

**Swift, Deborah**

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**From:** Urgent Scanning  
**Subject:** FW: 9 Wigginton road - HMO certificate of lawful use for the property

**From:** [revenues@york.gov.uk](mailto:revenues@york.gov.uk)  
**Date:** 14 January 2021 at 16:06:24 GMT  
**To:**  
**Subject:** RE: 9 Wigginton road - HMO certificate of lawful use for the property

Dear Mr Cook

Thank you for your email requesting proof that the above property has been used as a HMO for students since 2010.

I can confirm that the property 9 Wigginton Road has had a continuous student exemption from 2010 onwards and has been occupied by multiple residents each year.

I trust that this clarifies the situation for you.

Regards

Helen Fowler | Income Officer  
t: 01904 551459 | e: [helen.fowler@york.gov.uk](mailto:helen.fowler@york.gov.uk)

**City of York Council** | Local Taxation Billing Team  
West Offices Station Rise | York YO1 6GA  
[www.york.gov.uk](http://www.york.gov.uk) | [facebook.com/cityofyork](https://facebook.com/cityofyork) | [@CityofYork](https://twitter.com/CityofYork)



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**From:** Miah, Nasrin <[Nasrin.Miah@york.gov.uk](mailto:Nasrin.Miah@york.gov.uk)> **On Behalf Of** [council.tax@york.gov.uk](mailto:council.tax@york.gov.uk)  
**Sent:** 12 January 2021 16:25  
**To:** Daniel cook  
**Subject:** RE: 9 Wigginton road - HMO certificate of lawful use for the property

**Property Address** 9 Wigginton Road, York, YO31 8HG  
**Property Ref** 0188534

Good afternoon Danny,

Thank you for your email.

I note your request is currently in the work queue waiting to be processed, however I have asked our processing team if this could be dealt with as a matter of urgency.

If you require any further information, please do not hesitate to contact us.

Kind Regards

Nasrin  
On Behalf of The Council Tax Team

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**From:** Daniel cook  
**Sent:** 08 January 2021 15:22  
**To:** [council.tax@york.gov.uk](mailto:council.tax@york.gov.uk) <[council.taxYCC@york.gov.uk](mailto:council.taxYCC@york.gov.uk)>  
**Subject:** Re: 9 Wigginton road - HMO certificate of lawful use for the property

This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hello,

I am yet to receive the information and I need to submit an application asap

Could you please advise since the below was sent?

Many thanks, Danny

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**From:** Robertson, Mark <[Mark.Robertson@york.gov.uk](mailto:Mark.Robertson@york.gov.uk)> on behalf of [council.tax@york.gov.uk](mailto:council.tax@york.gov.uk) <[council.taxYCC@york.gov.uk](mailto:council.taxYCC@york.gov.uk)>  
**Sent:** 18 December 2020 12:18  
**To:** Daniel cook  
**Subject:** RE: 9 Wigginton road - HMO certificate of lawful use for the property

**Property Address** 9 Wigginton Road, York, YO31 8HG  
**Property Ref** 0188534

Good Afternoon,

Thank you for your email.

I have forwarded your enquiry to our processing team and requested that they issue you with the evidence you require.

They will issue a response to this query in due course.

Kind Regards

Mark Robertson | Customer Service Representative

t: 01904 551558 | e: [council.tax@york.gov.uk](mailto:council.tax@york.gov.uk)

**City of York Council** | York Customer Centre  
West Offices | Station Rise | York YO1 6GA  
[www.york.gov.uk](http://www.york.gov.uk) | [facebook.com/cityofyork](https://facebook.com/cityofyork) | [@CityofYork](https://twitter.com/CityofYork)



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**From:** Daniel cook  
**Sent:** 17 December 2020 10:53  
**To:** [council.tax@york.gov.uk](mailto:council.tax@york.gov.uk) <[council.taxYCC@york.gov.uk](mailto:council.taxYCC@york.gov.uk)>  
**Subject:** Fw: 9 Wigginton road - HMO certificate of lawful use for the property

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Good Morning,

I am applying for a HMO certificate of lawful use for 9 Wigginton Road.

The house has been a student rental pre 2012 and the planning department are requesting evidence - can you please provide me evidence that the house has been occupied by 7 students since 2010 please?

Thanks, Daniel Cook

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**From:** Barnett, Joanne <[Joanne.Barnett@york.gov.uk](mailto:Joanne.Barnett@york.gov.uk)> on behalf of [planning.enquiries@york.gov.uk](mailto:planning.enquiries@york.gov.uk)  
<[planning.enquiries@york.gov.uk](mailto:planning.enquiries@york.gov.uk)>  
**Sent:** 10 December 2020 13:59  
**To:** Daniel cook  
**Subject:** RE: 9 Wigginton road - HMO certificate of lawful use for the property

Good afternoon

There are various online sources or you can contact York Explore  
[contact@exploreYork.org.uk](mailto:contact@exploreYork.org.uk)

Regards

Joe Barnett | Business Support Assistant  
| e: [joanne.barnett@york.gov.uk](mailto:joanne.barnett@york.gov.uk)

#### Coronavirus update

There are a number of changes in the way the CYC Development Services are working during the current Coronavirus situation. Development Services are now working remotely away from the office. We ask that you assist in this process and communicate with us by email and telephoning and not by posting items to the office

address. If your enquiry is urgent please start the subject of your email with the word 'urgent' and where possible tick the urgent marker in options. Thank you

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**From:** Daniel cook

**Sent:** 10 December 2020 13:31

**To:** [planning.enquiries@york.gov.uk](mailto:planning.enquiries@york.gov.uk)

**Subject:** Re: 9 Wigginton road - HMO certificate of lawful use for the property

This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Thank you - could you advise where I can locate a location plan you have referenced?

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**From:** Barnett, Joanne <[Joanne.Barnett@york.gov.uk](mailto:Joanne.Barnett@york.gov.uk)> on behalf of [planning.enquiries@york.gov.uk](mailto:planning.enquiries@york.gov.uk) <[planning.enquiries@york.gov.uk](mailto:planning.enquiries@york.gov.uk)>

**Sent:** 10 December 2020 12:10

**To:** Daniel cook

**Subject:** RE: 9 Wigginton road - HMO certificate of lawful use for the property

Good afternoon

You can submit an application for Certificate of Lawfulness for existing use, if you can provide evidence such tenancy agreements, council tax bill etc. showing that the property has been in constant use as a House in Multiple Occupancy since or before April 2012. You will also need to provide a location plan with the site outlined in red, showing the direction of North and two named roads.

You can submit through the Planning Portal

<https://www.planningportal.co.uk/> or the form can be found here

<https://www.york.gov.uk/LawfulDevelopmentCertificate> The fee is £462.

Regards

Joe Barnett | Business Support Assistant

| e: [joanne.barnett@york.gov.uk](mailto:joanne.barnett@york.gov.uk)

#### Coronavirus update

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**From:** Daniel cook

**Sent:** 10 December 2020 11:29

**To:** [planning.enquiries@york.gov.uk](mailto:planning.enquiries@york.gov.uk)

**Subject:** Fw: 9 Wigginton road - HMO certificate of lawful use for the property

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Hello,

I am looking to source a certificate of lawful use for 9 Wigginton road, HMO property.

We have owned and rented the house to students pre 2012 which we have provided details to your office previously - can you please advise how I would gain the certificate to support a potential sale of the house?

I have attached a tenancy agreement pre 2012 to support the certificate - please do let me know if you require more info

The property is owned by Geoff Cook (My Father), I am the HMO license holder on the property and manage the tenancies

Thanks,

Daniel Cook

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**From:** Daniel cook

**Sent:** 10 December 2020 10:32

**To:** [housing.standards@york.gov.uk](mailto:housing.standards@york.gov.uk) <[housing.standards@york.gov.uk](mailto:housing.standards@york.gov.uk)>

**Subject:** 9 Wigginton road - HMO certificate of lawful use for the property

Hello,

I am looking to source a certificate of lawful use for 9 Wigginton road, HMO property.

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Thanks,

Daniel Cook

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