

Hongwei Yao  
12 Belvedere Road,  
Oxford,  
OX4 2AZ  
28th February 2024

**RE: LAWFUL DEVELOPMENT CERTIFICATE OF 'EXISTING USE'**

Dear Sir/Madam  
Oxford City Council  
Planning Department  
St Aldates

The HMO scheme was something very new to me initially and after fulfilling the requirements and gaining a HMO certificates for the above property in excess of the last 10 years, I was then informed that I needed a planning application to change it from a C3 to C4 dwelling. This was also something which I was unaware of and which was highlighted to me in 2022 during conversation to the planning department and meetings with my Lettings Agent.

Nevertheless the planning application was applied and got refused on the grounds of the application exceeding the 20% threshold.

It has since been brought to my attention that I had actually put in the wrong planning application as since the purchase of the above property in 2006, it has always been let out to tenants on an HMO basis. For this reason I was advised to submit a Certificate of Lawful Development 'Existing Use' Application, this was done in 2023 [application ref no: 23/01116/CEU]. However there was some discrepancies and it was deemed it would be beneficial to withdraw the application and reapply after further efforts have been made with the Letting Agencies for the previous 10 Year period. To gather and compile evidence to support our claim.

After discussing with the 'planning officer' Chloe Jacobs (email attached) that I needed to submit another application for a Lawful Development Certificate to regularise the already existing HMO. Chloe also confirmed the 10 year period will look back from the date the application is registered. I have produced previous tenancy agreements as evidence and the Council may do any checks in relation to the Council Tax Records which will confirm that the house was let out on the basis described. A separate document has been supplied that summarises all the tenancy agreements and occupancy levels.

Kind regards,  
H Yao