

Proposal: CERTIFICATE OF LAWFULNESS FOR CHANGE FROM RESIDENTIAL DWELLING (USE CLASS C3) TO ADULT RESPITE CARE HOME (USE CLASS C3 B) FOR A MAXIMUM OF 4 ADULTS WITH ADDITIONAL NEEDS REQUIRING SUPPORT.

Location: 2 Blackberry Grove Halewood Knowsley L26 7XQ

Thank you for the above application which was received on 30 September 2025. Unfortunately it has been found that your application is invalid for the following reason(s):

1. A planning statement is required and is to include the information below. Please submit.

A statement including the following:

o The number of staff at the premises (including their hours and rota system) and how they would operate.

Staffing Model – Maximum Capacity: 4 Residents

Service type: Supportive residential living & respite (non-nursing)

Care approach:

Residents are supported to live as independently as possible, including washing, bathing and dressing, with support, prompting and supervision from staff where required. No nursing care is provided.

Maximum staffing ratio when residents are present:

2 staff: 4 residents (1:2)

This ensures safe support, safeguarding, supervision, and person-centred care delivery.

Monday – Friday

Morning

07:00 – 10:00

1 Support Worker

Purpose: morning routines, preparation for day centre, prompting, supervision, safety checks

09:30 – 17:00

No residents in the property

(All residents attend the company-run day centre)

Property unoccupied by residents during these hours

Evening

17:00 – 22:00

1 Support Worker

Purpose: evening meals, personal care support, activities, supervision, independence support

Night

22:00 – 07:00

1 Sleeping Night Support Worker

On-site for safeguarding, emergencies, and responsive support

10:00 – 10:00 (Waking Night Role)

1 Waking Night Support Worker (22:00–10:00)

Provides overnight supervision and supports morning duties from 07:00–10:00

Saturday – Sunday

Daytime

07:00 – 19:00

1 Support Worker

10:00 – 22:00

1 Support Worker

When all 4 residents are present:

This provides 2 staff on duty simultaneously

#Ratio: 2 staff: 4 residents (1:2)

Night

22:00 – 07:00

1 Sleeping Night Support Worker

22:00 – 10:00

1 Waking Night Support Worker

Supports morning duties from 07:00–10:00

Staffing Principles Statement (Policy-Ready)

At full occupancy (maximum 4 residents), the service operates a staffing ratio of 2 staff members to 4 residents (1:2) when residents are present in the home.

Staffing levels are structured to ensure:

- *Safe supervision*
- *Safeguarding compliance*
- *Person-centred support*
- *Promotion of independence*
- *Safe management of personal care needs*
- *Emergency response capacity*
- *Night support includes both sleep-in and waking night provision to ensure continuous safety, monitoring, and responsiveness.*

o Whether there would be a manager present at the property, (and if so, their hours and duties).

The manager will be present in the home daily, between the hours of 7am-7pm and on call out of hours.

o Details of any social service planned visits.

Social service visits will be planned with the families of the residents and if they need to visit the property this will be arranged with them on a one-to-one basis

o Whether there would be any external changes to the building.

None

2. Please submit existing and proposed floor plans that demonstrates how the use will be operated. Please

annotate the plan advising of room names including any areas reserved for staff.

Please supply the missing item(s) on or before 1 March 2026, by e-mailing planning@knowsley.gov.uk

Your application will be held in abeyance until the above date.

Please note that the processing and consideration of this application will not commence until the missing item(s)

have been received.

- Please note staffing will be on ratio of 2 staff on site in the evenings even if only one service user is at the property.