



www.warwickdc.gov.uk

Riverside House, Milverton Hill  
Royal Leamington Spa, CV32 5HZ

Tel: 01926 456130

Email: [planningenquiries@warwickdc.gov.uk](mailto:planningenquiries@warwickdc.gov.uk)

## Householder Application for Planning Permission for works or extension to a dwelling

### 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

Suffix

Property Name

Address Line 1

Address Line 2

Address Line 3

Town/city

Postcode

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

Easting (x)  Northing (y)

Description

## Applicant Details

### Name/Company

Title

Miss

First name

Miriam

Surname

Vogler

Company Name

### Address

Address line 1

8 Wentworth Road,

Address line 2

Address line 3

Town/City

Bristol

County

Country

United Kingdom

Postcode

BS7 8HJ

Are you an agent acting on behalf of the applicant?

Yes

No

### Contact Details

Primary number

\*\*\*\*\* REDACTED \*\*\*\*\*

Secondary number

Fax number

Email address

## Description of Proposed Works

Please describe the proposed works

Has the work already been started without consent?

Yes

No

If Yes, please state when the development or work was started (date must be pre-application submission)

Has the work already been completed without consent?

Yes

No

If Yes, please state when the development or work was completed (date must be pre-application submission)

## Materials

Does the proposed development require any materials to be used externally?

Yes

No

## Trees and Hedges

Are there any trees or hedges on the property or on adjoining properties which are within falling distance of the proposed development?

Yes

No

Will any trees or hedges need to be removed or pruned in order to carry out your proposal?

Yes

No

## Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicle access proposed to or from the public highway?

- Yes  
 No

Is a new or altered pedestrian access proposed to or from the public highway?

- Yes  
 No

Do the proposals require any diversions, extinguishment and/or creation of public rights of way?

- Yes  
 No

## Parking

Will the proposed works affect existing car parking arrangements?

- Yes  
 No

If Yes, please describe:

There are no parking spaces on the property and I'm not proposing to create any. The only change would be that, as an HMO there is the potential for 0-4 cars utilising the nearby on-street parking (depending on how many of the tenants own a car) rather than the 0-2 cars that you might expect if the property was being used by a single family. It is rare that my tenants have cars and when they do, they never have any problem finding on-street parking nearby.

## 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

HMO 446//18

Date (must be pre-application submission)

31/10/2023

Details of the pre-application advice received

Letter from Kalvarn Birk informing me of the need to obtain planning permission in order to continue using 18 Duke Street as an HMO and making me aware of the Additional HMO Licensing scheme that Warwick District Council will be introducing on 18th January, 2024 requiring all 3 or 4 person HMOs to be licensed as oppose to the current rule which only applies to 5+ person HMOs. I then spoke with him on the phone on 10/11/2023 where he advised me that the type of planning application I should make is: Householder planning permission.

Prior to this, I had a fair amount of correspondents with Warwick District Council: Housing and Property Services in 2017 when they informed me of the work which needed to be done in order to let the property as an HMO (fire extinguishers and fire alarms etc). This included a visit from Phil Rook, Head of Consortium Building Control on 5th June, 2017 and a letter from Verity Almond, Housing Standards Officer on 7th June, 2017 which summarises the works Phil had suggested during his visit. All suggested works were completed promptly (I can produce the invoices for these if you require them).

I have attached the letter I received from Verity Almond dated 7th June 2017. The title of this letter "Non-licensable HMO inspection" seems to imply that, at the time, this HMO did not require a license. However I understand that this may now not be the case so am completing this planning application. The "change of use" the letter refers to is the transition from me living in the property with 3 non-family residents to leaving the property and letting out the rooms to 4 non-family tenants. The HMO status remained the same.

## 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

## Ownership Certificates and Agricultural Land Declaration

Certificates under Article 14 - Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)

Please answer the following questions to determine which Certificate of Ownership you need to complete: A, B, C or D.

Is the applicant the sole owner of all the land to which this application relates; and has the applicant been the sole owner for more than 21 days?

- Yes  
 No

Is any of the land to which the application relates part of an Agricultural Holding?

- Yes  
 No

## Certificate Of Ownership - Certificate A

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\*\*

\* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

\*\* "agricultural holding" has the meaning given by reference to the definition of "agricultural tenant" in section 65(8) of the Act.

**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.**

Person Role

- The Applicant  
 The Agent

Title

Miss

First Name

Miriam

Surname

Vogler

Declaration Date

12/11/2023

Declaration made

## Declaration

I/We hereby apply for Householder planning permission 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

Miriam Vogler

Date

12/11/2023