



SITE SPECIFIC MANAGEMENT PLAN

SITE

Newport Guest House, 391A Chepstow Road, NP19 8HL.

PROPOSAL FOR

Change of use from hotel (Class C1) to Temporary accommodation. (Sui Generis)

PROPOSAL BY

Midpoint Properties Ltd

May 2026



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1.0 **Introduction**

1.1 The Management Plan (MP) has been produced in relation to; Change of use from hotel (Class C1) to hostel (Sui Generis) at Newport Guest House, 391A Chepstow Road, NP19 8HL.

1.2 The purpose of this MP is to ensure that there are appropriate measures in place during the occupancy of the aforementioned development to mitigate against any unacceptable impacts arising in relation to; highways, residential amenity, public safety and / or the environment.

1.3 This MP addresses the following matters:

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

- Contact Information

2.0 Site and Surroundings

2.1

The application site is situated along Chepstow Road within an established urban area of Newport. The property benefits from a highly accessible location, with several bus stops positioned within close proximity of the site, providing convenient and regular public transport links to Newport City Centre and surrounding areas. The site also benefits from a substantial driveway area to the front/side of the property, capable of accommodating approximately 3–4 vehicles, in addition to unrestricted/on-street parking available within the surrounding road network.

2.2

The site occupies a sustainable location along a principal route through Newport and is well connected to local services, facilities, and transport infrastructure. The surrounding area is characterised predominantly by a mix of residential properties, together with some commercial and service-based uses located along Chepstow Road. The property is positioned within an established street scene and benefits from good accessibility for both private vehicles and public transport users. Adjacent land uses comprise [insert surrounding property details if required], with the wider area reflecting the mixed urban character typical of this part of Newport.

3.0 Site Specific Control Measures

3.1 Security

3.2

The site will be maintained through a controlled access system to ensure that entry is only permitted for occupiers, authorised visitors, and site management personnel. Security staff are present on-site 24 hours a day, 7 days a week, providing continuous supervision and management of the building. The security provision is operated in conjunction with the Newport City Council Temporary Accommodation Team, who part-manage the premises. No persons would be able to access the site of their own free will. Security and safety for future occupiers is of the utmost importance to the applicant.

3.3

The building will be served by a main front entrance door which is controlled by on-site security staff. Residents will only be permitted access via the attended entry system, with security staff unlocking the entrance door and ensuring that it is secured immediately following entry and exit.

3.4

All residents and visitors entering or leaving the premises will be required to sign in and out of the building, with this process monitored and recorded by on-site security personnel at all times.

3.5 Bins

3.6

Communal bins will be provided on-site and collected by a contracted waste management company on a scheduled bi-weekly basis. Occupiers will be responsible for placing their waste within the designated communal bins provided at the property. The collection and management arrangements have been implemented to ensure that waste is stored and removed from the site in an organised and appropriate manner.

3.7

Day-to-day monitoring of waste management and bin usage will be overseen by on-site security staff and the Newport City Council Temporary Accommodation Team as part of the overall site management arrangements. Responsibility for ensuring that waste is disposed of correctly and prepared appropriately for collection will not fall solely to occupiers.

3.8

The communal bins will be stored within a designated area positioned to the right-hand side of the driveway, ensuring that waste storage facilities are appropriately screened from the main road and do not detract from the visual appearance of the streetscene. The bins will be presented for collection in accordance with the agreed bi-weekly waste collection schedule operated by the contracted waste management company. This arrangement will assist in maintaining the cleanliness, organisation, and overall appearance of the property whilst supporting appropriate waste management and recycling practices.

3.9 Cleaning

3.10 The cleaning of the communal areas within the building shall be undertaken on a bi-weekly basis, and will include routine maintenance of the external areas (cycle storage / bins etc). The professional cleaning company is DAN Limited. Communal cleaning equipment including vacuum and mop will be in the store. It is the occupiers' responsibility to clean up after themselves and not rely on the communal cleaning services.

3.11 Safety

3.12 The building will be routinely inspected in respect to fire safety, to ensure that any future HMO Licence is being adhered to, alongside Building Regulations and the Housing Act 2004.

3.13 Post

3.14

The property will be served by a standard secure letterbox located within the main front entrance door, allowing post to be delivered directly to the premises in the same manner as a typical residential dwelling. The arrangement will ensure that mail can be securely received and appropriately managed for occupiers of the property.

3.15 Fire Safety

3.16 The building is certified by local authority Building Control. The building is equipped with fire safety information, including:

- Smoke alarms in every room
- 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 weekly
- Fire signage is located throughout the property, complete with extinguishers (where applicable).

3.19 **Evacuation**

3.20 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.

3.21 **Maintenance**

3.22 From time to time when things go wrong, the landlord will immediately arrange for any problems to be fixed and give occupants pre-warning that this will be taking place. There may be occasions where rooms will need to be accessed, but any contractors will never enter the rooms without your prior consent (unless in an emergency).

3.23 **Occupier Requirements**

3.24 In order to maintain the house to a good standard, occupiers will be requested to:

- Be respectful to other members of the house and neighbours
- Ensure to keep the communal areas clean and tidy for others to enjoy
- Remove shoes where possible inside the building
- Properly dispose of rubbish and recycling
- Respect the local residents as much as possible

3.25 General House Rules

- Respectful Behaviour: Tenants must treat staff and other residents with respect. Any verbal abuse or threatening behaviour will result in council involvement and may lead to eviction.
- Antisocial Behaviour: Zero tolerance for antisocial behaviour. Aggressive language, property damage, and loud disturbances are prohibited. Repeated offences will result in council reporting and potential eviction.
- Substance Abuse Prohibited: No drugs or alcohol are permitted on the property. Evidence of substance abuse will lead to immediate eviction.
- No Congregating in Reception: Reception is for staff use only. Tenants should avoid lingering or hanging out in this space.
- Quiet Hours: Tenants must ensure noise levels are kept low, especially at night, to avoid disturbing others.
- Damage to Property: Tenants must respect the property. Intentional damage could result in eviction, and the council will be informed.
- No Smoking Indoors: Smoking is only allowed in designated outdoor areas. Smoking indoors is strictly prohibited. Smoking is permitted only in the designated shelter located in the car park opposite (Appendix B).
- No Hanging Clothes from Windows: Tenants are not allowed to hang clothes from windows for safety and to maintain the hotel's appearance.

3.26 The Council also provide rules which every occupant is required to sign upon check in (Appendix C).

3.27 Parking

3.28 Tenants must use the driveway and/ or street parking.

3.29 Staff

3.30

The building will be managed in conjunction with the Newport City Council Temporary Accommodation Team as part of the overall operation of the property. There are 4 members of staff associated with the management and maintenance of the building, who will assist with any maintenance matters and ensure that the property is maintained to an appropriate standard.

The property is manned daily by on-site security personnel instructed through the Newport City Council Temporary Accommodation Team, rather than directly by the landlord. Security staff are responsible for the day-to-day monitoring of the premises, including access control, resident supervision, and assisting with the overall safe and effective management of the building. An out-of-hours/emergency contact arrangement will also be maintained to ensure that any urgent issues can be addressed promptly.

3.29 Contact Information

3.30 The contact information for the landlord and the site management employees of the building will be provided to all occupiers and will also be presented in the communal areas of the building.

- COUNCIL OUT OF HOURS EMERGENCY NUMBER: 01633 656 656
- MIDPOINT HOMES: 0800 860 6008 / +44 1633226358

Rules



I agree to abide by the rules at the Roman Lodge Hotel and I understand that I must:

1. Pay the daily rent of, £ or complete the Housing Benefit form to a satisfactory level
2. Abide by all Covid regulations.
3. No pets allowed into the property.
4. Not smoke in the bedroom or anywhere else inside the building.
5. Not share personal information with anyone (staff or residents). This is for your personal well-being.
6. There are no guests permitted without prior permission.
7. Occupy the room every night. If you have a valid reason for overnight absence, you must first agree the absence with your Homelessness Officer/Temporary Accommodation Officer in ADVANCE.
1. There are no overnight guests permitted. The accommodation is only for the persons named on this sign up pack.
2. I must return to the property NO later than **10:00pm** each night. If you return after this time you may be refused entry.
01633656656
3. I must keep my room secure.
4. I am not to return to the property intoxicated.
5. I am not to use drugs (other than drugs prescribed to me); or drink alcohol in the bedroom; or anywhere else inside the building.
6. Not to have or use any drug paraphernalia on premises.
7. Allow access for room to be cleaned, when required.
8. Ensure that I do not cause nuisance, discomfort or annoyance to the other occupants or other residents within the immediate vicinity.
9. I will not intentionally damage items within my room or the property. Any damage may be charged to you for repair.
10. Ensure that I do not use threatening or abusive behaviour or language to the staff or other residents.
11. Remove all my belongings when I vacate the property. Any items left after you vacate, will not be stored by the accommodation provider. Storage is only available if you have a housing duty owed to you; it is chargeable, but can be provided by Newport City Council. If you do not have a housing duty owed to you your items may be destroyed.
12. Collect my mail every day.

Breaching any of the above may lead to a warning and or eviction. Please note there is CCTV operating on the premises. Signage will be displayed.

Your signature will act as your acceptance of the accommodation and your understanding and acceptance of the rules as outlined above, and that you fully understand the implications of breaching any rules.

I understand that if I fail to abide by the above-named rules of occupancy; or if the above-named accommodation ceases as a result of my actions; then any duty which the local authority has to provide me with temporary accommodation may cease as a result.

Signed: Date: