

*Norman & Karin Butcher*

*Unit 18, Arun Business Park, Shripney Road, West Sussex PO22 9SX*

To the Planning Officer  
Arun District Council  
Maltravers Road  
Littlehampton  
BN17 5LF

10/05/2021

Dear Planning Officer

**Ref: Application for a Lawful Development Certificate for an Existing use as a large HMO of up to 8 occupants with a maximum of 5 households (Sui Generis) for 62 OCKLEY ROAD, BOGNOR REGIS PO21 2HR**

We have been renting out 62 Ockley Road PO21 2HR as a large HMO since 2007 when we purchased this property not knowing that a change of use should have been applied for at the time. We now wish to apply for a Lawful Development Certificate for an Existing use as this property has existed with its current use for well over 10 years.

In order to prove that this has been the case right through the last 10 years, we have provided you with the following documents:

- Rental Income Reports for each year since the Tax year 2009-2020 to 5/04/2021. These show the income per room.
- Costs History for this property from 2009 to April 2021 showing we are paying all the bills ourselves. As proof of this, we are providing sample of bills as follows:  
A Council Tax bill dated 12/03/2008 addressed to us at our then home address showing we, as landlords of an HMO were paying the bills, not the tenants.  
A Southern Water bill for the period April 2009 to 31 March 2010 addressed to us at our then home address showing we as landlords of an HMO were paying the bills, not the tenants.
- The Tenancy Agreements for Ala Ruliova who moved into Room 3 at 62 Ockley Road in 2008 and is still renting this room at present.

Additional documents:  
Bloc Plan  
Floor Plan

Finally, this property has an HMO licence (number 111058) and complies with its terms and conditions. Licence attached.

Yours sincerely,  
Karin Butcher