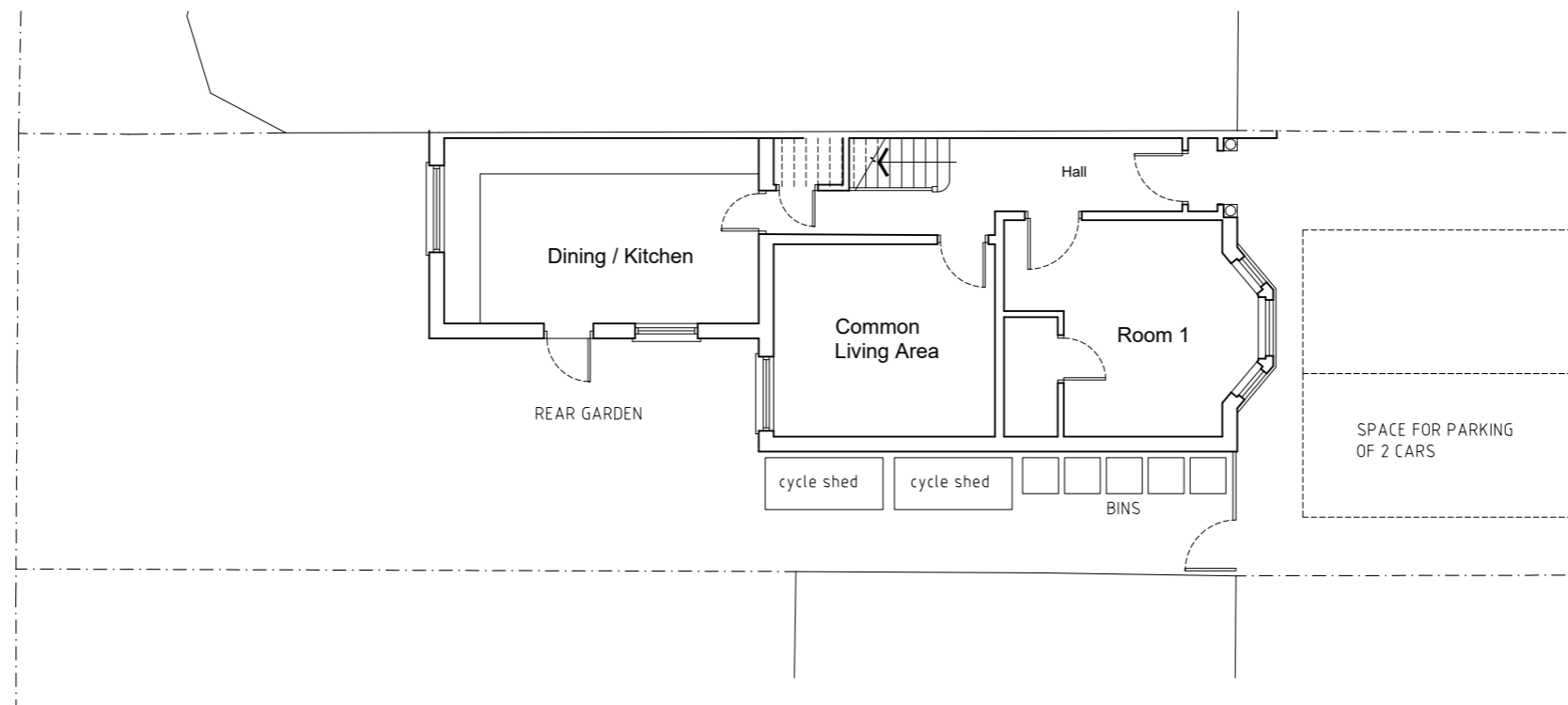
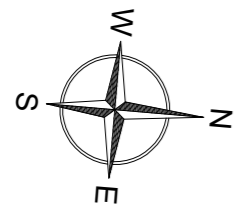
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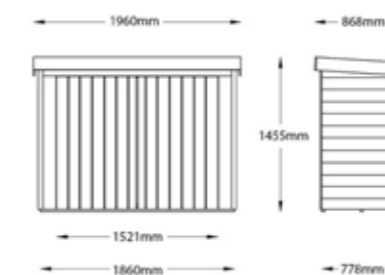




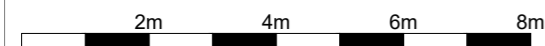
PROPOSED SITE PLAN



PICTURE OF CYCLE SHED



DETAILS OF CYCLE SHED



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Project

HMO
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Drawing

PROPOSED
SITE PLAN

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5. PLANNING POLICY

National Planning Policy Framework (NPPF, 2019)

5.1. The NPPF states at para. 8 sets out the three overarching objectives of the planning system:

“a) an economic objective – to help build a strong, responsive and competitive economy, by ensuring that sufficient land of the right types is available in the right places and at the right time to support growth, innovation and improved productivity; and by identifying and coordinating the provision of infrastructure;

b) a social objective – to support strong, vibrant and healthy communities, by ensuring that a sufficient number and range of homes can be provided to meet the needs of present and future generations; and by fostering a well-designed and safe built environment, with accessible services and open spaces that reflect current and future needs and support communities’ health, social and cultural well-being;

c) an environmental objective – to contribute to protecting and enhancing our natural, built and historic environment; including making effective use of land, helping to improve biodiversity, using natural resources prudently, minimising waste and pollution, and mitigating and adapting to climate change, including moving to a low carbon economy.”

5.2. Para. 11 sets out the presumption in favour of sustainable development, stating that applications which accord with the development plan should be approved without delay.

5.3. Para. 59 states that it is the Government’s aim to significantly boost the supply of homes.

5.4. Para. 127 states that:

“Planning policies and decisions should ensure that developments:

a) will function well and add to the overall quality of the area, not just for the short term but over the lifetime of the development;

b) are visually attractive as a result of good architecture, layout and appropriate and effective landscaping;

c) are sympathetic to local character and history, including the surrounding built environment and landscape setting, while not preventing or discouraging appropriate innovation or change (such as increased densities);

d) establish or maintain a strong sense of place, using the arrangement of streets, spaces, building types and materials to create attractive, welcoming and distinctive places to live, work and visit;

e) optimise the potential of the site to accommodate and sustain an appropriate amount and mix of development (including green and other public space) and support local facilities and transport networks; and

f) create places that are safe, inclusive and accessible and which promote health and wellbeing, with a high standard of amenity for existing and future users; and where crime and disorder, and the fear of crime, do not undermine the quality of life or community cohesion and resilience.”

5.5. Para. 108 sets out requirements relating to transport, stating that:

“In assessing sites that may be allocated for development in plans, or specific applications for development, it should be ensured that:

a) appropriate opportunities to promote sustainable transport modes can be – or have been – taken up, given the type of development and its location;

b) safe and suitable access to the site can be achieved for all users;

c) any significant impacts from the development on the transport network (in terms of capacity and congestion), or on highway safety, can be cost effectively mitigated to an acceptable degree.”

London Plan (2016)

5.6. The London Plan at Policy 3.3 Increasing Housing Supply states that:

“The Mayor recognises the pressing need for more homes in London in order to promote opportunity and provide a real choice for all Londoners in ways that meet their needs at a price they can afford.”

5.7. The important role of HMOs is discussed at para. 3.55:

“Shared accommodation or houses in multiple occupation is a strategically important part of London’s housing offer, meeting distinct needs and reducing pressure on other elements of the housing stock, though its quality can give rise to concern. Where it is of reasonable standard it should generally be protected...”

5.8. With regard to transport, Policy 6.1 Strategic Approach states that the Mayor will encourage patterns and nodes of development that reduce the need to travel, especially by car. Maximum car parking standards are set out at Table 6.2; there is no specific standard for HMOs but the maximum requirement for a house with 4 or more occupants is two car parking spaces.

6. HMO

The proposal conforms to the space standards laid out in ‘Minimum Standards for Houses in Multiple Occupation within the London Borough of Hillingdon Housing Act 2004’ document.

Living Rooms

Where a common living room is provided, such as in shared houses, this should be a minimum size of 10m².

Bedrooms

- The minimum room sizes that should be provided are below are also subjected to each room being of a shape offering adequate useable living space. Areas where the ceiling height is less than 1.53m, such as an attic room shall not be counted as part of the floor area.
- Separate kitchens, whether shared or used exclusively in connection with a particular single tenancy shall be of sufficient size for their purpose. Where kitchen facilities are provided within other rooms, as a guide, a minimum additional floor area of 3.7m² should be required.
- The sharing of rooms by persons of the opposite sex over the age of 10 shall not be permitted unless and they are over 16 and live as husband and wife.
- A child will be considered as an individual person in terms of these standards.
- Communal space, hallways corridors, landings, kitchens, toilets or bathrooms cannot be used as sleeping accommodation.

Maximum Number of Occupants Per Room Based on Usable Floor Space

4.64m² - 6.5m² (Approx 50 - 69 sq ft)

1 Occupant under 10 years old

6.51m² - 10.2m² (Approx 70 - 110 sq ft)

1 Occupant (1 Household)

More than 10.2m² (Approx 111 sq ft or more)

2 Occupants (1 Household)

Adequate kitchen facilities have also been provided.

7. MANAGEMENT PLAN

The licence holder/ property manager shall ensure the property continues to be properly managed at all times and comply with legal HMO regulations and as laid out in 'The Management of Houses in Multiple Occupation (England) Regulations 2006'.

The duties include the following;

- Licence holder/ property manager's contact details must be provided to all tenants.
- Licence holder/ property manager must ensure all tenants are aware of the procedures in the event of an emergency with the relevant contact details.
- Licence holder/ property manager to perform checks/ inspections to communal areas regularly to ensure they are kept clean and tidy at all times. The boundary fence/ wall to be maintained and be of safe and secure condition.
- In addition to regular inspections an annual inspection will be undertaken. Bin stores, external areas and fencing will be regularly inspected and any remedial work to be undertaken by competent contractors.
- There will be health and safety assessments and regular checks for gas safety, emergency lighting testing, fixed electrical testing and portable appliance testing (PAT). The licence holder shall supply relevant certificates when requested by the local authority.
- Licence holder/ property manager shall arrange monthly checks on fire alarms, smoke/ heat detectors, fire extinguishers, etc. by a person with adequate knowledge and a log kept recording test details. Smoke alarms installed throughout the property are to be tamper resistant and in proper working order at all times.
- Licence holder/ property manager to undertake checks on all escape routes for obstructions, and any obstructions will be removed, and

warnings will be issued to any offending tenants.

- Licence holder/ property manager to provide tenants with contact details for reporting faults or any maintenance issues as well as emergency services.
- Licence holder/ property manager to keep electrical appliances in a safe and good condition. Provide copies of any instruction manual to all tenants to enable them to operate cookers, boilers and any other similar appliance.
- Licence holder/property manager to provide immediate neighbours with contact details (telephone number and email) for use in the event of emergencies or matters of concern.
- If a pest problem or infestation occurs at the property within 6 months of any new tenancy, the licence holder must take steps to ensure that an appropriate treatment programme has been carried out to eradicate the pest/ infestation.
- Records of any treatment programme must be kept for 12 months and provided to the local authority when requested.

Refuse and waste;

- The landlord/ property manager to provide adequate bins, including recycle containers as required by the council. Tenants will be issued with details of the refuse store arrangements, including the collection date for refuse, recycling and green waste and how to present their waste for collection.
- A schedule of waste/recycling collection days to be posted on the noticeboard and tenants made aware of responsibility for proper disposal.
- Attention of tenants to maintain front and back gardens in a reasonable state and free of rubbish or other unsightly objects.

Noise and disturbances;

- The conduct of the tenants will be monitored throughout the property including the communal areas.
- Attention of tenants relating to excessive noise (particularly between 11pm and 8am) and other antisocial or unreasonable behaviour.
- The landlord is expected to take all reasonable and practical steps for preventing and dealing with anti-social behaviour and effective steps to deal with any complaints that have been made directly to them by the local authority regarding their tenants.
- The Licence holder/ property manager shall keep copies of any complaints/ correspondence relating to anti-social behaviour at the property for a period of three years and provide necessary copies if requested by the local authority.

To help deal with emergencies and ensure smooth operation of the business, we shall have the following policies in place:

- Water leaks, blocked pipes and drains, and toilet blockages – we will have plumbing and drains, emergency cover with a company to come out within few hours to clear the blockage or deal with the leaks
- Install incoming telephone line to telephone the HMO residents, and install CCTV cameras if required
- Boiler breakdown and central heating repairs: we will have comprehensive all inclusive boiler breakdown cover with a company
- For all electrical faults – electrical and wiring insurance cover with a company
- For fire alarm periodic servicing and certification and emergency lighting servicing and certification – carry out once a year by a qualified electrician and the certificates shall be sent to the council
- Gas certificate on all fixed Gas appliances – certificate shall be

issued and sent to the council once a year by an approved, corgi registered gas engineer

- Periodic electrical checks – certificate is issued every five years by a qualified electrician and sent to the council
- Fire extinguishers servicing and certification – carried out once a year by specialist
- All free standing electrical and Gas appliances - repair and servicing contracts are taken with a company
- Names and addresses of all managers' shall be displayed on the notice board for HMO users to report any problems or faults.