

From: Nicola Spencer on behalf of Planning.Responses
Sent: 04 September 2026 12:17
To: Planning Scanning
Subject: FW: Planning Consultation on: BR/134/26/PL

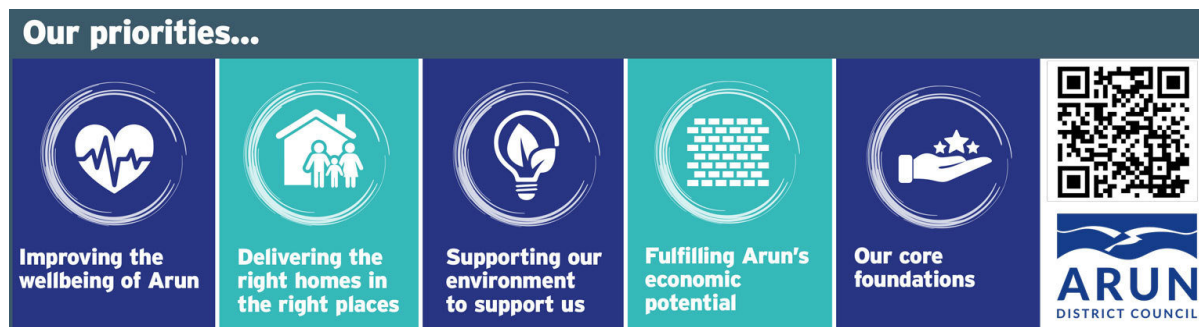
PL consultation Environmental Health response

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From: Christian Melgar <Christian.Melgar@arun.gov.uk> **On Behalf Of** HMOLicensing
Sent: 03 September 2026 15:57
To: Planning.Responses <Planning.Responses@arun.gov.uk>
Subject: RE: Planning Consultation on: BR/134/26/PL

Dear Planning

Please find comments from the HMO Team in regard to the proposed HMO under BR/134/26/PL. The comments below relate purely to the building and site and use as an HMO and does not make comment on any associated matters that could occur, for example, parking issues.

The HMO Team do not have any objection in principal to the proposal as long as the following matters are addressed and/or adhered to:

Bedroom 2 – The egress route for Bedroom 2 in the event of a fire is through the communal dining area which is a higher risk area and an “inner” room. The window to this room must therefore be a suitable escape window. Requirements for escape windows are detailed below.

Bedroom 3 – The egress route for Bedroom 2 in the event of a fire is through the communal dining area which is a higher risk area and an “inner” room. The window to this room must therefore be a suitable escape window. Requirements for escape windows are detailed below.

Bedroom 7 – The room does not have any windows that provide a suitable view - only a view of the sky is considered likely from the size and positioning of the proposed window. HHSRS operating guidance states that *“Windows should be large enough and at a level where occupiers are provided with a reasonable view of the surroundings, when in a seated position in the living areas of the dwelling... Views should be over at least six metres of space outside of the windows of one room, with a view of the landscape outside the building.”* A larger or lower positioned skylight/velux would allow for an additional viewing area. The window must be at least 1/5th of the floor area of the room and be openable to allow effective ventilation at any time, as well as effective ventilation during times when it is raining and the window cannot be opened fully as it would allow ingress of rainwater.

En-suite shower rooms – All shower rooms and bathrooms (whether shared or used by an individual), including en-suite shower rooms must be provided with a full-sized wash hand basin, i.e. cloakroom wash hand basins are not considered appropriate except for a compartment that contains a WC only. Bathrooms/shower rooms/en-suites must also provide a bath/shower, WC (unless an alternative is available), appropriate heating, mechanical extract ventilation to the outside air, appropriate splashbacks to basins and suitable floor covering (carpet is not considered suitable). Bathrooms, shower rooms and en-suites must provide a suitable amount of space so that occupants can dry themselves within the compartment and without the need to exit the compartment into the main bedroom area.

Requirements for escape windows - Any window provided for emergency escape purposes must have an unobstructed openable area that is at least 0.33m² and have a minimum 450mm height and 450mm width. The bottom of the openable area should not be more than 1,100mm above the floor. Escape windows can only be considered if satisfied that it would be safe to use them in an emergency. They should meet the following criteria:

- they serve rooms whose floor level is no more than 4.5m from the ground;
- every room served by the escape window has access to it without entering another habitable room with a lockable door (unless of a type that can be overridden from outside the room without the use of a key, tool or numerical code) and any tenancy agreement should ideally prohibit the fitting of alternative or additional locks. (This will usually be achievable in single household occupancies and most shared houses, but is unlikely in a bedsit-type HMO);
- occupiers are able-bodied individuals with no specific high-risk characteristics and who can reasonably be expected to exit via the window unaided;
- there is no basement well or other encumbrance beneath the window such as railings or a conservatory;
- the escape window is openable from the inside without the use of a removable key; and the ground below is level and free of obstructions; and
- the window or door should lead to a place of ultimate safety, clear of the building. However, if there is no practical way of avoiding escape into a courtyard or back garden from where there is no exit, it should be at least as deep as the building is high.

Occupancy - The property under the proposed plans is suitable for occupation by a maximum of eight (8) persons in a maximum of eight (8) households.

General:

1. The property must be suitably licensed under the Housing Act 2004. Issuing of a licence does not infer any acceptance/confirmation of Planning or Building Control approval, and vice versa;
2. The property must comply with Arun District Council's HMO Standards at all times and conform to minimum room sizes as specified in those Standards;
3. Appropriate fire precaution facilities and equipment must be provided of such type, number and location as are considered necessary for the number of occupants and mode of use of the accommodation, e.g. smoke and heat detection, fire doors, emergency call points, fire alarm control panel, etc., as required, including to the boiler room/compartments. Guidance on fire safety is contained in the LACORS guidance document – "Housing – Fire Safety, Guidance on fire safety precautions for certain types of existing housing". Note that additional items may be required as the property is three storeys;
4. The property must meet the requirements of the Housing Act 2004 and be free of Category 1 and significant Category 2 Hazards at all times;
5. The property must meet the requirements of The Licensing and Management of Houses in Multiple Occupation and other Houses (Miscellaneous Provisions) (England) Regulations 2006 (as amended);
6. The property must meet the requirements of any other associated Housing and/or Houses in Multiple Occupation legislation or regulations if applicable to the property;
7. An appropriate number of waste and recycling receptacles for household refuse must be provided for the number of occupants occupying the property;
8. The assessment at this time does not prevent the Council from taking future enforcement action in relation to any hazards identified now or at a future date, including once construction or conversion has taken place or with changes in legislation, guidance and standards at National and local level or items that may have been missed either at desk-top stage or during and after any inspections by Arun District Council's HMO or Private Sector Housing teams;
9. Items identified as needing addressing above but which are not suitably addressed may be subject to enforcement action;
10. No grant of Planning or Building Regulations is inferred or implied.

Kind regards

HMO Team
Private Sector Housing and Public Health
Arun District Council



Arun Additional HMO Licensing Scheme 2025

<http://www.arun.gov.uk/HMO>

HMOLicensing@arun.gov.uk

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In addition, personal safety of visiting officers is important to the Council, and we ask that you are respectful to them during inspections and visits whilst they undertake the functions of their job.

Verbal and physical abuse or threats will not be tolerated and footage obtained by body-worn devices may be used as evidence in any action taken against an individual or individuals.

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From: Planning.Responses <Planning.Responses@arun.gov.uk>

Sent: 05 August 2026 14:34

To: EHPlanningConsultations <EHPlanningConsultations@arun.gov.uk>

Subject: Planning Consultation on: BR/134/26/PL

To: **Environmental Health - Planning consultation**

NOTIFICATION FROM ARUN DISTRICT COUNCIL

Town & Country Planning Act 1990 (as amended)

Town and Country Planning (Development Management Procedure) (England) Order 2015

Planning Permission

Application No: BR/134/26/PL

Registered: 4th August 2026

Site Address: 21 Longford Road Bognor Regis PO21 1AB

Grid Reference: 493374 99515

Description of Works: Change of use from dwelling house (use class C3) to 8-bed, 8-person house in multiple occupation (Sui Generis) to include a rear extension and loft conversion. This application is in CIL Zone 4 (Zero Rated) as other development.

The Council have received the above application.

[Click here to view the application and documents](#) The website is updated once a day in the evening, so you may need to wait until the day after this notification to view the documents.

Should you have any comments to make, these should be sent by replying to this email by 4th September 2026 . You can also monitor the progress of this application through the Council web site:

<https://www.arun.gov.uk/planning-application-search>

The application will be determined having regard to the development plan policies (if any are relevant) and other material considerations. The development plan can be accessed via the website

<https://www.arun.gov.uk/development-plan> as can information on what comments we can consider

<https://www.arun.gov.uk/planning-application-comments>

Please be aware that any comments you may make will be available on our website so please do not insert personal details or signatures on your reply.

Should the application go to appeal the Planning Inspectorate will publish any comments made to the Council on their website: <https://acp.planninginspectorate.gov.uk/> but they will protect personal details.

In the absence of a reply within the period stated, I shall assume that you have no observations to make.

Yours sincerely

Hebe Smith

Planning Officer- Arun District Council

Telephone: 01903 737626

Email: hebe.smith@arun.gov.uk