

HMO MANAGEMENT PLAN

19/03/2026



Prepared For :

32 Hillside Road , London , UK N15 6NB

RETROSPECTIVE PLANNING APPLICATION FOR THE CHANGE OF USE FROM USE CLASS C3
(SINGLE DWELLING) TO USE AS A SIX BED HOUSE IN MULTIPLE OCCUPATION (HMO) C4.

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INTRODUCTION

This HMO Management Plan has been prepared in support of the planning application for the change of use of 32 Hillside Road, N15 6NB to a 6-person House in Multiple Occupation (HMO). The document sets out the operational, management, and mitigation measures that will be implemented to ensure the property is:

- Safely and responsibly managed
- Compliant with relevant planning, licensing, and housing standards
- Not detrimental to the amenity of neighbouring occupiers or the wider area

OCCUPANCY & USE

The property will accommodate a maximum of 6 residents, each occupying a single bedroom. The accommodation layout (as per submitted drawings) provides appropriately sized bedrooms and shared facilities. No sub-letting or overcrowding will be permitted. All tenants will be subject to Assured Shorthold Tenancy (AST) agreements.

MANAGEMENT & RESPONSIBILITY

A designated HMO Manager / Managing Agent will be responsible for the day-to-day operation of the property. Contact details will be clearly displayed within the property and made available to neighbours upon request.

The manager will:

- Undertake regular inspections (minimum quarterly)
 - Ensure compliance with HMO licensing and management regulations
 - Act as the first point of contact for residents and neighbours
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FIRE SAFETY & COMPLIANCE

The property will incorporate appropriate fire safety measures in accordance with HMO standards:

- Installation of a Grade A LD2 fire detection and alarm system.
- Provision of FD30S fire doors to risk rooms.
- Clearly maintained and unobstructed escape routes.
- Emergency lighting where required.
- Fire extinguishers and fire blanket provided in kitchen areas.
- Residents will be informed of fire safety procedures upon move-in.

HEALTH, SAFETY AND MAINTENANCE

The property will be proactively maintained to ensure a high standard of accommodation:

- Gas Safety Certificate renewed annually.
- Electrical Installation Condition Report (EICR) every 5 years.
- Portable Appliance Testing (PAT) carried out regularly.
- Heating, hot water, and ventilation systems maintained in good working order.

Repairs addressed promptly:

- Emergency issues: within 24 hours.
- Non-urgent issues: within a reasonable timeframe.

WASTE AND RECYCLING MANAGEMENT

To address Public Health concerns, a clear waste strategy is implemented:

- Refuse and recycling bins are provided in a designated external storage area (as shown on drawings).
- Adequate capacity is provided in line with council requirements.

Tenants will be provided with clear guidance on:

- Waste separation
- Collection days

The HMO Manager will:

- Monitor waste storage to prevent overflow.
- Ensure bins are presented and returned appropriately.
- Take corrective action if misuse occurs.

CYCLE PARKING PROVISION AND MANAGEMENT

In response to Transport comments, cycle parking has been incorporated into the amended scheme. Secure cycle parking is provided on site in accordance with policy expectations. The storage area is:

- Accessible
- Secure
- Reserved for residents only

Management Measures:

- Allocation of spaces to residents where necessary.
 - Monitoring to ensure no obstruction to access routes.
 - Tenants encouraged to use sustainable transport modes.
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RESIDENTIAL AMENITY AND NEIGHBOUR CONSIDERATION

The operation of the HMO will be managed to protect neighbouring amenity.

Tenancy agreements will include strict behavioural clauses, including:

- No excessive noise.
- No parties or anti-social behaviour.
- Quiet hours will be observed between 23:00 and 07:00.
- Tenants will be made aware of their responsibilities to neighbours at the start of tenancy.

CLEANING AND UPKEEP

- Communal areas (kitchen, circulation spaces) will be maintained in a clean and hygienic condition.
- Regular cleaning will be arranged by the landlord/manager.
- Tenants are responsible for maintaining their own rooms.

TENANCY MANAGEMENT

- All tenants will be vetted prior to occupation.
- Deposits will be protected in a government-approved scheme.
- Clear tenancy agreements will outline responsibilities.
- Breaches of tenancy conditions will be addressed promptly.
- Persistent breaches may result in termination of tenancy.

SECURITY

- The property will have appropriate door and window security measures
- Controlled access will be maintained to ensure only authorised occupants enter the building

CONCLUSION

This HMO Management Plan demonstrates that the proposed development at 32 Hillside Road will be:

- Professionally managed
- Safe and compliant with all relevant standards
- Operated in a manner that safeguards the amenity of both residents and neighbours

The measures outlined above, alongside the amended drawings, ensure that the proposal responds positively to consultee comments and meets the expectations of the Local Planning Authority.

DESIGN AND ACCESS STATEMENT

32 Hillside Road , London , UK N15 6NB



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