

Arun District Council, Civic Centre, Maltrovers Rd., Littlehampton, West Sussex, BN17 5LF
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From: Hannelie Smit [REDACTED]
Sent: 23 October 2021 09:30
To: Daun Johnson <Daun.Johnson@arun.gov.uk>
Subject: RE: 114 Victoria Drive, Bognor Regis, PO21 2EJ

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Mr Johnson

I am not asking for planning permission as the house has a Lawful Development Certificate.
(see attached).

I want to increase the residents from 23 to 24 on my HMO licence. The room sizes
throughout are in line with the all current legislation.

Mr Hill has been to do his inspection and is satisfied that the house complies to do that.

Regards

Hannelie Smit

From: Daun Johnson <Daun.Johnson@arun.gov.uk>

Sent: 16 August 2021 11:22

Subject: FW: 114 Victoria Drive, Bognor Regis, PO21 2EJ

Good morning,

Are you asking if you need planning permission? May I have the original planning application reference number?

Regards

Daun Johnson

Technical Support Assistant, Planning

T: 01903 737762

E: daunjohnson@arun.gov.uk



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From: Martin Hill <Martin.Hill@arun.gov.uk>

Sent: 16 August 2021 11:03

To: Planning <Planning@arun.gov.uk>; Bldg Con <bldg.con@arun.gov.uk>

Subject: FW: 114 Victoria Drive, Bognor Regis, PO21 2EJ

Good morning Teams

Please see below and attached from Ms Hannelie Smit, in respect of increasing the licensable number of persons at the above named property from 23 to 24.

I am shortly due to undertake a premises inspection in order to satisfy the original licence application and all being well, I will be looking to revised the current licence from 23 to 24 persons.

If you have any comments or concerns, please let me know.

Best regards

Martin

Martin Hill

Houses in Multiple Occupation Officer

Private Sector Housing & Public Health Team

T: 01903 737639

E: martin.hill@arun.gov.uk



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It is a criminal offence to operate a licensable HMO without a licence

Landlords must apply for a mandatory HMO licence if their property is occupied by five or more people in two or more households regardless of the number of storeys.

If you own/manage a house in multiple occupation subject to the new legislation and require more information please visit www.arun.gov.uk/hmo

If you suspect an HMO is operating without a licence, or are concerned about the standards of an HMO, please contact us.

Please note that during the continuing Coronavirus pandemic and with National and regional restrictions in place including working remotely there may be limited access to incoming mail, so if possible, please send all correspondence via e-mail. **Please also note that to protect staff and customers from unnecessary potential exposure to Covid-19 the team has suspended site visits and inspections at the current time except in urgent emergency situations (as assessed by the case officer) and these will only be undertaken where appropriate precautions are in place and social-distancing can be achieved.** Any inspections arranged may be subject to change or cancellation at short notice in line with any National, Regional or Council-specific guidelines and requirements or any newly imposed restrictions and Officers have the discretion to abort a visit if they consider that appropriate precautions are not in place or social distancing cannot be achieved.

From: Hannelie Smit [REDACTED]
Sent: 14 August 2021 22:54
To: Martin Hill <Martin.Hill@arun.gov.uk>
Subject: RE: 114 Victoria Drive

CAUTION: This email originated from outside of the organisation. You should take extra care when clicking links or opening attachments - if you are unsure the content is safe contact the IT Helpdesk before clicking or opening.

Dear Martin

Thanks for your email. Likewise, please accept my apologies for the delay in replying.

I am happy to proceed with the variation to my licence for one additional person, increasing the number from 23 to 24.

I have attached a sketch of the room footprint for the two rooms affected with dimensions as needed.

As shown in the sketch, the wall between rooms 5 and 6 has been partly moved to provide the required floor space for Room 5 to be changed from being a Single to a Double.

Room 6 remains as a Single.

Floor areas are now as follows:

Room 5:	10.31 m ²
Room 6:	9.79 m ²

I trust the information is adequate.

Please advise me regarding details for payment of your fee.

Many thanks.

Hannelie Smit

From: Martin Hill <Martin.Hill@arun.gov.uk>
Sent: 10 May 2021 16:10
To: Hannelie Smit [REDACTED]
Cc: Louise Crane <Louise.Crane@arun.gov.uk>
Subject: RE: 114 Victoria Drive

Good afternoon Hannelie

Please accept my sincere apologies for the delay in getting back to you.

I am keeping well thank you and fingers crossed Boris gives us some more encouraging news later! I hope you are keeping well too and looking forward to better times ahead soon 😊

Having spoken to my Manager, we could make a variation to your licence to account for the additional person. There would be an administration charge for doing this, which would cover the issuing of a revised licence. There would be no charge for inspection time because I have yet to undertake a formal inspection since your application for the original HMO licence for this property and so the changes can be observed in the one visit once restrictions ease further. I estimate that the administration of the revised licence documents and authorisation to issue should take no more than 2 hours. The Officer rate for this is currently £44.84 per hour and therefore, not more than £89.68.

Please let me know if you wish to proceed with this either in writing or by return of email and I will make the necessary review of the floor plans and adjust the licence to reflect the revised number of persons and households, providing the relevant floor spaces allow. If you do wish to proceed, it would be helpful if you could set out your email or letter in a way to show what changes from and to you wish to request and include revised floor plans to show the revised room sizes please.

Best regards

Martin

Martin Hill
Houses in Multiple Occupation Officer
Private Sector Housing & Public Health Team

T: 01903 737639
E: martin.hill@arun.gov.uk



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From: Hannelie Smit [REDACTED]
Sent: 28 April 2021 20:32
To: Martin Hill <Martin.Hill@arun.gov.uk>
Subject: 114 Victoria Drive

Dear Martin

Hope you are still keeping well and in good spirit in spite of the difficult last year!

I wanted to ask if I can change the number of people on my license from 23 to 24 as I moved a wall in one of the two 9.8m² single bedrooms to make it 10.20m² to qualify as a double room. There is such a demand for rooms that I felt it a good thing to do to accommodate one more person. The kitchen/dining area is still plenty big to allow another person and there is 8 bathrooms plus a single toilet for the 24 people.

Please let me know what else you need for this.

Many thanks

Hannelie Smit

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

DX 57406 Littlehampton

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