



50 Richmond Grove, Manchester
M13 0DP

HMO Management Plan

Change of use from 9
Bed HMO to 12 Bed HMO

JULY 2024

Prepared by HAD

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1. INTRODUCTION

- 1.1 The following HMO Management statement outlines what measurements will be taken to effectively manage the proposal for the house in multiple occupation (HMO) situated at 50 Richmond Grove, Manchester. The statement will discuss the arrangement for the occupant's, 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 additional rooms for the HMO could have on the immediate community.



Figure 1. Front Elevation (Google Street View, 2023 accessed 2024)

2. PROPOSAL

- 2.1 The proposal involves converting the existing 9-bed HMO property at 50 Richmond Grove, Manchester M13 0DP, into a 12-bed HMO. The 3-storey end-terrace period property will be reconfigured to create additional bedrooms while maintaining shared communal living spaces, bathrooms, and kitchen facilities. No external extensions are required as the conversion will focus on optimizing the existing internal layout and converting the cellar. Private parking, secure bike storage, and bin storage will be provided in the external areas of the site.
- 2.2 The property consists of four stories: a cellar, ground floor, first floor and a converted loft space acts as a second floor. The property is to undergo changes to accommodate 12 bedrooms, all designed to meet the national described room space standards. Each bedroom will be configured to ensure sufficient space, natural light, and ventilation, providing a high-quality living environment for the residents.

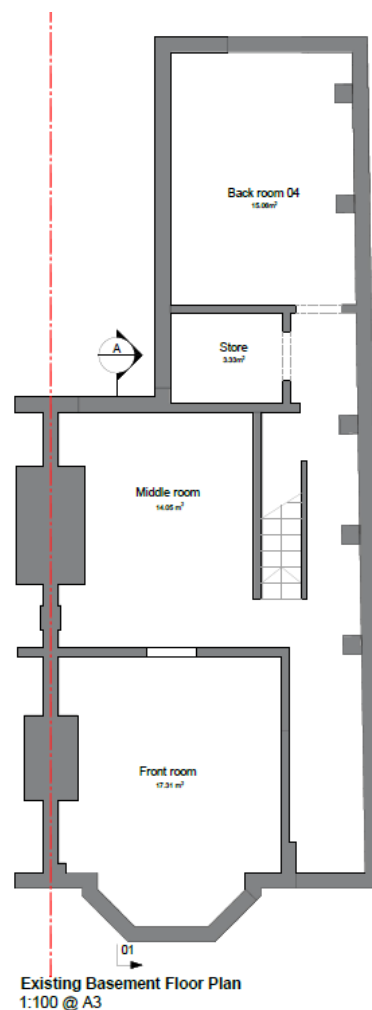


Figure 2. Shows existing basement (HAD & Co, 2024)

- 2.3 The existing basement consists of a back room measuring 15.08m², a middle room of 14.05m², a front room of 17.31m², and a small storeroom of 3.33m². This basement area is primarily used for storage and ancillary purposes, lacking the necessary facilities to serve as functional living space. The layout underutilizes the available space, which could otherwise contribute significantly to the property's capacity.

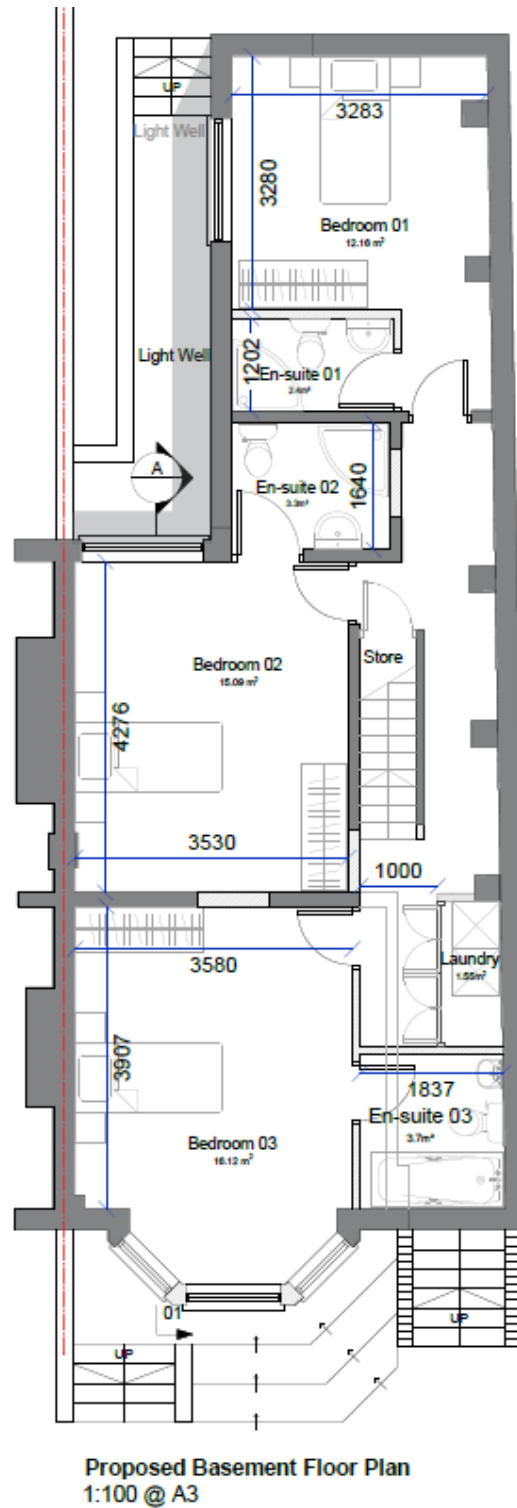


Figure 3. Shows Proposed Basement (HAD & Co, 2024)

- 2.4 Under the proposed plan, the basement will be transformed to provide additional functional living space. This includes creating Bedroom 01 (12.49m²) and Bedroom 02 (15.62m²) and Bedroom 03 (12.47m²), each with ensuite bathrooms. A large communal laundry room will also be established. By converting the basement into habitable space, the property's overall capacity and usability are significantly enhanced, providing a more efficient and practical living arrangement for tenants.

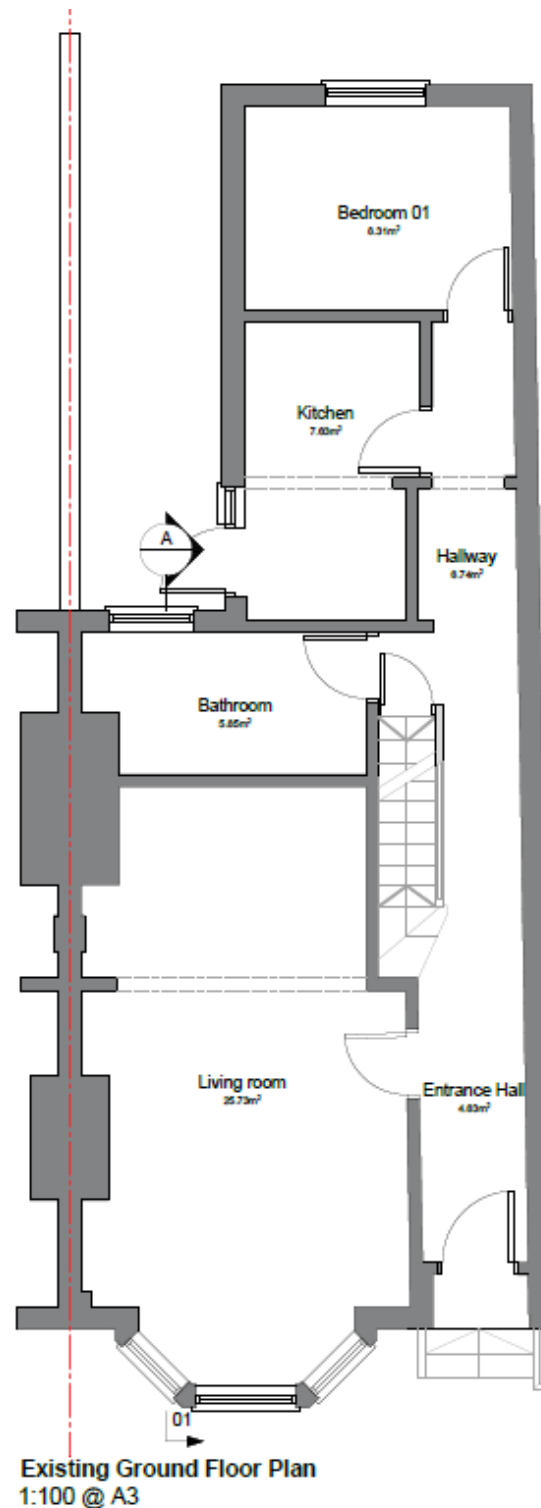
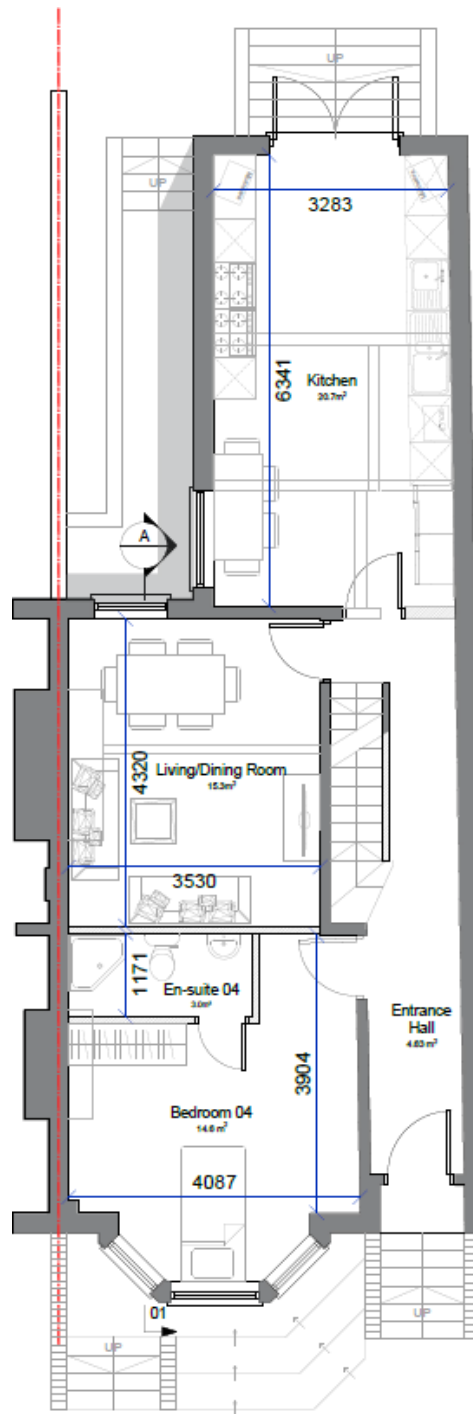


Figure 4. Shows Existing Ground floor (HAD & Co, 2024)

- 2.5 The existing ground floor layout includes an entrance hall measuring 4.85m², a spacious living room of 25.7m², a middle room of 14.05m², a back room of 15.08m², and a bathroom of 5.55m². While the existing layout provides generous space, it does not fully capitalize on the potential of the ground floor area to maximize the accommodation capacity. The rooms are large and well-distributed, but the arrangement is not optimized for an HMO setup, where more bedrooms and shared communal areas are needed.



Proposed Ground Floor Plan
1:100 @ A3

Figure 5. Shows Proposed Ground floor (HAD & Co, 2024)

- 2.6 In the proposed reconfiguration, the ground floor will be redesigned to better utilize the space for additional bedrooms and communal areas. The existing living room will be converted into Bedroom 04, measuring 10.32m² and featuring an ensuite bathroom to enhance tenant privacy and comfort. The kitchen will be expanded to 20.7m², which exceeds the minimum requirement of 16.7m², allowing it to cater effectively to the increased number of residents. A new living/dining area of 19m² will be created, ensuring a comfortable communal space for socializing and dining. This new layout is designed to maximize space efficiency and provide a more practical and enjoyable living environment for all tenants.

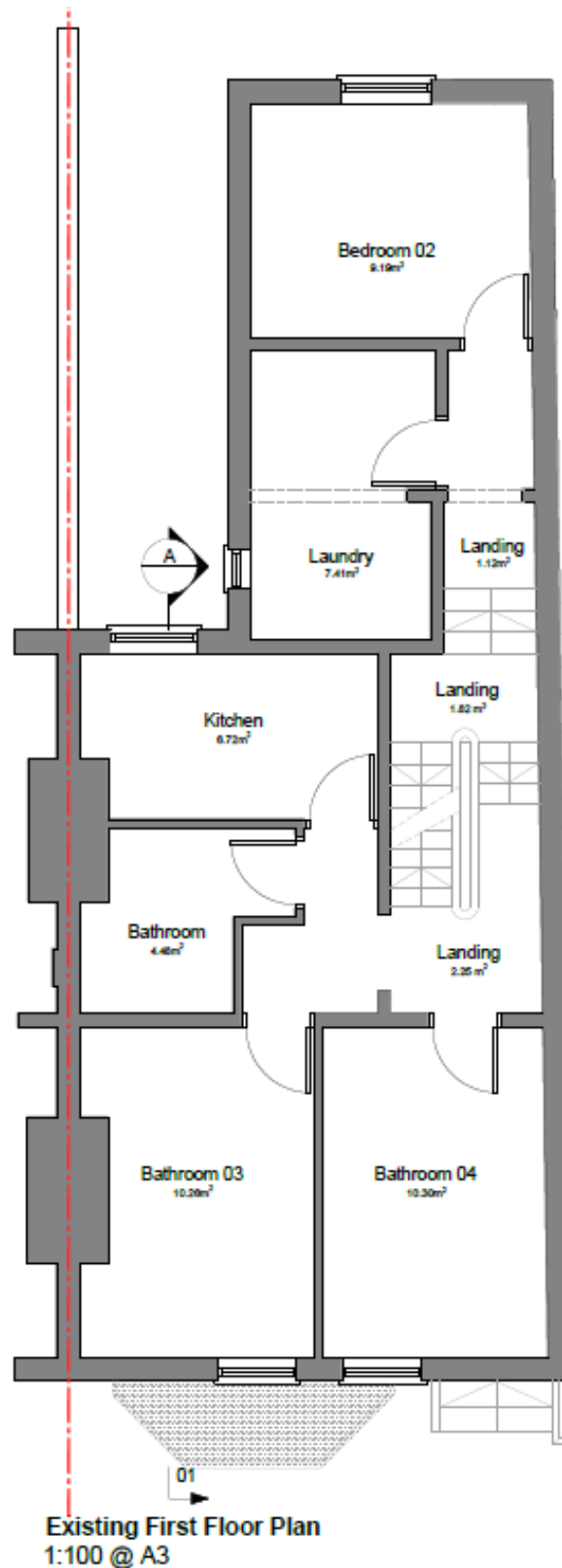
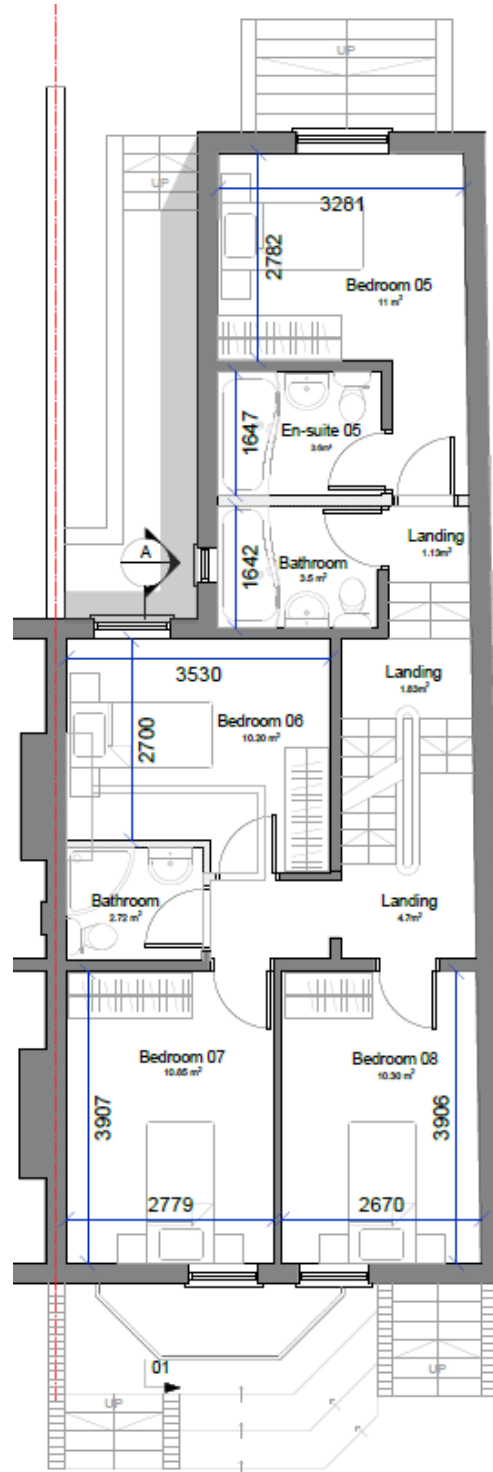


Figure 6. Shows Existing First floor (HAD & Co, 2024)

- 2.7 The existing first floor comprises two bedrooms (each 8.31m²), a kitchen (5.27m²), a bathroom (4.80m²), two additional bathrooms (10.26m² and 10.30m²), a laundry room (7.14m²), and hallways/landings totalling approximately 7.68m². This configuration, although functional, does not make the best use of the available space to maximize the number of bedrooms and communal areas needed for a larger HMO.



Proposed First Floor Plan
1:100 @ A3

Figure 7. Shows proposed first floor (HAD & Co, 2024)

- 2.8 The proposed first floor will be reconfigured to increase the number of bedrooms while ensuring all rooms meet the minimum space standards. The proposed layout includes Bedrooms 05 (11.60m²) and 06 (10.82m²), both with ensuite bathrooms, as well as Bedrooms 07 (12.80m²) and 08 (10.82m²). This floor will also include a shared bathroom. This reconfiguration enhances the property's capacity and provides a more comfortable and practical living arrangement for all tenants.

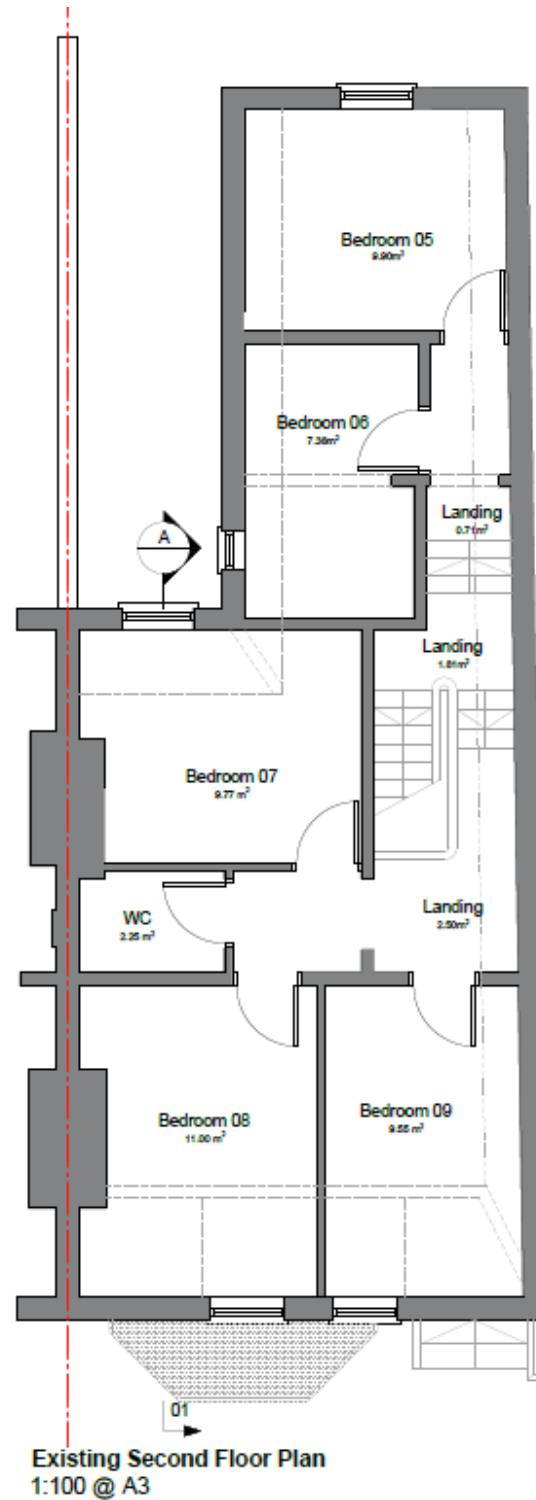
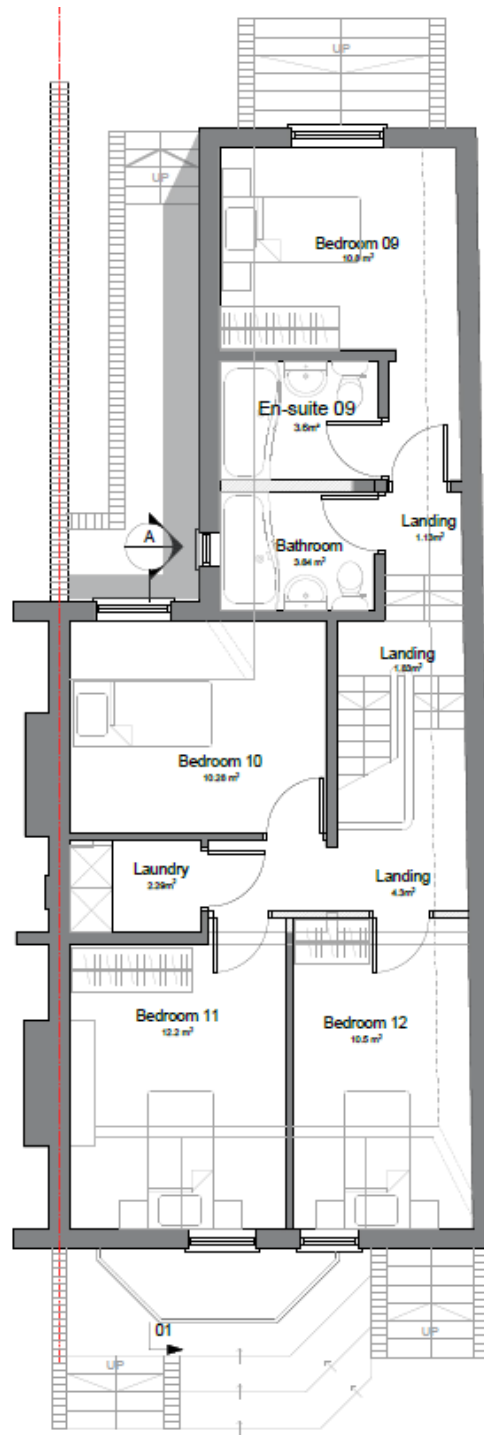


Figure 8. Shows the Existing Second floor (HAD & Co, 2024)

- 2.9 The existing second floor includes bedrooms 05 (9.58m²), 06 (7.84m²), 07 (9.77m²), 08 (11.80m²) and 09 (9.55m²), along with a WC (2.25m²). Although currently configured with these bedrooms, the layout does not fully optimize the space for the intended increase in occupancy. The floor plan has potential for reconfiguration to add more bedrooms and necessary amenities, thus better supporting a larger tenant population and enhancing overall functionality.



Proposed Second Floor Plan
1:100 @ A3

Figure 9. Shows Proposed Second floor (HAD & Co, 2024)

- 2.10 The proposed second floor will be optimized to house additional bedrooms and a shared bathroom. The new layout will feature Bedrooms 09 (13.59m²) with an ensuite bathroom, 10 (12.45m²), 11 (10.54m²), and 12 (10.54m²). Additionally, a large laundry room will be established to serve the entire property. This reconfiguration significantly increases the overall capacity and functionality of the property, providing a well-organized and comfortable living space for tenants.

3. NOISE

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.

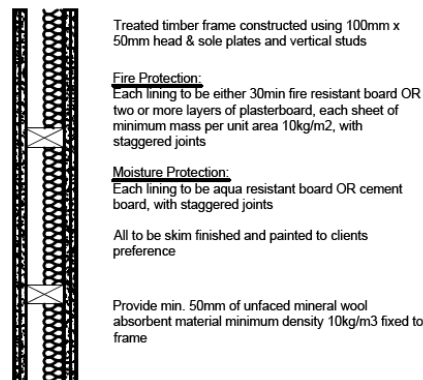
The property of 50 Richmond Grove is located near residential dwellings and already is in use as a large HMO, that can suggest that the neighbourhood is relatively quiet or accepting of the HMO, however measures need to be imposed for risks in high noise.

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 their children are playing in a way that is considerate to neighbours and not causing a disturbance.
 - Make sure visitors are aware of any noise mitigating measures/policies.
- 3.6 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.
- 3.7 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.
- 3.8 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 noise and nuisance.

DETAIL 1 1:25 @ A3
TIMBER FRAMED WALLS
 (Plan View)



DETAIL 2
TIMBER FLOOR UPGRADE WITH
PLATFORM FLOOR
 (as detailed in Approved Doc E1 and Knauf Separating Floors 4.3-
 manufacturer's details to be followed)

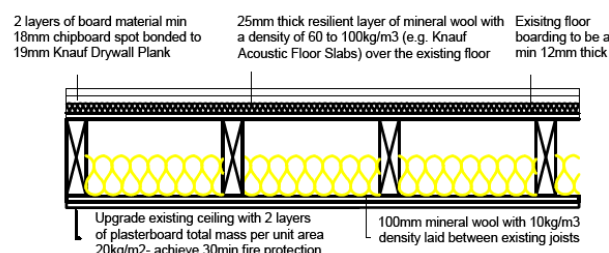


Figure 10. Details of suggested acoustic upgrades for the development (HAD & Co, 2024)

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 behaviour
 - 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 near the site, which can also form an Anti-Social Behaviour Policy tenants must sign upon entering their tenancy agreement. If antisocial behaviour is found to be an issue, the offended party will be provided contact detail of the Management Company and must contact them or in extreme cases contact relevant local authorities whom the landlord/management company must provide contact details for.
- 4.3 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 behaviour, crime and policing act 2014
 - Local Government Act 1972
 - Equality Act 2010
- 4.4 All of which will be communicated to tenants as they have the right to justice.

5. CRIME PREVENTION

5.1 According to the crime statistics of the specified area which 50 Richmond Grove, Manchester M13 0DP; there have only been 3 reported crimes in the last 3 years. This shows a very low crime rate existing in this area. This is also helpful to monitor to ensure the crime rate does not increase because 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
- Bin space allocated to the rear will be made secure and unclimbable
- 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 to communal areas and externally.
- Control access to the property through a front door camera
- External lighting around access and entrances should be added if not already in place

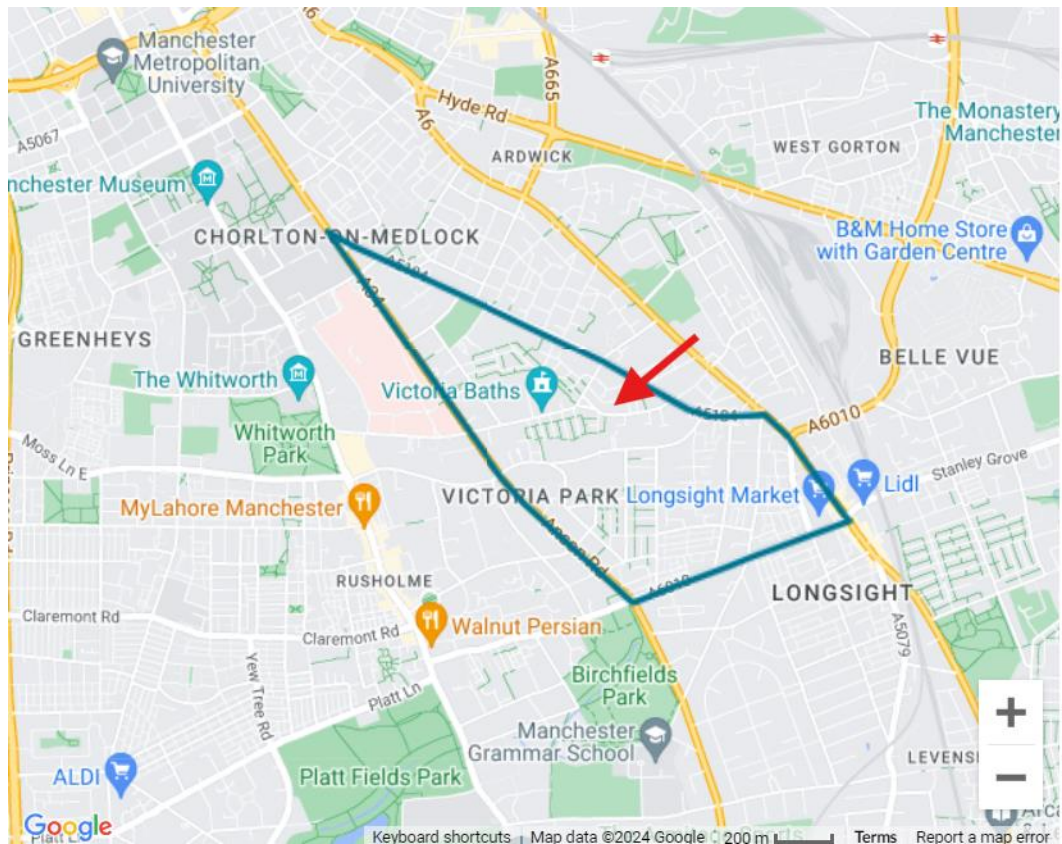


Figure 11. Google map from www.police.uk showing boundary, edited to show site location, accessed 2024

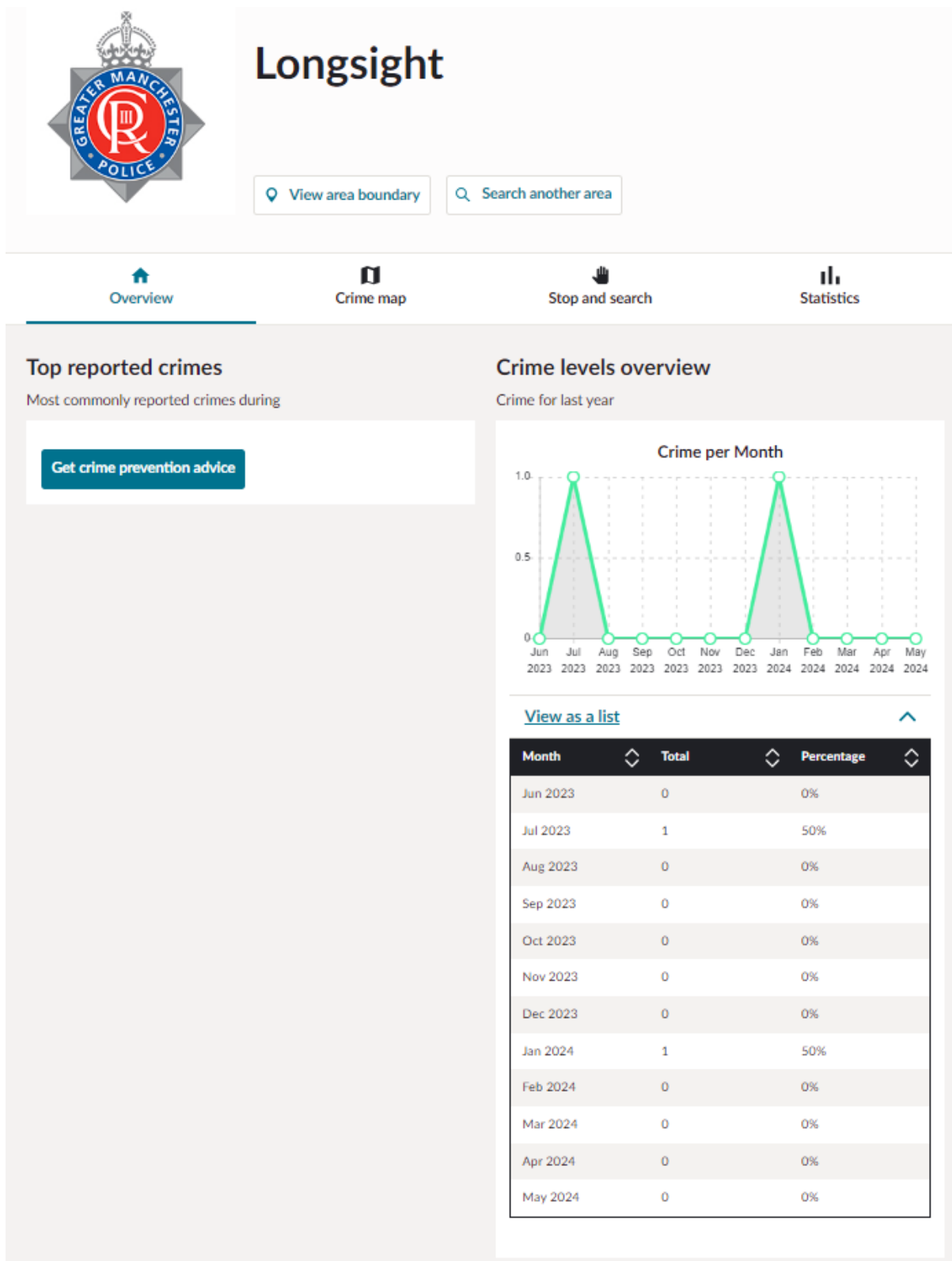


Figure 12. Crime statistics for area taken from: <https://www.police.uk/pu/your-area/greater-manchester-police/longsight/?yourlocalpolicingteam=about-us> in 2024

6. OVERCROWDING

- 6.1 Manchester City Council has set room space standards for planning applications that seek to convert the change of use, or the development of HMOs as follows:
- 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.
- 6.2 The proposed floor plans for 50 Richmond Grove meet the guidance effectively, as all bedrooms are above the size of 10.2m² to meet the national room space standards for HMOs. Additionally, each bedroom will have adequate space to ensure comfortable living conditions for tenants. The proposed layout includes six ensuite bedrooms, providing private bathroom facilities within the room, which enhances the living experience for residents. The floor area of the ensuite is NOT included in the overall total floorspace for each bedroom. All rooms are strictly single occupancy only.
- 6.3 Extra communal space for residents is also provided (kitchen/dining) with an area totalling 20.7m². This includes additional living space, which is crucial for fostering a sense of community and providing a comfortable living environment. The living/dining area of 19m² will further ensure that residents have ample space to relax and socialise. Extra storage space for bikes and other items is also provided, enabling tenants to have the adequate space needed to comfortably reside within the HMO property. These communal areas are designed to support the mental and social well-being of the residents, ensuring a high quality of life.
- 6.4 By adhering to these space standards, the proposed development at 50 Richmond Grove ensures that it provides a high standard of accommodation that prevents overcrowding and maintains a comfortable living environment for all residents. The design and layout are in compliance with Manchester City Council's guidelines, promoting a healthy and sustainable living situation within the HMO.
- 6.5 A property is considered overcrowded when the number of people 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 to the occupier, in writing, requiring them to abate the overcrowding within 14 days from the date of service of notice as statutory overcrowding is a criminal offence.
- 6.6 The Housing Act 2004 introduced the Housing Health and Safety Rating System, which requires properties to be inspected before they are converted into HMO-use property. The concerned property has been designed to provide 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 regulations and licensing requirements.
- 6.7 The landlord must ensure that the property being occupied restricts the number of residents allowed to prevent overcrowding. A person can also act 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.

7. ENVIRONMENTAL QUALITY

- 7.1 As well as meeting the minimum space requirements and design guidance, the HMO rooms and communal spaces at 50 Richmond Grove should be desirable and comfortable for a person to live there and have a decent quality of life. Ensuring high environmental quality is essential for promoting the well-being of tenants and maintaining the attractiveness of the property.
- 7.2 In terms of comfort, proximity to nearby amenities can also be considered if for whatever reason these cannot be provided within the HMO itself. 50 Richmond Grove is located within walking distance to several amenities including grocery stores, restaurants, parks, and public transportation, enhancing the living experience for residents with accessible facilities.
- 7.3 Inspections – These will be put in place to ensure the establishment is taken care of, is kept clean, and isn't in a state of disrepair. The condition of a property can have a detrimental effect on the street scene and neighborhood as well as living quality for the residents. The inspections could be scheduled quarterly or randomly given that appropriate notice is given, and completed by the landlord or Management Company.
- 7.4 Hired Services – The landlord will be given the option by the Management Company to hire cleaners, security, and regular maintenance to ensure the property is always in the best condition. 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 management company will also be provided in case of emergencies.
- 7.5 A refuse plan has been included within the proposal thereby demonstrating that adequate waste management facilities have been provided. It is also the intention of the applicant's employed management company to be responsible for monitoring and managing the refuse collection and storage by placing the relevant receptacles onto the highway on collection days and replacing them back into storage once emptied on the same day. This will not only ensure the area is kept tidy and clean but will restrict unsightly bins left out on the highway spoiling the street scene.
- 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. Proper waste management practices will be emphasized to all residents to ensure that the HMO remains clean and orderly.

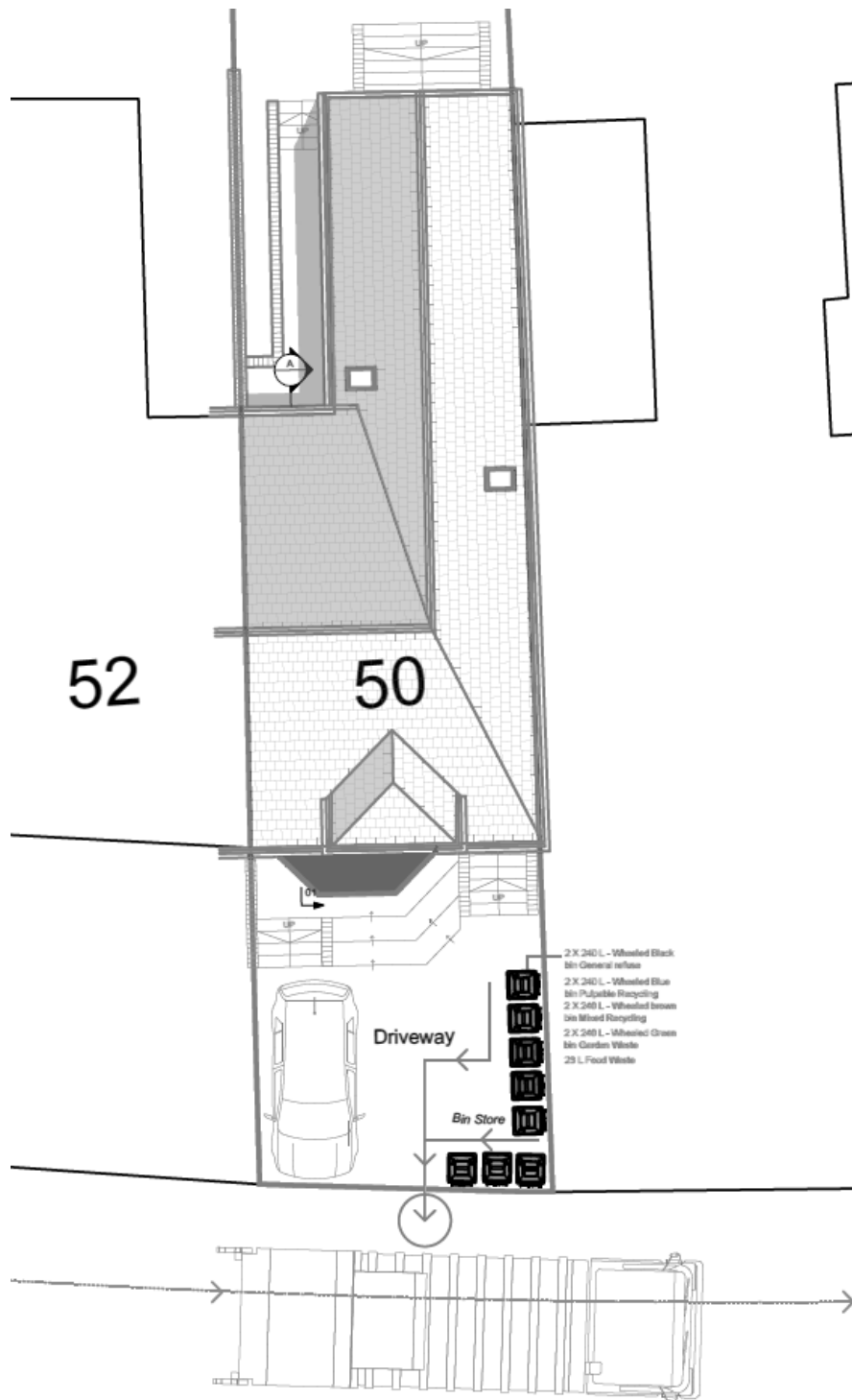


Figure 13. Refuse plan- location of storage and collection (HAD & Co, 2024)

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. 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 alarm 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 Following a successful planning application, an application for Building Regulations should be made as necessary to ensure adequate compliance with the latest regs including Approved Document Part B.

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, such as how to access first aid provision, relevant contact details, and mechanisms for reporting incidents and raising health and safety issues. The nearest hospital to 50 Richmond Grove is Manchester Royal Infirmary, located on Oxford Road, Manchester M13 9WL. It is approximately a 15-minute walk away (0.7 miles). This proximity ensures that residents have quick and easy access to emergency medical services if needed. Providing this information to occupants will ensure they are well-prepared and informed in case of any emergencies.

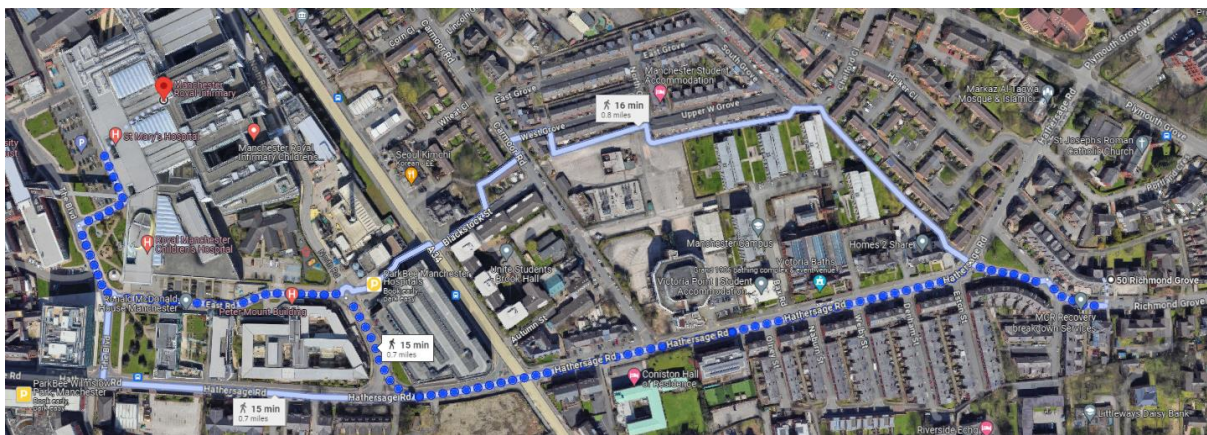


Figure 14. Shows the closest hospital to the site (Google Maps, 2024)

10. PARKING/ TRANSPORT

- 10.1 Residents will be advised of any car parking arrangements prior to the initiation of their tenancy. The information provided will also refer to the availability of bicycle and motorcycle parking on site and any nearby parking 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.

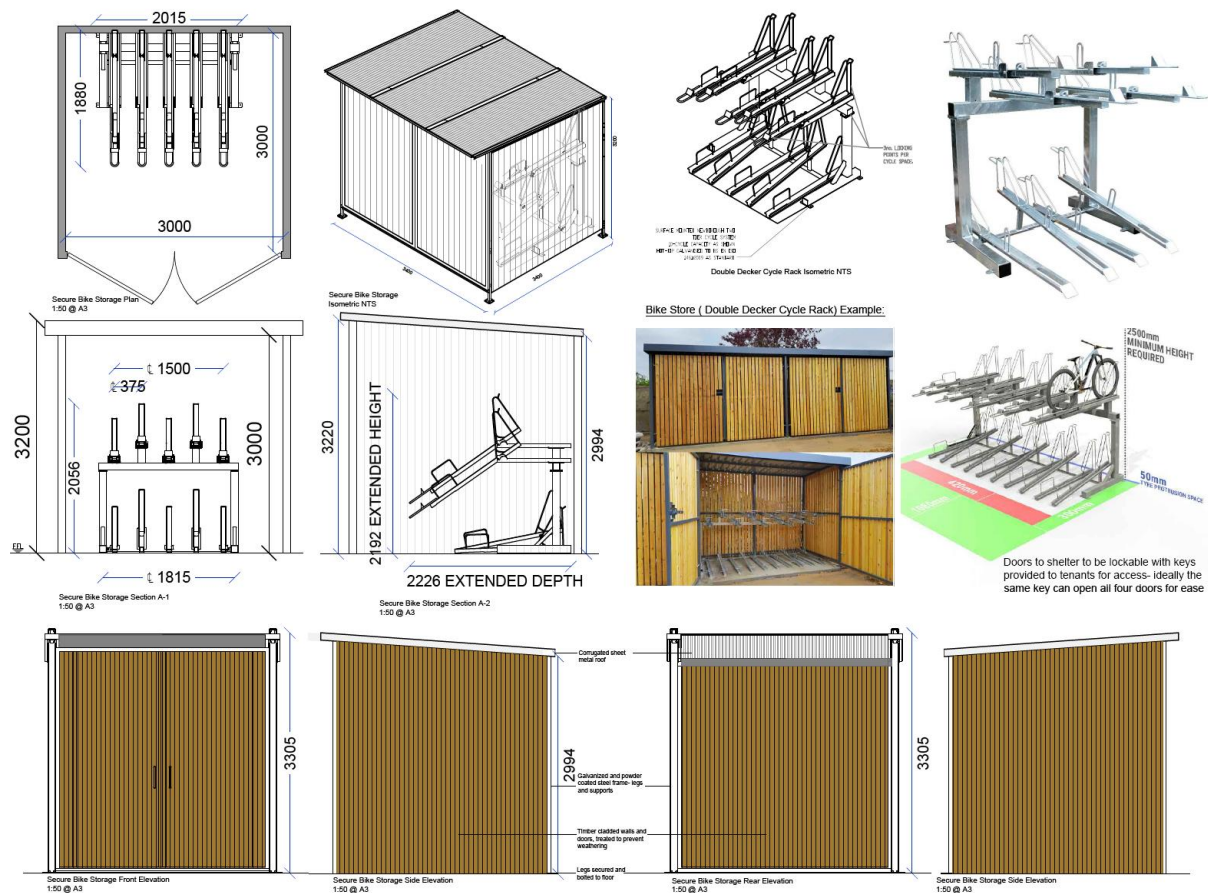


Figure 15. Secure bike store proposed for the rear garden (HAD & Co, 2024)

11. POLICIES

To develop the HMO (House in Multiple Occupation) at 50 Richmond Grove, Manchester M13 0DP, specific planning policies and HMO rules must be followed. Below is a comprehensive outline of these policies and rules:

11.1 National Planning Policy Framework (NPPF)

- 11.1.1 Sustainable Development: Promote high quality of life and healthy communities.
- 11.1.2 Good Design: Respect local context and character.

11.2 Manchester Local Plan

11.2.1 Policy DM1 - Development Management:

- Positive impact on health, safety, and amenity.
- Respect neighbourhood character and appearance.
- Ensure adequate daylight, sunlight, and privacy.

11.2.2 Policy H1 - Housing:

- Support a mix of housing types, including HMOs.
- Promote balanced and sustainable communities.

11.2.3 Policy H11 - Houses in Multiple Occupation:

- Avoid over-concentration of HMOs.
- Provide adequate internal space and amenities.

11.2.4 Policy EN1 - Design Principles and Strategic Development:

- High standards of design.
- Enhance environmental quality and integrate with the existing built environment.

11.3 Supplementary Planning Documents (SPDs)

11.3.1 Guide to Development in Manchester SPD:

- Detailed design, layout, and quality standards.
- Focus on sustainable construction and energy efficiency.

11.4 House Extension and Modifications

11.4.1 Permitted Development Rights:

- Ensure extensions/modifications are within legal limits or seek planning permission.

11.4.2 Building Regulations:

- Compliance for structural integrity, fire safety, insulation, and accessibility.

11.4.3 Neighbour Consultation:

- Engage with local residents to address concerns.

11.5 HMO-Specific Rules

11.5.1 Licensing:

- Obtain an HMO license from Manchester City Council.
- Ensure property meets council standards.

11.5.2 Space Standards:

- Minimum size requirements for bedrooms and communal living space.

11.5.3 Fire Safety:

- Install appropriate fire detection and alarm systems.
- Provide fire-resistant doors and safe escape routes.

11.5.4 Health and Safety:

- Maintain property free from hazards under the Housing Health and Safety Rating System (HHSRS).
- Ensure good hygiene and sanitation facilities.

11.5.5 Management Standards:

- Effective property management.
- Maintain cleanliness and repair in communal areas.

11.5.6 Amenity Standards:

- Sufficient kitchen, bathroom, and toilet facilities.
- Proper waste disposal and recycling facilities.

By adhering to these policies and regulations, the development at 50 Richmond Grove will comply with Manchester City Council planning requirements and contribute positively to the local housing market.

12. CONCLUSION

- 12.1 With the mentioned policies and proposed measures, it can be believed that the potential issues that could arise from the proposed increase in occupancy at the existing HMO at 50 Richmond Grove can be suitably managed. The security measures and proposed accredited management company should give reassurance to the occupants and the neighbourhood that the safety of the area will not suffer as a result of this proposal. This assurance is based on the careful planning and adherence to local regulations, ensuring that the expansion will enhance the living conditions without compromising the community's safety and well-being.
- 12.2 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 (see Travel Plan).
- 12.3 The HMO requirements set by the National Space Standards and local council are effectively met with the associated bedrooms that measure greater than 10.2m², and the scheme provides more than adequate shared communal kitchen and living spaces.
- 12.4 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 what procedures to take in case of emergencies.
- 12.5 Overall, the proposal of the HMO conversion at 50 Richmond Grove demonstrates compliance with Manchester City Council's Policies which makes it adaptable and suitable for long-term use. The plan also promotes sustainable transport, improves connectivity, provides a safe site, and protects the residential characteristics of the site.