

15 March 2024
1 Collinwood Road Cover Letter



Planning Services
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Dear Sir / Madam

1 COLLINWOOD ROAD, OXFORD

I write in respect to the proposed conversion of the above property to form a six bedroom House of Multiple occupation (HMO) and the attendant application for planning consent. The proposal is to turn a five bedroom residential house into a six bedroom house of multiple occupation. This proposal is being submitted in accordance with the Oxford City Councils document on "Landlord's Guide to Amenities and Facilities for Houses in Multiple Occupation". Within this document this proposal meets the requirements for all of the following:

- Space standards
- Personal washing facilities and sanitary accommodation
- Sharing Ratios
- Kitchen Facilities
- Fire Safety

Notwithstanding the above, the formal registration process of the Planning Portal requires that we provide supporting information, where relevant, to enable the application to be processed. In this regard we would advise that plans, specification, full product details, etc have been up-loaded to the Planning Portal to detail the proposals in full. Where the Planning Portal calls for additional information, to allow processing of the application, would respond thus:

Daylight or Sunlight Assessment.

The proposal will not have any material impact upon the daylighting or sunlight arrangements. The proposal relates primarily to existing buildings topography that determine prevailing daylight and sunlight arrangements of the property and its neighbours; these will remain unaffected by the proposal. The proposal does include the provision of a small bay window that will improve day-lighting provision to one bedroom of the property. The provision of this bay window, located at first floor level to the north-east facing elevation of the property, will not cause any additional shadowing beyond the site; the new bay window being within the lee of existing shows created by the property.

Planning Design & Access Statement

Full details of the wider development to which the provision of the proposal relates is set out in the Planning Design & Access Statement accompanying the application.

Please see prepared and attached 'Planning Statement' for more information.

We believe that this proposal should meet all requirements and require little assistance for approval due to the minimal works required to allow this proposal to work. In addition to this the proposal to turn this residential property into a HMO is in line with the Oxford local plan policy H6.

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I trust the above and the details submitted with the application provides you all you need to proceed and process the application. However, should you have an queries or require any additional information please do not hesitate to contact the undersigned.

Yours sincerely
Harry Denson
Apprentice