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Arun District Council, Civic Centre, Maltravers Rd
Littlehampton, West Sussex, BN17 5LF
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Our priorities...

 Improving the wellbeing of Arun	 Delivering the right homes in the right places	 Supporting our environment to support us	 Fulfilling Arun's economic potential	 Our core foundations	 
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From: Daniel Carpenter <Daniel.Carpenter@arun.gov.uk>
Sent: 19 February 2026 10:10
To: Planning.Responses <Planning.Responses@arun.gov.uk>
Subject: Planning consultation on: BR/18/26/PL

Dear Planning,

Please see Private Sector Housing comments below. These comments are in relation to Houses in Multiple Occupation (HMOs) and have regard to the Housing Act 2004, The Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006, The Licensing of Houses in Multiple Occupation (Mandatory Conditions of Licences) (England) Regulations 2018, Arun District Council's HMO Standards, Housing Health and Safety Rating System (England) Regulations 2005 and LACoRS national fire safety guidance

Fire Safety

- Appropriate fire precaution facilities and equipment must be provided of such type, number and location as are considered necessary. 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”.
- The internal escape routes which includes all floors and landings should provide 30 minutes fire resistance, including any service cupboards and understairs areas, and 30-minute fire resisting and self-closing fire doors (FD30S) with an overhead self-closing device, intumescent strip, and/or smoke seals, three hinges, and internal thumb turn latches must be fitted to each bedroom and kitchen. Doors to any service cupboards and understairs areas must also be 30 minute fire-resisting and kept shut with a lock and appropriate signage.
- A mixed Grade A LD2 fire alarm system must be installed and maintained. Grade A detection comprises electrically operated smoke and heat detectors which are linked to a control panel. The control panel must conform to current BS 5839: Part 4 or equivalent and incorporate manual call points next to final exits and on each landing.

Grade A detection is required in the following areas:

- Throughout the escape route (smoke)
 - All bedrooms (smoke)
 - Kitchens (heat)
 - Any boiler/service rooms (smoke)
- A Fire blanket must be provided in the kitchen
 - Thumb turn latches must be fitted to the internal side of all final exit doors.

Escape windows

An escape window should only be installed if the following criteria can be met:

- 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;
- If it is necessary to pass through the escape route to reach the window, consideration should be had to the travel distance involved;
- Occupiers are able-bodied individuals 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 need for a key and the ground below is level and free of obstructions; and

- The window should lead to a place of ultimate safety. However, if this leads into a courtyard or back garden where there is no exit, it should be at least as deep as the building is high

Windows

- Opening limiters should be installed to all windows above the ground floor to prevent windows being opened more than 100mm. Opening limiters should not be key operated

Ventilation

- Kitchens and bathrooms/shower rooms/ensuites should have adequate mechanical extraction, regardless of any windows.

Emergency lighting

Emergency lighting will be required to the internal escape route due to the size of the building and length of the escape route. Emergency escape lighting must be designed to comply with BS 5266, and it will automatically illuminate upon the failure of the power supply to the conventional artificial lighting, when it must,

- Illuminate the escape route to assist the occupants to move easily to exits and a place of safety;
- Highlight any hazards such as stairs and changes in floor level or direction; and
- Enable easy identification of any fire alarm call points

Room Sizes

- Room sizes must meet national and local standards for houses in multiple occupation, including sufficient useable space, and any rooms which may have sloped ceilings under 1.5m(H) would be discounted in the room size total, normally found within bedrooms where roof extensions have been carried out. The minimum floor to ceiling height is 2.14m, except where part of the ceiling slopes and then it should be a minimum of 2.14m over an area of the floor not less than 50% of the area of the room, measured on a plane of 1.5m above the floor.
- The proposed plan identifies all bedrooms are large enough for double occupancy excluding Bedroom 4 (first floor) which falls just short of the minimum size at 10.00m² where the minimum size is 10.20m². This would allow for a total of 13 occupants.
- The proposed plan identifies the kitchen diner size is more than adequate for the total number of occupants allowed, the minimum being 23.5m² for 13 occupants.
- 13 occupants require the following kitchen facility provision –
 - 3 x sink and drainers OR 1 x dishwasher and 1 x sink and drainer

- 3 x cooking appliances (ovens with 4 x ring hob/burners and grill) OR 1 x combination type microwave oven AND 1 x cooking appliance (oven with 4 x ring hob/burners and grill)
- 7 x double sockets above worktop height
- 500mm minimum of worktop space to be provided per occupier, totalling 6.5m of usable worktop space.

Bathrooms

- Each ensuite and communal WC requires a wash hand Basin of a minimum of size of 560mm x 430mm without impacting on usable space
- Each ensuite must have enough space provided for a user to adequately clean, dry and change themselves

Licensing

- Any HMO that has five or more occupants will require a Mandatory HMO licence from the Council and the property must meet minimum standards.

General

- Must meet the requirements of the Housing Act 2004 and be free of Category 1 and significant Category 2 Hazards
- Must meet the requirements of any other associated Housing and/or Houses in Multiple Occupation legislation or regulations if applicable to the property/site

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 any construction or conversion has taken place or with changes in National and Local legislation, guidance or standards.

No grant of Planning or Building Regulations is inferred or implied.

Kind regards,

Private Sector Housing & Public Health

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Arun Additional HMO Licensing Scheme 2024

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

HMOLicensing@arun.gov.uk



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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