

**Planning and Economic Growth**

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Phone:

Our Ref: 20/01336/FUL  
Your Ref: 9a Palmerston Road

1st February 2021

Dear Miss Ibbotson

LOCATION: 9A Palmerston Road, Southsea, PO5 3QQ

PROPOSAL: Change of use from dwellinghouse (Class C3) to purposes falling within Class C3 (dwellinghouse) and Class C4 (house in multiple occupation)  
**(20/01336/FUL)**

I would advise you that your **planning application** for the above proposal cannot be registered as the following information is required. If you consider the location or description shown does not accurately describe the proposal, please contact me as soon as possible.

- 1) Please confirm that Certificate of Ownership A is correct, as there are other properties within the red line, including unit 1 and 2 at 9 Palmerston Road. The surrounding area has a blue line, does your client own all the properties within the red and blue line?

**CERTIFICATE OF OWNERSHIP - CERTIFICATE A**  
**Town and Country Planning (Development Management Procedure) (England) Order**  
**2015 Certificate under Article 14**

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the owner\* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding\*\*

**NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.**

\* <sup>0</sup>owner is a person with a freehold interest or leasehold interest with at least 7 years left to run.

\*\* <sup>0</sup>agricultural holding has the meaning given by reference to the definition of <sup>0</sup>agricultural tenant in section 65(8) of the Act.

2) Floor plans

Floor plans submitted are 1:100 but do not scale correctly, 5m measures at 3.45m. Please resubmit the floor plans to correct scaling.

There are one set of floor plans 'proposed' submitted. Please advise why you have not submitted existing floor plans, i.e., state if there are to be no internal alterations.

The planning application relates to a new C4, the floor plans must also contain the following information, as per Para. 1.17 HMO SPD:

- be supported by a full set of floor plans that include details of the bathroom sanitary ware and **kitchen fitments and white goods**
- clearly identify whether rooms are intended to be single or double
- show the internal measurements for each room, including areas of reduced ceiling height

You have submitted a Schedule of room sizes, stating that the bedrooms are for single use.

I would be pleased if you could take the appropriate action as indicated above and forward the required details as soon as possible.

**PLEASE NOTE: under new guidelines if we do not receive the required information within 28 days your application will be returned to you.**

If you require further information or assistance please do not hesitate to contact me and I shall be pleased to help.

Yours sincerely

Sheila Clarke  
Technical Validation Officer