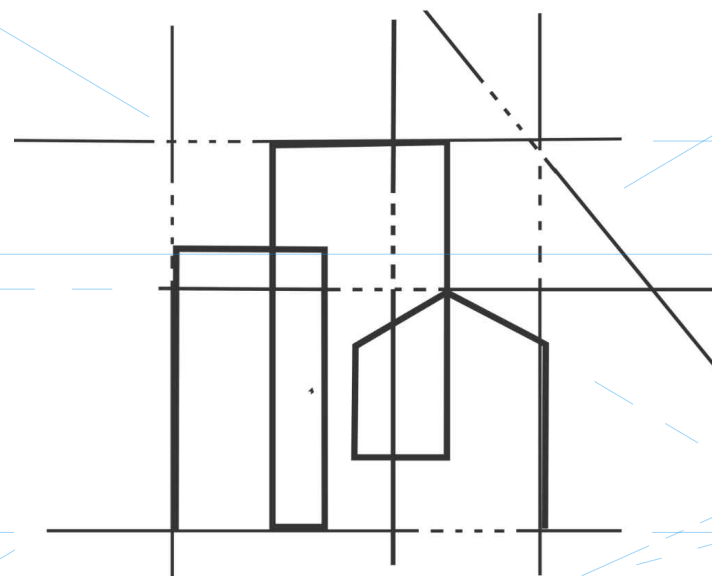
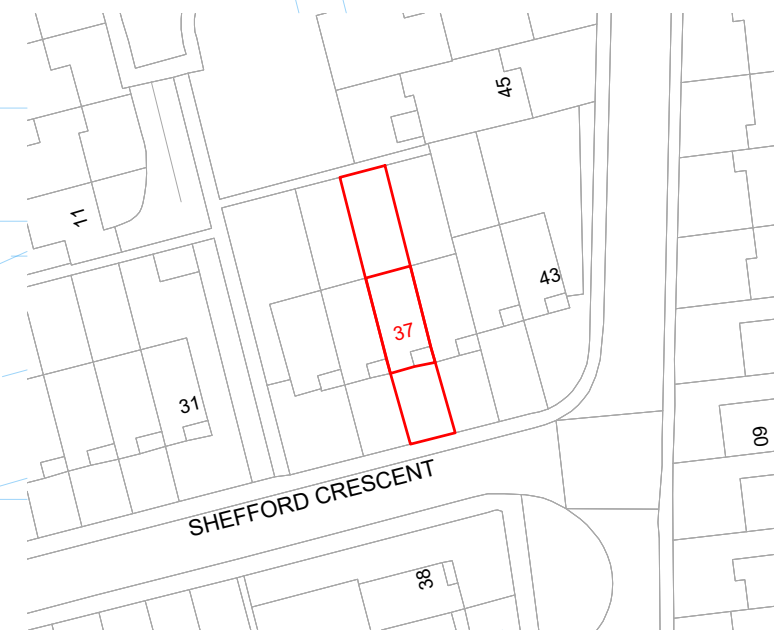


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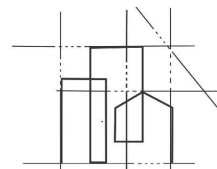


Architectural Design
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P R O J E C T

3 7 S H E F F O R D C R E S C E N T



Change Of Use Planning Statement

In Support of an Application for a Certificate of Lawfulness of Existing Use (CLEUD)
Property: 37 Shefford Crescent, Wokingham, RG40 1YP
Proposed Use: Established Use as a Small House in Multiple Occupation (Use Class C4)

1. Introduction

This Planning Statement supports an application for a **Certificate of Lawfulness of Existing Use or Development (CLEUD)** under Section 191 of the Town and Country Planning Act 1990 (as amended), confirming that the property at **37 Shefford Crescent, Wokingham, RG40 1YP** has been lawfully operating as a **small House in Multiple Occupation (HMO) for up to six residents (Use Class C4)** for a continuous period exceeding four years.

The application is submitted on the basis that the change of use has already occurred and that no enforcement action may now be taken due to the passage of time. The HMO use has been continuous, without interruption, and meets all legal and planning criteria under existing regulations.

2. Site and Context

The application property is a three-storey terrace dwelling located in a residential area of Wokingham. The property is within a sustainable location, close to public transport, local amenities, and employment opportunities.

3. Description of Use

The property has been continuously occupied as a **small HMO (Use Class C4)** since **January 2021 HMO use began**, with **no more than six unrelated individuals** in residence at any given time.

Key characteristics of the HMO use include:

- Occupation by unrelated individuals on individual tenancy agreements.
- Shared use of kitchen, bathroom, and communal living areas.
- No structural changes to the external appearance of the property.
- Compliance with fire safety and amenity standards under HMO licensing (where applicable).
- Ongoing management arrangements in place, including refuse, maintenance, and tenant oversight.

4. Evidence of Lawful Use

In support of this application, the following evidence is submitted to demonstrate that the HMO use is lawful and has been continuous for more than four years:

- **Tenancy Agreements** (spanning the previous four or more years)
 - **Council Tax Records** confirming multiple adult occupants
 - **Utility Bills** showing ongoing shared residential use
 - **Sworn Affidavit(s)** from the landlord and/or tenants confirming occupancy history
 - **Photographic Evidence** of internal layout and room use
 - **HMO Licensing Documentation**; the license was issued and property inspected.
- Although the HMO licence for the property was issued on 19th August 2022, the use of the property as a small House in Multiple Occupation (Use Class C4) commenced in January 2021, as evidenced by signed tenancy agreements and other supporting documentation. The delay in obtaining the HMO licence was due to administrative disruption and backlogs caused by the COVID-19 pandemic. Despite the timing of the licence, the use itself has been continuous and uninterrupted since January 2021, and therefore meets the criteria for lawful established use under the four-year rule.

This evidence confirms that the use began more than four years ago and has not been abandoned, intensified, or materially altered in such a way as to reset the lawful use period.

5. Planning Policy Considerations

This application is submitted in accordance with the Town and Country Planning Act 1990 (as amended) and the relevant supporting legislation. The key consideration in this case is not planning policy, but rather a matter of fact and law - specifically, whether the property has been used as a small House in Multiple Occupation (Use Class C4) for a continuous period of at least four years.

Wokingham Borough Council has not introduced an Article 4 Direction in this area to restrict permitted development rights for small HMOs. As such, the original change of use from a single dwelling (C3) to an HMO (C4) would have been permitted at the time it occurred. Now that the use has been ongoing and uninterrupted for over four years, we believe it is both reasonable and appropriate to confirm its lawful status through a Certificate of Lawfulness.

6. Conclusion

The property at 37 Shefford Crescent, Wokingham, RG40 1YP has been continuously occupied as a dwelling in Multiple Occupation (Use Class C4) for more than four years. The use has been consistent, and lawful, As such, it now benefits from immunity from enforcement under the four-year rule.

We therefore kindly request that Wokingham Borough Council grants a Certificate of Lawfulness of Existing Use or Development to formally recognise the established and lawful use of the property as a small HMO.

STAGE No : 3

STAGE TITLE : Planning

DRAWING SCALE : @ A 3

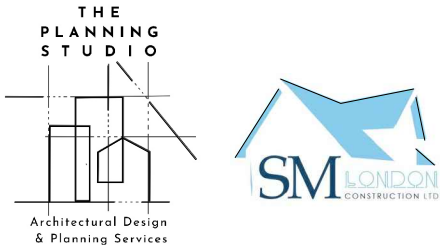
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DRAWING TITLE : Change Of Use Planning Statement

DATE : 2 0 2 5 . 0 7 . 2 4

PROJECT : 3 7 S h e f f o r d C r e s c e n t

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