

HMO Management Plan

41 Baronet Road,
Tottenham,
London N17 0LY

July / 2026

1. Purpose and Status of this Plan

This HMO Management Plan sets out the management arrangements proposed for the operation of the sui generis House in Multiple Occupation at 41 Baronet Road, Tottenham, London N17 0LY.

The Plan is submitted in support of the planning application for the change of use of the property from Class C3 to a sui generis HMO for a maximum of 7 persons. It is intended to supersede and expand the earlier HMO Management Plan submitted with HGY/2025/0008, which was expressly accepted by Inspector Deane at paragraph 12 of appeal decision APP/Y5420/W/25/3363653 (7 July 2025) as "*outlin[ing] various measures designed to minimise the risk of potential disturbance to others*".

The Plan is capable of being secured by planning condition and forms part of the operational framework under which the HMO will be managed. It sits alongside and complements the statutory HMO licensing regime operated by the London Borough of Haringey Housing Improvement Team under Part 2 of the Housing Act 2004 and The Licensing and Management of Houses in Multiple Occupation (Additional Provisions) (England) Regulations 2007.

2. Property, Occupancy and Management

2.1 Property description

The property comprises a two-storey mid-terrace dwelling, extended by a rear infill extension and L-shape outrigger dormer, providing accommodation over three floors:

Floor	Bedrooms	Communal facilities
Ground	2 (Bedrooms 01, 02)	Kitchen + Dining (15.64sqm), Living Room (13.88sqm)
First	3 (Bedrooms 03, 04, 05)	Kitchen (8.70sqm)
Loft	2 (Bedrooms 06, 07)	—

Each bedroom is provided with an en-suite shower/WC. The rear garden of 117.26sqm provides shared outdoor amenity space.

2.2 Maximum occupancy

The property will be occupied by a maximum of **7 unrelated adult residents** at any time, one per letting. This is proposed to be secured by planning condition and is separately governed by the HMO licence issued under Part 2 of the Housing Act 2004.

Under no circumstances will the property exceed 7 residents. Sub-letting of bedrooms or accommodation of additional persons overnight beyond short-stay guests is expressly prohibited by the tenancy agreements (see section 8).

2.3 Management arrangements

The property will be managed by:

Property Manager: Redwoods Projects Ltd

Registered address: Unit 4, Grosvenor Way, London E5 9ND

Telephone: 020 3781 8008

Email: office@redwoodsprojects.co.uk

Should the identity of the Property Manager change at any point during the operational life of the HMO, the LPA and the Haringey Housing Improvement Team will be notified in writing within 14 days of the change, providing the name, registered address, telephone number and email of the replacement manager.

A single point of contact will be maintained at all times for residents and for neighbouring occupiers to raise concerns. The name, address and telephone contact of the Property Manager will be displayed in a prominent position within the ground-floor communal area and provided in writing to every adjoining and adjacent neighbour on first occupation.

The Property Manager will attend the property at a minimum frequency of **once every two weeks** for a formal inspection, with additional attendance on notification of any incident or complaint. Inspection records will be maintained and available for LPA and licensing authority inspection.

3. Tenant Selection and Vetting

3.1 Selection criteria

All prospective tenants will be subject to the following pre-tenancy checks before an offer of a letting is confirmed:

- Photo identification (passport, driving licence or national identity document);
- Proof of right to rent in the UK under the Immigration Act 2014;
- Employment or income verification (payslips, employer reference, or equivalent for self-employed);
- Previous landlord reference where available;
- Credit check via a recognised referencing agency;
- Personal reference from an unrelated third party.

3.2 Prohibited categories

The property will not be let to:

- Persons under the age of 18;
- Individuals with a history of anti-social behaviour, tenancy breach, or unspent convictions for offences of a nature incompatible with communal living;
- Short-stay tourists, holiday-let occupiers or persons on stays of less than three months (the property will not be operated as short-let accommodation).

3.3 Household composition

Tenancies will be granted on a single-letting basis to individual adults. The property is intended for occupation by working adults, mature students in higher education and post-graduate professionals. The tenant mix will be selected with a view to compatible communal living.

4. Tenancy Agreements and House Rules

4.1 Form of tenancy

Each tenant will be granted an **Assured Shorthold Tenancy** for a minimum initial term of six months in respect of an exclusive letting (bedroom with en-suite) and shared use of the communal areas.

4.2 Written house rules

A set of written House Rules will be issued to each tenant on commencement of the tenancy and prominently displayed in the ground-floor communal area. The tenant will sign to acknowledge receipt and understanding. The House Rules will cover:

- **Noise control:** no loud music, televisions or amplified sound audible outside the property at any time; quiet hours between 10.00pm and 8.00am on Sunday–Thursday and 11.00pm and 9.00am on Friday–Saturday; no parties or gatherings of more than 4 non-resident guests without prior written agreement from the Property Manager.
- **Guests and visitors:** overnight guests limited to a maximum of two consecutive nights and no more than four nights in any calendar month; day visitors permitted but expected to observe the House Rules; no unauthorised subletting or transfer of occupation.
- **Communal areas:** shared responsibility for cleanliness and tidiness of kitchen, dining, lounge, hallways and garden; a rota system operated for weekly cleaning of communal areas.
- **Refuse and recycling:** bins to be presented at kerbside on collection days; contamination of recycling bins prohibited; food waste to be separated and stored in the dedicated food waste bin.
- **Cycle storage:** cycles to be stored only in the designated rear cycle store; no cycles in bedrooms, hallways, kitchens or lounge.
- **Fire safety:** no smoking anywhere within the property; no candles, incense or open flames; no cooking equipment other than that provided; no obstruction of escape routes.

- **Anti-social behaviour:** any conduct amounting to anti-social behaviour, harassment of other residents or neighbours, or breach of the Environmental Protection Act 1990 will result in enforcement action under section 8.
- **Alterations:** no alterations to the fabric or fittings of the property, no additional appliances installed without written consent.

4.3 Sanctions

Breach of the House Rules will engage the following graduated response:

- First breach: verbal warning from the Property Manager and record in the tenant file;
- Second breach: written warning;
- Third breach: notice to terminate the tenancy under section 8 of the Housing Act 1988 on the applicable ground(s), including nuisance to neighbours or breach of tenancy.

5. Noise and Disturbance

Noise and general disturbance associated with HMO occupation was expressly considered by Inspector Deane at paragraphs 12–13 of APP/Y5420/W/25/3363653 and was found not to arise to a level materially harmful to neighbouring amenity, with the earlier version of this Management Plan cited as a supporting factor. Inspector Symmons reached the same conclusion at paragraph 11 of APP/Y5420/W/24/3347579 at the analogous Brampton Park Road site.

The following specific measures will be adopted:

- **Quiet hours** as set out in the House Rules;
- **Standard construction hours** during any building works (08.00–18.00 Monday to Friday, 08.00–13.00 Saturday, not at all on Sundays and Bank Holidays), consistent with the Control of Pollution Act 1974;
- **No amplified sound** audible at the property boundary at any time;
- **No parties** or gatherings of more than 4 non-resident guests without prior written agreement;
- **Sound-attenuating measures** at construction: acoustic underlay to loft floor bedrooms, mineral wool insulation between habitable rooms, and solid-core internal doors;
- **Written notice to adjoining occupiers** at commencement of works and again at first occupation, providing the Property Manager's contact number for any concerns.

The Property Manager will respond to any noise complaint from a neighbouring occupier within 24 hours. Substantiated complaints will engage the sanctions regime under section 4.3.

6. Refuse, Recycling and Waste Management

6.1 Storage provision

Refuse and recycling storage is provided at the front of the property comprising:

- 6 x 240L bins for general and mixed recycling waste;
- Dedicated food waste storage.

The storage is screened, sited to minimise visual impact from the street and dimensioned for the maximum occupancy of 7 residents in accordance with Haringey's Sustainable Design and Construction SPD (March 2013) requirements.

6.2 Collection

Refuse and recycling will be collected by the London Borough of Haringey in accordance with the borough's published collection schedule. Bins will be presented at the kerbside on the day of collection and returned to the storage area within the same day.

6.3 Responsibility and monitoring

The Property Manager will be responsible for ensuring bin presentation and return, monitoring for contamination, and reporting any collection failure to the borough. Tenants will be responsible for separating waste correctly and depositing it in the appropriate bin.

6.4 Bulky waste and unusual items

Bulky waste, unwanted furniture and unusual items will be disposed of via the borough's bulky waste collection service or private disposal arranged by the Property Manager. Tenants are expressly prohibited from leaving any item in the front garden, on the pavement, or in the communal areas.

7. Cycle Storage and Sustainable Transport

7.1 Cycle provision

Seven secure, sheltered and accessible horizontal cycle spaces are provided in the rear garden, meeting the London Cycling Design Standards and London Plan Policy T5 requirements.

Access to the cycle store is provided through the property via the 1.2m minimum-width hallway and the 900mm clear-opening rear door.

7.2 Car-free operation

The property will be operated on a **car-free** basis. Prospective tenants will be advised in writing on offer of tenancy that no on-street parking permit is available in the surrounding Controlled Parking Zone and that the property does not benefit from off-street parking. This is reflected in the tenancy agreement.

The Property Manager will monitor compliance and address any breach through the sanctions regime.

7.3 Public transport

Tenants will be provided on move-in with a welcome pack including information on local public transport routes, walking and cycling routes, and the location of the nearest transport interchanges (Northumberland Park Station and local bus stops within 2-3 minutes' walk).

8. Anti-social Behaviour and Enforcement

8.1 Definition and scope

Anti-social behaviour includes but is not limited to:

- Noise nuisance in breach of the House Rules or the Environmental Protection Act 1990;
- Harassment of, or abusive conduct towards, other residents, neighbours or members of the public;
- Damage to the property or to shared items;
- Drug use or supply on the premises;
- Failure to comply with waste disposal requirements resulting in nuisance;
- Any conduct in breach of section 2 of the Anti-social Behaviour, Crime and Policing Act 2014.

8.2 Response protocol

On receipt of any complaint or observation of anti-social behaviour, the Property Manager will:

- Log the incident with date, time, nature of complaint and complainant details;
- Investigate within 48 hours (24 hours in the case of urgent nuisance);

- Where substantiated, engage the graduated sanctions regime under section 4.3;
- In cases of serious or persistent breach, serve notice under the appropriate ground(s) of section 8 or 21 of the Housing Act 1988;
- In cases of criminality, involve the Metropolitan Police and cooperate fully with Haringey's community safety and enforcement teams.

8.3 Contact with Haringey's Community Safety team

The Property Manager will maintain contact with Haringey's Community Safety and Enforcement team and will comply with any information requests, formal ASB warnings or Community Protection Notices served on the property or its occupiers.

9. Fire Safety and Health

9.1 Statutory compliance

The property will be maintained in full compliance with:

- The Regulatory Reform (Fire Safety) Order 2005;
- The Housing Health and Safety Rating System (HHSRS) under the Housing Act 2004;
- The Management of Houses in Multiple Occupation (England) Regulations 2006;
- Haringey's Standards for Houses in Multiple Occupation (December 2017);
- Any HMO licence conditions imposed by Haringey Housing Improvement Team.

9.2 Fire safety measures

The property will be provided with:

- A grade D LD2 or higher automatic fire detection and alarm system with interlinked mains-powered smoke detectors in every bedroom, communal area, hallway, landing and kitchen, with battery back-up;
- Heat detectors in every kitchen;
- 30-minute fire-resisting doors to all bedrooms, kitchens, and habitable rooms opening onto the escape route, with intumescent strips, cold smoke seals and self-closers;
- Fire blankets in every kitchen;
- Multi-purpose fire extinguishers on every floor within the escape stair enclosure;
- Emergency lighting in the escape stair;

- A clear, unobstructed protected escape route from each bedroom to the final exit at ground floor level;
- Signage indicating the escape route.

The fire detection and alarm system, emergency lighting and any communal heating will be on a landlord's mains supply.

9.3 Testing and maintenance

The Property Manager will ensure:

- Weekly fire alarm test with the results recorded in the fire safety log;
- Six-monthly service of the fire detection and alarm system by a competent contractor;
- Annual service and test of emergency lighting;
- Annual gas safety check under the Gas Safety (Installation and Use) Regulations 1998 with certificates provided to tenants;
- Five-yearly Electrical Installation Condition Report (EICR);
- Annual PAT testing of landlord-provided appliances;
- Annual servicing of the heating system.

9.4 Legionella and water hygiene

A written risk assessment will be maintained. Water outlets will be flushed if unused for more than a week. Hot water storage will be maintained at 60°C or above.

10. Repairs, Maintenance and Inspections

10.1 Reporting

Tenants will report repair issues to the Property Manager via a dedicated phone number, email address and (optionally) online reporting portal. Emergency repairs (loss of heating, hot water, security, or serious water ingress) will be attended within 24 hours. Urgent repairs will be attended within 3 working days. Routine repairs will be attended within 14 working days.

10.2 Planned inspections

The Property Manager will inspect the property:

- **Fortnightly** for a general inspection of communal areas, exterior, refuse storage and cycle store;

- **Quarterly** for a detailed inspection of each bedroom and en-suite (with 24 hours' written notice to tenants);
- **Annually** for a compliance audit against this Management Plan.

Inspection records will be maintained and made available to the LPA and licensing authority on request.

10.3 External maintenance

The Property Manager will ensure the front elevation, front garden, refuse area and rear garden are maintained in good order at all times. The front garden and refuse enclosure will be kept clean and free of accumulated waste. The rear garden shared amenity area will be maintained with lawn cut, planting kept, and communal furniture (where provided) maintained.

11. Neighbour Liaison

11.1 Notification on first occupation

On first occupation of the property as an HMO, the Property Manager will provide a written notification to each of the adjoining and adjacent occupiers containing:

- Notice that the property is now operating as an HMO for up to 7 residents;
- The name, address, telephone number and email address of the Property Manager;
- An invitation to raise any concerns directly with the Property Manager in the first instance;
- Confirmation of the House Rules covering noise, guests, waste, and other matters affecting the neighbourhood.

11.2 Ongoing liaison

The Property Manager will:

- Respond to any neighbour communication within 24 hours;
- Log the complaint or observation and the response;
- Report to Haringey's licensing team any material dispute or repeated complaint;
- Attend any residents' association meeting in the immediate vicinity if requested.

11.3 Formal complaints

Formal complaints escalated to Haringey Environmental Health, the Police, or the licensing authority will be responded to in full and cooperated with. The Property Manager will disclose relevant records on request from a statutory authority.

12. Compliance Monitoring and Review

12.1 Records

The Property Manager will maintain:

- Tenant records with reference checks, signed tenancy agreements and signed House Rules acknowledgements;
- Inspection records;
- Fire safety log with weekly alarm test entries;
- Complaint log covering both tenant and neighbour complaints;
- Repair log;
- Compliance certificates (gas, electrical, HMO licence, insurance).

All records will be maintained for a minimum of six years and made available to the LPA, Haringey Housing Improvement Team, or other statutory authority on reasonable request.

12.2 Annual review

This Management Plan will be reviewed annually and updated where necessary. The updated version will be submitted to the LPA and to Haringey Housing Improvement Team for information.

12.3 Change of Property Manager

Should the identity of the Property Manager change at any time, whether by reason of a change of managing agent, restructuring of the applicant's operations, or otherwise, the LPA and Haringey Housing Improvement Team will be notified in writing within 14 days of the change. The notification will provide the name, registered address, telephone number and email of the incoming Property Manager, and confirmation that the responsibilities set out in this Plan will continue to be discharged without interruption.

12.4 Failure of management

In the event that the Property Manager ceases to act, becomes uncontactable, or otherwise fails in the material discharge of the responsibilities set out in this Plan, a replacement Property Manager will be appointed within 14 days and the LPA and licensing authority notified in writing.

13. Statement of Intent

This Management Plan reflects the applicant's commitment to operating 41 Baronet Road as a well-managed HMO, providing quality single-occupancy accommodation for working adults and mature students in a location well served by public transport, while ensuring that the amenity of neighbouring residents is fully preserved and enhanced.

The applicant acknowledges the concerns of neighbouring occupiers, the FHPZ designation and the wider community interest in avoiding concentration of poorly-managed HMOs. This Plan sets out substantive and enforceable measures to ensure that this property makes a positive contribution to the local rental market without generating any of the amenity or management issues sometimes associated with the sector.

The Plan is offered to be secured by planning condition and is intended to sit alongside the statutory HMO licensing regime, providing the LPA and neighbouring occupiers with certainty as to how the property will be operated in practice.

Planning Beyond Limits