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Manchester City Council
Planning Department
PO Box 532
Manchester M60 2LA

4th August 2026

Dear Sir/Madam,

Application for Lawful Development Certificate – Existing Small HMO - C4 Use
11 Naburn Street, Manchester M13 0FL

I enclose an application for a Lawful Development Certificate for an existing use of the above property as a class C4 Small House in Multiple Occupation (HMO).

The property has been continuously occupied by 3 unrelated individuals as a small HMO for over 10 years and the attached documents provide the evidence to demonstrate this fact. The documentary evidence attached is as follows:

- Summary of evidence and occupation
- Assured short-term tenancy agreements (AST) from 2015 - 2027
- Council Tax confirmation
- Relevant planning history – report on application ref 130273/NMC/2021

The AST records provide a complete annual record of occupation, extending back beyond the required 10 year period of continuity, with the exception of the year 2020 – 2021, when the property was kept vacant due to the Covid pandemic. The property was not used for any other purpose during this period, so there was no break in the use.

The Council Tax correspondence confirms the continuing occupation of 3 students since 2013.

The report on planning application 130273/NMC/2021 which was for an amendment to a condition of permission for extensions to the property, refers to the occupation being as a small HMO (class C4) in the issues section and is highlighted in yellow.

It is clear on a balance of probability, from the documentary evidence that the property has been occupied continuously as a small HMO with 3 occupiers over the last 10 years and therefore a Lawful Development Certificate should be issued for a C4 use.

Should you require any further information, please do not hesitate to contact me; otherwise I look forward to receiving the determination at your earliest convenience.

Yours sincerely

Stephen Lamb DipTP MRTPI
Planning Consultant