

Planning Statement

Application: Certificate of Lawful Development – Proposed Use

Property Address: [Insert Property Address]

Applicant: Sheraz Gull

1. Introduction

This Planning Statement accompanies an application for a Certificate of Lawful Development in respect of the proposed use of the property as a home-based administrative office for a private hire operator business.

The business has **not yet commenced** from the property. This application relates solely to the **proposed use** of the property.

2. Existing Use

The property is currently used solely as a private residential dwellinghouse.

There is currently no private hire operator business being operated from the property, and no commercial activities have commenced.

3. Proposed Use

The proposed use is limited to administrative office functions associated with operating a private hire business.

The activities carried out at the property will include:

- Receiving booking enquiries by telephone, email and social media.
- Managing customer bookings and schedules.
- Maintaining business records and accounts.
- General office administration.

All bookings will be managed remotely. No customers will visit the property, and no members of the public will attend the address.

The property will remain primarily a family home, with the business use being incidental to its residential use.

No repairs, servicing, vehicle storage, dispatching of drivers, waiting area or customer collection point will operate from the property.

No external alterations, extensions or business signage are proposed.

4. Hours of Operation

Administrative duties may be carried out daily.

Telephone calls, emails and online booking enquiries may be received between **7:00 am and 10:00 pm**, although office administration will generally take place during normal daytime hours.

The nature of the work is comparable to general home office working and will not generate additional noise or disturbance.

5. Employment and Staffing

The business will be operated solely by the applicant.

There are no employees, office staff or shift rotas.

No staff will work from or attend the property.

6. Site History

The property has historically been used as a private dwellinghouse.

There is no known planning history relating to commercial use of the property.

7. Business Background

The applicant intends to operate a small private hire operator business from home, carrying out only administrative functions.

The property will be used solely as a base for managing bookings and communications.

No face-to-face customer services will be provided from the address.

The scale of the business will remain small, with no material impact on neighbouring properties or the surrounding residential area.

8. Conclusion

The proposal is for a low-intensity home-based administrative business that is incidental to the continued residential use of the dwelling.

There will be no customer visits, no employees, no external alterations, no signage, no increase in traffic, and no adverse effect on residential amenity.

The applicant therefore respectfully requests that the proposed use be considered lawful and that the application be validated.