

# Development Management

Welwyn Hatfield Borough Council

The Campus, Welwyn Garden City, Herts AL8 6AE

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**WELWYN  
HATFIELD**

## Application for Planning Permission

### 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

Mr

First name

upul

Surname

akarawita

Company Name

situm property management ltd

### Address

Address line 1

15

Address line 2

riverton close

Address line 3

Town/City

london

County

Country

United Kingdom

Postcode

W9 3DS

Are you an agent acting on behalf of the applicant?

Yes

No

### Contact Details

Primary number

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

Secondary number

Fax number

Email address

## Site Area

What is the measurement of the site area? (numeric characters only).

Unit

## Description of the Proposal

Please note in regard to:

- **Fire Statements** - From 1 August 2021, planning applications for buildings of over 18 metres (or 7 stories) tall containing more than one dwelling will require a 'Fire Statement' for the application to be considered valid. There are some exemptions. [View government planning guidance on fire statements](#) or [access the fire statement template and guidance](#).
- **Permission In Principle** - If you are applying for Technical Details Consent on a site that has been granted Permission In Principle, please include the relevant details in the description below.
- **Public Service Infrastructure** - From 1 August 2021, applications for certain public service infrastructure developments will be eligible for faster determination timeframes. See help for further details or [view government planning guidance on determination periods](#).

### Description

Please describe details of the proposed development or works including any change of use

The 5 bed HMO house was recently purchased and existing disused garage was now transferred to a brand new kitchen to accommodate upto 8 persons with all the necessary equipment to comply with Welwyn Hatfield Borough council Standards for houses in HMO. Certificate of lawfulness for garage conversion in to a new kitchen was obtained under application number 6/2023/1227/LAWP.

Prior to apply for the change of HMO licence holder, I have contacted the private sector housing team ( Chloe Howard) who advised me to apply for the planning permission for 7 bed and 8 person HMO prior to issue the new HMO licence. Hence please find the below application for your kind consideration.

Requesting the change of use of existing HMO with 5 bedroom with 5 persons to a new 7 bedrooms with 8 persons ( one of the bedrooms to be use as double bedroom) This will add additional two extra bedrooms to the property as below.

Existing layout:

- Bedroom 1: Ground floor front bedroom
- Bedroom 2: first floor front bedroom
- Bedroom 3: First floor rear bedroom
- Bedroom 4: second floor front bedroom
- Bedroom 5: second floor rear bedroom

Proposed layout:

- Bedroom 1: Ground floor front bedroom ( No change)
- Bedroom 2: Ground floor existing kitchen to form a new bedroom (existing layout Kitchen)
- Bedroom 3,4 &5 : First floor to have 3 bedrooms as proposed layout instead of existing bedroom 2&3
- Bedroom 6: existing bed 4 second floor front bedroom ( no change to layout but to include 2 persons)
- Bedroom 7: existing bedroom 5 second floor rear bedroom ( no change)

Proposed changes: These proposed changes are similar to 7 bed HMO properties at no 18 & 32 Comet road, Hatfield which were converted to similar layout.

1. The existing kitchen to be converted into an additional bedroom at ground floor at the rear of the property. This existing kitchen will be a new bedroom after the current garage was converted into a brand new kitchen under certificate of lawfulness issued 19/07/2023.
2. The current first floor layout to be altered to accommodate 3 bedrooms instead of current 2 bedrooms. Existing hot water tank cupboard will now be allocated on the ground floor and unused chimney will be removed in order to carry out the new bedroom layout.
3. The current bedroom 4 ( new proposed bedroom no 6) - no layout change but to be used as a double bedroom to occupied by 2 occupiers instead of single person. This bedroom (area11.68m2) is above the recommended legal bedroom size (10.22m2) for 2 adults.
4. Existing ground floor WC to be upgraded to a shower room and also additional WC space to be created to accommodate new 8 persons use of this property. After the alterations there will be one bath with WC on the second floor and one shower with WC in the ground floor and separate WC in the ground floor.

I can confirm that these changes will be inline with Welwyn Hatfield Borough Council standards for houses in multiple occupation guidelines which was issued by Welwyn Hatfield Borough Council.

Has the work or change of use already started?

- Yes  
 No

## Existing Use

Please describe the current use of the site

use as a HMO for 5 persons with 5 bedrooms

Is the site currently vacant?

- Yes  
 No

**Does the proposal involve any of the following? If Yes, you will need to submit an appropriate contamination assessment with your application.**

Land which is known to be contaminated

- Yes  
 No

Land where contamination is suspected for all or part of the site

- Yes  
 No

A proposed use that would be particularly vulnerable to the presence of contamination

- Yes  
 No

## Materials

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

- Yes  
 No

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

Is a new or altered vehicular 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

Are there any new public roads to be provided within the site?

- Yes  
 No

Are there any new public rights of way to be provided within or adjacent to the site?

- Yes  
 No

Do the proposals require any diversions/extinguishments and/or creation of rights of way?

- Yes  
 No

## Vehicle Parking

Does the site have any existing vehicle/cycle parking spaces or will the proposed development add/remove any parking spaces?

- Yes  
 No

**Vehicle Type:**

Cars

**Existing number of spaces:**

2

**Total proposed (including spaces retained):**

2

**Difference in spaces:**

0

**Vehicle Type:**

Cycle spaces

**Existing number of spaces:**

0

**Total proposed (including spaces retained):**

4

**Difference in spaces:**

4

## Trees and Hedges

Are there trees or hedges on the proposed development site?

- Yes  
 No

And/or: Are there trees or hedges on land adjacent to the proposed development site that could influence the development or might be important as part of the local landscape character?

- Yes  
 No

**If Yes to either or both of the above, you may need to provide a full tree survey, at the discretion of the local planning authority. If a tree survey is required, this and the accompanying plan should be submitted alongside the application. The local planning authority should make clear on its website what the survey should contain, in accordance with the current 'BS5837: Trees in relation to design, demolition and construction - Recommendations'.**

## Assessment of Flood Risk

Is the site within an area at risk of flooding? (Check the location on the Government's [Flood map for planning](#). You should also refer to national [standing advice](#) and your local planning authority requirements for information as necessary.)

- Yes  
 No

Is your proposal within 20 metres of a watercourse (e.g. river, stream or beck)?

- Yes  
 No

Will the proposal increase the flood risk elsewhere?

- Yes  
 No

How will surface water be disposed of?

Sustainable drainage system

Existing water course

Soakaway

Main sewer

Pond/lake

## Biodiversity and Geological Conservation

Is there a reasonable likelihood of the following being affected adversely or conserved and enhanced within the application site, or on land adjacent to or near the application site?

To assist in answering this question correctly, please refer to the help text which provides guidance on determining if any important biodiversity or geological conservation features may be present or nearby; and whether they are likely to be affected by the proposals.

a) Protected and priority species

Yes, on the development site

Yes, on land adjacent to or near the proposed development

No

b) Designated sites, important habitats or other biodiversity features

Yes, on the development site

Yes, on land adjacent to or near the proposed development

No

c) Features of geological conservation importance

Yes, on the development site

Yes, on land adjacent to or near the proposed development

No

### Supporting information requirements

Where a development proposal is likely to affect features of biodiversity or geological conservation interest, you will need to submit, with the application, sufficient information and assessments to allow the local planning authority to determine the proposal.

Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the local planning authority has been submitted.

Your local planning authority will be able to advise on the content of any assessments that may be required.

## Foul Sewage

Please state how foul sewage is to be disposed of:

Mains sewer

Septic tank

Package treatment plant

Cess pit

Other

Unknown

Are you proposing to connect to the existing drainage system?

Yes

No

Unknown

## Waste Storage and Collection

Do the plans incorporate areas to store and aid the collection of waste?

- Yes  
 No

If Yes, please provide details:

Additional bins provided- currently allocation is 3 bins (1no refuse bin, recycle bin and 1 no garden waste bin).

This to be increased with 1 no extra refuse bin and 1 no recycle bin making total 5 no standard wheel bins. However since new ownership of this HMO the tenants are encourage to recycle more and more. This additional refuse bin may not be required however I have included this for the planning purpose.

There is no requirement for additional garden waste as current wheel bin is more than adequate.

There is no requirements for additional food waste as current arrangement is adequate.

Have arrangements been made for the separate storage and collection of recyclable waste?

- Yes  
 No

If Yes, please provide details:

Additional bins provided- currently allocation is 3 bins (1no refuse bin, recycle bin and 1 no garden waste bin).

This to be increased with 1 no extra refuse bin and 1 no recycle bin making total 5 no standard wheel bins. However since new ownership of this HMO the tenants are encourage to recycle more and more. This additional refuse bin may not be required however I have included this for the planning purpose.

## Trade Effluent

Does the proposal involve the need to dispose of trade effluents or trade waste?

- Yes  
 No

## Residential/Dwelling Units

Does your proposal include the gain, loss or change of use of residential units?

- Yes  
 No

## All Types of Development: Non-Residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace?

Note that 'non-residential' in this context covers all uses except Use Class C3 Dwellinghouses.

- Yes  
 No



## Employment

Are there any existing employees on the site or will the proposed development increase or decrease the number of employees?

- Yes  
 No

## Hours of Opening

Are Hours of Opening relevant to this proposal?

- Yes  
 No

## Industrial or Commercial Processes and Machinery

Does this proposal involve the carrying out of industrial or commercial activities and processes?

- Yes  
 No

Is the proposal for a waste management development?

- Yes  
 No

## Hazardous Substances

Does the proposal involve the use or storage of Hazardous Substances?

- Yes  
 No

## 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

Date (must be pre-application submission)

23/05/2023

Details of the pre-application advice received

Updated dwgs and information included as advised

## 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

Mr

First Name

upul

Surname

akarawita

Declaration Date

24/08/2023

Declaration made

## Declaration

I/We hereby apply for Full 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

upul akarawita

Date

24/08/2023

Amendments Summary

Additional dwgs