

HMO Management Plan

519 Seven Sisters Road

London N15 6EP

June 2026

1. Purpose

This Management Plan accompanies a planning application at 519 Seven Sisters Road, London N15 6EP, for the change of use of the upper floors of the property to an 8-bedroom House in Multiple Occupation (Sui Generis Use Class) for up to 8 single-occupancy residents, together with the erection of a first floor rear extension. The ground floor commercial unit is retained without alteration.

It is submitted in support of the application's compliance with Policy DM17 of the Haringey Development Management DPD 2017, which governs the conversion of properties to Houses in Multiple Occupation within the Article 4 Direction area.

The Plan sets out the management framework against which the property will be operated under its mandatory HMO licence in accordance with the standard licence conditions applied by the London Borough of Haringey under Part 2 of the Housing Act 2004.

2. Managing Agent

The property will be managed by a residential lettings and property management agent appointed by the applicant (the "Managing Agent").

The Managing Agent will be responsible for the day-to-day operation of the property, the appointment and management of tenants, the collection of rent, the maintenance of communal areas, the conduct of inspections, and compliance with all statutory and licence obligations. The Managing Agent will be the principal point of contact for tenants and for the Council.

Tenants will be provided with full Managing Agent contact details at the start of each tenancy, including a 24-hour emergency contact line. The 24-hour contact line will also be made available to neighbouring residents on request, to enable any concern to be raised directly with the Managing Agent rather than through the Council.

3. Tenancy Arrangements

All occupants of the property will be granted Assured Shorthold Tenancies of between six and twelve months in duration, with the option to renew by mutual agreement. This approach is consistent with management arrangements accepted by Haringey on other HMO permissions in the borough, including the recent approval at 497 Seven Sisters Road (HGY/2025/1726).

Each tenant will be provided at the start of the tenancy with:

- A written tenancy agreement;
- Written confirmation of the names, addresses and contact details of the landlord and Managing Agent;
- A 24-hour emergency contact number;
- A copy of the property's HMO licence and licence conditions, with the maximum permitted occupancy clearly identified;
- Written information on the Council's refuse and recycling collection arrangements, the items that can and cannot be recycled, and arrangements for the disposal of bulky waste;
- Written guidance on how to report repairs, maintenance issues and emergencies; and
- Fire safety advice, including means of escape and the importance of keeping fire doors closed.

Pre-tenancy referencing and right-to-rent checks will be carried out for every prospective tenant in accordance with the Immigration Act 2014. Deposits will be protected under a government-approved tenancy deposit protection scheme as required by the Housing Act 2004.

4. Occupancy Control

The property will be operated within the strict occupancy limits specified in the mandatory HMO licence issued by the London Borough of Haringey following the grant of this planning permission. The maximum occupancy will be 8 persons in 8 single-occupancy rooms.

Each room will be let to a single individual aged over 18, on a single-person occupancy basis. No room will be let to more than one person, and no children will be permitted to reside at the property. This restriction will be incorporated into each tenancy agreement and will be enforced by the Managing Agent.

The applicant is content for a planning condition to restrict maximum occupancy to 8 unrelated individuals on a single-occupancy basis, consistent with the condition imposed under HGY/2025/1726 at 497 Seven Sisters Road. Records of occupancy will be maintained on the Managing Agent's property management database and made available to the Council on request.

5. Inspections and Cleaning

The Managing Agent will conduct routine inspections of the property at intervals of no longer than six months, in accordance with the Haringey Mandatory HMO Licence Conditions. Inspection records will include the date, the identity of the inspector, any issues identified, and any action taken or required. Copies of inspection records will be made available to the Council within 21 days of request.

Communal areas — including the first floor communal kitchen and dining area, the loft floor secondary kitchen, the hallways, the staircase, the landings, and the refuse storage area — will be cleaned by the Managing Agent on a fortnightly basis.

Window cleaning, gutter clearance, and external building maintenance will be carried out at appropriate intervals to maintain the condition and appearance of the building.

6. Refuse and Recycling

A dedicated refuse and recycling storage area will be provided at the property, sized for the storage of household waste and recycling between Council collections, in accordance with Haringey's storage requirements. The storage arrangement will be confirmed in detail under the refuse storage planning condition expected to be attached to any permission granted, consistent with the condition imposed under HGY/2025/1726.

The Managing Agent will provide each tenant at the start of the tenancy with written information on Veolia collection days, recyclable materials, and arrangements for the disposal of bulky waste.

The Managing Agent will conduct quarterly checks to ensure the common parts and yard are free from accumulated waste, and will take appropriate action where tenants are found not to be using the waste disposal facilities provided. Where private collections are required (for example during a tenancy change-over), the Managing Agent will arrange these at the landlord's expense.

7. Anti-Social Behaviour

The Managing Agent will take all reasonable and practicable steps to prevent or reduce anti-social behaviour by tenants and their visitors. This includes pre-tenancy referencing of all prospective tenants; express anti-social behaviour clauses within each tenancy agreement; provision of a 24-hour contact line for neighbouring residents to report any concerns; the issuing of verbal and written warnings to tenants in the event of complaints; and, where anti-social behaviour is sustained, using the tenancy agreement to lawfully end the tenancy under the Housing Act 1988.

The Managing Agent will work in partnership with the Council and the Metropolitan Police as necessary and will attend case conferences or multi-agency meetings convened in respect of the property. Records of any anti-social behaviour complaints, warnings issued and action taken will be retained and made available to the Council on request.

8. Repairs and Maintenance

The Managing Agent will be the first point of contact for all repair and maintenance issues. Tenants will be provided with written notice of how to report repairs and maintenance issues, with response times for non-emergency repairs of no longer than 14 working days from the date of report.

Emergency repairs — including loss of heating or hot water in winter, water leaks, electrical faults posing a safety risk, and broken external doors or windows compromising security — will be attended to within 24 hours of report.

All repairs will be carried out by competent and reputable tradespeople. Receipts and invoices will be retained as evidence and made available to the Council within 21 days of request. The property structure, exterior, drainage, gutters, external pipes, installations for water, gas and electricity, sanitation, and installations for heating and hot water will be kept in good repair and proper working order in accordance with the Haringey HMO licence conditions.

9. Health and Safety

Gas safety

An annual Gas Safety Certificate will be obtained from a Gas Safe registered engineer in respect of all gas appliances and installations. A copy will be provided to each tenant within 28 days of issue, and to the Council within 7 days of any request.

Electrical safety

An Electrical Installation Condition Report will be obtained every five years from a registered electrician, in accordance with the Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020. Portable Appliance Testing of any electrical appliances supplied by the landlord will be carried out annually.

Fire safety

A Fire Risk Assessment will be carried out and reviewed annually in accordance with the Regulatory Reform (Fire Safety) Order 2005 and Haringey's HMO licence conditions. The property will be equipped with mains-wired interlinked smoke alarms on each storey containing a habitable room or circulation space; heat detectors in each kitchen, interlinked with the smoke alarm system; fire doors with self-closers and intumescent strips to all habitable rooms and kitchens in accordance with LACORS guidance; emergency lighting to the means of escape; fire blankets and fire extinguishers in the communal kitchens; and clear written fire safety advice for each tenant at the start of the tenancy. Fire detection and alarm systems will be serviced and tested in accordance with BS 5839.

Carbon monoxide

Carbon monoxide alarms will be installed in any room containing a fixed combustion appliance other than a gas cooker, and kept in proper working order, in accordance with the Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022.

Furniture safety

All upholstered furniture and mattresses supplied by the landlord will comply with the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended).

10. Records and Council Notifications

The Managing Agent will maintain records of all matters required under the Haringey HMO licence conditions, including occupier names and households, tenancy agreements, inspection records, repair and maintenance records, gas, electrical, fire and furniture safety certificates, Fire Risk Assessments, anti-social behaviour complaints and action taken, pest control checks and waste disposal arrangements. All records will be made available to the Council within 21 days of request.

The Managing Agent will notify the Council within 21 days of any material change in circumstances that may require the HMO licence to be varied, including changes of ownership, contact details, managing agent, layout or occupancy.

11. Review of this Plan

This Management Plan will be reviewed annually by the Managing Agent and updated as required to reflect any changes to legislation, licence conditions, or operational arrangements. The current version will be retained at the property and provided to each tenant at the start of their tenancy. A copy of the current Plan will be provided to the Council on request.

Planning Beyond Limits