

Cheshire East Local Plan

# Report of Consultation: Houses in Multiple Occupation Supplementary Planning Document

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September 2021

Working for a **brighter future**  together



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# 1. Introduction

- 1.1 The Houses in Multiple Occupation Supplementary Planning Document (“HMO SPD”) builds upon existing development plan policies found in the Cheshire East Local Plan Strategy (adopted July 2017) and ‘saved’ policies within previous Local Plans . Guidance is provided for all parties involved in the planning application process, explaining how Cheshire East Council (‘the Council’) will assess planning applications involving the change of use of buildings to houses in multiple occupation (“HMOs”) across the Borough.
- 1.2 The initial Draft HMO SPD was published for six weeks consultation between the 26th October 2020 and 23 December 2020 and a report of consultation was prepared summarising the feedback that was received and how this influenced the final draft of the SPD.
- 1.3 The final draft of the Houses in Multiple Occupation SPD alongside a report of consultation prepared for the initial draft SPD, was consulted on from the 26 April to 7 June 2021.
- 1.4 This final report of consultation sets out how the consultation was carried out and addresses the feedback received, including the final changes to the SPD made in response.
- 1.5 Consultation has been carried out in accordance with the requirements of the Council’s Statement of Community Involvement (October 2020)

# 2. Consultation documents

- 2.1 Comments were invited on the final draft HMO SPD (March 2021) and accompanying report of consultation. A Strategic Environmental and Habitats Regulations Assessment Screening Assessment was also included as an appendix to the SPD.

# 3. Document availability

- 3.1 Electronic copies of the consultation documents were available on the Council’s consultation portal which could be accessed via the Council’s website throughout the consultation.
- 3.2 Printed copies of the consultation document were made available for inspection at public libraries in Cheshire East during opening hours.

## 4. Publicity and engagement

### Consultation notifications

- 4.1 Notification of the consultation was sent to all active stakeholders on the Council's local plan consultation database. This consisted of 458 printed letters and 2,524 emails sent on 26<sup>th</sup> April 2021. The stakeholders on the consultation database include residents of Cheshire East, landowners and developers, as well as planning consultants, businesses and organisations, including statutory consultees.
- 4.2 Letters and emails were also sent to all town and parish councils in Cheshire East, elected members and MPs.
- 4.3 Examples of notification emails and letters are included in Appendix 1.

### Other publicity

- 4.4 A number of pages on the Cheshire East Council website provided information and links to the consultation. These pages included:
  - The homepage (in the 'have your say' section): [www.cheshireeast.gov.uk](http://www.cheshireeast.gov.uk)
  - The Cheshire East Supplementary Planning Documents webpage: [https://www.cheshireeast.gov.uk/planning/spatial\\_planning/cheshire\\_east\\_local\\_plan/supplementary\\_plan\\_documents/supplementary\\_plan\\_documents.aspx](https://www.cheshireeast.gov.uk/planning/spatial_planning/cheshire_east_local_plan/supplementary_plan_documents/supplementary_plan_documents.aspx)
  - The Article 4 Directions page for Houses in Multiple Occupation in parts of Crewe: [www.cheshireeast.gov.uk/A4D](http://www.cheshireeast.gov.uk/A4D) referred to the SPD consultation;
  - The private sector housing/licencing webpage also included a link to the SPD consultation:  
[www.cheshireeast.gov.uk/housing/private\\_sector\\_housing/houses\\_in\\_multiple\\_occupation/houses\\_in\\_multiple\\_occupation.aspx](http://www.cheshireeast.gov.uk/housing/private_sector_housing/houses_in_multiple_occupation/houses_in_multiple_occupation.aspx)
- 4.5 Screenshots of webpages can be viewed at Appendix 2.
- 4.6 A press release was issued informing people of the consultation. A copy of the media release is included in Appendix 3.
- 4.7 An item relating to the consultation on the HMO SPD was also included in the Strategic Planning Update (May 2021) edition. The Strategic Planning Update is sent to all town and parish councils and Council Members in Cheshire East. A copy is also published on the Council's website and included in Appendix 4.

## 5. Submitting comments

5.1 Comments could be submitted in a number of ways:

- Using the online consultation portal, linked from the Council's website: [Cheshire East Council - Final Draft Houses in Multiple Occupation Supplementary Planning Document \(objective.co.uk\)](https://objective.co.uk/Cheshire-East-Council-Final-Draft-Houses-in-Multiple-Occupation-Supplementary-Planning-Document)
- By email to [planningpolicy@cheshireeast.gov.uk](mailto:planningpolicy@cheshireeast.gov.uk);
- By post to Strategic Planning (Westfields), C/O Municipal Buildings, Earle Street, Crewe CW1 2BJ.

5.2 Printed copies of consultation response forms were available for people to take away from public libraries during opening hours. The form could also be downloaded from the Council's website. A copy of the response form is shown in Appendix 5.

5.3 Information on how to submit comments was included on the consultation portal; in the foreword of the printed and PDF versions of the draft SPD; and on the printed comments form.

## 6. Representations received

6.1 In total, 14 comments were received from 11 parties. These comments can be viewed on the consultation portal at: [Cheshire East Council - Final Draft Houses in Multiple Occupation Supplementary Planning Document \(objective.co.uk\)](https://objective.co.uk/Cheshire-East-Council-Final-Draft-Houses-in-Multiple-Occupation-Supplementary-Planning-Document)

6.2 The comments received covered a range of topics and issues. The key matters brought out during the consultation can be summarised as follows:

- There should be no more HMOs in Crewe due to the impact upon local communities/ environment of the area;
- Issues of litter and car parking associated with HMOs
- Poor quality of HMO accommodation;
- Drafting error highlighted;
- Advice should be sought from the local authority conservation officer and from the appropriate archaeological staff where any heritage assets may be affected;
- All HMOs should require planning permission;
- Additional licencing controls should be introduced for HMOs accommodating less than 5 people;
- The progress of Article 4 Directions in Cheshire East will be monitored;
- Consideration should be given to fixing legacy imbalance issues/ scaling back existing HMOs in areas such as Crewe;

- Exceptions should not be applied as they will not satisfy the broader aims of the SPD;
- It should be made easier for a HMO to convert back to a dwelling where possible.

6.3 A full summary of the key issues raised alongside the Council's response and how the SPD has been amended as a result is set out in Appendix 6.

# Appendix 1: Example notification letters and emails



*Working for a brighter future together*

To: Town and Parish Councils

**Strategic Planning**  
Westfields, Middlewich Road  
Sandbach  
CW11 1HZ

Tel: 01270 685893 (please leave a message)  
Email: [planningpolicy@cheshireeast.gov.uk](mailto:planningpolicy@cheshireeast.gov.uk)

DATE: 26/04/2021      OUR REF: SPD

Dear Town or Parish Clerk,

**Cheshire East planning policy documents consultation.**

Cheshire East Council has published two planning policy-related documents for consultation:

**Final Draft Houses in Multiple Occupation Supplementary Planning Document ("HMO SPD")**

Consultation took place between 26th October 2020 and 23rd December 2020 on the initial Draft HMO SPD.

The Final Draft HMO SPD has been now been published alongside a Report of Consultation. The Report of Consultation sets out the responses received to the initial Draft HMO SPD and how they have been taken into account in the final version.

The HMO SPD provides guidance for all parties involved in the planning application process, explaining how Cheshire East Council will assess planning applications that involve the change of use (or extension) of buildings to HMOs across the Borough.

Representations are invited to be made about the Final Draft HMO SPD and the Report of Consultation between the 26 April 2021 and 5:00pm on 7 June 2021. Further information is available on the council's consultation portal:

<https://cheshireeast-consult.objective.co.uk/portal/planning/spd/>

**Draft Housing Supplementary Planning Document ("Housing SPD")**

The Draft Housing SPD has been published for consultation and provides further guidance on the implementation of policies in the Local Plan, including SC4 'residential mix', SC5 'affordable homes' and SC6 'rural exceptions housing for local needs' of the Local Plan Strategy. This is the first stage of consultation on the SPD which, once adopted, will be a material consideration in decision-taking.

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All other enquiries **0300 123 5500**

**[www.cheshireeast.gov.uk](http://www.cheshireeast.gov.uk)**

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The consultation will run from 26 April 2021 to 5:00pm on 7 June 2021. Further information is available on the council's website at:

<https://cheshireeast-consult.objective.co.uk/portal/planning/spd/>

We would be very grateful if your council is able to assist us in publicising these consultations; for example by posting a link on your website; including a short note in any parish newsletter or similar.

Please do not hesitate to contact the Strategic Planning Team using the details at the top of this letter should you require further information on any of these consultations.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'J Owens', with a stylized flourish at the end.

Jeremy Owens  
Development Planning Manager

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**From:** PLANNING POLICY (East)  
**Sent:** 26 April 2021 12:11  
**Subject:** [OFFICIAL] Cheshire East planning policy documents consultations

To whom it may concern,

You have received this email as you have previously responded to a local plan consultation or you have been asked to be kept informed of future local plan consultations. The council has published two planning policy-related documents for consultation:

**Final Draft Houses in Multiple Occupation Supplementary Planning Document ("HMO SPD")**

Consultation took place between 26th October 2020 and 23rd December 2020 on the initial Draft HMO SPD.

The Final Draft HMO SPD has been now been published alongside a Report of Consultation. The Report of Consultation sets out the responses received to the initial Draft HMO SPD and how they have been taken into account in the final version.

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The Draft Housing SPD has been published for consultation and provides further guidance on the implementation of policies in the Local Plan, including SC4 'residential mix', SC5 'affordable homes' and SC6 'rural exceptions housing for local needs' of the Local Plan Strategy. This is the first stage of consultation on the SPD which, once adopted, will be a material consideration in decision-taking.

The consultation will run from **26 April 2021 to 5:00pm on 7 June 2021**. Further information is available on the council's website at:

<https://cheshireeast-consult.objective.co.uk/portal/planning/spd/>

Please do not hesitate to contact the Strategic Planning Team at [planningpolicy@cheshireeast.gov.uk](mailto:planningpolicy@cheshireeast.gov.uk) or telephone 01270 685893 (please leave a message) should you require further information on any of these consultations.

Yours sincerely,

Jeremy Owens  
Development Planning Manager

[www.cheshireeast.gov.uk](http://www.cheshireeast.gov.uk)

## Appendix 2: Screen shots from the Council website

The screenshot displays the Cheshire East Council website. At the top, there is a green header with the council's logo, a search bar, and links for 'Listen and translate' and 'A to Z site index'. Below the header, a yellow banner highlights 'Coronavirus - COVID-19' with a sub-link 'Supporting you during the COVID-19 outbreak'.

A section titled 'I want to find...' features a grid of links to various council services, including 'Jobs at the Council', 'Payments to the Council', 'Bin and recycling', 'Planning and planning applications', 'Schools and education', 'Council and democracy', 'Library books to renew or reserve', 'Council Tax', 'Benefits entitlements', 'Business and Business Rates', 'Roads and pavements', 'Car parks and parking', 'Bus timetables and travel information', 'Care and support for children and adults', 'Housing', 'Leisure, culture and events', 'Births, marriages and deaths', 'Rangers and outdoor recreation', and 'Environment'.

The 'In Focus' section features a large orange banner for the 'Say hi! to the high street' campaign, with the text 'Say Hi! to the high street campaign launched' and 'People welcomed back safely to borough's retail offer'. To the right, the 'News' section lists several articles with dates, such as '26/06/2021 - Make sure you are ready to have your say on 6 May' and '26/06/2021 - Cheshire East Council working with the HSE to make sure bus routes are Covid-secure'.

The 'Have your say' section includes a 'Consultations' list with links to various planning documents and a 'Planning applications' section with a link to 'Comment on a current planning application'. A 'Contact' section provides links to 'Contact the council', 'Find your local councillor', and 'Sign up for news updates from Cheshire East Council'. A 'Social media' section displays icons for Twitter, Facebook, YouTube, and LinkedIn, along with a link to 'Other social media channels'.

The 'live well, Cheshire East' logo is prominently displayed, with a sub-link 'Live Well Cheshire East offers a range of services so you can find support, care and social activities for yourself or a loved one.' Below this, the 'Cheshire East Family Information Service' logo is shown, with a link to 'Cheshire East Family Information Service'.

At the bottom, a search bar asks 'Can't find what you're looking for?' and provides links to 'Try our Search', 'A to Z site index', and 'Pages on the Cheshire East website'. The footer contains links for 'Accessibility' and 'Privacy policy and cookies'.



## Coronavirus - COVID-19

[Supporting you during the COVID-19 outbreak](#)

[Home](#) / [Planning](#) / [Spatial planning](#) / [Cheshire East Local Plan](#) / [Supplementary Planning Documents](#)

## Supplementary planning documents

Supplementary planning documents add further detail to policies in the development plan and provide further guidance on specific topics or locations.

### Draft supplementary planning documents

The following SPDs are currently being prepared:

- **Houses in Multiple Occupation SPD** : representations are invited on the Final Draft Houses in Multiple Occupation SPD between Monday 26 April 2021 and 5pm on Monday 7 June 2021.
- **Housing SPD** : representations are invited on the Draft Housing SPD between Monday 26 April 2021 and 5pm on Monday 7 June 2021.

To submit your views and find out more information please visit our [consultation portal](#).

### Adopted supplementary planning documents

The following SPDs have been adopted. These are not part of the statutory development plan but may be material considerations when making planning decisions. Please note that those SPDs adopted by one of the former councils are relevant only to the area previously covered by the council that adopted them. The [map of former districts](#) shows the areas covered by each former council.

Supplementary planning document	Adopted	Adopting council
<a href="#">Brooks Lane (Middlewich) Development Framework (PDF, 8.0MB)</a> plus supporting documents: <a href="#">BLDF report of consultation (PDF, 1.2MB)</a> and <a href="#">BLDF adoption statement (PDF, 209KB)</a>	September 2020	Cheshire East Council
<a href="#">The Garden Village at Handforth (PDF, 73.1MB)</a> and <a href="#">supporting documents</a>	December 2018	Cheshire East Council
<a href="#">Cheshire East Borough Design Guide</a>	May 2017	Cheshire East Council
<a href="#">Over Peover SPD (PDF, 1.8MB)</a>	July 2011	Cheshire East Council
<a href="#">Prestbury SPD (PDF, 7.8MB)</a>	July 2011	Cheshire East Council
<a href="#">Alsager Town Centre Strategy (PDF, 5.2MB)</a>	October 2010	Cheshire East Council
<a href="#">Local List of Historic Buildings (PDF, 5.7MB)</a>	October 2010	Cheshire East Council
<a href="#">Smallwood Village Design Statement (PDF, 1.1MB)</a>	October 2010	Cheshire East Council
<a href="#">Congleton Princess Street Area Development Brief (PDF, 1.6MB)</a>	March 2009	Former Congleton Borough Council

#### In this section

[Design guide supplementary planning document](#) ➤

[Supplementary Planning Document for Bollington](#) ➤

[Supplementary Planning Documents](#)

#### Contact us

Local Plan matters only

[Email Local Plan Team](#)

01270 685893

All other planning enquiries (including planning application queries)

[Email Planning Department](#)

0300 123 5014

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OK



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## Supporting you during the COVID-19 outbreak

[Home / Planning / Spatial planning / Article 8 Directions - houses in multiple occupation](#)

In this section

## Introduction

Planning permission is not normally required to convert a dwelling into a house in multiple occupation (HMO) provided that the property accommodates no more than six unrelated individuals. Such changes of use are normally permitted development.

Local Planning Authorities can withdraw 'permitted development rights' through Article 4 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended). The effect of such a Direction is that planning permission is then needed for the withdrawn permitted development once the Direction comes into force.

## Article 4 Directions in areas of Crisis

On the 6 October 2020, three non-immediate Article 4 Directions were made covering areas of Crows. These cover the street around Nantylth Road, Hungerford Road and West Street. Copies of the Directions and maps of the areas affected can be viewed below:

- Article 4 Direction: Norwich Road, Crewe (PDF, 1.6MB)
- Map for Article 4 Direction: Norwich Road, Crewe (PDF, 1.3MB)
- Article 4 Direction: Hungerford Road, Crewe (PDF, 1.4MB)
- Map for Article 4 Direction: Hungerford Road, Crewe (PDF, 176KB)
- Article 4 Direction: West Street, Crewe (PDF, 1.5MB)
- Map for Article 4 Direction: West Street, Crewe (PDF, 558KB)

Why are the directions being introduced?

The majority of the Borough's WMD's are located within Crewe and these are concentrated around the Hanworth Road, Hangerford Road and West Street areas of the town.

The council's cabinet report and evidence base (Appendix 5) highlights a coincidence of environmental, economic and social issues within areas with high concentrations of HMO's – for example increased levels of fly-tipping. The Article 4 Directions will enable the council to better monitor and manage the growth of new HMO's within these areas via the planning application process.

### Constitution

We invited representation to be made on the making of the three Article 4 Directions between 10 October 2020 and 11 January 2021. All representations received have been considered and a decision has now been taken to confirm the three Directions by the Portfolio Holder for Planning which will bring them into effect on the 1 November 2021.

In the forthcoming weeks the statutory procedures necessary to confirm the Directions will be completed and notice will be given. This page will be updated in due course as the Directions are finalised.

Once the Directlink come into force on the 1 November 2021, the change of use of a dwellinghouse (C1) to a house in multiple occupation (C4) shall not be carried out in the Direction areas, unless planning permission is first granted for this change of use.

The Directions do not apply retrospectively. Any dwelling (use Class C3) in use as a small HMO (use Class C4) before the Directions take effect will not be affected. However, it would be in the interest of landlords and property owners to keep records to demonstrate that dwellings are used as HMOs before the Directions take effect. In the event that this is later queried.

If landlords and property owners require written confirmation that a dwelling is in current use as a HMO (Use Class C1) then the appropriate procedure for doing so would be to submit an application for a Lawful Development Certificate.

## Other planning policy documents

Alongside the Article 4 Directions cited above, the following documents are also in production:

- Final Draft: Hazardous Waste Site Remediation and Development Policy Disclosures (SADPD)** is the second part of the **Chemical Waste Local Plan** and includes draft policy HD04: **Houses in Multiple Occupation**. The Revised **Publications** **SADPD** was published for representations between 26 October 2020 and 26 April 2021. You can **comment** on the plan here: <https://www.warrington.gov.uk/consultation/chemical-waste-local-plan>
- Final Draft: Houses in Multiple Occupation Supplementary Planning Document**. This **SPD** will provide further guidance to all parties involved in the planning application process for Houses in Multiple Occupation. This has been published for representations between 26 April 2021 and 26 June 2021. You can find out more about this at our [supplementary planning documents](https://www.warrington.gov.uk/consultation/chemical-waste-local-plan) webpage.

If you have any queries, you can contact the Strategic Planning Team at [planningpolicy@chestreast.gov.uk](mailto:planningpolicy@chestreast.gov.uk) or by leaving a message on 01270 685893 and we will respond as soon as possible.

Article 4 Directions - issued in multiple occupations

Greenfield Register

Local Plan Public Notices

**Scientific planning update**

### Airport Planning

ADDG

### Chester Cat Local Plan

Planning Policy Documents  
Index and Price List

Research and Evidence

### Strategic Planning

Saved and Other Policies

## Rate this page

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## Final Draft Houses in Multiple Occupation Supplementary Planning Document

Consultation took place between 26<sup>th</sup> October 2020 and 23<sup>rd</sup> December 2020 on the initial Draft Houses in Multiple Occupation Supplementary Planning Document ("HMO SPD").

The Final Draft Houses in Multiple Occupation Supplementary Planning Document has been now been prepared alongside a Report of Consultation. The Report of Consultation sets out the responses received to the initial Draft HMO SPD and how they have been taken into account in the final version.

The SPD provides guidance for all parties involved in the planning application process, explaining how Cheshire East Council will assess planning applications that involve the change of use (or extension) of buildings to HMOs across the Borough.

Representations are invited on the Final Draft HMO SPD and the accompanying Report of Consultation between **Monday 26 April 2021** and **5pm on Monday 7 June 2021**.

### Consultation document

The draft SPD document and Report of Consultation is available to download on this consultation portal:

- Final Draft Houses in Multiple Occupation Supplementary Planning Document (PDF file)
- Report of Consultation (PDF file)

A screening exercise has been carried out to determine whether the Final Draft HMO SPD gives rise to the need for further Strategic Environmental Appraisal or Appropriate Assessment (under the Habitats Regulations). This screening concludes that further such assessment is not necessary. The screening report is also available for consultation and this is included at Appendix 1 of the SPD.

An Equalities Impact Assessment ("EIA") has also been published and this concludes that the Final Draft Houses in Multiple Occupation Supplementary Planning Document will not have a significant adverse impact on persons sharing any of the characteristics protected under the Equality Act 2010. Copies of published EIAs can be found on the Council's website.

For the duration of the consultation, the document can also be viewed at public libraries in Cheshire East. Opening hours may currently be restricted due to the coronavirus pandemic and you are advised to check the current libraries opening times on our website or telephone the 24-hour library information service on 0300 123 7739.

### Submit your views

To comment online using this consultation portal, please log-in or register and then click the 'Read and comment on document' button below. This is our preferred method of submitting responses, but you can also respond by email (to [planningpolicy@cheshireeast.gov.uk](mailto:planningpolicy@cheshireeast.gov.uk)) or in writing (to Strategic Planning Westfields, C/O Municipal Buildings, Earle Street, Crewe CW1 2BJ).

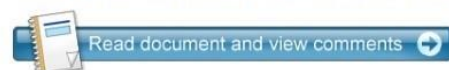
Alternatively, you can download this SPD comments form and return it by email or by post to the relevant address above.

Whichever method used, please make sure that your comments reach us by **5pm on Monday 7 June 2021**. We are not able to accept anonymous comments and you must provide us with your name and contact details. Your personal information will be processed in line with our Strategic Planning Privacy Notice and your name and comments will be published on this consultation portal.


### Further information

We have also published a formal Notice of Publication of the Final Draft Supplementary Planning Document.

For further information or for assistance in making comments, you can contact the Strategic Planning Team at [planningpolicy@cheshireeast.gov.uk](mailto:planningpolicy@cheshireeast.gov.uk) or by leaving a message on 01270 685893 and we will respond as soon as possible.



[Event Information](#)
[Supporting Documents](#)
[All Comments](#)

**Access:**  Login required

**Status:**

**Privacy:** If you take part: your name may be displayed, your answers may be displayed, your town/city will not be shown

**Description:** The SPD provides guidance for all parties involved in the planning application process, explaining how Cheshire East Council will assess planning applications that involve the change of use (or extension) of buildings to HMOs across the borough.

**Organisation:** Cheshire East Council

**Contact Name:** Strategic Planning Team

**Contact Email:** [planningpolicy@cheshireeast.gov.uk](mailto:planningpolicy@cheshireeast.gov.uk)

**Contact Telephone:** 01270 685893 (please leave a message)

**Other Contact Information:** Strategic Planning (Westfields) c/o Municipal Buildings Earle Street Crewe CW1 2BJ

**Subject:** Local development plans, Planning (town and country), Local development, Local Development Framework

## Appendix 3: Press release



### Coronavirus - COVID-19

Supporting you during the COVID-19 outbreak

[https://www.cheshireeast.gov.uk/council\\_and\\_democracy/council\\_information/coronavirus/coronavirus-covid-19.aspx](https://www.cheshireeast.gov.uk/council_and_democracy/council_information/coronavirus/coronavirus-covid-19.aspx)

[Home](#) / [Council and Democracy](#) / [Council Information](#) / [Media Hub](#) / [Media releases](#) /  
26/04/2021 - Council launches consultations on housing documents



## Council launches consultations on housing documents

26 April 2021

Cheshire East Council is inviting comments on two housing documents that would provide further guidance to developers and property owners and support the authority in deciding planning applications.

Firstly, a draft Housing Supplementary Planning Document (SPD) has been published for consultation.

If adopted, it will provide additional guidance on three policies within the [Local Plan Strategy \(/planning/spatial-planning/cheshire\\_east\\_local\\_plan/local-plan-strategy/local\\_plan\\_strategy.aspx\)](#), which sets out the overall vision and planning strategy for development in the borough.

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The policies refer to the 'residential mix' of developments, including making sure that supported housing and accommodation for the elderly is available, and the provision of affordable homes, including in rural areas.

Frank Jordan, Cheshire East Council's executive director for place, said: "An SPD is not part of our statutory development plan but it is a recognised way of putting in place additional planning guidance and should be taken into account in deciding a planning application or on an appeal against a planning decision."

Secondly, the final draft of the council's Houses in Multiple Occupation Supplementary Planning Document (HMO SPD) has also been published for representations, marking the next step towards the adoption of this document.

The document provides more detailed policy guidance and, if adopted, will be used to assess planning applications for HMOs.

It includes guidance on when planning permission is required and what information needs to be provided by applicants.

The final draft HMO SPD is accompanied by a report summarising the responses received during an earlier consultation and explains how they have been taken into account in preparing the final version.



Mr Jordan added: "Providing clear guidance up front about policy expectations should support developers and property owners when they are making relevant planning applications, as well as support the council in determining them.

"If adopted, these documents would be a key component of ensuring that local needs are met, and the right type of housing is delivered in the right place."

Comments on both documents

(/council\_and\_democracy/council\_information/consultations/consultations.aspx) are invited between 26 April 2021 and 5pm on 7 June 2021.

Feedback can also be posted to: Strategic planning (Westfields), C/O Municipal Buildings, Earle Street, Crewe CW1 2BJ.



# Appendix 4: Consultation response forms



## Cheshire East Local Plan

### Final Draft Houses in Multiple Occupation Supplementary Planning Document - Comments Form

Consultation took place between 26th October 2020 and 23rd December 2020 on the initial Draft Houses in Multiple Occupation Supplementary Planning Document ("HMO SPD"). The Final Draft HMO SPD has now been published and it provides guidance for all parties involved in the planning application process, explaining how Cheshire East Council will assess planning applications that involve the change of use (or extension) of buildings to HMOs across the Borough. The accompanying Report of Consultation sets out the responses received to the initial Draft HMO SPD and how they have been taken into account in the final version.

Representations are invited to be made about the Final Draft HMO SPD and the Report of Consultation between the **26 April 2021** and **5:00pm on 7 June 2021**.

#### Consultation documents

The consultation documents can be viewed online at

<https://cheshireeast-consult.objective.co.uk/portal/planning/spd/>

A screening exercise has been carried out to determine whether the draft document gives rise to the need for further Strategic Environmental Appraisal or Appropriate Assessment (under the Habitats Regulations). This screening concludes that further such assessment is not necessary. The screening report is also available for consultation and this is included at Appendix 1 of the HMO SPD.

For the duration of the consultation, the document can also be viewed at public libraries in Cheshire East during opening hours. Opening hours may be restricted due to Covid-19 and you are advised to check the current libraries opening times on the council's website or telephone the 24-hour library information service on 0300 123 7739. If you are unable to inspect copies of the documents during the representations period, please contact us using the details below to make alternative arrangements to inspect the documents.

#### Submit your views

The council's online consultation portal is our preferred method of submitting responses:

<https://cheshireeast-consult.objective.co.uk/portal/planning/spd/> but you can also submit responses or return this form by email or post to:

**By e-mail:** [planningpolicy@cheshireeast.gov.uk](mailto:planningpolicy@cheshireeast.gov.uk)

**By post:** Strategic Planning (Westfields), C/O Municipal Buildings, Earle Street, Crewe CW1 2BJ

Please make sure that your comments reach us by **5pm Monday 7 June 2021**. We are not able to accept anonymous comments and you must provide us with your name and contact details. Your personal data will be processed in line with our Spatial Planning Privacy Notice, which is available on the council's website.

For further assistance in making comments, you can contact the Strategic Planning Team at [planningpolicy@cheshireeast.gov.uk](mailto:planningpolicy@cheshireeast.gov.uk) or by leaving a message on 01270 685893 and we will respond as soon as possible.

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## Cheshire East Local Plan

### Draft Houses in Multiple Occupation Supplementary Planning Document - Comments Form

Please return to: Strategic Planning  
C/O Municipal Buildings, Earle Street, Crewe CW1 2BJ or by email to  
planningpolicy@cheshireeast.gov.uk

Please return by: Monday 7 June 2021

This comment form has two parts:

- Part A – Personal details.
- Part B – Your representation(s).

#### Comments Form Part A: Personal Details

	Personal Details*	Agent's Details (if applicable)
Title		
First Name		
Last Name		
Job Title (where relevant)		
Organisation (where relevant)		
Address Line 1		
Address Line 2		
Address Line 3		
Address Line 4		
Postcode		
Telephone Number		
Email Address (where relevant)		
Your Reference No. (if known)		

Please complete a separate Part B form for each comment that you would like to make. This response form provides enough space for four comments but please copy and attach further part B forms if required.

## Comment Form Part B: Final Draft Houses in Multiple Occupation SPD Comment Form

Name and  
Organisation:

Office Use Only:

PID:

RID:

**Q1. Which section of the document are you commenting on?**

Page / Chapter / Paragraph / Figure

(please delete as appropriate and state which): \_\_\_\_\_

**Q2. What is your overall view on this section? (please tick one box)**

☐ Support

☐ Object

☐ Comment only

**Q3. Please set out your comments or views on this section:**

# Appendix 5: Strategic Planning Update

  
(/Home.aspx)

## Coronavirus - COVID-19

Supporting you during the COVID-19 outbreak  
([https://www.cheshireeast.gov.uk/council\\_and\\_democracy/council\\_information/coronavirus/coronavirus-covid-19.aspx](https://www.cheshireeast.gov.uk/council_and_democracy/council_information/coronavirus/coronavirus-covid-19.aspx))

[Home](#) / [Planning](#) / [Spatial planning](#) / spatial planning update

## Strategic planning update

This page provides regular updates on planning policy matters affecting Cheshire East, including:

- progress on the council's Local Plan
- other research, guidance and projects carried out by the council's Strategic Planning Team, and
- neighbourhood planning activity taking place across the borough.

## May 2021 bulletin

The Strategic Planning Update is one of the ways that we aim to keep people in touch with planning policy matters affecting the borough.

Officers in the Strategic Planning Team continue to work from home. However, you can still get in touch with us about anything in this update. The best way is via email to [localplan@cheshireeast.gov.uk](mailto:localplan@cheshireeast.gov.uk); however, we will also pick up voicemail messages left on our general contact number (01270) 685893 and call you back.

Keyboard navigation: use the spacebar to display further information.

Site Allocations and Development Policies Document	▼
Crewe Hub Area Action Plan	▼
Housing supply	▼
Houses in multiple occupation and Article 4 Directions in Crewe	▼
Supplementary planning documents	▼

## Houses in multiple occupation

In parallel with progressing the Article 4 Directions, a SPD (Supplementary Planning Document) has also been prepared to provide further, more detailed guidance on the requirements that any new proposed HMO (house in multiple occupation) will need to meet, including managing the concentration of HMOs (houses in multiple occupation) within a particular area. Although particularly relevant to the three areas of Crewe proposed to be covered by Article 4 Directions, the SPD (Supplementary Planning Document) will apply borough-wide.

Following public consultation on the draft HMO (houses in multiple occupation) SPD (Supplementary Planning Document) between October and December last year and having considered feedback received about it, the SPD (Supplementary Planning Document) has now been finalised and published to allow any further representations to be made about it and its accompanying Report of Consultation, with a deadline of 5pm on Monday 7 June for receipt of views.

Details of the HMO (house in multiple occupation) SPD (Supplementary Planning Document) including how to respond is available on the Final Draft Houses in Multiple Occupation Supplementary Planning Document page ([https://cheshireeast-consult.objective.co.uk/portal/planning/spd/final\\_draft\\_hmo](https://cheshireeast-consult.objective.co.uk/portal/planning/spd/final_draft_hmo)) of the consultation portal.

## Appendix 6 Summary of key issues and response

Consultee Ref	Summary of key issues including where the comment relates	Response to issues raised	Changes required
HMO1 Mr A Colley	The problems with HMOs in Crewe have been recognised and these should be acted upon. There should be no more HMOs in Crewe due to the various social and environmental issues caused such as impact upon local communities, strain on services, litter and car parking. Accommodation standards for HMOs are poor.	<p>The issues raised with regards to the impact that HMOs have upon the social, economic and environmental quality of an area are acknowledged and noted. The SPD seeks to provide additional guidance when considering planning proposals for HMOs including avoiding concentrations and improve standards of accommodation.</p> <p>In addition to the HMO SPD, the Council has made 3 non-immediate Article 4 Directions for small HMOs in areas of Crewe which will come into effect on the 1 November 2021. This will allow the Council to consider proposals for new small HMOs in these areas which have high existing concentrations.</p>	None required.
HMO 2 Cycling UK	Supportive of guidance in relation to cycle parking	Noted	None required.
HMO 3 Cycling UK	Query if there is a drafting error and whether paragraph 5.30 should read ‘ "The store must be sensitively designed and sited so AS to NOT RESULT IN any loss of amenity to	Noted	The drafting error has been corrected in the SPD – see renumbered paragraph 4.29.



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	neighbouring residents or the wider streetscene.		
HMO 4 Historic England	No comments to make. Recommend that you seek advice from the local authority conservation officer and from the appropriate archaeological staff. They are best placed to provide information on the historic environment, advise on local historic environment issues and priorities, indicate how heritage assets may be affected and identify opportunities for securing wider benefits through the conservation and enhancement of the historic environment.	<p>The SPD provides additional guidance to assist in the assessment of planning applications for HMOs and builds upon existing policies in the development plan. .</p> <p>In the event that a proposal affects a heritage asset, planning applications will also be assessed against other policies in the development plan such as LPS policies SD 1 'Sustainable Development in Cheshire East', SD 2 'Sustainable Development Principles', SE 7 'The Historic Environment' and SADPD policy HER 3 'Conservation Areas'.</p>	The SPD text has been amended at paragraph 2.6 to clarify that the policies listed in the SPD is not an exhaustive list and that other policies may also be relevant such as those relating to Heritage Assets including Conservation Areas or Listed Buildings.
HMO 5 Natural England	No comments on the SPD. A SPD requires a Strategic Environmental Assessment only in exceptional circumstances as set out in Planning Practice Guidance. While SPDs are unlikely to give rise to likely significant effects on European Sites, they should be considered as a plan under the Habitats Regulations in the same way as any other plan or project. If	The SPD is accompanied by a Strategic Environmental Assessment and Habitats Regulations Assessment Screening Report which concludes that SEA/HRA is not required.	None required.

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	your SPD requires a Strategic Environmental Assessment or Habitats Regulation Assessment, you are required to consult us at certain stages.		
HMO 6 Sandbach Town Council	Final Draft HMO policy document is noted and its adoption and implementation welcomed.	Noted	None required.
HMO 7 Cllr Farrall	Whilst appreciating that national policy provides permitted development rights, if HMO SPD is produced then all HMOs should require planning permission.	<p>As the consultee highlights, most small HMOs (accommodating 6 or less unrelated individuals) do not require planning permission as they benefit from permitted development rights. It is possible to withdraw these rights through the use of Article 4 Directions but the withdrawal of such rights should be limited to situations where this is necessary to protect local amenity or the wellbeing of the area. Blanket directions are not encouraged.</p> <p>The Council has made 3 non-immediate Article 4 Directions for small HMOs in areas of Crewe and this was based on evidence of concentrations in these areas and various other environmental and social issues. These will come into effect on the 1 November 2021.</p> <p>The Council will continue to monitor the number and location of HMOs and may introduce further Article 4 Directions, or</p>	None required.



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		changes to any existing ones, if there is evidence to do so.	
HMO 8 Cllr Farrell	The threshold for HMO license requirement should be reduced from 5+ to include all HMOs to ensure CEC has data on all HMOs and can ensure they meet housing and fire safety standards etc	<p>Currently a licence is required for a HMO accommodating 5 or more people. Councils can extend the requirement for licencing, however this is a separate process to the preparation of this SPD.</p> <p>At its Cabinet meeting on the 3 December 2019, the Council considered the case for introducing a Selective Licencing scheme within Cheshire East and the Nantwich Road area of Crewe was identified as a priority area for intervention. The introduction of Selective Licencing in a particular area has the effect of necessitating the need for a licence for all private rented dwellings regardless of their size.</p> <p>It was agreed at that meeting that an action plan would be developed initially to coordinate current services and then determine if additional targeted interventions could have the potential to drive improvements in the proposed area.</p> <p>A further review would then be undertaken to consider progress of the action plan and the need for a Selective Licencing Scheme to be</p>	None required.

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		<p>introduced if it is apparent that existing measures alone are not sufficient to tackle the underlying problems within the area. Further information about this can be found on the Council's website:</p> <p><a href="http://modern.gov.cheshireeast.gov.uk/ecminutes/ieDecisionDetails.aspx?ID=2324">http://modern.gov.cheshireeast.gov.uk/ecminutes/ieDecisionDetails.aspx?ID=2324</a></p>	
HMO 9: The Environment Agency	No comment to make	Noted	None required.
HMO 10 Macclesfield Town Council	<p>It is disappointing that the Town Council's former comment regarding licensing was not addressed in the final document. Concern remains on the control of properties housing less than five people if a licence is not required.</p> <p>The following detail is welcomed and will assist the Planning Committee when considering HMO planning applications:</p> <ul style="list-style-type: none"> <li>• Reference to existing planning policies,</li> <li>• Internal layout and room sizes,</li> <li>• Waste disposal and storage,</li> </ul>	<p>Noted. The comments previously made by the Town Council to the initial draft HMO SPD relate to licencing requirements and these are matters that cannot be addressed through planning guidance.</p> <p>Currently a licence is required for a HMO accommodating 5 or more people. Councils can extend the requirement for licencing, however this is a separate process to the preparation of this SPD.</p> <p>At its Cabinet meeting on the 3 December 2019, the Council considered the case for introducing a Selective Licencing scheme within Cheshire East and the Nantwich Road</p>	None required.

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	<ul style="list-style-type: none"> <li>• Car parking,</li> <li>• Cycle parking facilities,</li> <li>• Residential amenity.</li> </ul> <p>The Town Council will monitor the progress of Article 4 Directions in Cheshire East in relation to HMOs.</p>	<p>area of Crewe was identified as a priority area for intervention.</p> <p>It was agreed at that meeting that an action plan would be developed initially to coordinate current services and then determine if additional targeted interventions could have the potential to drive improvements in the proposed area. The introduction of Selective Licencing in a particular area has the effect of necessitating the need for a licence for all private rented dwellings regardless of their size.</p> <p>A further review would then be undertaken to consider progress of the action plan and the need for a Selective Licencing Scheme to be introduced if it is apparent that existing measures alone are not sufficient to tackle the underlying problems within the area. Further information about this can be found on the Council's website:</p> <p><a href="http://moderngov.cheshireeast.gov.uk/ecminutes/ieDecisionDetails.aspx?ID=2324">http://moderngov.cheshireeast.gov.uk/ecminutes/ieDecisionDetails.aspx?ID=2324</a></p> <p>Most small HMOs (accommodating 6 or less unrelated individuals) do not require planning permission as they benefit from permitted development rights. It is possible to withdraw</p>	

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		<p>these rights through the use of Article 4 Directions but the withdrawal of such rights should be limited to situations where this is necessary to protect local amenity or the wellbeing of the area. Blanket directions are not encouraged.</p> <p>The Council has made 3 non-immediate Article 4 Directions for small HMOs in areas of Crewe based on evidence of concentrations in these areas and various other environmental and social issues. These will come into effect on the 1 November 2021.</p> <p>The Council will continue to monitor the number and location of HMOs and may introduce further Article 4 Directions, or changes to any existing ones, if there is evidence to do so.</p>	
HMO 11 Cllr C Naismith	<p>The council needs to consider not just how to prevent future over concentration of HMOs but also how to fix the legacy imbalance in places like Crewe.</p> <p>In a situation where there is only one or two houses in a row full of HMOs this should be considered a</p>	The comments are noted however the scope of a SPD is limited to providing additional guidance in the assessment of planning applications for HMOs once it is adopted. It cannot be applied to dwellings already in lawful HMO use unless a proposal is submitted to extend that property.	None required.

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	<p>policy challenge that needs to be addressed. Applying exceptions in this way will not satisfy the broader aims of this supplementary planning document.</p> <p>It should be made easier for existing HMOs to convert back to C3 where possible.</p>	<p>It is likely that a range of interventions may be needed to address issues surrounding HMOs, some of which will be outside the remit of planning legislation and guidance.</p> <p>In terms of exceptions, it is considered that the SPD provides an appropriate and proportionate approach – it may difficult to resist the conversion of the last dwelling to a HMO in the circumstances where all other properties within a group or row are already in HMO use. In such cases an applicant would be expected to demonstrate that they have made all reasonable attempts to sell or let the dwelling for C3 use</p>	
HMO 12 Cllr C Naismith	<p>On the whole this is a great document which will hopefully go some way towards addressing a real problem in Crewe of an over-concentration of HMOs.</p> <p>The Council should be looking not only to prevent future over-concentration of HMOs but also legacy issues in this area. Where there is a situation like the one</p>	<p>The comments are noted however the scope of a SPD is limited to providing additional planning guidance for the assessment of planning applications for HMOs once it is adopted. It cannot be applied to dwellings in lawful HMO use unless a proposal is submitted to extend that property.</p> <p>In terms of exceptions, each case will be considered on its own merits. Where an application proposes an exception, the</p>	None required.

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	described in this group of paragraphs, the council should be looking to find ways of scaling back the existing over-concentration of HMOs in a phased way rather than potentially furthering the problem by allowing remaining C3 properties to also convert. The council should look to proactively make it easier for HMOs to convert back to C3 where possible.	<p>applicant should submit a supporting statement with the planning application to demonstrate that there is no reasonable demand for the existing residential property as a continued Class C3 use. No reasonable demand would be demonstrated where the property has been advertised for a period of at least 12 months on the property market offered at a reasonable price (based on an assessment of the property market in the local area) or rental level to be verified in writing by a qualified person in a relevant profession such as an estate agent, and where there has been no reasonable commitment to purchase/rent the property.</p> <p>Planning permission is not needed to convert a small HMO back to a dwelling.</p>	
HMO 13 Homes England	No comments to make.	Noted	None required.
HMO 14 Poynton Town Council	The draft Supplementary Planning Document (SPD) for HMOs aims to provide more guidance on the criteria against which planning applications for houses in multiple occupation are considered. The draft SPD would also be a material consideration in the determination of those applications. HMOs are	Noted	None required.

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	<p>clearly a responsive and flexible part of the range of housing provision necessary to meet the needs of individuals and families within the Borough.</p> <p>A number of other local planning authorities have produced SPD documents for HMOs particularly in more urban areas.</p> <p>The draft SPD can be supported as a means of mitigating the most severe impacts of the high number of HMOs being located within particular areas of the Borough, notably Crewe town and Macclesfield town to a lesser extent.</p> <p>The absence of any registered HMOs in Poynton reflects the low numbers in the other northern towns of Cheshire East.</p> <p>The Town Council can support the aims of the draft SPD in recognising that HMOs have a role in providing a local housing offer in</p>		

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	<p>the larger towns of the Borough. In the correct location, housing of appropriate quality and good management is needed.</p> <p>There is also a need to protect the number of smaller family houses in the Borough. There is a need to spread the HMOs across the two principal towns of the Borough such that mixed communities can continue and high densities of HMOs in local areas are avoided.</p> <p>In assessing planning applications for HMOs, the Borough Council should seek to ensure that the change of use would not be detrimental to the amenity of residents/tenants of the HMO itself, the neighbouring properties or the overall residential amenity of the area.</p>		