

# SUPPORTING STATEMENT FOR PLANNING APPLICATION

**32 WARWICK ROAD, WEST DRAYTON, MIDDLESEX, UB7 9BZ  
REV V1 (12.03.26)**

## **Application:**

Application for a Certificate of Lawful Development (Existing)  
Confirmation of Use as a Class C4 House in Multiple Occupation (HMO)

## **1.0 INTRODUCTION**

- 1.1 This statement has been prepared in support of an application for a Certificate of Lawful Development (Existing) under Section 191 of the Town and Country Planning Act 1990 (as amended).
- 1.2 In this instance the applicant seeks a Certificate of Lawful Existing Use and Development pursuant to the above Act for the conversion of the property, no. 32 Warwick Road, West Drayton, from a dwelling (Use Class C3) to a House of Multiple Occupation ("HMO") (Use Class C4), for six persons. The grounds for the application are that, at the time of the alleged conversion, such a change of use could be achieved via Permitted Development, and so did therefore not require planning permission.
- 1.3 A Class C4 HMO is defined under the Use Classes Order as a dwelling occupied by between three and six unrelated individuals sharing basic amenities such as a kitchen and bathroom.
- 1.4 This application is made to confirm that the existing use of the property as an HMO is lawful and has been operating as such.

## **2.0 SITE DESCRIPTION**

- 2.1 The application property comprises a residential dwelling located at **32 Warwick Road**, within the residential area of West Drayton in the London Borough of Hillingdon.
- 2.2 The property is a traditional residential house within an established residential street characterised by similar dwellings.
- 2.3 Internal alterations were undertaken in order to facilitate occupation by multiple tenants sharing communal facilities. (See appendix A- Construction contract for works dated 08/12/2021 and Appendix B – Building Control Certificate for conversion to a 5 bedroom HMO dated 15/11/2022).
- 2.4 The Sixth bedroom was constructed in 2024 when the side extension was approved.

### 3.0 EXISTING USE

#### 3.1 6 Bedrooms

Maximum Occupancy: 6 Persons

Shared facilities include:

Communal kitchen/dining area

Amenity Space

#### 3.2 Accommodation Schedule

ROOM NO	GIA – HMO POLICY (m <sup>2</sup> )	GIA (m <sup>2</sup> )	POLICY COMPLIANT	NO. OF PERSONS
Bedroom 1	6.51-10.2	7.5	Yes	1
Bedroom 2	6.51-10.2	7	Yes	1
Bedroom 3	6.51-10.2	7	Yes	1
Bedroom 4	6.51-10.2	6.52	Yes	1
Bedroom 5	6.51-10.2	8	Yes	1
Bedroom 6	6.51-10.2	9	Yes	1
Kitchen 1	-	-	Yes	
Kitchen 2	-	-	Yes	

3.3 The property has been operating as a **Class C4 HMO** since works were undertaken to adapt the property for shared occupation – completed 15/11/2022 (See Appendix B)

3.4 The applicants applied for a HMO License which was issued on 31<sup>st</sup> July 2023 and is valid until 30 July 2028 (see Appendix C).

3.5 The HMO is managed by Savoys Properties Ltd, 30 Yoden Way, Peterlee, County Durham, SR8 1AL.

#### 4.0 EVIDENCE SUBMITTED (PRIVATE AND CONFIDENTIAL)

APPENDIX NO.	DOCUMENT DESCRIPTION	YEARS COVERED
A	Construction Contract for Building Works	08/12/2021
B	Building Control Completion Certificate	15/11/2022
C	HMO License Dated 8 March 2015	July 2023- July 2028
D	ROOM A - Tenancy Agreement dated 5 November 2025	06/11/2025 - CURRENT
E	Statutory Declaration from Tenant A	25/02/2026
F	Payment Receipt for Deposit Payments from Tenant A	06/11/2025
G	ROOM B - Tenancy Agreement dated 9 September 2022	13/09/2022 - CURRENT
H	Statutory Declaration from Tenant B	25/02/2026
I	Payment Receipt for Deposit Payments from Tenant B	13/09/2022
J	ROOM D - Tenancy Agreement dated 20 March 2025	21/03/2025 - CURRENT
K	Statutory Declaration from Tenant D	02/03/2026
L	Payment Receipt for Deposit Payments from Tenant D	21/03/2025
M	ROOM C - Tenancy Agreement dated 18 February 2025	25/02/2025 - CURRENT
N	Payment Receipt for Deposit Payments from Tenant C	25/02/2025
O	ROOM E - Tenancy Agreement dated 13 November 2025	14/11/2025 - CURRENT
P	Payment Receipt for Deposit Payments from Tenant E	14/11/2025
Q	ROOM E - Tenancy Agreement dated 27 May 2025	01/06/2025 - CURRENT
R	Payment Receipt for Deposit Payments from Tenant E	01/06/2025

#### 5.0 BACKGROUND OF THE APPLICATION

- 5.1 As above, the conversion of the property from Use Class C3 to Use Class C4 began on 08.12.2021, with the HMO License issued in July 2023. As such, the question before the Council is limited as to whether the change of use of the dwelling from C3 to C4 required planning permission, and whether this conversion took place at the time specified.
- 5.2 The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) ("GPDO") allows for certain types of development to take place without requiring planning permission, subject to relevant conditions, limitations, and exceptions. This is known as "Permitted Development".
- 5.3 Under Class L of Part 3, Schedule 2 of The Town and Country Planning (General Permitted Development) (England) Order 2015, subject to local restrictions, residential properties in England can be converted into an HMO for up to 6 persons without requiring planning permission, and vice versa.

As such, ordinarily, the conversion of a dwelling into a three person HMO could be carried out without the submission of a planning application. However, under the provisions of Article 4 of the GPDO, the Local Planning Authority may withdraw specified Permitted Development rights across a defined area.

5.4 On 11.12.2025, the Council formally adopted an immediate Article 4 Direction to remove Permitted Development rights borough wide for Class L Part 3 proposals, preventing the change of use of a single family dwellinghouse (Use Class C3) to a small HMO (Use Class C4) without first acquiring planning permission. The Article 4 Direction only applies however to conversions which take place after the date on which it came into force (11.12.2025) and therefore any lawful conversion of the property from Use Class C3 to Use Class C4 which took place in accordance with the GPDO before that date (or which otherwise has planning permission) would remain lawful.

5.5 *The application therefore seeks to confirm that the existing use of the property as an HMO is lawful, with the conversion having alleged to have taken place, in accordance with Class L of Part 3 of the GPDO, on 20.11.2025, before the borough wide Article 4 direction came into force on 11.12.2025.*

## 6.0 APPRAISAL OF EVIDENCE SUBMITTED

6.1 The onus on the applicant is, to prove that on the balance of probability, that the conversion of the property from a dwelling (Use Class C3) to a small HMO (Use Class C4) occurred prior to 11.12.2025 - the date that the Council's immediate Article 4 Direction to remove Permitted Development rights borough-wide for such conversions came into effect.

6.2 The evidence provided covers a period of 8<sup>th</sup> December 2021 to the date of the application.

6.3 A site visit will confirm that the property is in use as a HMO with six bedrooms.

6.4 Affidavits provided by the six tenants confirming:

- Their residence at the property
- Their status as separate households
- The shared use of communal facilities

These sworn statements confirm that the property has been occupied as a six bedroom HMO.

## 7.0 CONCLUSION

7.1 This application seeks confirmation that the property at **32 Warwick Road, West Drayton, Middlesex** is in lawful use as a **Class C4 House in Multiple Occupation**.

The application is supported by clear documentary evidence including:

- Tenancy agreements for six tenants
- **Affidavits** from three tenants confirming their occupation of the rooms listed in their tenancy agreements
- A **construction agreement** with **Savoys Property Services** demonstrating the works undertaken to facilitate the HMO use
- A current HMO License. Please note an application has been made to amend the license to include the sixth bedroom, we are currently awaiting this.

The evidence clearly demonstrates that the property is occupied by six unrelated individuals sharing facilities, which falls within the definition of Use Class C4.

It is therefore respectfully requested that **London Borough of Hillingdon** issue a **Certificate of Lawful Development (Existing)** confirming the lawful use of the property as a **Class C4 HMO**.