

Classification: Open	Decision Type: Key
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Report to:	Cabinet	Date: 30 June 2026
Subject:	Adoption of SPD13 - Houses in Multiple Occupation	
Report of	Leader of the Council	

1. Summary

- 1.1 This report details the outcomes of the draft Houses in Multiple Occupation Supplementary Planning Document (SPD13) consultation and seeks approval for the final SPD to be formally adopted.
- 1.2 Approval is also sought for the revocation of the existing SPD13 – Conversion of Buildings to Houses in Multiple Occupation, as this will be replaced by the new SPD13.

2. Recommendation(s)

- 2.1 That Cabinet:
- i) Note the responses to the public consultation and the proposed post-consultation revisions.
 - ii) Approves the revised SPD13 – Houses in Multiple Occupation as the final version to be adopted and published.
 - iii) Delegates authority to the Executive Director (Place) to make any minor, non-material editorial amendments to the SPD.
 - iv) Approves the revocation of the existing SPD13 – Conversion of Buildings to Houses in Multiple Occupation.

3. Reasons for recommendation(s)

- 3.1 SPD13 provides additional detail and guidance on the implementation of existing Development Plan policies that are used to determine proposals for Houses in Multiple Occupation. It provides guidance on some of the key issues to be considered in determining planning applications for Houses in Multiple Occupation, setting out comprehensive guidance on location requirements and design considerations for new HMOs.

3.2 The adoption of the document and revocation of the previous SPD13 would ensure that all relevant planning applications are considered against up-to-date policy guidance.

4. Alternative options considered and rejected

4.1 To not adopt the revised SPD13 – Houses in Multiple Occupation.

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5. Background

5.1 In December 2025, Cabinet members approved a draft of SPD13: Houses in Multiple Occupation for consultation purposes. The SPD provides additional detail and guidance on the implementation of existing Development Plan policies that are used to determine proposals for Houses in Multiple Occupation. It provides guidance on some of the key issues to be considered in determining planning applications for Houses in Multiple Occupation, setting out comprehensive guidance on location requirements and design considerations for new HMOs.

5.2 Consultation on the Draft SPD was undertaken over a six-week period running from 15th December 2025 to 26th January 2026. The submitted responses have been considered, and a small number of changes have been made to the SPD.

5.3 Approval is now sought to adopt the revised SPD13: Houses in Multiple Occupation (attached as Appendix 1) as a material consideration in the determination of planning applications.

6. Summary of the Consultation Findings

6.1 In accordance with the requirements of the Town and Country Planning (Local Planning) (England) Regulations 2012 and the Council's Statement of Community Involvement, consultation on the Draft SPD was undertaken over a six-week period running from 15th December 2025 to 26th January 2026.

6.2 Consultation involved making relevant material available for inspection on the Council's website, and available to view in the Town Hall and at Bury, Prestwich, Radcliffe and Ramsbottom libraries and at the Tottington Centre. Letters / emails were also sent to all contacts on the Council's Local Plan

consultation database. The consultation period was six-weeks, rather than the statutory minimum period of four-weeks, to allow for consultation taking place over the Christmas period.

6.3 The consultation generated a total of nine responses. These comments and the Council's response to them are set out in the Consultation Statement appended to this report (Appendix 2).

6.4 The consideration of these comments has led to the conclusion that SPD13 would benefit from a small number of changes prior to it being formally adopted. In particular:

- Added reference to policies for conservation areas and listed buildings.
- Higher floorspace requirements have been included for bedrooms where there is no separate communal lounge.
- Added reference to Secured by Design Guidance.
- Strengthened references to the requirement for management plans to include all external areas.
- References added to fire detection and alarm specifications being determined through fire risk assessment and licensing processes.
- Included reference to larger bedroom size requirements where no separate communal living room is provided in addition to a kitchen or kitchen-diner, as set out in the Council's Short HMO Guidance for Landlords.

6.5 Additional changes have been made to the SPD to remove reference to permitted development rights to convert from residential dwellings to C4 HMOs in order to avoid the SPD becoming out-of-date.

6.6 SPD13 – Houses in Multiple Occupation has been updated to incorporate these changes and is provided in Appendix 1.

7. Scope of the SPD

7.1 Whilst not a statutory development plan document, if adopted the SPD would be a material planning consideration in the determination of planning applications for HMOs. On adoption the SPD would not, however, be able to address issues in relation to existing HMOs. It cannot apply retrospectively. It would have no effect on any existing HMOs (unless planning applications are submitted for their alteration) and would not require landlords of existing HMOs to do anything.

7.2 It is also not possible to apply the SPD to applications for Lawful Development Certificates, including those submitted after the adoption of the SPD. If

adopted the SPD will, however, apply to planning applications for alterations and extensions to existing HMOs.

- 7.3 If adopted, the HMO SPD will have full weight as a material consideration in the determination of all planning applications for HMOs.

8. Conclusion

- 8.1 Members are requested to approve the proposed changes to SPD13 before agreeing to adopt it as a material planning consideration.

- 8.2 As the new SPD13 would replace the existing SPD13 – Conversions of Buildings to HMOs, if the decision is made to adopt the revised SPD13 – Houses in Multiple Occupation, Members are also requested to revoke the existing SPD13.

9. Links with the Corporate Priorities:

The Let's Do It Strategy sets out the Council's corporate priorities. This Supplementary Planning Document will support the Local element of the strategy: Ensuring future proposals for HMOs provide suitable living standards for future occupants and the potential for detrimental impacts on local communities is reduced will help to ensure sustainable communities and support community cohesion.

10. Equality Impact and Considerations:

- 10.1 A full Equality Impact Analysis has been completed. This identified different characteristics and circumstances which could be affected and impacted by this SPD. All impacts are identified as either neutral or positive with no outstanding equalities concerns or additional actions required at this stage.

11. Environmental Impact and Considerations:

- 11.1 The revised SPD is not expected to give rise to any significant environmental effects. The SPD seeks to ensure the effective and consistent implementation of existing adopted policies relating to planning applications for HMOs.

12. Assessment and Mitigation of Risk:

Risk / opportunity	Mitigation
The post consultation amendments are not accepted.	The amendments are a result of public consultation and having considered the responses received.
The final SPD is not approved.	A previous Cabinet report approved the draft SPD. The final SPD has been amended in response to comments received.

13. Procurement Implications

13.1 No impact from a Procurement perspective.

14. Legal Implications:

14.1 The statutory requirements for the preparation and adoption of Supplementary Planning Documents (SPDs) are set out in the Town and Country Planning (Local Planning) (England) Regulations 2012. This report sets out how these requirements have been followed in the preparation of SPD13 – Houses in Multiple Occupation, including the publication of the draft document for public consultation in accordance with Regulations 12 and 13.

14.2 Before adopting the SPD, Cabinet must consider the issues raised through the consultation and the extent to which the SPD has been amended in response to those representations. The Consultation Statement (Appendix 2) provides details of the representations received and the Council's response to them.

14.3 If adopted, SPD13 – Houses in Multiple Occupation will become a material consideration in the determination of relevant planning applications. The SPD provides additional guidance relating to existing Development Plan policies and must therefore be taken into account when determining planning applications for Houses in Multiple Occupation submitted after the date of adoption.

14.4 Adoption of the revised SPD will also require the formal revocation of the existing SPD13 – Conversion of Buildings to Houses in Multiple Occupation. Revocation may only occur through an equivalent adoption process and must be agreed by Cabinet.

14.5 Following adoption, the Council must publish an Adoption Statement, in accordance with Regulation 14 of the 2012 Regulations. The Adoption Statement must specify the date of adoption, any modifications made since publication of the draft SPD, and the time limits for any person aggrieved by the decision to apply for permission for judicial review.

14.6 The SPD and the Article 4 Direction are subject to separate statutory procedures. The SPD does not create, amend or remove any Article 4 Direction, nor does it affect permitted development rights. The SPD will only apply to proposals for Houses in Multiple Occupation where planning permission is required. Where permitted development rights continue to apply, such development remains outside the scope of the SPD. If adopted, the SPD will apply to all planning applications for HMOs.

15. Financial Implications:

15.1 There are no financial implications arising directly from the adoption of the HMO SPD. The SPD has been developed by Planning Services staff funded from existing approved budget allocations. The costs relating to the consultation process are also covered within existing approved budget allocations.

Appendices:

Appendix 1 – Supplementary Planning Document 13: Houses in Multiple Occupation

Appendix 2 – SPD13 Consultation Statement

Background papers:

[27 January 2026 Planning Control Committee](#) Item 7 report and accompanying background evidence document in relation to authorisation for the making of an Article 4 Direction.

Report to [Cabinet 3 December 2025](#) approving the Draft SPD 13 for consultation - Cabinet Item CA.85.

Please include a glossary of terms, abbreviations and acronyms used in this report.

Term	Meaning
HMO	House in Multiple Occupation
PfE	Places for Everyone
SPD	Supplementary Planning Document
UDP	Unitary Development Plan