

Planning Applications for Change of Use from C3 dwellinghouses to C4 or Sui Generis Houses in Multiple Occupation (HMO)

VALIDATION CHECKLIST

A new city-wide Article 4 Direction is now in force for the change of C3 to C4 use class. This means that all proposals for the change of use of dwellinghouses to HMOs of any size in the city will require a planning application to be submitted.

This type of application should be submitted in accordance with the requirements shown in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

Apply online now using the [Planning Portal](#)

The benefits of applying online include

- Immediate delivery and acknowledgement
- Savings on postage and printing costs
- Online help function when completing applications
- Online record of your applications
- Online payment

If you prefer, you can complete your application form online and submit supporting documents and fees by post, this could delay the validation of your application.

Please note: if the proposed HMO will accommodate five or more people then it may require a HMO licence. Further information about this can be viewed on the following webpage:

www.birmingham.gov.uk/hmo

National Application Requirements – Mandatory Information

Application Form <ul style="list-style-type: none">• Full Planning Permission	<input type="checkbox"/>
Certificates <ul style="list-style-type: none">• The completed ownership certificate (A, B, C or D) as appropriate (This now includes the Agricultural Holdings Certificate)<ul style="list-style-type: none">○ If ownership certificate B is completed, Notice 1 is required○ If ownership certificate C is completed, Notices 1 and 2 are required○ If ownership certificate D is completed, Notice 2 is required	<input type="checkbox"/>
Application Fee <p>You must provide the appropriate fee for the proposed development when the application is submitted, failure to submit the correct fee will result in the application being declared as invalid</p>	<input type="checkbox"/>

<p>Download the fees schedule for all English applications here</p>	
<p>Location Plan</p> <ul style="list-style-type: none"> • At a typical scale of 1:1250 or 1:2500 (Scale must be annotated on the plan) • Site must be outlined in red (A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site) • Show the direction of North 	<input type="checkbox"/>
<p>Site Plan (Only required if operational development is taking place)</p> <ul style="list-style-type: none"> • At a scale of 1:500 - 1:200 (the scale must be annotated on the plan) • Show the direction of North • Show the development in relation to adjoining properties 	<input type="checkbox"/>

Local Application Requirements

<p>Additional Plans and Drawings</p> <p>All at a scale of 1:50 1:100</p> <ul style="list-style-type: none"> • Elevations (if external alterations are proposed) – Existing and proposed full elevations showing all sides of the development even if they do not contain windows/door openings • Internal Layouts – Existing and proposed plans showing the proposed internal layout, including internal measurements for each room, whether bedrooms will be single or double, and any areas of reduced ceiling heights. 	<input type="checkbox"/>
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Monitoring

<p>Equalities Monitoring Form</p> <ul style="list-style-type: none"> • It would help us if you could complete our Equalities Monitoring Form so we can check there is a fair planning process for all. Monitoring is essential if we are to address the needs of all sections of the community. It will help us fulfil the Government’s aim to build sustainable and inclusive communities and to reduce social exclusion. 	<input type="checkbox"/>
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