

Condition 5

Car-Free Development Scheme

In relation to the discharge of Conditions at 6 Cherry Orchard, West Drayton UB7 7JR

Application Ref: 79657/APP/2025/2686

Appeal Ref: 6005048

This document is submitted in support of the discharge of Condition 5 of the planning permission for 6 Cherry Orchard, West Drayton UB7 7JR.

Item	Details
Council application reference	79657/APP/2025/2686
Appeal reference	6005048
Condition	Condition 5
Development	Conversion of a house to a five-bedroom, five-person house in multiple occupation (HMO)
Owner / person responsible for this scheme	Mr Sagoo
Day-to-day manager	Mr Sagoo or any appointed managing agent acting on his behalf
Document	Revision 2, 25 September 2026

1. Purpose and scope

1.1 This Car-Free Development Scheme is submitted for the written approval of the London Borough of Hillingdon (the Local Planning Authority) pursuant to Condition 5 attached to the permission granted on appeal in relation to council application 79657/APP/2025/2686.

1.2 The scheme sets out arrangements to ensure that occupiers of the approved HMO do not apply for, obtain or hold an on-street parking permit to park a vehicle on the public highway within the administrative district of the London Borough of Hillingdon, and that any such permit wrongly issued or held is surrendered. It applies to all occupiers, including replacement occupiers, for as long as the permitted HMO use continues.

1.3 In this scheme, a **prohibited permit** means an on-street parking permit described in Condition 5. A disabled person's badge issued pursuant to section 21 of the Chronically Sick and Disabled Persons Act 1970 or similar legislation is expressly excepted by the condition and is not a prohibited permit for the purposes of this scheme.

1.4 This scheme concerns the specific permit restriction imposed by Condition 5. It does not claim to prohibit lawful vehicle ownership or parking that does not involve a prohibited permit.

2. Condition 5

The development hereby permitted shall not be occupied until arrangements have been made to secure the development as a car-free development in accordance with a detailed scheme or agreement which shall have first been submitted to and approved in writing by the Local Planning Authority. The approved scheme or agreement shall ensure that:

i) no occupiers of the approved development shall apply for, obtain or hold an on-street parking permit to park a vehicle on the public highway within the administrative district of the local planning authority (other than a disabled person's badge issued pursuant to section 21 of the Chronically Sick and Disabled Persons Act 1970 or similar legislation); and

ii) any occupiers of the approved development shall surrender any such permit wrongly issued or held.

Such scheme or agreement shall be implemented prior to the occupation of the development hereby permitted and shall be retained and operated for so long as the use hereby permitted continues

3. Management responsibilities

3.1 The owner is responsible for implementing and maintaining this scheme. An appointed managing agent may administer it on the owner's behalf. Any change of owner or managing agent will not end the arrangements or release the owner from the ongoing requirement to operate the approved scheme.

3.2 The owner or manager will keep a copy of the approved scheme with the HMO management records and make its occupier-facing provisions available to every prospective and current occupier. The owner or manager will provide the scheme to a successor owner or manager and explain its continuing operation.

3.3 Before an occupier takes occupation of a room, the owner or manager will complete all of the following:

- Give the occupier the written notice in Appendix A.
- Incorporate the wording in Appendix B into the occupier's tenancy, licence or other occupancy agreement, as appropriate to the actual form of occupation.
- Obtain the occupier's signed acknowledgement using Appendix C.
- Ask whether the occupier holds any prohibited permit and, if so, obtain confirmation that it has been cancelled or surrendered before allowing occupation.

3.4 The steps in paragraph 3.3 will apply to each replacement occupier. If an agreement is renewed or replaced while an occupier remains at the property, the permit restriction will be included in the new agreement and brought again to the occupier's attention.

4. Permit restriction and surrender

4.1 Every occupier will be notified in writing and bound under their occupancy agreement not to apply for, obtain or hold a prohibited permit during their occupation of the approved HMO. This applies to permits for parking on the public highway anywhere within Hillingdon's administrative district, not only to permits associated with the street or an address at the HMO.

4.2 A prospective occupier who already holds a prohibited permit must tell the owner or manager, request its cancellation or surrender, and give the owner or manager evidence of cancellation or surrender **before taking occupation**. The owner or manager will not authorise occupation while aware that the prospective occupier still holds a prohibited permit. There is no post-move-in grace period.

4.3 If a prohibited permit is issued in error, or an occupier is found to hold one after taking occupation, the occupier must notify the owner or manager promptly, immediately request its cancellation or surrender from the issuing authority, and provide evidence of the request and confirmation when available. Where the permit is virtual, the occupier must arrange cancellation through the issuing authority's applicable online process or by contacting its parking-permit service. Where it is physical, the occupier must surrender or return it as directed by the issuing authority.

4.4 On learning of an application for, issue of, or continued holding of a prohibited permit, the owner or manager will promptly contact the occupier in writing, require corrective action, record the steps taken and, if necessary, contact the relevant council parking-permit service to help resolve or verify cancellation. Non-compliance will be addressed through lawful remedies available under the relevant occupancy agreement and applicable law.

4.5 The above arrangements do not restrict an occupier from applying for or holding a disabled person's badge within the exception expressly provided by Condition 5.

5. Records and council liaison

5.1 For each occupier, the owner or manager will retain records of the written notice, signed occupancy terms, signed acknowledgement, and any permit-related correspondence or evidence of cancellation or surrender. Records will be held securely and provided to the Local Planning Authority when reasonably requested to demonstrate operation of this scheme, subject to applicable data-protection requirements.

5.2 After written approval of this scheme, the owner or manager will send the site address, application reference, appeal reference, condition number and a copy of the approved scheme to Hillingdon's parking-permit service, requesting that the property be identified as subject to a car-free permit restriction for permit eligibility checks. The correspondence and any reply will be kept with the management records. This request is an additional safeguard; this scheme does not assert that a system flag has already been applied or that such a flag alone secures compliance.

5.3 The owner or manager will remind occupiers of the restriction when they take occupation and if any possible breach comes to their attention. The notification, contractual and record-keeping arrangements will continue for each occupier throughout the duration of the permitted HMO use.

6. Implementation and duration

6.1 This scheme will be submitted to the Local Planning Authority for written approval. Before the first occupation of the approved development, the owner or manager will have the notice, agreement clause, acknowledgement procedure and management records in place. For each first occupier, all steps in paragraph 3.3 must be completed before occupation. If any proposed occupier already holds a prohibited permit, its cancellation or surrender must be confirmed before that person takes occupation.

6.2 The approved scheme will be retained and operated for as long as the HMO use permitted pursuant to council application 79657/APP/2025/2686 continues. The owner or manager will apply the same procedure to all subsequent occupiers.

6.3 The owner understands that submission of this scheme is not, by itself, written approval of Condition 5. The development must not be occupied until the condition's requirements for prior written approval and implementation have been met.

7. Owner's undertaking

I, the undersigned, being the owner or a person authorised to give this undertaking on behalf of the owner of 6 Cherry Orchard, West Drayton, UB7 7JR, undertake to implement and operate the approved Car-Free Development Scheme in accordance with Condition 5. I will ensure that any appointed manager and any successor responsible for managing the HMO are made aware of the continuing requirements.

Full name: _____

Capacity: _____

Signature: _____

Date signed: _____

Appendix A — Occupier notice

Car-free permit restriction: 6 Cherry Orchard, West Drayton, UB7 7JR

The planning permission for this HMO is subject to a car-free condition. While you occupy the property, you must not apply for, obtain or hold an on-street parking permit to park a vehicle on the public highway within the administrative district of the London Borough of Hillingdon. This applies to relevant permits across the borough, not just permits for Cherry Orchard or permits obtained using this property's address. The condition expressly excepts a disabled person's badge issued pursuant to section 21 of the Chronically Sick and Disabled Persons Act 1970 or similar legislation.

If you already hold a prohibited permit, tell the owner or manager and arrange for it to be cancelled or surrendered **before you move in**. Provide confirmation before taking occupation. If you are later issued such a permit in error, or discover that you still hold one, tell the owner or manager promptly, immediately ask the issuing authority to cancel or accept surrender of the permit, and provide evidence and confirmation when available. A virtual permit must be cancelled through the applicable permit service rather than physically handed in.

The restriction concerns the permits specified above; it does not by itself prohibit vehicle ownership or other lawful travel arrangements.

Appendix B — Occupancy agreement clause

Car-free development and on-street parking permits

1. The Occupier acknowledges that the Property is subject to a planning condition requiring operation of a car-free development in respect of specified on-street parking permits within the administrative district of the London Borough of Hillingdon.
2. While occupying the Property, the Occupier must not apply for, obtain or hold an on-street parking permit to park a vehicle on the public highway within that district, or arrange for another person to obtain such a permit on the Occupier's behalf. This restriction does not apply to a disabled person's badge issued pursuant to section 21 of the Chronically Sick and Disabled Persons Act 1970 or similar legislation, as excepted by the planning condition.
3. Before taking occupation, the Occupier must disclose any permit described in clause 2 that they already hold, arrange for its cancellation or surrender, and provide the Owner or Manager with confirmation. If such a permit is issued in error or found to be held during occupation, the Occupier must promptly inform the Owner or Manager, immediately request its cancellation or surrender, and provide evidence of the request and confirmation when available.
4. The Occupier will cooperate with reasonable requests from the Owner or Manager for information needed to verify compliance with this clause. Any breach will be addressed in accordance with the agreement and applicable law.

Appendix C — Occupier acknowledgement

Property: 6 Cherry Orchard, West Drayton, UB7 7JR

Room (if applicable): _____

I confirm that I have received and read the Car-Free Development Scheme occupier notice. While I occupy this HMO, I will not apply for, obtain or hold an on-street parking permit to park a vehicle on the public highway within the administrative district of the London Borough of Hillingdon, except for a disabled person's badge within the exception stated in the planning condition. If I currently hold a prohibited permit, I will arrange its cancellation or surrender and provide confirmation **before occupation**. If such a permit is later wrongly issued or found to be held, I will notify the Owner or Manager promptly, immediately request cancellation or surrender, and provide confirmation when available.

Do you currently hold a prohibited permit? No / Yes

If yes, cancellation or surrender confirmation received: No / Yes / Not applicable

Occupier's full name: _____

Occupier's signature: _____

Date signed: _____

Proposed occupation date: _____