

HMO Management Plan

Change of Use from Dwellinghouse (Use Class C3) to Large House in Multiple Occupation (Sui Generis)



Site Location:	56 Rowlands Road, Worthing, BN11 3JT
Date:	4/02/2026
Planning Authority:	Adur & Worthing Councils

1. Introduction

This Management Plan has been prepared in support of the planning application for the change of use of 56 Rowlands Road from a dwellinghouse (Use Class C3) to a Large House in Multiple Occupation (Sui Generis) for up to eight residents.

The purpose of this document is to demonstrate that the property will be professionally managed to ensure:

- A safe, secure and well-maintained living environment
- High standards of residential amenity for occupants
- Protection of neighbouring amenity
- Responsible day-to-day management and supervision
- Compliance with relevant planning, housing and licensing requirements

2. Nature of Occupation

The property will accommodate a maximum of **8 adult residents**, each occupying a single bedroom.

The intended occupiers are expected to be:

- Working professionals
- Employees accommodated by organisations (for example NHS or similar employers)
- Other independent adults in stable occupation

The property will not operate as:

- A hostel
- Temporary emergency accommodation
- Supported housing or care accommodation
- A property for short-term holiday letting

All residents will occupy the property on an independent residential basis.

3. Tenancy Arrangements and Referencing

Occupation of rooms will be through Assured Shorthold Tenancies (ASTs), company lets, or equivalent lawful residential occupation agreements.

Prior to occupation, prospective residents will be subject to an onboarding process which may include:

- Identity verification
- Right to Rent checks where applicable
- Employment / income checks
- Previous landlord references where appropriate
- Review of suitability for shared occupation

Residents will be provided with clear written terms covering:

- Occupation of their room
- Use of communal areas
- House rules
- Reporting repairs
- Expected standards of behaviour

4. Management Structure

The property will be managed directly by the owner, with the option of appointing a professional managing agent if required.

Management responsibilities will include:

- Tenant onboarding and move-in procedures
- Routine inspections
- Handling complaints or issues
- Cleaning and maintenance coordination
- Compliance with HMO licensing conditions
- Ensuring adherence to house rules

The property will be inspected **at least weekly**, with additional visits undertaken where necessary.

5. Management Objectives

The management objectives for the property are to:

- Provide a clean, safe and well-managed shared home
- Promote quiet enjoyment for residents
- Prevent anti-social behaviour and nuisance
- Maintain positive relations with neighbours
- Ensure quick resolution of maintenance concerns
- Encourage respectful use of communal areas
- Maintain compliance with statutory obligations

6. House Rules

All residents will be required to comply with house rules, which will be provided during onboarding and incorporated into tenancy documentation.

The rules will include:

Noise and Behaviour

- No excessive noise, particularly during evening and night hours
- No loud music, shouting or disturbance audible outside the property
- Respectful behaviour towards other residents and neighbours

Visitors

- Visitors must be controlled and not cause nuisance
- No unauthorised long-term guests or subletting

Cleanliness

- Residents must keep bedrooms reasonably tidy
- Shared spaces must be left clean after use
- Waste must be disposed of properly

Safety

- Fire doors must not be wedged open or tampered with
- Smoke alarms must not be interfered with
- Escape routes must be kept clear at all times

External Areas

- Rear garden and outdoor areas must be used considerately

- No excessive noise or gatherings outdoors late at night

Smoking / Substance Misuse

- Smoking only in designated external areas (if permitted by management)
- No illegal drug use or criminal activity
- Zero tolerance for violence, threats, harassment or damage to property

7. Enforcement Procedure

Where house rules are breached, the following stepped process may be used:

- **Stage 1:** Verbal or written warning
- **Stage 2:** Final written warning
- **Stage 3:** Formal tenancy enforcement action / notice seeking possession in accordance with relevant legislation

Serious misconduct may result in immediate escalation.

8. Contact Details and Complaints Procedure

A management contact number will be available for residents and neighbouring occupiers.

Management will provide:

- A responsive contact route for urgent issues
- Logging of complaints and reported incidents
- Investigation of issues within a reasonable timeframe
- Feedback where appropriate on actions taken

Where matters involve criminal behaviour, emergencies or safeguarding concerns, residents or neighbours may also be directed to the Police or emergency services as appropriate.

A **24-hour contact number** will be maintained for urgent matters.

9. Security Measures

Main Entrance

The main entrance door will be secure and fitted with suitable locks and access controls.

Bedroom Doors

Bedroom doors will provide appropriate privacy and security for occupants, subject to fire safety requirements.

Lighting / Surveillance

External lighting may be provided where appropriate for safe access. CCTV may be installed in communal external areas if required, subject to legal compliance and privacy regulations.

10. Cleaning and Maintenance

Cleaning

Communal areas will be cleaned **at least weekly**, including kitchens, bathrooms, hallways and shared living areas.

Additional cleaning may be arranged where required.

Maintenance

Maintenance issues may be reported directly to management.

Repairs will be prioritised as follows:

- **Urgent issues** (loss of heating, water leaks, electrical faults, security concerns): prompt response
- **Routine repairs:** addressed within a reasonable timeframe
- **Specialist works:** undertaken by qualified contractors where required

Regular inspections will help identify issues proactively.

11. Fire Safety and Licensing Compliance

The property will be operated in accordance with relevant HMO licensing and fire safety requirements.

This will include, where required:

- Fire detection and alarm systems
- Fire doors and self-closing devices where necessary
- Protected escape routes
- Emergency lighting where required
- Fire risk assessments and ongoing review

Storage cupboards off communal areas will not be used by tenants where restricted by fire safety requirements. Such cupboards will remain secured and managed appropriately.

12. Waste Management

Refuse and recycling facilities are provided within the site.

Management arrangements will ensure:

- Adequate bin capacity
- Proper presentation of bins on collection days
- Prompt return of bins after collection
- No excessive accumulation of waste
- Shared responsibility for cleanliness around refuse areas

Residents will be informed of waste and recycling arrangements during onboarding.

13. Cycle Storage

Secure and covered cycle storage is provided within the site for residents.

This will support sustainable travel choices and reduce reliance on private vehicles.

14. Parking Management

On-site parking spaces are provided within the site frontage.

Residents will be expected to park responsibly and within marked areas only. Vehicles must not obstruct access, neighbouring property, or the public highway.

Management may issue reminders or warnings where poor parking behaviour arises.

15. Review of Management Plan

This Management Plan will be kept under review and updated where necessary to reflect operational experience, licensing requirements, or reasonable requests from the Local Planning Authority.

16. Conclusion

The proposed HMO at 56 Rowlands Road will be actively and responsibly managed to ensure a high standard of accommodation for residents while safeguarding the amenity of neighbouring occupiers.

The measures set out in this Management Plan demonstrate that the property can operate as a well-managed and policy-compliant shared home with no unacceptable impacts.