



Application for a Lawful Development Certificate for an Existing Use or Operation or Activity, including those in breach of a planning condition

Town and Country Planning Act 1990 (as amended)

Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Site Location

Disclaimer: We can only make recommendations based on the answers given in the questions.

If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site - for example "field to the North of the Post Office".

Number

8

Suffix

Property Name

Address Line 1

Shelley Road

Address Line 2

Address Line 3

Oxfordshire

Town/city

Oxford

Postcode

OX4 3EA

Description of site location must be completed if postcode is not known:

Easting (x)

453627

Northing (y)

204913

Description

Semi-detached.

Applicant Details

Name/Company

Title

Ms

First name

Rashda

Surname

Manzoor

Company Name

Address

Address line 1

39 Old Marston Road

Address line 2

Address line 3

Town/City

Oxford

County

Oxfordshire

Country

Postcode

OX3 0JR

Are you an agent acting on behalf of the applicant?

Yes

No

Contact Details

Primary number

***** REDACTED *****

Secondary number

***** REDACTED *****

Fax number

Email address

***** REDACTED *****

Agent Details

Name/Company

Title

Mr.

First name

Ken

Surname

Ragon-Chambers

Company Name

Spires Legal Limited

Address

Address line 1

Oxford House

Address line 2

John Smith Drive

Address line 3

Oxford Business Park

Town/City

Oxford

County

Country

United Kingdom

Postcode

OX4 2JY

Contact Details

Primary number

***** REDACTED *****

Secondary number

***** REDACTED *****

Fax number

Email address

***** REDACTED *****

Reason for Lawful Development Certificate

Please indicate why you are applying for a lawful development certificate

- An existing use
 Existing building works
 An existing use, building work or activity in breach of a condition

Being a use, building works or activity which is still going on at the date of this application.

If Yes, to either 'an existing use' or 'an existing use in breach of a condition', please select the relevant Use Class.

C4 - Houses in multiple occupation

Description of Existing Use, Building Works or Activity

Please fully describe each existing use, building works or activity for which you want the lawful development certificate. Where appropriate, show to which part of the land each use, building works or activity relates

The property was used as an HMO from 13th March 2012, although there was a 4 month licence gap in 2016 (before our client purchased the property). The history of HMO licences is:

Application date:13/03/2012: issued 18/10/2012 with expiry 18/10/2013

Application date:26/07/2013: issued 10/02/2014 with expiry 10/02/2015

Application date:04/01/2015:issued 01/10/2015with expiry 10/05/2016

Application date:11/09/2016: issued 03/01/2017 with expiry 03/01/2018

Application date:05/11/2017: issued 16/01/2018with expiry 03/01/2019

Application date:30/11/2018: issued 21/01/2019with expiry 03/01/2020

Application date:01/12/2019: issued 22/01/2020 with expiry 03/01/2021

Application date:29/11/2020: issued 11/02/2021with expiry 03/01/2023

Application date:24/10/2022: issued 07/02/2023with expiry 03/01/2025

Grounds for application for a Lawful Development Certificate

Under what grounds is the certificate being sought

- The use began more than 10 years before the date of this application
- The use, building works or activity in breach of condition began more than 10 years before the date of this application
- The use began within the last 10 years, as a result of a change of use not requiring planning permission, and there has not been a change of use requiring planning permission in the last 10 years
- The building works (for instance, building or engineering works) were substantially completed more than four years before the date of this application.
- The use as a single dwelling house began more than four years before the date of this application
- Other - please specify (this might include claims that the change of use or building work was not development, or that it benefited from planning permission granted under the Act or by the General Permitted Development Order).

Is the certificate being sought for a use, operation, or activity in breach of a condition or limitation?

- Yes
- No

Please state why a Lawful Development Certificate should be granted

The property has been used as an HMO for 11 years or more. Our client bought the property as an HMO not being made aware that there was a break in the licence. Our client is now trying to regularize the matter and provide housing to single people (who might otherwise be homeless) who need it.

Information in support of a Lawful Development Certificate

When was the use or activity begun, or the building works substantially completed (date must be pre-application submission)?

18-10-2012

In the case of an existing use or activity in breach of conditions has there been any interruption?

- Yes
- No

If Yes, please provide details of the dates, duration and any discontinuance of the development which is the subject of this application. If your application is based on the claim that a use or activity has been ongoing for a period of years, state exactly when any interruption occurred

Although the licence had not been renewed between the period 10.5.16 to 11.9.16 our client believes it was still operating as an HMO. Our client did not own the property at the time of the break. The property has been licensed as an HMO since and continues to have the benefit of a licence.
The property is presently undergoing internal refurbishment.

In the case of an existing use of land, has there been any material change of use of the land since the start of the use for which a certificate is sought?

- Yes
- No

Residential Information

Does the application for a certificate relate to a residential use where the number of residential units has changed?

- Yes
- No

Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

- Yes
- No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact?

- The agent
- The applicant
- Other person

Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

- Yes
- No

If Yes, please complete the following information about the advice you were given (this will help the authority to deal with this application more efficiently):

Officer name:

Title

**** REDACTED ****

First Name

**** REDACTED ****

Surname

**** REDACTED ****

Reference

Date (must be pre-application submission)

28/11/2023

Details of the pre-application advice received

"Good morning
Thank you for your email. It is not required to have a certificate but it is recommended so that you can gain a certificate to show that the property has been continuously used as a hmo since 2012. The purpose of a CEU is to prove/evidence that the use is lawful due to established use for at least 10 years."

Interest in the Land

Please state the applicant's interest in the land

- Owner
- Lessee
- Occupier
- Other

Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:

- (a) a member of staff
- (b) an elected member
- (c) related to a member of staff
- (d) related to an elected member

It is an important principle of decision-making that the process is open and transparent.

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

Yes

No

Declaration

I/We hereby apply for Lawful development: Existing use as described in the questions answered, details provided, and the accompanying plans/drawings and additional information.

I/We confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

I/We also accept that, in accordance with the Planning Portal's terms and conditions:

- Once submitted, this information will be made available to the Local Planning Authority and, once validated by them, be published as part of a public register and on the authority's website;
- Our system will automatically generate and send you emails in regard to the submission of this application.

I / We agree to the outlined declaration

Signed

Ken Ragon-Chambers

Date

07/12/2023