

I am Dr Nadeem Akram, Senior GP Partner at Bognor Medical Practice in Bognor Regis, and Director of RF Medical Services Ltd. I am in the process of purchasing a 4 bedroom house close to my GP practice, and will be working both from home and in the practice. I need written confirmation from the local council that I am permitted to work in this way.

The house has a study downstairs, which will be my main office, where I will do admin work and remote patient consultations. I do not intend to see patients at the house, I will only do that at the surgery.

There will be times where colleagues will work with me at the house for short periods, but I expect I will mostly be working there alone. On the occasions where colleagues come to the house, they will work in the dining room, where I intend to place a meeting room-style table, with a couple of telephone and laptop connection points.

The living room has ample space for a lounge area and separate dining area in the extension, and will not be used for work. This means only the two downstairs rooms will be allocated for work.

I would like to have an official permit to run my business from my residential dwelling which can be a requirement from insurers and mortgage lenders. I have been advised by the Arun District Council duty planners that a Certificate of Lawful Use is the best solution for me.

I have provided as much information as I can via the planning portal application, but much of the mandatory required information is not applicable to my situation. A general summary of my plans and situation are below:

- Property ownership: Dr Nadeem Akram as RF Medical Services LTD
- Property Class: Currently C3 and will remain as C3 (no change)
- Property Address: 1 Parklands Avenue, Bognor Regis, West Sussex, PO21 2BA
- Property Description: 4 Bedroom detached family house in residential area, 10 minute walk from main town centre shopping district. Corner plot on busy bus route, with garden/space separating boundary from other properties
- Type of business conducted: Administrative/office based work. Restricted to phone calls, computer work and paper work with no loud machinery and no noise for neighbours
- Trading hours: Approx 9am to 5pm from Monday to Friday
- Building work required: None
- External appearance: No changes. Property will continue to look like a family home as it will be in use as such. No advertising/banners etc to be displayed
- Visitors/Footfall: Average 2 visitors per day during trading hours
- Parking impact: Existing off road parking on site for 3 vehicles. Expected visitors are work colleagues who can park at the main practice building and walk to the house in 10 minutes
- Traffic impact: None as visitor levels will be very low, and owner will be working from home
- Space allocation: Up to 2 rooms for mostly business use, using 13% of total floor area
- Time allocation: The small portion of business space will be in use up to 8 hours a day, accounting for 14% of a week
- Neighbours impact: None. Nobody will be aware that a business is being run from the house

I have described my situation as best I can. Please can you let me know if I am permitted to work in the above way from the house?