



7 Thurlby Street, Manchester,
Greater Manchester, M13 0DR

HMO Management Statement

Change of Use from C4
5-bed 6-person HMO to
Sui Generis 9-bed 9-
person HMO

SEP 2025

Prepared by HAD

Contents

1. INTRODUCTION.....	2
2. PROPOSAL	3
3. NOISE MANAGEMENT	6
4. ANTI-SOCIAL BEHAVIOUR.....	9
5. CRIME PREVENTION.....	10
6. OVERCROWDING.....	12
7. ENVIRONMENTAL QUALITY	14
8. FIRE SAFETY.....	15
9. EMERGENCIES.....	16
10. PARKING/ TRANSPORT.....	17
11. CONCLUSION	18

1. INTRODUCTION

- 1.1 The following HMO Management Statement outlines what measurements will be taken to effectively manage the proposal for the change of use from a 5-bed 6-person C4 to a 9-bed 9-person house in multiple occupation (HMO) use class Sui Generis situated at 7 Thurlby Street, Manchester, Greater Manchester, M13 0DR. The statement will discuss the arrangement for the occupants, the managerial policies as well as preventative measures of potential issues such as anti-social behaviour and overcrowding. These methods and policies will aim to minimise any detrimental impacts the proposed HMO could have on the immediate community.



Figure 1. Front Elevation (Google Street View dated March 2025, accessed Sept 2025)

2. PROPOSAL

- 2.1 The proposal involves converting an existing corner end-terraced property from a 5-bed 6-person C4 HMO to a 9-bed 9-person house in multiple occupation (HMO). The 2-storey end corner terraced property will undergo internal changes at all floor levels to create a 9-bedroom HMO, while also providing more than sufficient communal space and storage for the future occupants.
- 2.2 The main changes will occur internally, focusing on ensuring the new residential spaces meet Manchester City Council's minimum space requirements for HMOs using their "Houses in Multiple Occupation Standards and conditions". The basement and loft level are to be converted into habitable spaces with the scheme using the existing structure as much as possible to minimise the changes to the original building fabric and have been designed with Permitted Development guidance in mind. There will be 1 bedroom in the basement level along with a shared living space and storage areas, and on the ground floor there will be a communal kitchen-diner to the rear with access into the rear garden and 2 of the proposed bedrooms. The first floor will host 4 more bedrooms, and the last 2 will be in the converted and extended loft level. All bedrooms will be above the minimum size of 6.51m² to meet the minimum space standards set by Manchester City Council, with additional communal space provided where possible.
- 2.3 The main access along Thurlby Street will remain as the entrance for the tenants, and any external works proposed will aim to enhance the appearance of the building and maintain its appearance as a residential dwelling.

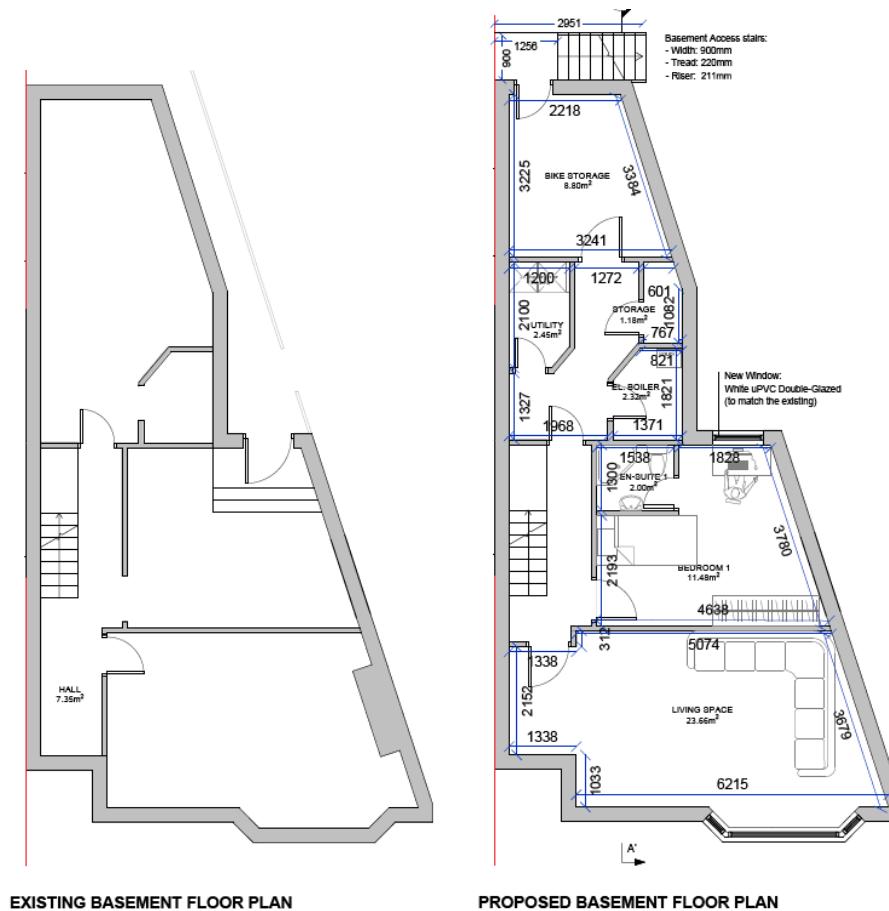


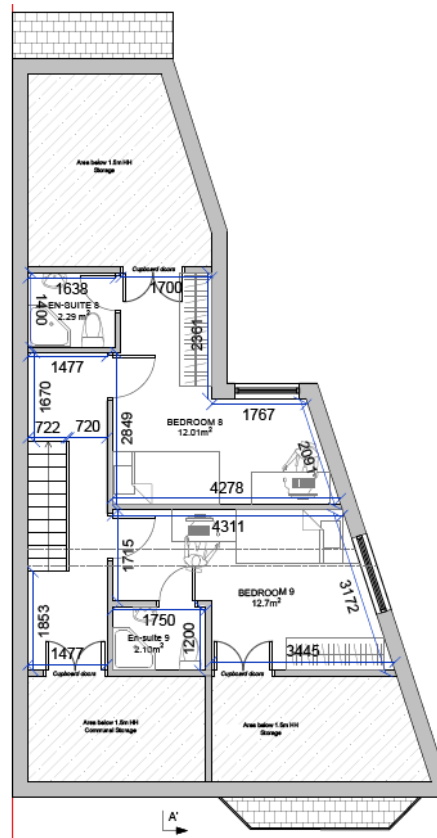
Figure 2. Existing and proposed basement floor plans (HAD & Co 2025)



Figure 3. Existing and proposed ground floor plans (HAD & Co 2025)



Figure 4. Existing and proposed first floor plans (HAD & Co 2025)



PROPOSED LOFT FLOOR PLAN

Figure 5. Proposed loft floor plan (HAD & Co 2025)

- 2.4 The front external features will remain untouched, save for any necessary repairs to ensure no water ingress and any rotten or broken elements are to be carefully reinstated. The rear and side external features will change to allow a new window in the side for the attic conversion, as well as a new dormer roof extension to match the existing materials of the building.

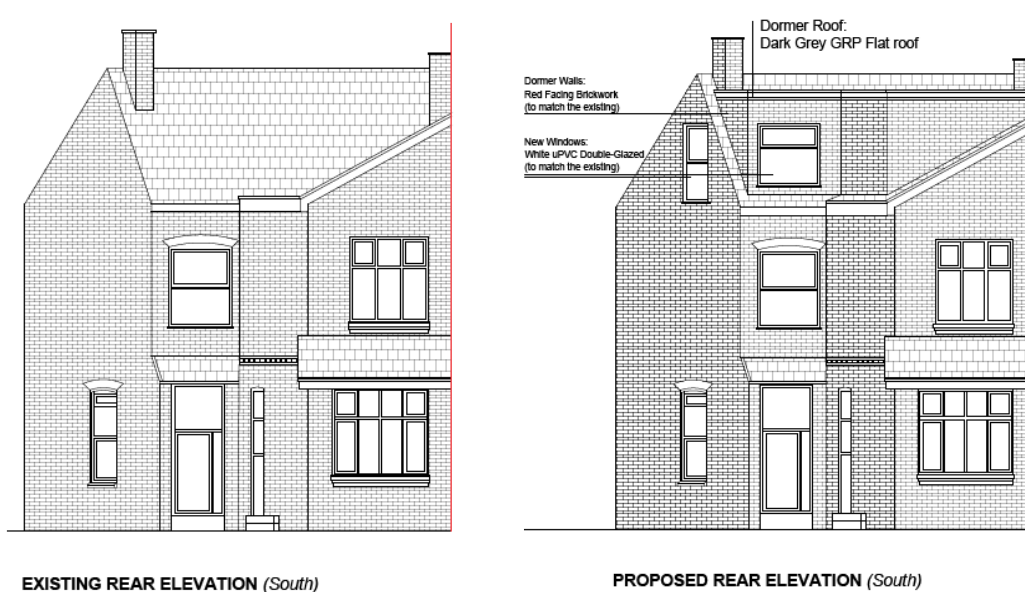


Figure 6. Existing and proposed rear elevations (HAD & Co 2025)

- 2.5 The ground floor will provide a communal kitchen-diner space of 20.2m² with ample space for 2 sets of kitchen facilities and space for 9 people dining at once. Manchester City Council's guidance suggests a space of at least 12.5m² of kitchen space for 9 residents; therefore, the communal space proposed is more than adequate to meet these standards.
- 2.6 In addition to the kitchen and dining space, there is an additional communal space in the basement. A living space of 23.66 m² will make sure all guests have enough living and communal space, with a combined total communal area of 43.86m², not including the external amenity space and additional storage areas.
- 2.7 The applicant has the option to employ a Property Management company, who will be responsible for the maintenance and up-keep of the property and will also manage the tenants to ensure there is a good quality of life for all residents and ensure no negative aspects will occur as a result of this new HMO.
- 2.8 The provision of this 9-bed HMO is very likely to be quickly fully tenanted following the completion of the proposed works, with an existing demand for more HMO-style accommodation for the City of Manchester, and the current use as a 5-bed 6-person HMO having historic tenancies for a number of years.
- 2.9 Following a grant of planning permission, the applicant will ensure complete the necessary Building Regulation applications and HMO licensing applications. To further support this application for a 9-bed HMO, a Travel Plan has also been provided and should be read in conjunction with this HMO Management Statement.



Figure 7. Existing and proposed exposed side elevations (HAD & Co 2025)

3. NOISE MANAGEMENT

3.1 Noise can take many forms and the effect on those exposed to the noise can range from minor irritation, to disputes with neighbours, to significant ill health. A straightforward definition of noise is 'sound which is undesired by the recipient'. It is a criminal offence for people to cause noise and nuisance which results in people being unable to relax and enjoy their home and community life.

3.2 Noise may constitute a nuisance. Nuisance is a common law tort, or civil wrong, that has developed through case law and statute law. Any private individual whose right of enjoyment over their land is hindered by the actions (or inaction) of neighbours can bring a claim in nuisance against the occupiers of the property. A successful action may result in the abatement of the nuisance, damages, or an injunction.

3.3 Public and private nuisance

There are two types of common law nuisance:

- Public – a common law offence: this is where an act or failure to act adversely affects the comfort or quality of life of the public generally or a class of citizens
- Private – a common law tort: this is a substantial interference by the owner or occupier of a property with the use and enjoyment of neighbouring premises. This is the most relevant to an occupier of land affected by noise coming from neighbouring land.

3.4 Statutory nuisance could be caused by:

- A high volume of noise, perhaps through parties, music, radios etc.
- Loud sounds emitted from equipment, motor vehicles or machinery.
- Rubbish being dumped, which is attracting vermin and pests.
- Toxic fumes being released from a property such as gas, smoke or other odours e.g. bonfire nuisance.
- Noisy dogs or other types of pets.
- Noise and nuisance caused by an animal being kept poorly, e.g. unclean environment or overcrowded conditions.

The property is located adjacent to other residential dwellings that can suggest that the neighbourhood is relatively quiet, however measures need to be imposed for risks in high noise.

3.5 OCCUPANTS - The occupants of buildings are usually the source of excess noise. In order to minimise and prevent the tenants from causing a nuisance they will be instructed to consider the following recommendations:

- Place music systems and televisions on rubber mats or carpet to help absorb sound.
- Avoid placing sound emitting appliances next to shared walls.
- Consider the time of day chosen to carry out housework, DIY and gardening.
- Limit noise at inconvenient hours.
- Look after any pets properly and clean up after them.
- Avoid leaving dogs barking and disturbing the neighbours.
- Inform neighbours if they are to carry out disruptive DIY work such as drilling, hammering etc.
- Let neighbours know if they intend to have a party or bonfire.
- If going out or returning home late at night take extra care not to disturb neighbours through loud voices and slamming of car doors.
- Make sure visitors are aware of any noise mitigating measures/policies.

- 3.6 As well as appropriate tenancy agreements outlining all that the occupants should comply with and are responsible for, there will also be Anti-Social Behaviour Policies to sign and abide by. Please see next section for more information on the management of ASB.
- 3.7 BUILDING & MAINTENANCE - Noise can also come from building works on the property. When a property is converted, or major works carried out, then the builder, which may include the owner of the premises, must comply with the Building Regulations issued under the Building Act 1984. Part E in Schedule 1 to the current regulations is about resistance to the passage of the sound. Party Wall Agreements, if necessary, should also be in place prior to works being carried out.
- 3.8 Construction on the development should take place during appropriate working days and hours with associated deliveries and disruptive work organised and minimised to avoid busy periods with neighbours notified when necessary. The Local Authority may condition any grant of planning permission with restrictions on construction hours within residential areas.
- 3.9 The building work proposed concerns mainly internal alterations only and the loft conversions. It will be proposed that the works will be completed during day-time hours and follow a schedule to ensure disruption to neighbours is kept to a minimum. Adequate dust suppression methods and notice to nearby neighbours will also take place.
- 3.10 The most major changes to the building will be the basement and loft conversions with the extension of the dormer roof of which the majority of works will occur internally once the main shell for the dormer is constructed. The remaining works will then include any electric, security and fire-safety upgrades the building will require in its new form to proceed as a licensable HMO.
- 3.11 The manager of the HMO should ensure regular property inspections are carried out quarterly to keep the property in a good and fit-for-purpose state of repair. Any repairs necessary will be carried out as soon as is practical as previously agreed with the building owner, and the tenants will have a duty to report any damage or repairs as soon as possible.
- 3.12 Nuisance can affect the neighbourhood and the occupiers of the HMO property; it is essential that tenants of the HMO property are made aware of the legal processes that can take place to prevent nuisance from taking place within the neighbourhood.
- 3.13 However, a tenant must also be made aware that if the issue of nuisance is concerned with the neighbour, they can take legal process to sanction them or at least try and resolve the matter by communication. The management companies' policies and contact details shall be provided to next door neighbours and all other tenants for reporting.
- 3.14 With a proposed increase of only 3 people, as the property already has an HMO license for 6 people, the additional communal space will ensure the site is not overly populated and can comfortably cater for the small number of additional residents.

4. ANTI-SOCIAL BEHAVIOUR

- 4.1 Anti-social behaviour covers a wide range of problems and includes any behaviour that is capable of causing nuisance or annoyance to an individual(s) or the wider community. This type of behaviour can include:
- Harassment and intimidating behaviours
 - Hate crime, for example, racist or homophobic abuse
 - Behaviour that creates alarm and fear
 - Noisy neighbours and loud parties
 - Problems associated with people supplying, dealing or using drugs
 - People acting in a manner which is likely to cause distress or nuisance to others, due to the consumption of alcohol
 - Vandalism, graffiti and other deliberate damage to property
 - Rubbish or litter lying around, abandoned cars
- 4.2 The landlord and the tenants are responsible for managing anti-social behaviour. Tenants will be provided with information on antisocial behaviour management to strictly prevent such behaviour from taking place on the site. Their tenancy agreement covers the managing agents' Anti-Social Behaviour Policy which tenants must sign upon entering into their contract. If antisocial behaviour is found to be an issue by the neighbourhood, the landlord must be contacted or in extreme cases, contact relevant local authorities whom the landlord must provide contact details for.
- 4.3 The building owner intends to employ an adequately qualified and experienced Property Manager to look after the HMO and the tenants so any issues can be dealt with professionally and as soon as is practically possible. Repairs policies and emergency contacts will be provided to the occupants as standard.
- 4.4 There are several acts under which the tenants and the neighbourhood can be given justice and protected with equal rights:
- Protection from Harassment Act 1997
 - Housing Act 1996
 - Anti-social Behaviour Act 2003
 - Policing and Crime Act 2009
 - Anti-social behaviors, crime and policing act 2014
 - Local Government Act 1972
 - Equality Act 2010
- 4.5 All of which will be communicated to tenants as they also have the right to justice.
- 4.6 The high quality and standards, as well as closeness to the city proposed for this HMO will mean it will be attractive to proposed tenants that are seeking such accommodation and it is anticipated it will be highly sought after.

5. CRIME PREVENTION

5.1 According to the crime statistics of the specified area of “Longsight” which includes 7 Thulbury Street, Manchester, Greater Manchester, M13 ODR, there have only been 2 reported crimes in the last 12 months (figure 9). This shows a low crime rate in this area. This is also helpful to monitor to ensure the crime rate does not increase as a result of this development. As with other low-crime areas, it is anticipated any new development will mirror the surroundings and will attract more law-abiding residents- as can be demonstrated by the “Broken Windows” theory.

5.2 The below mitigations have been proposed within the property:

- Residents' room privacy will be respected by providing adequate room locks and keys, and have keys to access the main entrances and communal areas
- Windows will be lockable to prevent theft
- Bike storage allocated to the basement will be made secure
- Option to install an electronic camera and fob entry system for the tenants

5.3 The below methods will be proposed if not already in place:

- CCTV cameras should be installed where appropriate for residents' safety, internally and externally
- Control access to the property through a front door camera
- External PIR lighting should be added to dark areas if not already in place

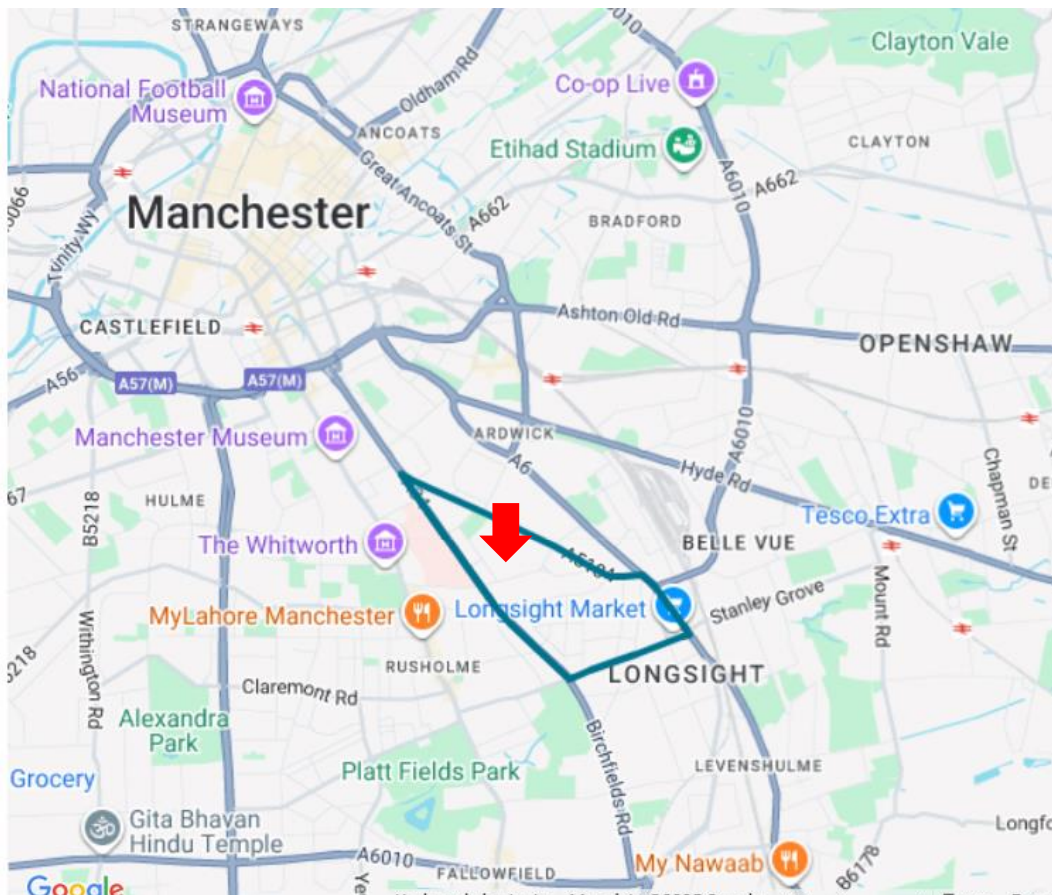


Figure 8. Google map from www.police.uk showing police force boundary that the site lies in (edited to show site location with red arrow), Accessed 03/09/2025

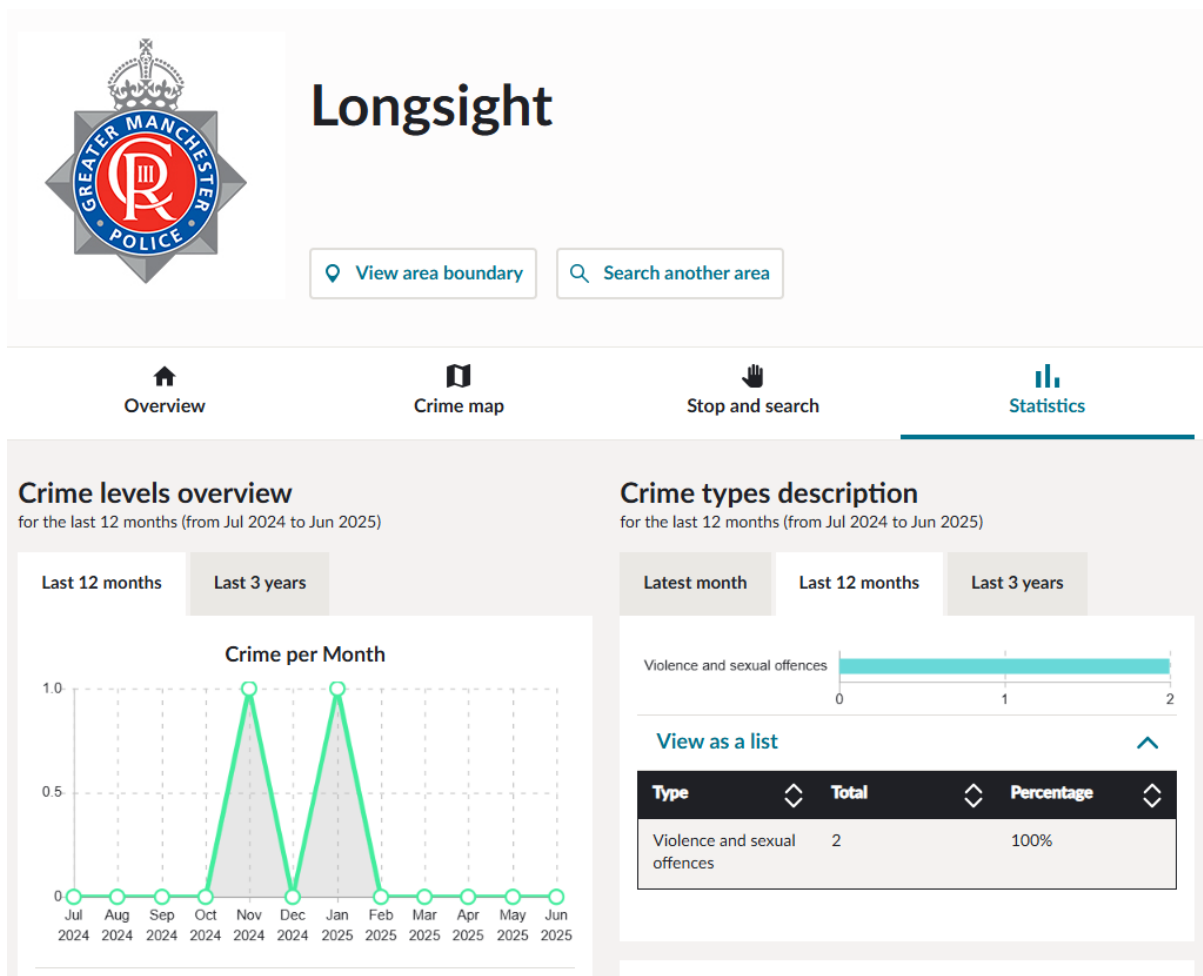


Figure 9. Crime statistics from the Longsight area accessed 03/09/2025 from:
<https://www.police.uk/pu/your-area/greater-manchester-police/longsight/?yourlocalpolicingteam=about-us&tab=statistics>

- 5.4 All main entrances and individual bedroom doors will be lockable. The main access doors will be accessible by all tenants of the building and bedroom doors will be accessible only by the respective occupant. The shared access doors will work on an electric fob system, with all doors and windows installed to "Secured by Design" Silver standard as a minimum.
- 5.5 All windows must have locks and be securable by the occupant to deter theft and intrusion into the building. All external storage including bike stores will be lockable and positioned in a place of acceptable visibility to deter breaks in and damage. There will also be no climbing aids on the property to further deter any break-ins.
- 5.6 The procedures regarding the issuing of keys/access cards [including the replacement of lost keys] will be clear and transparent and arrangements for access in the event of lost keys will be set out by the property management team/landlord.
- 5.7 Any CCTV installed on the site will be done so in accordance with the relevant legislation. Outdoor PIR security lighting will be strategically positioned around the property to illuminate areas such as the entrances, garden space, and outdoor storage. The lighting will be triggered by movement to deter intruders. A code of behaviour will be set out for all tenants, defining the conduct all residents should adhere to regarding fellow tenants, visitors, management teams, and neighbours.

6. OVERCROWDING

- 6.1 A property is overcrowded when the number of persons sleeping in the dwelling contravenes either the specified room or space standard. It is an offence for either an occupier or landlord to cause or permit overcrowding. The Council can prosecute the person causing such an offence. Where a dwelling is found to be overcrowded, the Council may serve notice on all relevant persons (including occupiers), in writing, requiring them to abate the overcrowding within 14 days from the date of service of notice.
- 6.2 Manchester City Council has set room space standards for planning applications that seek to convert via the change of use or the development of HMOs as thus:
- The floor area of any room in an HMO used as sleeping accommodation by one person aged over 10 years must not be less than 6.51 square meters.
 - The floor area of any room in an HMO used as sleeping accommodation by two persons aged over 10 years must not be less than 10.22 square meters.
 - A separate living/communal space will also be required in addition to the above.

Shared Houses

The following are the national minimum bedroom sizes for HMOs where separate living space is provided:

Bedrooms	
1 Person aged under 10 years	4.64 m ²
1 Person aged over 10 years	6.51 m ²
2 persons aged over 10 years	10.22m ²

(NB. The above standards do not apply to a HMO which is managed by a charity registered under the Charities Act 2011, and which is a night shelter, or consists of temporary accommodation for persons suffering or recovering from drug or alcohol abuse or a mental disorder.)

Bedrooms that have the living space combined within the room must be a minimum standard of 10m² for a person aged over 10 years and 6.51m² for a person aged under 10 years.

Where bedrooms fall below 10m², the extra living space required must be found within a communal room within the dwelling.

Figure 10. Table 2 from Manchester City Council's 'Houses in Multiple Occupation Standards and Conditions', page 11

- 6.3 The proposed floorplans meet the guidance effectively, as all 9 single-let bedrooms are above the size of 6.51m² (not including any ensuite space) to meet the Council's room space standards for HMOs. All occupants have access to their own private wash rooms which will each include a WC, hand basin and shower cubicle.
- 6.4 The kitchen/dining area proposed is 20.2m², which meets the requirement stipulated by the council's standards. The kitchen will be supplied with 2 sets of cooking equipment and sinks with a large space to eat in the corner of the room, providing more than adequate kitchen and dining space for the 9 tenants. In addition, a separate living space of 23.66m² proposed at basement floor level so there is additional communal space available for all tenants to use. The total communal space internally therefore equates to **43.86m²**. This also does not include the additional communal storage space or external amenity space provided.

- 6.5 The Housing Act 2004 introduced the Housing Health and Safety Rating system, which requires properties to be inspected before they are converted into an HMO-used property. The concerned property has been designed to available guidance and demonstrates no risks associated with the health and safety of future residents. Mitigations will be proposed where necessary and the property will be subject to planning, building control and licensing requirements.
- 6.6 The landlord must make sure that the property being occupied meets the number of residents that can make use of the property without overly crowding it. A person can also take action against a landlord if overcrowding issues are found by informing the relevant local authority. This information will be passed onto residents and the licensee of the HMO property to prevent overcrowding from becoming a future issue. The property's manager is aware of the responsibilities and carry out regular inspections to ensure that the HMO is fit for purpose.

Room	Floor	Size Proposed	Size Required	Acceptable?
Living Room	B Floor	23.66m ²	Not specified	Y
Bed 1	B Floor	11.48m ^{2*}	6.51m ²	Y
Kitchen-Dining	G Floor	20.2m ²	9 people = 12.5m ²	Y
Bed 2	G Floor	13.57m ^{2*}	6.51m ²	Y
Bed 3	G Floor	11.48m ^{2*}	6.51m ²	Y
Bed 4	1 st Floor	12.02m ^{2*}	6.51m ²	Y
Bed 5	1 st Floor	12.69m ^{2*}	6.51m ²	Y
Bed 6	1 st Floor	7m ²	6.51m ²	Y
Bed 7	1 st Floor	15.14m ^{2*}	6.51m ²	Y
Bed 8	L Floor	12.01m ^{2*}	6.51m ²	Y
Bed 9	L Floor	12.7m ^{2*} ^	6.51m ²	Y

Table 1. Showing the proposed habitable spaces and their compliance with the space standards from the Council's guidance

* = Not including ensuite space

^ = No area below 1.5m head-height counted

7. ENVIRONMENTAL QUALITY

- 7.1 As well as meeting the minimum space requirements and design guidance, the HMO rooms and communal spaces should be desirable and comfortable for a person to live there and have decent quality of life.
- 7.2 In terms of comfort, close proximity to nearby amenities can also be considered if for whatever reason, these cannot be provided within the HMO itself.
- 7.3 Inspections – these will be put in place to ensure the establishment is taken care of, is clean and is not in a state of disrepair. The condition of a property can have a detrimental effect on the street scene and neighbourhood. The inspections will be scheduled quarterly with appropriate notice given. The property manager will be managing the property and will take care of the maintenance periodically.
- 7.4 Waste and refuse – details of domestic waste collection will be communicated to the tenants and notices on collection arrangements should be placed in appropriate communal areas. Contact details for the property manager will also be provided in case of emergencies and to report damage and repairs needed. There is also the option for a cleaner to visit weekly for the communal areas arranged by the property manager.
- 7.6 Details of domestic waste collection will be communicated to the tenants and notices on collection arrangements should be placed in appropriate communal areas.
- 7.7 Housing Act 2004 - The housing Act 2004 introduced the Housing Health and Safety Rating system, that requires properties to be inspected before they are converted into an HMO use property. 7 Thurlby Street should be inspected by the licensing authority, to have a clear analysis of any potential hazards that residents could be at risk of, and mitigate any hazards found by putting appropriate measurements in place.
- 7.8 Open space and recreation - Access to appropriate open space, is essential and the site is located with easy access on foot to local parks, leisure centres and green spaces. Information on these will be given to the tenants as part of their moving-in documentation. Please refer to the accompanying Travel Plan for further information on local amenities and transport options for the prospective tenants.

8. FIRE SAFETY

- 8.1 Adequate fire safety measures need to be provided, by installing fire alarms and providing information on fire exits to future occupants. Landlords of Houses in Multiple Occupation (HMO) must ensure that a fire risk assessment is made of the common areas, by a competent person, and carried out annually. Appropriate fire precaution measures should also be taken; analysis of the property should determine whether smoke detectors/ fire alarms are already installed or need to be installed or upgraded as necessary.
- 8.2 Manchester City Council outlines that all HMO properties must follow the LACORS Fire Safety Guidance to include as a minimum smoke alarms fitted on every level of the property, emergency lighting and adequate power supply where necessary, and that a Fire Risk Assessment must be carried out by a competent person.
- 8.3 Manchester City Council details that a certificate confirming the correct installation and operation of the fire alarm system must be submitted with the HMO licensing application. Certificates should conform to the relevant British Standard (BS5839). The correct fire regulations certificate will be part of the Building Regulations application that will be submitted by the building owner following planning approval.
- 8.4 Following a successful planning application, an application for Building Regulations should be made to ensure adequate compliance with the latest regs including Approved Document Part B. Certification and guarantees of compliance for the fire safety of the building should be completed and be made available prior to occupation of the building with annual services and risk assessments set up as part of the properties' maintenance.

9. EMERGENCIES

- 9.1 Occupants will be given clear advice and information on what action is to be taken in the event of an emergency e.g. how to access first aid provision, relevant contact details and mechanisms for reporting incidents and raising health and safety issues. The property management company should also be able to assist in helping the tenants to resolve any issues they are responsible for such as checking the heating and radiators, keeping appliances safe and clean, and ensuring only CE and BS compliant products are used.
- 9.2 The nearest hospital is Manchester Royal Infirmary that has a Same Day Emergency Care (SDEC) unit. It is a 5-10-minute drive from the property, shown below in figure 11.

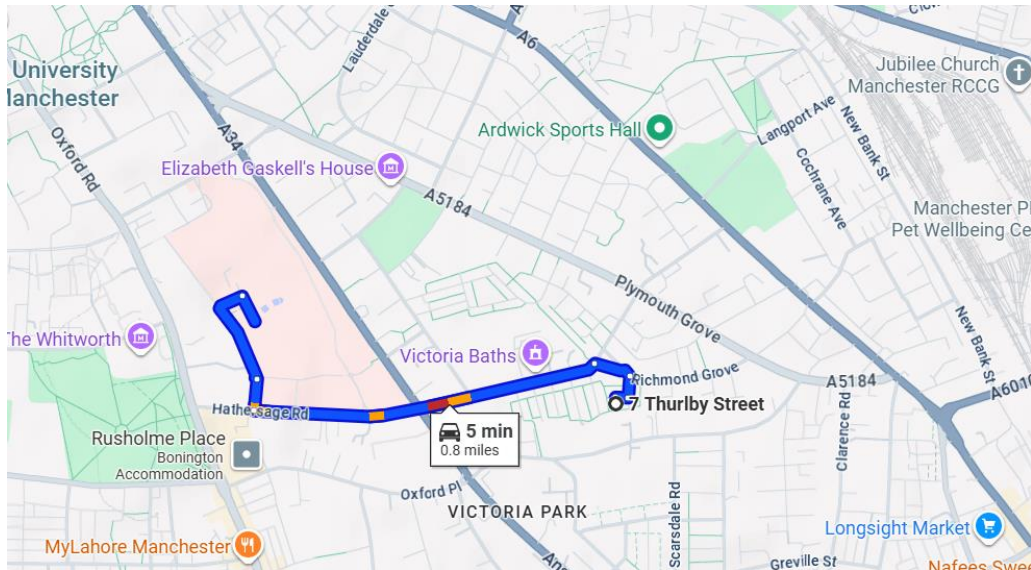


Figure 11. The route from 7 Thurlby Street to Manchester Royal Infirmary by car and estimated travel time, Google Maps, Accessed 03/09/2025

- 9.3 Alternatively, the nearest emergency 24-hour hospital is Salford Royal Hospital that has an Urgent Treatment Centre (UTC) and Same Day Emergency Care (SDEC) unit. It is a 20–30-minute drive from the property, shown below in figure 12.

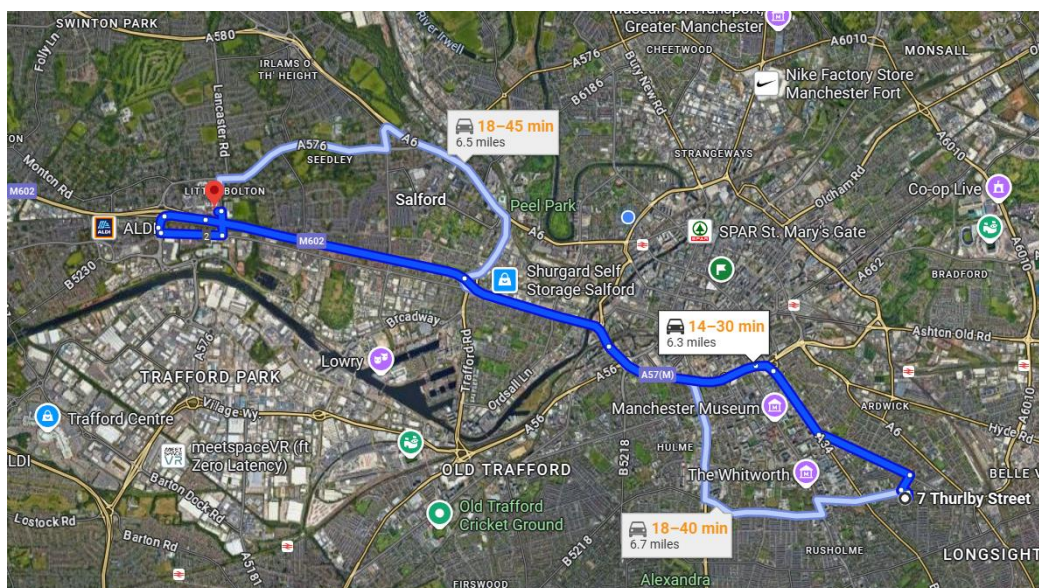


Figure 12. The route from 7 Thurlby Street to Salford Royal Hospital by car and estimated travel time, Google Maps, Accessed 03/09/2025

10. PARKING/ TRANSPORT

- 10.1 Residents will be advised of any car parking arrangements prior to the initiation of their tenancy. With only a single car parking space on the road on a resident only permit, this will need to be assigned to a tenant on a first-come, first-served basis. Previous tenants have successfully gained a permit for parking, as can be seen in **Appendix 1**. The information provided will also refer to the availability of bicycle and motorcycle parking on site and nearby, which can also be used for visitors.
- 10.2 Residents will be provided with details of access to public transport and any designated safe walking, cycling routes to encourage more sustainable travel and reduce reliance on personal motorised vehicles. Further information has been provided in the accompanying Travel Plan for this project.
- 10.3 It is usually the case that those seeking a shared house or room to rent, generally work or are in education nearby and thus would not need to rely on a private vehicle for transport. The location of 7 Thurlby Street is located very close to local amenities such as employment sites, supermarkets, convenience shops, public transport and eateries.
- 10.4 To further encourage the use of sustainable modes of transport, a dedicated and secure bike storage shed will be provided in the basement. There is additional space in the rear garden that can also host secure bike storage for the prospective tenants. Further details have been provided on the submitted plans and Travel Plan.

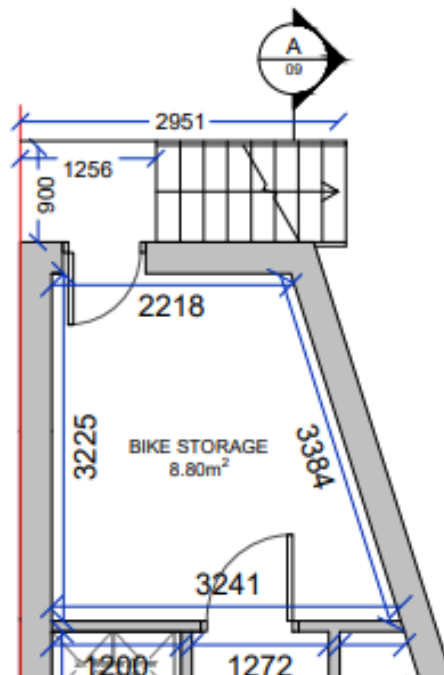


Figure 13. Proposed basement plan showing bike storage space (HAD & Co 2025)

11. CONCLUSION

- 11.1 With the above management guidance and proposed measures, it can be believed that the potential issues that could arise from the proposed 9-bed 9-person Sui Generis HMO at 7 Thurlby Street can be suitably managed. The security measures and the proposed experienced property manager should give reassurance to the occupants and the neighbourhood that the safety of the area will not suffer as a result of this proposal.
- 11.2 The proposal is also allocated within an adequate travel network that will enable residents of the HMO property to make use of sustainable transport methods to access local and other services. Potential problems with over-spill parking will also be alleviated with the encouragement of sustainable transport methods (see Travel Plan).
- 11.3 The HMO requirements set by the National Space Standards and local council are effectively met with the associated bedrooms that measure greater than 6.51m², and the scheme provides more than adequate shared communal kitchen, dining and living space with additional storage for all to use.
- 11.4 With suitable information and agreements given to future tenants, the landlord can make sure that all rules and regulations are adequately followed to respect anti-social behaviour regulations, noise pollution and crime prevention. Through information provided to tenants, they can also be assured on which procedure to take in case of emergencies.
- 11.5 The property will be formally managed by an experienced Property Manager and already has use as a 5-bed 6-person HMO as proven in the current HMO license (**Appendix 2**). The increase of 3 additional tenants will be met through the basement and loft conversion with rear dormer extension to ensure the space standards are met and as the building will undergo a full refurbishment, it will be finished to a high quality which will be highly attractive to prospective tenants.
- 11.6 Overall, the proposal of the change of use from a 5-bed 6-person C4 HMO to a 9-bed 9-person HMO demonstrates compliance with Manchester City Council's Policies and HMO Guidance which makes it adaptable and suitable for long-term use that also promotes sustainable transport, improves connectivity, provides a safe site and protects the residential characteristics of the building.
- 11.7 Furthermore, the proposed upgrades and minor external changes to the building will ensure longevity to the property and keep it recognizable as a residential dwelling alongside similar properties on this terraced row. Constant occupation will help with maintenance and up-keep to protect the building and ensure it is kept in good condition and is a safe and comfortable place to live.

APPENDIX 1

Proof of previous tenant's permit parking.



HAD Manchester <hello@hadmanchester.co.uk>

Fw: Resident parking scheme (7 Thurlby Street)

1 message

Agil [REDACTED] >
To: HAD Manchester <hello@hadmanchester.co.uk>

5 September 2025 at 15:42

On Tuesday, April 29, 2025, 2:24 pm, Kiara [REDACTED] wrote:

Hi Agil,

No problem at all, happy to help!

Everything is good with the house, we'll be sad to move out when it comes!

Hope you have a great week,

Kiara.

Sent from my iPhone

On 28 Apr 2025, at 8:58 pm, Agil [REDACTED] wrote:

Hi Kiara,

Many thanks - all super helpful information and sorry to bother you.

Everything ok with the house?

Thanks again,
Agil

On Monday, April 28, 2025, 4:36 pm, Kiara [REDACTED] wrote:

Hi Agil,

I've just had a look and mine expires 31/08/2024, so the next tenants should be able to apply for 1 visitor permit after this date :)

Sent from my iPhone

On 28 Apr 2025, at 4:35 pm, Kiara [REDACTED] wrote:

Hi Agil,

I recall having to apply for the visitor permit online and I think I put in the dates I'd need it for. I think it spans for the tenancy, it's an online permit attached to your registration so they can find it on their database if a warden comes around (which I've only ever seen 1 warden in our area during our time here).

I just emailed the council as I was so confused about the permits at the time and they were really helpful!

Thanks,

Kiara. :)

Sent from my iPhone

On 27 Apr 2025, at 7:23 pm, Agil [REDACTED]
[REDACTED] wrote:

Hi Kiara,

Thank you - that is really helpful! Sorry a couple of further questions - does the visitor permit then spans throughout the tenancy period or do you have to renew it time to time?

And how does the Council then provide the permit confirmation to you?

Many thanks,
Agil

On Sunday, April 27, 2025, 7:11 pm, Kiara [REDACTED]
[REDACTED] wrote:

Hi Agil,

I'm keeping well thanks. Hope you are well too!

Yes I do have a parking permit I had a bit of headache figuring it out, but I ended up contacting the Council and obtaining a 'visitor permit', as to get the regular resident permit you have to have the Thurlby St address on your vehicle logbook etc.

You can only get 1 visitor permit per house the woman from the council told me. I'm the only person with a car so it's worked out fine for us.

Thanks :)

Kiara.

Sent from my iPhone

> On 26 Apr 2025, at 10:49 pm, Agil [REDACTED]
> [REDACTED] wrote:

>

> Hi Kiara,

>

> Hope you have been keeping well and had a good Easter break.

>

> Quick question as I understand you own a car and park along the street - as a student, did you still have to apply to the Council to obtain your parking permit? And was it a case to just provide email address, proof of address like tenancy agreement and proof of car ownership? Were there any other documents if needed?

>

> I am only asking for future reference for the next group of tenants (before I forget!)

>

> Many thanks,
> Agil

APPENDIX 2

Existing HMO license showing 6-persons.

**Manchester City Council
Housing Compliance & Enforcement
Team
Hammerstone Road
Gorton
Manchester
M18 8EQ**

**AAA HOMES I LTD
71-75
Shelton Street, Covent Garden
London
WC2H 9JQ
United Kingdom**

hmolicensingenquiry@manchester.gov.uk

21 July 2025

Dear AAA HOMES I LTD

Notice of Variation of a House in Multiple Occupation (HMO) Licence (with the agreement of the licence holder)

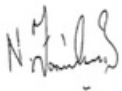
**Re: 7, Thurlby Street
Manchester
M13 0DR**

LICENCE REFERENCE: MAN-446540289528

The local authority has made a decision to vary a property licence in respect of the above property with the agreement of the licence holder. The reason(s) for this decision to vary the licence is outlined in the enclosed documentation. Please ensure that you read all of the documents carefully.

If you wish to discuss any matter concerning the decision, please do not hesitate to contact us.

Yours sincerely,



Neil Fairlamb
Director of Neighbourhoods

Housing Act 2004, Section 69 and Schedule 5

**Notice of Variation of a Property Licence
with the Agreement of the Licence Holder**

LICENCE REFERENCE: MAN-446540289528

7, Thurlby Street, Manchester, M13 0DR

[Licence Holder]

To: AAA HOMES I LTD

Of: AAA Homes I LTD, 71-75 Shelton Street, Covent Garden, London, WC2H 9JQ

[Managing Agent]

To: AAA HOMES I LTD

Of: 71-75, Shelton Street, Covent Garden, London, WC2H 9JQ

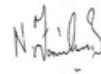
The Council has decided to vary the property licence at 7, Thurlby Street, Manchester, M13 0DR under schedule 5, paragraph 28 of the housing Act (the 'Act').

The change and the effect of the variation will be as follows: Change in managing agent

This variation takes effect when it is made, as it is done so by agreement with the licence holder, under section 69 (5) of the Housing Act 2004 and there is no right of appeal under paragraph 32 (2) of Schedule 5 of the Housing Act 2004.

Date
21 July 2025

Signature



Neil Fairlamb
Director of Neighbourhoods

Any correspondence or enquiries
should be made to:
Manchester City Council
Housing Compliance & Enforcement Team
Manchester
M18 8EQ
hmolicensingenquiry@manchester.gov.uk

Extracts from Housing Act 2004, Schedule 5, Part 2 & 3

69 Variation of licence

1 The local housing authority may vary a licence—

- ▷ a they do so with the agreement of the licence holder, or
- ▷ b if they consider that there has been a change of circumstances since the time when the licence was granted.

For this purpose “change of circumstances” includes any discovery of new information.

2 Subsection (3) applies where the authority—

- ▷ a are considering whether to vary a licence under subsection (1)(b); and
- ▷ b are considering—
 - ▷ i what number of households or persons is appropriate as the maximum number authorised to occupy the HMO to which the licence relates, or
 - ▷ ii the standards applicable to occupation by a particular number of households or persons.

3 The authority must apply the same standards in relation to the circumstances existing at the time when they are considering whether to vary the licence as were applicable at the time when it was granted. This is subject to subsection (4).

4 If the standards—

- ▷ a prescribed under section 65, and
- ▷ b applicable at the time when the licence was granted, have subsequently been revised or superseded by provisions of regulations under that section, the authority may apply the new standards.

5 A variation made with the agreement of the licence holder takes effect at the time when it is made.

6 Otherwise, a variation does not come into force until such time, if any, as is the operative time for the purposes of this subsection under paragraph 35 of Schedule 5 (time when period for appealing expires without an appeal being made or when decision to vary is confirmed on appeal).

7 The power to vary a licence under this section is exercisable by the authority either—

- ▷ a on an application made by the licence holder or a relevant person, or
- ▷ b on the authority’s own initiative.

8 In subsection (7) “relevant person” means any person (other than the licence holder)—

- ▷ a who has an estate or interest in the HMO concerned (but is not a tenant under a lease with an unexpired term of 3 years or less), or
- ▷ b who is a person managing or having control of the house (and does not fall within paragraph (a)), or
- ▷ c on whom any restriction or obligation is imposed by the licence in accordance with section 67(5).

30 Meaning of “Licence” and “Relevant Person”

1 In this Part of this Schedule “licence” means a licence under Part 2 or 3 of this Act.

2 In this Part of this schedule “relevant person”, in relation to a licence under Part 2 or 3 of this Act, means any person (other than a person excluded by sub-paragraph (3)-

- ▷ a who, to the knowledge of the local housing authority concerned , is-
 - ▷ i a person having an estate or interest in the HMO or Part 3 house in question, or
 - ▷ ii a person managing or having control of the HMO or Part 3 House (and not falling within sub-paragraph (i)), or
- ▷ b on whom any restriction or obligation is or is to be imposed by the licence in accordance with section 67(5) or 90(6).

3 The persons excluded by this sub-paragraph are-

- ▷ a the licence holder, and
- ▷ b any tenant under a lease with an unexpired term of 3 years or less.

32 Right to appeal against decision or refusal to vary or revoke licence

1 The licence holder or any relevant person may appeal to a residential property tribunal against a decision by the local housing authority

- ▷ a to vary or revoke a licence, or
- ▷ b to refuse to vary or revoke a licence.

2 But this does not apply to the licence holder in a case where the decision to vary or revoke the licence was made with his agreement.

LICENCE REFERENCE: MAN-446540289528



HMO PROPERTY LICENCE

Under Section 64 of the Housing Act 2004

I hereby certify that the House in Multiple Occupation situated at

7, Thurlby Street, Manchester, M13 0DR

has been licensed with Manchester City Council under the above legislation and is subject to the attached conditions.

Licence Holder:	AAA HOMES I LTD
Managing Agent:	AAA HOMES I LTD
Valid from:	05 August 2024
Expiry date:	04 August 2029
Occupation:	This property is licensed for a maximum of 6 people living as 5 households regardless of age

Date
21 July 2025

Signature

A handwritten signature in black ink, appearing to read "Neil Fairlamb".

Neil Fairlamb
Director of Neighbourhoods

A copy of this licence must be displayed in a prominent and accessible position within the above property at all times. Please note: This licence is non-transferable, and does not guarantee that the property has been inspected and approved as being of an acceptable standard. If a licence holder, or a person on whom restrictions or obligations under a licence are imposed, fails to comply with any condition of the licence they may be committing an offence that is punishable in the Magistrates' Court by an unlimited fine, or a civil penalty up to £30,000. If you have any queries or complaints about the standard of the property please contact the Council.

Property Licence Conditions

Property Address: 7, Thurlby Street, Manchester, M13 0DR

Mandatory Conditions in Schedule 4 Housing Act 2004

1. If gas is supplied to the licensed premises the Licence Holder must produce annually to Manchester City Council (the Council) for their inspection, a gas safety certificate obtained in respect of the house named on the licence within the last 12 months.

2. The Licence Holder must;

i. Ensure that every electrical installation in the house is in proper working order and safe for continued use;

ii. Supply to Council, on demand, with a declaration by him as to the safety of such installations; (NB. "electrical installation" has the meaning given in regulation 2(1) of the Building Regulations 2010.)

3. The Licence Holder Must;

i. Ensure that smoke alarms are installed in the house and must keep them in a proper working order.

ii. Supply the Council, on demand, with a declaration by him as to the condition and positioning of such alarms.

4. The licence holder must;

i. Ensure that a carbon monoxide alarm is installed in any room in the house which is used wholly or partly as living accommodation and contains a solid fuel burning combustion appliance, and must keep them in a proper working order. (Note: for the purpose of this condition a "room" includes a hall or landing and a bathroom or lavatory is to be treated as a room used as living accommodation.)

ii. Supply the Council, on demand, with a declaration by him as to the condition and positioning of such alarms.

5. The Licence Holder must supply to the tenant/occupiers of the house a written statement of the terms on which they occupy it.

Mandatory Conditions relating to Floor Area

1. The licence holder must:

i. Ensure that the floor area of any room in the HMO used as sleeping accommodation by one person aged over 10 years is not less than 6.51 square metres;

ii. Ensure that the floor area of any room in the HMO used as sleeping accommodation by two persons aged over 10 years is not less than 10.22 square metres;

iii. Ensure that the floor area of any room in the HMO used as sleeping accommodation by one person aged under 10 years is not less than 4.64 square metres;

iv. Ensure that any room in the HMO with a floor area of less than 4.64 square metres is not used as sleeping accommodation.

2. The licence holder shall ensure that:

i. Where any room in the HMO is used as sleeping accommodation by persons aged over 10 years only, it is not used as such by more than the maximum number of persons aged over 10 years specified in the licence;

ii. Where any room in the HMO is used as sleeping accommodation by persons aged under 10 years only, it is not used as such by more than the maximum number of persons aged under 10 years specified in the licence;

iii. Where any room in the HMO is used as sleeping accommodation by persons aged over 10 years and persons aged under 10 years, it is not used as such by more than the maximum number of persons aged over 10 years specified in the licence and the maximum number of persons aged under 10 years so specified.

3. Where;

i. Any of the requirements imposed by conditions 1 and 2 relating to floor area have been breached in relation to the HMO,

- ii. The licence holder has not knowingly permitted the breach, and
- iii. the local housing authority have notified the licence holder of the breach,

The licence holder must rectify the breach within the specified period. The specified period means the period which is specified in the notification, which shall be not more than 18 months beginning with the date of the notification.

4. The licence holder shall notify the local housing authority of any room in the HMO with a floor area of less than 4.64square metres.

Notes in relation to Mandatory Conditions relating to Floor Area

- i. Reference to a number of persons using a room in an HMO as sleeping accommodation does not include a person doing so as a visitor of an occupier (as defined by Section 262(6) of the Housing Act 2004) of the HMO.
- ii. A room is used as sleeping accommodation if it is normally used as a bedroom, whether or not it is also used for other purposes.
- iii. Any part of the floor area of a room in relation to which the height of the ceiling is less than 1.5 metres is not to be taken into account in determining the floor area of that room for the purposes of this paragraph.
- iv. Conditions 1, 2 and 3 of this section do not apply to an HMO which is managed by a charity registered under the Charities Act 2011, and which is a night shelter, or consists of temporary accommodation for persons suffering or recovering from drug or alcohol abuse or a mental disorder.

Mandatory Conditions relating Waste

1. The licence holder must comply with any scheme which is provided by the local housing authority to the licence holder and which relates to the storage and disposal of household waste at the HMO pending collection

General Conditions Applicable to all Mandatory HMO Licences

1. The Licence Holder must inform the Council in writing or via email of any changes in their address and contact details within 28 days of any changes.
2. The licence holder must ensure that any persons involved with the management of the house including themselves to their best knowledge are “fit and proper persons” for the purpose of the Act. Any change in these circumstances shall be notified to local authority in writing.
 - i. The Licence Holder must advise the Local Authority immediately if there will be any transfers in ownership, sale of the licensed property OR management of the property.
 - ii. The Licence Holder must (if applying as a company/partnership etc) inform the Council in writing within 14 days of any changes affecting the company/partnership status, i.e. bankruptcy, changes in Directors, Partners or Company Secretaries.
3. The Licence Holder must ensure that the licensed premises comply with The Management of Houses in Multiple Occupation (England) Regulations 2006 SI 372 (Management Regulations), and any updated versions of this regulation and continue to do so throughout the period of the licence
4. The Licence Holder must comply with the Council’s Standards for Houses in Multiple Occupation and associated guidance throughout the period of the licence unless otherwise specified in the licence, and must maintain those standards throughout the period of the licence.
5. The licence holder must ensure that a fire detection system, which includes smoke alarms, is installed in the property and that the system is kept in proper working order. The Local Authority may request that the licence holder supplies a declaration that the detection is in proper working order and require details of the positioning of such alarms.
(Housing Act 2004 Schedule 4 1(4))
6. The Licence Holder must keep on file and have available for the council upon request originals of the following documents:
 - i. Fire detection equipment inspection and servicing certificate annually
 - ii. Firefighting equipment (extinguishers, blankets etc), inspection and servicing certificate annually
 - iii. Gas Safety Inspection certificate annually (if Gas is supplied to the HMO)
 - iv. Electrical installations inspection certificate on demand
 - v. Portable Appliance Test (P.A.T) certificate on demand
 - vi. Certificates supplied annually must be available on a date specified by the Council.
 - vii. Energy Performance Certificate
7. The Licence Holder must take all reasonable steps to arrange full access to the whole of the licensed premises for the purposes of a compliance inspection by Manchester City Council within 7 days of a written request to do so. Tenants/occupiers of the licensed premises must be given a minimum of 24 hours notice of the need for inspection by the Licence Holder or his representative.
8. The Licence Holder must ensure that waste carrier licences are place where a contractor directly employed or employed by a third party working on behalf of the licence holder is used to remove waste from the property. The licence holder must have evidence of the carrier details available upon request of the Council.
9. The Licence Holder must take responsibility for waste and recycling, ensuring that there are adequate provisions inside the property to allow tenants to separate recycling.
10. The Licence Holder must ensure that there are sufficient external refuse and recycling containers available for tenants’ use, ensuring that tenants/occupiers are given details in writing of the arrangements for the collection of refuse and bulky goods, throughout the tenancy and for specific periods like bank holidays and end of tenancies, and that the tenants /occupiers return the containers within the boundary of the property on the day of collection.
11. The Licence Holder must work with the Council to find solutions where tenants are not disposing of waste effectively.
12. The Licence Holder must ensure that any tenancy agreement used is written in plain English and must provide the Council with a copy within 30 days of a request to do so.
(Housing Act 2004 Part 2 Section 67 (2)(b))

13. The Licence Holder must have a written procedure in place to undertake reasonable steps to resolve complaints of nuisance, noise, or anti-social behaviour perpetrated by his or her tenant(s)/occupier(s) or visitor(s) to the licensed premises. The Licence Holder must keep on file and have available for the council upon request, evidence that tenants have been made aware of appropriate behaviour and the procedures that he or she will follow should such issues occur.

14. The Licence Holder must keep on file and have available for the council upon request, documented evidence of how he or she has followed his or her procedure relating to nuisance, noise, or anti-social where complaints have occurred

15. The Licence Holder must take reasonable steps to obtain references as to the character and behaviour of a prospective tenant/occupier from previous landlords and/or persons of standing in the community

16. The Licence Holder must act lawfully in requesting any advanced payments and in handling rents.

17. Where the Licence Holder demands a deposit he/she must provide the tenant/occupier with a statement of the terms of the tenancy deposit including:

i. Details of the deposit required;

ii. Details of what the deposit covers together with a written, agreed inventory signed by the tenants/occupiers;

iii. Details of the arrangements and timescales for the return of the deposit.

18. Where the premises is alley gated the licence holder is responsible for providing the key to the tenant free of charge at the start of the tenancy.

19. The licence holder must provide the occupants of adjoining properties with direct contact details in case of an emergency or to enable them to inform the licence holder of problems affecting their properties.

20. The licence holder must provide a basic guide to new occupiers on the operation of the boiler, fire alarm, house alarm (if installed), heating system and extractor fans. The licence holder must also advise the occupiers on the location of the stopcock, fuse box and meters. Upon request by the Council the licence holder must provide written evidence of the information which has been provided to the occupiers.

Unsupported Temporary accommodation Conditions;

1. The licence holder may be required to attend training courses in relation to any applicable code of practice approved by the appropriate national authority. Where there is a lack of adequate day to day management of the house, the authority may require the licence holder to attend appropriate training

2. The licence Holder will engage with support services as and when required

3. The licence holder must notify the Council within 10 days of any death on the premises for B&Bs

Other Statutory and Legal Requirements;

PLANNING PERMISSION - This licence does NOT grant any planning approvals, consents or permissions under the Town and Country Planning Act 1990 or any related planning legislation, retrospectively or otherwise. If the property is being used as a House in Multiple Occupation (HMO) this may constitute a breach of planning control and you should check the Council's website to ensure the correct planning permissions are in place. <https://www.manchester.gov.uk/planning>. This licence does not offer any protection against enforcement action taken by the Planning Department. If you are unclear on the matters outlined above you should seek professional planning advice.

N.B. If a Licence Holder is prosecuted for a breach of the Management Regulations this may also affect his/her status as a Fit and Proper person to hold the licence and the Council may revoke that licence.