

Policy H6 – HMO Concentration Calculation Procedure Note
(Amended 21 August 2019)

- The centre point of the 100m radius should be taken from the centre point of the front elevation of the application property. In the case of the erection of a new building it should be taken from the centre point of the front elevation of the proposed building. In other more obscure cases, please discuss with a manager to decide the most appropriate point.
- All HMOs / curtilages of HMOs that fall within the 100m radius circle (whether fully or partially) should be counted (and accordingly non HMO properties). The GIS tool only counts address points (the dots on the properties).
- For the purposes of the calculation, each flat in a block of flats is counted as one dwelling unit. Each HMO cluster (self-contained unit) within a student accommodation block is counted as one HMO unit.
- The calculation will be carried out by the case officer at application validation stage and the information published on the Council's website together with a copy of the 100m radius plan with a key and list of existing HMOs. The result is that the map and the calculation will be available for consultees and the public to see online from the point an application is valid.
- The Council's database includes all HMOs (regardless of whether they have planning permission). It is not possible to go through and verify the entire register and in any case, there will be many that were existing HMOs prior to the Article 4 Direction. However, any existing HMOs which are obviously unlawful within the 100m radius will not be included in the figure. New HMOs which are in the process of being built/ implemented within the 100m radius brought to the attention of the case officer through the site visit, public consultation or local knowledge will also be included in the figure as there is a strong likelihood of them coming forward imminently.