

From: Simon Davis
Sent: 14 April 2021 13:23
To: Myles [REDACTED]
Subject: RE: Planning Ref: BR/81/21/CLE

Dear Myles,

Thanks for the plan.

Please see here: https://www.planningportal.co.uk/info/200130/common_projects/9/change_of_use and scroll down until you reach Class C. You will note that C4 Houses in multiple occupation states "Small shared houses occupied by between three and six unrelated individuals, as their only or main residence, who share basic amenities such as a kitchen or bathroom."

A change from class C3 dwelling houses to class C4 is permitted development but if you wanted to accommodate more than 6 people, this would be outside of the remit of class C4 and would need a full planning permission.

I have been thinking about your application some more and I have to advise that notwithstanding the query on number of people, we cannot grant you a Certificate under the application that you have made. This is because you have applied for a Certificate of Existing Use/Development (CLE) which is relevant for when someone has been operating a HMO use for 10 years and is seeking confirmation that such a use is now immune from enforcement action. You should have applied for a Certificate of Proposed Use/Development (CLP) which is appropriate where someone is seeking confirmation that a use they are proposing to commence does not require full planning permission/is permitted development.

I appreciate that you may have done the CLE route because you have already done the internal changes to the dwelling however those changes themselves did not require planning permission (I note that you have Building Regs approval for these).

I therefore suggest that you withdraw the current application and resubmit to us using the CLP form*. You will need to confirm to me that you wish to withdraw this and then we will action this on our system. I am sorry but if you do not do this then we would have to refuse the CLE application.

* Please see our website <https://www.arun.gov.uk/making-a-planning-application> and scroll down until you see "Lawful development certificate for a proposed use"

I hope this is clear but if you have further questions then please write back.

Kind Regards

Simon J Davis MRTPI
Principal Planning Officer
Directorate of Place

T: 01903 737874
E: simon.davis@arun.gov.uk



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Please note that essential maintenance is being carried out to the planning, building control and local land charges database during the week commencing 12 April 2021.

During this time there will be no public or staff access to any records held within this database, and it will not be possible to carry out any of the following tasks via the Arun website:

- Research planning and building control history
- View any planning applications, plans, agreements, tree preservation orders or competent persons data
- Submit building control applications
- Submit planning application comments
- Report any planning compliance issues

The publicity and consultation period for all planning applications that fall over this week will be extended by a further week to ensure no one is disadvantaged.

All other aspects of planning, building control and local land charges will be limited during this week and you are strongly advised to contact the individual departments before 12 April 2021 for specific restrictions during this time.

From: Myles [REDACTED]
Sent: 12 April 2021 15:55
To: Simon Davis <Simon.Davis@arun.gov.uk>
Subject: Re: Planning Ref: BR/81/21/CLE

Hi there,

I think I have attached the drawing in the correct scale now.

And yes. We don't want to do a full planning application just what you are recommending as permitted change of use. For 6 bedrooms.

For my own understanding, as I have found the different documents confusing, I'm sure it's my fault and poor understanding - would you be able to direct me to the exact part of the planning law that states it's for 6 people rather than 6 bedrooms. I'm sure you know it intimately.

So sorry for sending the wrong drawings and my lack of understanding. I'll try get it 100% right first time next time.

Myles

On Fri, 9 Apr 2021 at 15:50, Simon Davis <Simon.Davis@arun.gov.uk> wrote:

Dear Myles,

To correct the scale, the drawing would need to be re-drawn at a different scale – at say 1:50 or 1:100. This would then allow us to measure the rooms and work out the floor areas.

On the subject of the number of people, as I understand it, you have applied for a Certificate because you propose to go from the current class C3 dwelling use to a class C4 House in Multiple Occupation (HMO) and this is permitted development. However, class C4 only allows for a HMO occupied by 6 people. Therefore, despite there being only 6 bedrooms in the property, any proposal to have more than 6 people within the HMO would not be permitted development. If this is what you are seeking then you would instead need to make a full planning application and I would advise that you withdraw the Certificate application s otherwise we will have to refuse it. If you want to withdraw please advise in writing.

Kind Regards

Simon J Davis MRTPI

Principal Planning Officer

Directorate of Place



T: 01903 737874

E: simon.davis@arun.gov.uk

Arun District Council, Civic Centre, Maltravers Rd, Littlehampton, West Sussex, BN17 5LF
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From: Myles [REDACTED]
Sent: 09 April 2021 13:09
To: Simon Davis <Simon.Davis@arun.gov.uk>
Subject: Re: Planning Ref: BR/81/21/CLE

Hello there thank you so much for your email.

We plan to have a maximum of 10 occupants more likely we will have closer to 7 or eight.

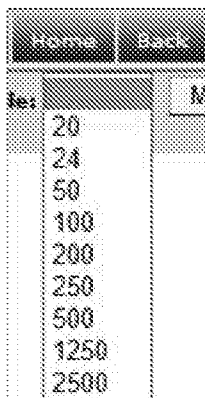
I'm sorry I didn't understand the scaling thing I've no idea how to change the scale of the drawing that I've sent to you please advise many thanks

On Fri, 9 Apr 2021 at 12:57, Simon Davis <Simon.Davis@arun.gov.uk> wrote:

Dear Mr Dhillon,

I am currently your case officer although this may yet be reallocated to an alternative officer. However, in the meantime, I have been contacted by our Environmental Health Officer (EHO) who has asked if you can confirm how many occupants you intends to have as tenants in this property please? We note that the application is for a 6 bedroom HMO but the floorplans also appear to show double beds in all rooms. The EHO also asks that you provide room sizes in m2.

Please also note that our system does not allow us to electronically scale from 1:75 plans. Those in the following screenshot are the only options we have. Would it be possible to provide a new floorplan in a different scale and then also annotate/provide a key with the room sizes.



I look forward to hearing from you.

Kind Regards

Simon J Davis MRTPI

Principal Planning Officer

Directorate of Place



T: 01903 737674

E: simon.davis@arun.gov.uk

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