



D2 PROPCO LTD – Site Specific Management Plan

Site

1a Godfrey Road, Newport, NP20 4NX

Proposal For

Change of use to provide 12 No. Units of Temporary Residential Accommodation together with communal facilities

Proposal by

D2 PROPCO LTD

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1.0 Introduction

1.1 The management plan has been produced in relation to; Change of use to provide 12 No. Units of Temporary Residential Accommodation together with communal facilities

1.2 The purpose of this Management Plan is to ensure that effective measures are in place throughout the occupation of the development to prevent or reduce any unacceptable impacts on highways, residential amenity, public safety, and the environment

1.3 This plan includes:

- Security
- Bins
- Cleaning
- Post
- Parking
- Fire Safety
- Evacuation
- Maintenance
- Occupier Requirements
- Contact Information

2.0 Site & Surroundings

- 2.1 The site is situated off Godfrey Road. Access is through an archway, where the building and off-street parking are found in a private plot off the main road. The building is 3 floors and has ample off-street parking space. The site is bordered by a large wall and has gated access under the archway.
- 2.2 The location of this site is walking distance to Newport town centre and Newport train station, allowing quick access to shops and travel. The surrounding area is a blend of residential and commercial properties.



3.0 **Site Specific Control Measures**

3.1 **Security**

3.2 The building will be managed by staff on site 24/7 and the number of staff will usually be 1 or 2. In addition the clients will be provided with floating support tailored to their needs, by providers commissioned by the Council. The building will be monitored by extensive Cctv cameras in all communal parts, these are reviewed daily, and a full report is sent to the housing team. There will be an on-call 24/7 service for all tenants and neighbours. These measures are in place to ensure the security and safety for everyone, as this is the main priority for us. The provision of CCTV, on site staff, 24/7 on call response and support provision for residents will ensure the units are well managed. We note the inclusion of both office space and a meeting room, to enable the provision of on-site staff and support provision.

3.3 **Bins**

3.4 Communal bins will be provided and stored in their designated area (as per our proposed plans), which will be presented upon the bin presentation point on bin collection day. The occupiers will be responsible for placing their own rubbish in the communal bins. The 24/7 on site staff will ensure that the occupiers keep to these responsibilities to maintain the cleanliness and organisation of the site. The bins will be returned to the storage area once emptied on bin day so that they do not remain at the site frontage for any longer than one day. We note that D2 Propco are a licensed waste carrier, so in the unlikely event that there's extra waste, we will be able to dispose of the waste imminently.

3.5 **Cycle Storage**

3.6 Sufficient cycle storage will be available to all occupants. A secure cycle store will be erected externally to the side of the building. Please see the proposed plans for the exact location on the site if necessary.

3.7 **Cleaning**

3.8 D2 use a contracted professional cleaning company. The cleaning of the communal areas within the building shall be undertaken weekly. The occupiers will be encouraged to look after and clean their rooms; however, contracted cleaners will be used when necessary. The occupiers will be provided with all the necessary cleaning equipment to help them do this, such as vacuums and mops etc.

3.9 **Safety**

3.10 D2 will be responsible for all utilities, insurances and certification. This includes ensuring all necessary certificates are inspected and completed routinely. This will include all gas, fire and electric certificates and any other relevant certificates that are required. D2 will ensure all HMO planning/licence requirements are adhered to. All the correct building regulations will be followed.

3.11 **Post**

3.12 The building is served by an independent post box, as registered with the local authority Street Naming and Numbering Team. The postal unit will be mounted in the hallway entrance of the ground floor. Post will therefore be securely delivered and managed for future occupiers.

3.13 **Fire Safety**

3.14 The building will be fully certified by the local authority Building Control. The building is equipped with fire safety information, including:

- Smoke alarms in every room
- Automatic sprinkler system throughout the building, following building regulations protocol
- Primary fire exits will be via the front and rear doors, as signposted
- Exit routes are protected with Fireline boards
- Internal doors are 30-minute fire rated doors, with self-closing devices
- Emergency lighting will be located throughout the property
- Fire alarms will be tested routinely
- Fire signage is located throughout the property

3.15 **Evacuation**

3.16 The evacuation points are located at the front and rear of the building and will be marked by signage. All future occupiers will be informed of the evacuation routes.

3.17 **Maintenance**

3.18 D2 has a full-time maintenance team, consisting of 14 maintenance operatives. D2 will be fully responsible for all maintenance at the property. Any maintenance issues identified during the daily checks will be logged on the D2 maintenance app. They are colour coded according to their importance, for example an immediate maintenance issue such as a broken boiler would be logged as 'RED' and would therefore be dealt with immediately. This efficient and effective system ensures all maintenance is dealt with promptly at the property and helps mitigate any potential safety concerns.

3.19 **Occupier Requirements**

3.20 In order to maintain the house to a good standard, each tenant will have to sign the pre-agreed house rules. Any failure to do so could result in eviction. D2 and the Newport housing team will work closely to ensure that these rules are followed for the safety and comfort of everyone. This is the same protocol that is followed in our other properties successfully. A copy of the House rules that must be signed by the occupants can be found below. If in the future, D2 or the housing team feel that any rules should be amended or added, then this will be done swiftly.

HOUSE RULES FOR SHARED ACCOMMODATION

3.21 Parking

3.22 4 car parking spaces will be provided. These are all off-street and private to the site. From our experience the tenants will rarely use these spaces, and they will be mainly used by the staff at the property and any maintenance operatives. This view is reinforced by the Newport housing team, 'We note concerns raised regarding parking, however, from experience we are aware that the only a small percentage of homeless households are car owners, which will limit the impact on parking issues'.

3.23 Staff

3.24 The site will be fully managed between D2 and the Temporary Accommodation team appointed by the Council. We have a developed relationship with several of the Temporary Accommodation department. We have successfully worked together on other properties and currently provide temporary accommodation for them. We are in daily correspondence with the housing team for our existing provision of temporary accommodation and hope to continue and increase this collaboration. All staff have been DBS checked and trained. As stated previously, there will be staff on site 24/7.

3.25 Contact Information

3.26 Our email and 24/7 phone line will be presented to all occupants and neighbours. This information will be visible in the communal areas of the property and externally the property via signs.

14. Strictly no form of portable heaters are allowed in the property, these will be removed by House Manager without notice!
15. You are not allowed to move furniture in your room without the permission of the house manager, this is for your safety and to comply with fire safety regulations.
16. In the event you discover a fire, exit the property immediately and notify the fire service, do not attempt to tackle the fire yourself.
17. Any nights away from the property must be agreed by the housing team. D2 staff cannot authorize any nights away
18. Any accidents in the property must reported to the house manager immediately
19. Lost or replacement keys will be charged at £5 per key, payable immediately!

ANY BREACHES OF THESE RULES WILL BE REPORTED TO THE HOUSING TEAM AND MAY RESULT IN EVICTION FROM THE PROPERTY!

PRINT: _____ SIGN: _____ DATE: _____

ROOM NO: _____ HOUSE: _____