

HMO Management Plan

Site Address: 2 Mill Green, Reading, RG4 8EX

Date: 4th January 2026

Prepared by: Mr A S Bhamra

1 Introduction

This HMO Management Plan has been prepared by the appointed managing agent in support of the planning application for the change of use of No. 2 Mill Green, Reading, RG4 8EX from Use Class C3 to Use Class C4. The plan demonstrates how the property will be responsibly managed to ensure a safe, well-maintained, and harmonious living environment for occupants and neighbouring residents.

The property will operate as a **4-bedroom, 5-person HMO**, in accordance with planning permission and relevant housing legislation.

2 Management Responsibility

The property will be managed by a professional managing agent acting on behalf of the owner. The agent will be responsible for:

- Day-to-day management of the property;
- Ensuring compliance with all relevant HMO licensing and housing regulations;
- Responding promptly to tenant and neighbour concerns;
- Maintaining the property to a high standard.

Contact details for the managing agent will be provided to tenants and made available to the local authority upon request.

3 Occupancy and Tenancy Management

- The maximum occupancy will be limited to **5 persons** at any one time.
- Lettings will be made to individuals only, with no sub-letting permitted.
- Written tenancy agreements will clearly set out occupancy limits, house rules, and responsibilities.
- Tenant references and right-to-rent checks will be undertaken prior to occupation.

4 Property Maintenance and Repairs

- The property will be inspected by the managing agent at regular intervals, typically every **3–6 months**.
- A clear reporting procedure will be in place for tenants to report maintenance issues.
- Responsive repairs will be undertaken promptly, with emergency issues addressed as a priority.
- The exterior of the property, including the garden, will be maintained to prevent visual harm to the surrounding area.

5 Health and Safety Management

The managing agent will ensure full compliance with all relevant health and safety legislation, including but not limited to:

- Annual gas safety inspections;
- Five-yearly electrical safety inspections;
- Installation and regular testing of smoke alarms and heat detectors;
- Provision of appropriate fire doors and fire separation where required;
- Clear fire safety signage and emergency lighting, if applicable.

A fire risk assessment will be carried out and reviewed periodically.

6 Waste and Recycling Management

- Adequate refuse and recycling facilities will be provided within the curtilage of the property.
- Tenants will be provided with clear written guidance on waste storage and collection days.

- The managing agent will monitor waste arrangements during inspections to ensure bins are not left on the public highway unnecessarily.

7 Anti-Social Behaviour and Neighbour Relations

- Tenants will be issued with a house rules document addressing noise, visitor behaviour, and general conduct.
- Quiet hours will be enforced, particularly during late evening and early morning periods.
- Any complaints from neighbours will be investigated promptly and addressed proportionately.
- Persistent breaches of tenancy conditions may result in enforcement action, including termination of tenancies if necessary.

8 Parking and Transport

- Tenants will be encouraged to use sustainable transport options where possible.
- Information on local public transport, walking routes, and cycle storage will be provided.
- Tenancy agreements will make clear that parking is subject to availability and must not obstruct neighbouring properties or highways.

9 Cycle Storage

Secure cycle storage will be provided within the curtilage of the property to encourage sustainable modes of transport and reduce reliance on private vehicles.

10 Review and Monitoring

This HMO Management Plan will be reviewed periodically by the managing agent and updated as necessary to ensure continued compliance with planning conditions, licensing requirements, and best practice management standards.

11 Conclusion

This HMO Management Plan demonstrates that No. 2 Mill Green, Reading, RG4 8EX will be responsibly and professionally managed. The measures outlined ensure that the property will operate as a well-run small HMO, safeguarding the amenity of occupants and neighbouring residents and complying with Reading Borough Council requirements.