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FAO Planning officer
Development Control
Planning department
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex

02 June 2021

Dear Sir/Madam

Change of Use Planning application: for regularisation of continued use as large HMO (Sui Generis) due to change of ownership - 35 Glamis Street, Bognor Regis, PO21 1DJ

This application is being submitted due to a change in ownership of the property at 35 Glamis Street, Bognor Regis, PO21 1DJ.

Property history

The property has been bought as an on going and tenanted HMO with student tenants currently in situ. It has historically had an HMO 7bed 7person licence issued for a 5-year period from 27th May 2013 to 26th May 2018, and then subsequently renewed for another 5 years from 27th May 2018 running to 26th May 2023 (Licence number L12023 - Maximum number of households 7 and maximum number of occupants 7, also submitted for information).

The previous owner has advised that the house had been inspected by the council at the time of both the original, and the current HMO licence.

As the current licence, which would have run to 2023, is not transferrable I am currently in the process of reapplying for a renewal of the licence as a 7 bed / 7 person large HMO.

At the present moment in time there are in fact only 6 occupants in the property so technically not in planning breach as, with only 6 currently, it would still be considered a small HMO Class 4 under permitted development. It has though been operating as a 7 bed in the past it is envisaged that once the licence and planning are regularised it could hopefully operate again in the future as a large 7 bed HMO - as it has for the last +8 years. The application for a HMO licence renewal is currently being processed by Arun District Council.

As the property has now changed hands, and the large HMO established use is less than 10 years it is not possible to apply for a Certificate of Lawfulness so a full change of use application is required to confirm its use class as a large HMO (Sui generis) status. That is the reason for this application.

Additional information

When the house was originally let as an HMO back in 2013 no physical changes to the property were required apart from renewing internal doors with fire doors, Perko's, and a fully wired smoke alarm system.

There have been no other physical changes since, and all the relevant documentation has been provided both at the last licence renewal, and also for the new renewal application.

In support of the application 'Mystudentlets' have been engaged to act as full time managing agents for the day to day running of the property. They were previously only charged to find new student tenants yearly with no other management of the property, so a more comprehensive service will now be provided to ensure the property is well maintained and looked after.

It is also the intention to carry out a series of improvement works to the property over the next couple of years to improve and upgrade the overall quality and standard of the accommodation currently provided.

I have already been in touch with the Senior Environmental Health Officer and he has advised they he will visit the property in the next few weeks and advise of any works that may now be required for current and updated regulations as a condition of issue of the licence.

We hope that you will agree to the continued use of the property as a large HMO property, which has proved popular with students over the last 8 years and hopefully will continue to do so in the following years to come.

If there is any other additional information that is required in the course of the determination of this application please advise.

Yours sincerely

Nigel Crawley Architect