



Houses in Multiple Occupation 'Exceptional Circumstances' Guidance Note

Adoption Statement

3 December 2024

The Houses in Multiple Occupation 'Exceptional Circumstances' Guidance Note (Guidance Note) was adopted by East Suffolk Council on 7 May 2024.

The Guidance Note addresses the implementation of Waveney Local Plan policy [WLP8.4 \(Conversion of Properties to Flats\)](#)¹. This policy requires the demonstration of exceptional circumstances in order for buildings to be converted to Houses in Multiple Occupation (HMO). The principal purpose of the Guidance Note is therefore to provide clarity as to the circumstances that could be deemed exceptional. The Guidance Note also sets out relevant information relating to licensing and building regulations.

Modifications were made to the Guidance Note to take account of internal and/or external representations made in relation to the document. The Consultation Statement sets out the Council's response to each consultation response alongside any changes made to the Guidance Note arising from the consultation responses.

The Guidance Note, Consultation Statement, other supporting documents and this Adoption Statement are available to view on the Council's website:

www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/supplementary-planning-documents/

Copies of the Guidance Note and Adoption Statement are also available to view at the Council's Customer Service Centres and in libraries across the former Waveney area (see the next page for details). Should you have any difficulties in accessing copies of the documents you can contact us on 01394 444557 or email planningpolicy@eastsuffolk.gov.uk and we will aim to assist you.

The Strategic Environmental Assessment Screening Opinion relating to the Guidance Note can also be requested by email or in hard copy by emailing or phoning the Planning Policy and Delivery Team on the contact details above.

1

<https://eastsuffolk.inconsult.uk/consult.ti/eastsuffolkwaveneylocalplan/viewCompoundDoc?docid=11491476&partid=11497652#11497652>

**View copies of the Guidance Note**

Visit www.eastsuffolk.gov.uk/supplementary-planning-documents to view all adoption documents. Alternatively, copies of the Guidance Note and Adoption Statement are available to view at the following locations.

East Suffolk Customer Service Centres

For opening times see

www.eastsuffolk.gov.uk/contact-us/customer-services

- Lowestoft Library, Clapham Road South, Lowestoft NR32 1DR (due to open in early 2025)

Libraries

For address and opening times see

www.suffolklibraries.co.uk/visit/locations-and-times

- Beccles library
- Bungay library
- Halesworth library
- Kessingland library
- Lowestoft library
- Oulton Broad library
- Southwold library