October 2026

519 Seven Sisters Road, London, N15 6EP
HMO Management Plan

Purpose

This Management Plan is submitted in support of a planning application seeking permission for the use of the upper floors of 519 Seven Sisters Road as a nine-bedroom House in Multiple Occupation (Sui Generis) accommodating a maximum of nine single-occupancy residents.

The document establishes the operational framework under which the property will be managed should planning permission be granted. It demonstrates compliance with Policy DM17 of the Haringey Development Management DPD 2017 and aligns with the standard conditions attached to a mandatory HMO licence issued by the London Borough of Haringey pursuant to Part 2 of the Housing Act 2004.

Managing Agent

Day-to-day management of the property will be entrusted to a professional residential lettings and property management company appointed by the applicant (hereafter referred to as the “Managing Agent”).

The Managing Agent shall assume full responsibility for the operational running of the premises, including tenant selection and oversight, rent collection, upkeep of communal areas, scheduled inspections, and adherence to all statutory and licensing obligations. The Managing Agent will serve as the primary point of contact for both residents and the local authority.

Upon commencement of each tenancy, residents will be furnished with comprehensive contact particulars for the Managing Agent, including a dedicated 24-hour emergency telephone line. This emergency facility will also be made available to neighbouring

occupiers upon request, thereby enabling any concerns to be raised directly with the Managing Agent.

Tenancy Arrangements

All residents will be granted Assured Shorthold Tenancies of between six and twelve months' duration, renewable by mutual consent.

At the outset of each tenancy, every occupant will receive:

- A formal written tenancy agreement
- Full contact details of both the landlord and the Managing Agent
- A 24-hour emergency contact number
- A copy of the HMO licence together with its conditions, clearly stating the maximum permitted occupancy
- Written particulars of the Council's refuse and recycling collection regime
- Clear guidance on the procedure for reporting repairs and emergencies
- Written fire safety instructions, including means of escape

Rigorous pre-tenancy referencing and right-to-rent verification will be undertaken in respect of every prospective resident in accordance with the Immigration Act 2014. All deposits will be safeguarded within a government-approved tenancy deposit protection scheme.

Occupancy Control

The property will be operated in strict accordance with the occupancy ceiling stipulated in the mandatory HMO licence. Maximum occupancy shall be limited to **nine persons occupying nine single rooms**.

Each room will be let exclusively to one individual aged eighteen years or over on a single-person basis. Shared occupation of any room and the residence of children will be prohibited. These restrictions will be expressly incorporated into every tenancy agreement and rigorously enforced by the Managing Agent.

The applicant is prepared to accept a planning condition limiting occupancy to a maximum of nine unrelated individuals on a single-occupancy basis. Comprehensive occupancy

records will be maintained by the Managing Agent and produced to the Council upon request.

Inspections

Routine inspections of the entire premises will be conducted by the Managing Agent at intervals not exceeding six months. Detailed records of each inspection, recording the date, the identity of the inspecting officer, any deficiencies identified, and remedial action taken, will be retained and supplied to the Council within twenty-one days of any request.

All communal areas, encompassing the kitchens, hallways, staircase, landings and refuse storage facilities, will be cleaned by the Managing Agent on a fortnightly basis. External maintenance, including window cleaning and gutter clearance, will be undertaken at suitable intervals to preserve the fabric and appearance of the building.

Refuse

Adequate provision will be made for the storage of household refuse and recyclable materials in accordance with the Council's requirements. The Managing Agent will supply every resident with written information concerning collection days (see Appendix 1), acceptable recyclable materials, and arrangements for the disposal of bulky items.

Quarterly inspections will be undertaken to ensure that common parts and external areas remain free from accumulated waste. Where private collections prove necessary (for instance at the conclusion of a tenancy), these will be arranged by the Managing Agent at the landlord's expense.

Anti-Social Behaviour

The Managing Agent will implement all reasonable and practicable measures to prevent and address anti-social behaviour on the part of residents or their visitors. Such measures shall include thorough pre-tenancy referencing, the inclusion of explicit anti-social behaviour clauses within every tenancy agreement, the provision of a 24-hour contact facility for neighbouring residents, the issue of formal warnings where appropriate, and, in cases of persistent misconduct, the lawful termination of the tenancy pursuant to the Housing Act 1988.

The Managing Agent will cooperate fully with the Council and the Metropolitan Police and will maintain detailed records of any complaints received and action taken.

Repairs and Maintenance

The Managing Agent will act as the first point of contact for all repair and maintenance matters. Non-emergency repairs will be attended to within fourteen working days of notification. Emergency works, comprising loss of heating or hot water during winter months, water ingress, electrical faults presenting a safety hazard, and compromised external security, will be addressed within twenty-four hours.

All works will be executed by competent and reputable contractors. Invoices and records will be retained and made available to the Council upon request. The structure, exterior, drainage systems, and all installations for the supply of water, gas, electricity, sanitation, heating and hot water will be maintained in sound condition and proper working order in accordance with the HMO licence conditions.

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. Copies will be provided to residents within twenty-eight days of issue and to the Council upon request.

Electrical safety

An Electrical Installation Condition Report will be procured every five years from a suitably qualified electrician. Annual Portable Appliance Testing will be undertaken in respect of any electrical appliances supplied by the landlord.

Fire safety

A comprehensive Fire Risk Assessment will be prepared and reviewed annually. The property will be equipped with mains-wired interlinked smoke detection on every storey containing habitable accommodation or circulation space, heat detectors within each kitchen, fire doors fitted with self-closing devices and intumescent strips, emergency lighting along the means of escape, and fire blankets together with extinguishers in the communal kitchens. Detection and alarm systems will be serviced and tested in accordance

with BS 5839. Written fire safety guidance will be issued to every resident at the commencement of their tenancy.

Carbon monoxide

Carbon monoxide alarms will be installed in any room containing a fixed combustion appliance (other than a gas cooker) and maintained in proper working order.

Furniture safety

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

Records

The Managing Agent will maintain comprehensive records of all matters required under the HMO licence conditions, including occupancy particulars, tenancy agreements, inspection reports, repair records, safety certificates, fire risk assessments, anti-social behaviour matters, and waste management arrangements. Such records will be produced to the Council within twenty-one days of any request.

The Council will be notified within twenty-one days of any material change in circumstances that may necessitate variation of the HMO licence, including changes of ownership, managing agent, internal layout or occupancy levels.

Conclusion

This Management Plan will be subject to annual review by the Managing Agent and revised as necessary to reflect legislative changes, amended licence conditions, or operational developments. The current version will be retained at the property, issued to each new resident, and supplied to the Council upon request.