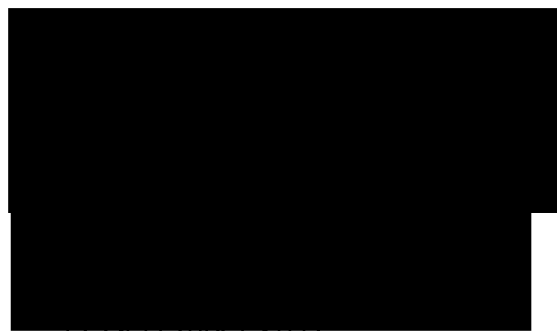


Miss K Panayiotou
35 Hoodcote Gardens
London
N21 2NG



Please ask for:
Helen Stevens
Private Sector Housing &
Public Health
Direct Line: (01903)737788

Our Ref: EH/HS/N15872/N15875

Dear Miss Panayiotou

Housing Act 2004

Housing Health and Safety Rating (England) Regulations 2005

Re: Housing issues at Flat 6, Bath House, The Steyne, Bognor Regis, West Sussex

Further to my visit, to your property on 6.11.2017, in order to carry out an assessment using the Housing Health and Safety Rating System (HHSRS) under the Housing Act 2004. This assessment was conducted in order to identify any Category 1 or Category 2 hazard(s) exist in the property. Category 1 and Category 2 hazards were identified. The Housing Act 2004 places a duty on a Local Housing Authority to take the appropriate enforcement action if a Category 1 hazard exists on any residential premises and confers power on a Local Housing Authority to take particular kinds of enforcement action in cases where they consider that a Category 2 hazard exists on residential premises.

This Department has now taken the decision to serve an Improvement Notice on you under Sections 11 and 12 of the Housing Act 2004.

In all cases the intended outcome is the elimination or the reduction to an acceptable level of the identified hazard(s). The Improvement Notice details what the hazards identified are, why this type of enforcement action has been chosen and what you are required to do to comply with the Notice.

You must ensure that any remedial actions, be they works or otherwise, comply with the requirements of the Notice and included Schedules and that they are completed by the required date(s). You will also be aware that Bath House is located in a Conservation Area and a listed building and you will need to ensure the necessary permissions are gained from the Council and other governing bodies when carrying out works to the property. Failure to comply with the Improvement Notice may result in additional formal action or legal proceedings being taken against you by the Council.

You should read the Notice document carefully including information contained within the attached notes and right of appeal.

Arun District Council, in accordance with their powers under Section 49 of the Housing Act 2004, makes such reasonable charges as they consider appropriate when formal Notice is served as a means of recovering administrative and other expenses incurred by them in undertaking the HHSRS, including all inspections and assessments. A "Demand for Payment of a Charge for Enforcement Action" is enclosed with this Notice and you should follow the instructions contained within the notes of the Demand for Payment

The Housing Act 2004 requires the Local Housing Authority to send a copy of the Notice to every other person who, to their knowledge has a relevant interest in the specified premises (such as freeholder, lessee or mortgage company), or is an occupier of the specified premises (i.e. tenant) and all relevant parties have been provided with a copy of this Notice.

You should also be aware that 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.

If you have any questions, require further information or help on this matter, or do not understand anything in this letter or the enclosed documentation, please do not hesitate to contact me on the above telephone number.

Yours Sincerely,



Enc. Improvement Notice Sections 11 & 12
Demand for payment Notice
WSFRS Fire Report
Floor Plan

Housing Act 2004

Section 11 and 12

IMPROVEMENT NOTICE

Dated: 14 December 2017

Reference: 15872/HS

To: MISS K PANAYIOTOU
At: 35 Hoodcote Gardens, London, N21 2NG

You are the person owning the residential premises known as 6 BATH HOUSE, 9 THE STEYNE, BOGNOR REGIS, PO21 1TX ("the premises")

Arun District Council are satisfied that due to the deficiencies detailed in Schedule 1 of this Notice category 1 and category 2 hazards described therein exist at the premises and that there are no interim or final management orders in existence and that the land has not been approved by the Council for re-development

The Council, having had regard to the guidance given by the Secretary of State under section 9 of the Housing Act 2004, are satisfied that the most satisfactory course of action in respect of the premises is the service of an improvement notice under sections 11 and 12 of the Act. Schedule 2 of this notice sets out the Council's statement of reasons why they consider service of an improvement notice as the most appropriate enforcement measure.

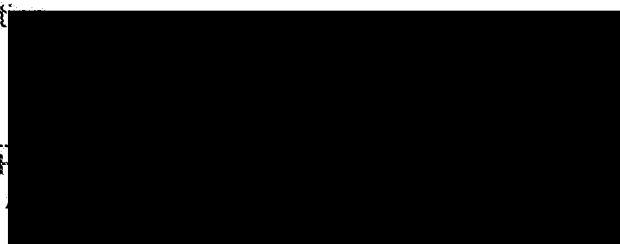
In the opinion of the Council the remedial actions specified in Schedule 3 to this notice are those remedial actions, whether in the form of carrying out works or otherwise, required for the Council to revoke the improvement notice.

This Notice becomes operable **21 days** from the date shown below, i.e. on 4th January 2018 and remedial actions specified within the Notice must be commenced after **28 days** from the Notice service date, i.e. any time after 11th January 2018; however the specified dates do not preclude you from initiating or conducting remedial actions before the expiry of this period.

All the remedial actions specified in this Notice **must** be completed by 17th May 2018, **having regard however to the individual completion dates specified within Schedule 3.**

Should you wish to appeal this Notice, you have **21 days** from the date shown below in which to do so, this being 4th January 2018. For details of appeal see the notes at the end of this Notice

Signed



K

Date

14 December 2017

SCHEDULE 1 – Deficiencies and Hazards

In the opinion of the Council, the following deficiencies at the premises contribute towards **category 1 hazards** under Section 11 of the Housing Act 2004:–

Deficiency	Hazard
1. The front door and associated wooden framework to the flat is rotten and in disrepair. 2. A majority of the external wooden window frames are rotten and in disrepair 3. The external flat sloping roof that houses the flat entrance stairwell is rotten, has failed flashing and is in disrepair allowing water to penetrate the flat. 4. The rendering to the external areas of the flat and main building has blown in areas allowing water to penetrate the flat. 5. The whole of the internal parts of the property are affected by significant damp and mould growth, with black and white mould spores to a majority of the walls and ceilings. There is evidence of wet rot throughout a number of rooms. The woodwork, kitchen, flooring, internal doors, plastering and masonry have all been effected by damp, mould and wet rot leaving the whole property in disrepair and uninhabitable due to the ingress of water over a number of years.	Damp and Mould Growth
6. The window in bedroom one has been boarded over due to its disrepair. 7. There is no whole house working central heating system. 8. The windows within the property are primarily single glazed. 9. The letter box is broken causing an uncontrollable draught to the flat. 10. There is a vent in disrepair in bedroom one	Excess Cold
11. There are no hand rails to the entrance stairwell.	Falls on the Stairs
12. There is no electricity supply to the property. 13. There is evidence of water around all electrical sockets and fittings within the property. 14. There are electrical wires protruding from the hallway wall, outside the bathroom, which have not been capped adequately. 15. There are insufficient plug sockets for the size of the property 16. The light fitting in the bathroom does not comply with current standards.	Electricity
17. The front door that provides access to communal hallway of flats seven and eight and rear access to this flat can only be opened from the inside with the use of a key. 18. The fire doors within the property do not comply with current regulations. 19. There is no heat detector. 20. There is no fire blanket.	Fire

21. The entrance pathway from the main road is uneven, in disrepair and has vegetation growing out of it. 22. There is a hole in the floor in bedroom two where a sump has been installed.	Falls on the level
---	--------------------

And

In the opinion of the Council, the following deficiencies at the premises contribute towards **category 2 hazards** under Section 12 of the Housing Act 2004:–

Deficiency	Hazard
23. There is no working external sensory lighting. 24. The flat is located in an area of high crime and is obviously empty with non-safety glass within the windows to the south facing wall, kitchen and bathroom.	Entry by Intruders
25. There is a lack of natural and artificial lighting to the property. 26. There is a lack of reasonable view from the windows within the property due to the properties location and position.	Lighting
27. There is no constant hot and cold water supply to the property. 28. There is no hygienically clean compartment for washing within the property. 29. The tap is missing from the wash hand basin in the bathroom. 30. There are no plugs and chains to the wash hand basin or bath. 31. There is no pipework in place for the provisions of a washing machine.	Personal Hygiene, Sanitation and Drainage
32. There are handles missing from the doors within the property. 33. The windows within the property cannot be opened	Position and Operability of Amenities
34. The pillar, to the right hand side, that forms part of the entrance providing access to the flat is in disrepair and is missing in part at ground level.	Structural Collapse and Falling Elements

SCHEDULE 2 – Reasons for Actions

The following statement of reasons explains why the Council considers the service of an Improvement Notice to be the most appropriate enforcement measure:–

Category 1 Hazards have been identified and therefore the Local Authority is under a duty to act on these items. and

Category 2 Hazards have been identified therefore the Local Authority has powers to take action on these items.

The Authority is satisfied that hazards exist at the above premises and that remedial action should be taken in respect of those hazards. In determining the most appropriate action, regard has been given to the following:

- The consideration that the hazard(s) pose a sufficient danger to current and potential tenants and visitors and that by ignoring them some harm could occur to them within the next twelve months;
- Views of the Occupier(s);
- Impact the course of action would have on the local environment;
- Consideration of Listed Building status (if applicable)

It is considered that the service of an **Improvement Notice** is the most appropriate action to deal with the significant Category 1 and Category 2 Hazards identified in the premises within a reasonable period of time. This property is currently uninhabitable and has remained unoccupied for many years. The property is in very poor condition due to the water presence internally and the specialist works required installing a tanking system to the basement flat. The whole property has suffered significant mould growth and possible wet rot due to the years it has been left in its current condition and will only deteriorate further over the next 12 months if left. The property has no whole house heating system, electricity supply or water supply. There is no functional kitchen, W/C or bathroom due to the disrepair the facilities have sustained from the presence of damp. There are also concerns with regards to the fire detection system within this flat and the safe escape route from the property in the event of a fire within this flat or other located within the block.

The significant nature of the hazards and the risks they pose to potential occupiers and visitors to the property would not warrant the service of a **Hazard Awareness Notice**. This is because advising the person responsible of the existence of Hazards and not requiring remedial action is not considered appropriate, given the significant hazard(s) and associated risk(s).

It is considered that remedial action can be taken in this case and it is reasonable to require work to be carried out. Therefore the making of a **Prohibition Order** is not considered appropriate in this case.

There are no good reasons known to the authority that would warrant considering service of a **Suspended Improvement Notice** or **Suspended Prohibition Order** for a period of time.

The high values of property in the Arun district and the demand on available units of accommodation within the area would deem that **demolition** or **clearance** is not the most appropriate course of action.

Decision

The decision is to serve an Improvement Notice, which is considered to be the most effective and appropriate course of action to deal with the hazards identified in the premises.

SCHEDULE 3 – Remedial Actions

To comply with this Notice it is the Council's opinion that the following remedial actions, whether works or otherwise, are required and must be undertaken between the operable date (4th January 2018) and the individual completion date(s) shown below. **All** the remedial actions specified in this Notice **must** however be completed by 17th May 2018 . The specified operable date of the Notice (above) does not preclude you from initiating or conducting remedial actions before the operable date of the Notice.

Category 1 Hazards

1. Replace the main front door and associated woodwork that provides an entrance to the flat. Ensure the door is suitable for external use and has the associated brush strips and furniture to leave the area watertight.
2. Repair or replace the window frames to the flat that are rotten and disrepair. Ensure any replacement frames are suitable for external use and fitted to leave the area watertight.
3. Repair or replace the external flat sloping roof that is rotten and in disrepair. Ensure any materials used are suitable for external use and the area is sealed adequately to prevent any further water ingress.
4. Carry out remedial works to the external parts of the building where the rendering has perished or cracked. Replace the removed render with suitable materials to match in with existing masonry.
5. Ensure all areas of the property that have been affected by damp and mould growth, but are structurally sound, to be thoroughly dried out and any remedial works are undertaken to make the area good.
6. Repair or replace all the windows within the property that are missing or in disrepair. Any replacements should be double glazed units that can be opened and closed with ease in order to increase the thermal efficiency of the property.
7. Provide a permanent, fixed, controllable and programmable space heating (either gas central heating or electric night storage heaters supplied by an off-peak electric supply with an on-peak override function, or suitable alternative) capable of reaching and maintaining +21°C in living/dining rooms and bathrooms and +18°C in bedrooms, kitchens and hallways when the external temperature is -1°C must be provided. The heating provided must be adequate for the size of room and dwelling. The heating must be provided with controls that allow the occupant(s) to regulate the temperature within each individual room.

The output of the heater must reflect the thermal characteristics of the accommodation which will include the method of construction, heat losses through walls and volume of the room. Electric heating must be connected to the electrical supply via a dedicated fused spur (and not just plug-in).

In May 2012 decision by the Upper Tribunal (Lands Chamber) concluded that when considering heating within properties landlords should have consideration of the cost to the occupant(s) in running that heating system and that the cost of using the system is not excessive. The Council may require that inappropriate heating or heating which costs significantly more than the average for the type of property is changed to comply with the Lands Tribunal findings.

Heating of appropriate output is required in the following rooms/areas:

- a. Kitchen;
 - b. Hallway;
 - c. Lounge;
 - d. Both bedrooms;
 - e. Bathroom.
8. Replace the glazing in the windows that are single glazed to increase the thermal efficiency of the property. Due to the locations of some of the windows replacement glass should be toughed.
 9. Replace the letter box.
 10. Replace or remove the damaged vent in bedroom one and make good the area to mitigate the uncontrollable draught.
 11. Provide handrails to the flight of stairs running from the main entrance to the lounge. The handrail should be easily grasped and positioned between 900mm and 1000mm above the pitch line of the stairs.
 - 12-15. Supply to Arun District Council a current i.e. less than 12 months old Electrical Installation Condition Report for the whole of the electrical installation in the building by a contractor who is a member of an approved self-certification scheme (i.e. NAPIT or NICEIC).
NB. The assessment shall include the provision of sockets to ensure that it is adequate as there are a number of extension leads in use throughout the letting rooms. Carry out all work listed in the report referred to above to rectify any defects requiring either "Urgent" attention (Code 1 defects) or "Improvement" (Code 2 defects) within 3 months from the date of this report.
 16. Provide a suitable IP rated light fitting to the bathroom.
 - 17-20. Please refer to separate enclosed fire report.
 21. Carry out works to the entrance footpath, ensure all vegetation is removed and a clean, clear and level surface is left.
 22. Carry out works to the floor in bedroom two to leave a level surface.

The required remedial action(s) stated above must be, including the provision of all the acceptable certificates and/or reports (e.g. Electrical, Gas Safety, FENSA), completed by: 17th May 2018

Category 2 Hazards

23. Install external sensory lighting to the front entrance of the flat, ensuring that the pathways that provide access to the main entrance are adequately illuminated to enable any user to identify any obstructions and steps or projecting thresholds. Switches or controls for the lighting should be sited for ease of use within the flat.
24. Provide toughened glass to the windows within the flat that are located at floor level to mitigate the risk of persons attempting unauthorised access to the property.
- 25-26. Provide a minimum of 10% of the floor space within the habitable rooms of natural lighting. Ensure any artificial lighting is also adequate for size of the room.
27. Provide a constant hot and cold water supply to the property.
- 28-30. Provide a hygienically clean compartment which must include the provision for a WC, bath and/or shower and a wash hand basin. Suitable taps, plugs and chains should be provided where necessary that can be turned on and off with ease and provide a constant supply of hot and cold water. Ensure all splash back areas are provided with a suitable waterproof covering that is adequately sealed. Provide a floor covering that is suitable for the room and can be kept hygienically clean.
31. Provide suitable pipework for the provisions of a washing machine.
32. Replace the door handles that are missing.
33. Ensure all the windows within the property can be opened and closed with ease.
34. Carry out remedial works to the front entrance pillar that is in disrepair. Ensure suitable materials are used for external use.

The required remedial action(s) stated above must be, including the provision of all the acceptable certificates and/or reports (e.g. Electrical, Gas Safety, FENSA), completed by: 17th May 2018

Unless otherwise specified, materials used in the carrying out of specific remedial works must be of materials which have been tested, licensed, certified or approved by an independent third party (e.g. The British Standards Institution).

Where appropriate, the necessary applications must be made for Planning and Building Regulation and nothing in this Notice shall be taken as implying such approval.

Properly make good all remedial works, including internal decorative work disturbed during the carrying out of the specified works. All rubbish and spillage created from the carrying out of these specified works internally and externally, to be properly and thoroughly cleared and carted away.

Any new electrical installations must be inspected and tested as appropriate during and at the end of installation, before they are taken into service. This will verify that they are safe to use, maintain and alter and comply with BS7671:2008 and Part P of the Building Regulations where necessary.

Where the electrical installer is registered with a competent person self certification scheme, they must notify their works via their scheme, and provide the Council with a copy of the electrical installation test certificate together with a copy of the Part P building compliance certificate.

Where the electrical installer is qualified to carry out installation, inspection and testing but is **NOT** registered with a competent person scheme, they must notify the Building Control department before works commence, The electrical installer must complete the appropriate installation test certificate as required by BS7671:2008, and submit this to the Council.

You should also be aware that 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.

Housing Act 2004

The Housing Act 2004 requires the Local Authority to serve a copy of the notice on every other person who, to their knowledge —

(a) has a relevant interest in the specified premises (such as freeholder, lessee or mortgage company), or

(b) is an occupier of the specified premises, therefore:

This notice has also been served on the following:

- **Miss Maria Panayiotou of 19a Seymour Mews, Sawbridgeworth, CM21 0BD**

NOTES

Statutory references are to the Housing Act 2004.

Right of appeal

If you do not agree with this notice you may appeal against it to the First-tier Tribunal (Property Chamber) at Southern Residential Property First-Tier Tribunal, Havant Justice Centre, The Court House, Elmleigh Road, Havant, Hampshire PO9 2AL. Tel: 01243 779 394. Fax: 0870 7395 900. Email: rpsouthern@hmcts.gsi.gov.uk but you must do this within 21 days after this notice is served on you. A First-tier Tribunal (Property Chamber) may allow an appeal to be made to it after 21 days if it is satisfied that there is a good reason for the failure to appeal before the end of 21 days.

For example, you may appeal

- if you think that some other person who is an "owner" of the premises to which the notice relates should do the works or pay the whole or part of the cost of doing them. If you appeal on this ground you will have to serve a copy of your notice of appeal on the other person concerned.
- if you think that making a prohibition order under section 20 or 21 (which would prohibit use of all or part of the premises) or service of a hazard awareness notice under section 28 or 29 or the making of a demolition order under section 265 of the Housing Act 1985 (which would require the premises to be pulled down) is a more suitable course of action in respect of the premises. If you do so appeal, the court will have regard to the guidance given by the Secretary of State under section 9(2) of the Act.

Operation of notice

If there is not an appeal, the notice will become operative at the end of 21 days from the date it is served.

If there is an appeal and the First-tier Tribunal (Property Chamber) confirms the notice, it will not become operative until the period for appealing to the First-tier Tribunal (Property Chamber) expires without such an appeal being brought. If there is such a further appeal, the notice will not become operative until it is confirmed by the First-tier Tribunal (Property Chamber).

If you start an appeal to the First-tier Tribunal (Property Chamber) and then withdraw it, the notice will become operative on the day on which it would have become operative if the First-tier Tribunal (Property Chamber) had confirmed the notice on the day on which you withdrew the appeal.

Penalty

If you intentionally fail to comply with the notice you commit an offence punishable in the magistrates' court by a fine not exceeding level 5 on the standard scale.

Land charge

When the notice becomes operative it will be a local land charge on the premises to which it relates. This means that it will be recorded in the register of local land charges kept by the Council. This register is public and anyone may search for entries in it upon payment of a fee. Purchasers will normally search this register.

Copy of notice

Copies of this notice will have been served upon every person whom Council is aware has a relevant interest or is an occupier of the premises.

First-tier Tribunal (Property Chamber)

If you decide to appeal you will need to apply to the local First-tier Tribunal (Property Chamber) Service office. For the Southern area this is at:-

Southern Residential Property First-Tier Tribunal
Havant Justice Centre,
The Court House,
Elmleigh Road,
Havant
Hampshire
PO9 2AL
Tel: 01243 779 394
Fax: 0870 7395 900

Email: rpsouthern@hmcts.gsi.gov.uk The tribunal staff will show you how to word your request. You must put with your request a copy of this notice. You will also need an extra copy of your request for the Tribunal to send to the Council.

Advice

If you do not understand this notice or wish to know more about it, you should contact the Council. If you want independent advice about your rights and obligations, you should go to a Citizens' Advice Bureau, Housing Aid Centre, Law Centre or a solicitor. You may be able to obtain help with all or part of the cost of legal advice from a solicitor under the Legal Aid Scheme. If you do not know whether you could apply for Legal Aid you can see a solicitor who may be prepared to give you half-an-hour of legal advice for a small fee. If you want to know more about the works the Council require you to do, you may wish to consult a surveyor.

Address to which all communications should be sent

Private Sector Housing & Public Health
Arun District Council
3rd Floor, Civic Centre
Maltravers Road, Littlehampton,
West Sussex BN17 5LF

Housing Act 2004

Section 49

**DEMAND FOR PAYMENT OF A CHARGE FOR
ENFORCEMENT ACTION**

Dated: 14 December 2017

Reference: 15875 / HS

To: Miss K Panayiotou
of: 35 Hoodcote Gardens, London, N21 2NG

- 1) You are the person on whom an Improvement Notice under Section 11 or 12 has been served with respect to the property known as:

6 BATH HOUSE, 9 THE STEYNE, BOGNOR REGIS, PO21 1TX

- 2) Arun District Council, in accordance with their powers under Section 49 of the Housing Act 2004, have decided to make a charge for the action involved in serving the notice or making the order described in paragraph 1) above.
- 3) The Council therefore demand payment by you of £113.75 this being to cover the expenses the Council have incurred in determining whether to serve the notice, identifying any action to be specified in the notice and serving the Improvement Notice.
- 4) If no appeal is made under the underlying notice you will become liable to pay the Council the sum referred to in paragraph 3) above after twenty-one (21) days from the date of the service of this demand. An Invoice will be sent to you shortly under separate cover including full details of how payment should be made.
- 5) The sum, until paid in full to the Council, will be a charge on the premises or flat concerned. The charge takes effect after twenty-one (21) days from the service of this demand if no appeal is made.

Signed

Date: 14 December 2017

FIRE SAFETY REPORT

HOUSING ACT 2004 HOUSING HEALTH & SAFETY (ENGLAND) REGULATIONS 2005 REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Address:	Inspection Date:	Report Date:
Flats 6 (basement), 7 and 8 (rear of main building) Bath House The Steyne Bognor Regis West Sussex PO21 1TX	6 th November 2017	29 th November 2017
	WSFRS Consultation Date:	WSFRS Response Date:
	29 th November 2017	1 st December 2017

Property details: Three storey semi-detached converted block of three flats.

A mixed System conforming to Grade A: LD2 should be installed (see Notes at end for definitions)

MEANS OF ESCAPE

Staircase

- All walls and/or partitions forming the stairway enclosure, or separating each room/flat from each other and from common escape routes, are to have a fire resistance of not less than half an hour (30 minutes). Types of construction which meet the 30-minutes fire resistance standard are those tested to the relevant part of BS 476 or BS EN13501.
- A fire resisting self-closing door having an integrity of 30 minutes and incorporating intumescent strips and ambient temperature smoke seal (e.g. FD30S) and fitted in compliance with BS EN1154: 1997, to be provided as follows:

- Entrance to all flats off the common parts hallway/stairs.

Fire doors should be installed and maintained in accordance with BS 8214: 1990.

Fire Separation

- The floor/ceiling described as follows to have a minimum fire resistance of half an hour (30 minutes). Any which do not comply are to be brought up to that standard:

- Between the basement and Ground Floor; and
- Between Ground Floor and First Floor.

- Intumescent strips/ambient temperature smoke seals should not be fitted in door stops. The fitting to be around the door edge or frame on both vertical sides and across the top and bottom.
- All fire resisting doors to be hung using three (3) 100mm hinges, the material of which must

have a melting point of at least 800 degrees centigrade. In this respect plastic and aluminium are regarded as unsatisfactory.

6. Self-closing devices must be of a type that cannot be easily tampered with or removed from the door. The device must overcome the resistance of the latch from any distance that the door is closed from.
7. Dwelling entrance/room doors should not be self-locking and together with all common escape doors, be easily openable from the inside without the use of a key.
8. Any glazing in fire-resisting construction or doors must have a fire-resistance at least equal to that required for the construction and doors.
9. All fire-resisting glazing and methods of fixing should comply with the guidance contained in BS. PD6512: Part 3 and your attention is also drawn to BS.6262
10. All cupboards including their door(s) opening onto escape routes (including under stairs cupboards and electrical intake areas), are to have 30-minutes fire resistance/ be 30-minute fire resistance Fire Doors.

SAFETY LIGHTING

Mains Lighting

11. The stairway and other common escape routes to be provided with artificial lighting (to illuminate the everyday route) supplied from the mains with switches provided as follows:

- a. The Basement Floor Hallway; and
- b. The Ground Floor Hallway; and
- c. The stairwell from Ground Floor to First Floor; and
- d. The First Floor landing.

Emergency Lighting

12. In addition to the mains lighting, a system of emergency lighting, automatically operated from secondary batteries trickle-charged from the mains supply, is to be provided to illuminate the following areas in event of an emergency/fire:

- a. The Basement Floor Hallway; and
- b. The Ground Floor Hallway; and
- c. The stairwell from Ground Floor to First Floor; and
- d. The First Floor landing.

13. The system is to be of a non-maintained (NM/3) type in accordance with BS5266.
14. The system to be capable of maintaining the necessary level of illumination for not less than one hour immediately from the time of failure of the normal lighting.
15. Certificate confirming compliance with BS. 5266 to be completed by a suitably qualified engineer when the installation is complete and the certificate returned to this Authority.

OPTICAL-TYPE SMOKE DETECTORS

16. **Interlinked** (linked, mains-fed with integral battery back-up) Smoke Detectors/Sensors linked to (mains fed with integral battery back-up) heat detectors in each of the flats to be sited at the following locations (to protect the common escape route):

Common Areas:

- a. Common-parts hallway on the Ground Floor ; and
- b. The First Floor Landing.

17. **Non-Interlinked** (linked, mains-fed with integral battery back-up) Smoke Detectors/Sensors to be sited at the following locations (to protect each individual flat):

- a. In the main hallway/lobby of each individual flat.
- b. In the basement flat lounge.

HEAT DETECTORS

18. **Interlinked** mains-connected Heat Detectors/Sensors with integral battery back-up linked to (mains fed with integral battery back-up) smoke detectors in the common areas to be sited in the following locations (to alert the occupants of all flats):

- a. In the hallway/lobby of each individual flat.

19. Any fuse box and or mains switch controlling the power to the fire alarm system is to be sited where it can only be operated by an authorised person. Power for the system is to be taken from a fused spur off the landlord's supply.
20. The overall automatic detection and fire warning system to comply with Part 1 of BS.5839 and a certificate to this effect to be completed by the installer and returned to this Department.

PORTABLE FIRE FIGHTING EQUIPMENT

21. The following fire-fighting equipment complying with the current British Standard is to be provided and maintained readily available for use:

- a. A fire blanket to be sited in all kitchens.

22. Fire blanket containers to be positioned so as to allow the blanket to be withdrawn quickly and easily. In this respect the base of the container to be positioned not less than 1.5 metres from floor level. Fire Blankets shouldn't be located immediately above or behind the cooking facilities.

ADDITIONAL REQUIREMENTS AND/OR RECOMMENDATIONS

The above information is based on the layout and plan as per the attached drawing only. Any alterations or changes to the property or the properties occupation type may require additional alternative fire safety items.

WEST SUSSEX FIRE & RESCUE SERVICE (WSFRS)

Items with an asterisk ^{*R} denotes items required by WSFRS. Those with an asterisk ^{*f} denotes items recommended by WSFRS.

To comply with the Regulatory Reform (Fire Safety) Order 2005 the Responsible Person must carry out a fire risk assessment once the building is occupied. A full description of the Fire Safety Strategy for the premises, as built, should be passed to the Responsible Person on occupation to inform this process. This will normally form part of the Health and Safety file required by the Construction (Design and Management) Regulations 2015 and will also ensure compliance with Section 38 of the Building Regulations.

Your attention is drawn to the series of publications produced by the Department for Communities and Local Government (CLG), which provides information for the responsible person about the Fire Safety Order. These publications are available from the CLG website: www.gov.uk/workplace-fire-safety-your-responsibilities

Note:

Any letter box openings on flat entrance doors are to achieve the same fire resistant capability as the doors is self-i.e. 30 minute fire resistant. Any not meeting this standard will need to be replaced.

NOTES

FIRE RISK ASSESSMENT

A full fire risk assessment for common areas within the premises (and commercial areas) is required under the Regulatory Reform (Fire Safety) Order 2005. A copy of this must be provided to the Council upon completion of the fire warning and emergency lighting installation. This requirement is not enforced by the Local Authority as it comes under the enforcing control of West Sussex Fire & Rescue Service (WSFRS). WSFRS have been consulted regarding this premises and may therefore contact you to request this mandatory document.

FIRE WARNING SYSTEM

GRADE A	A fire detection and alarm system that is designed and installed in accordance with the recommendations of BS 5839: part 1 (2002), except clauses relating to alarm audibility, alarm warnings for the hearing impaired, standby supplies, manual call points and radio-linked systems, which are replaced by part 6. This comprises a system of electrically operated smoke and/or heat detectors which are linked to a control panel. The control panel must conform to current BS 5839: part 4 (or equivalent). In general the system must incorporate manual call points which should be located next to final exits, and, in larger multi-storey properties, on each landing. The alarm signal must achieve sound levels of not less than 65dB (A) in all accessible parts of the building and not less than 75dB (A) at all bed-heads when all doors are shut, to arouse sleeping persons.
Grade D	A system of one or more mains-powered smoke (or heat) alarms each with integral battery standby supply. These are designed to operate in the event of mains failure and therefore could be connected to the local lighting circuit rather than an independent circuit at the dwellings main distribution board. There is no control panel.
LD2 Coverage	A system incorporating detectors in all circulation spaces that form part of the escape routes from the flats and dwelling and in all rooms or areas that present a high fire risk to occupants i.e. risk rooms.

LD3 Coverage	A system incorporating detectors in circulation spaces that form part of the escape routes from the dwelling only.
---------------------	--

FIRE DOORS

FD30S door sets, if used, must be provided and installed in accordance with the manufactures instructions.

If any existing are suitable and require overhauling to bring them up to the required standard then an Overhaul is taken to mean:

- Check existing door frame to ensure that it is securely fixed and of sound construction, complete repair work / replacement as required to ensure integrity of door.
- Ensure door located is a fire door to FD30S full specification, incorporating intumescent fire seals and cold smoke seals fitted to either the door or door frame in accordance with manufactures instruction and BS 476 Part 31.1.
- The door is to be hung using suitably rated and securely fixed butt hinges, (3No. 100mm per door capable of resisting a temperature of 800°C), door latches and door /furniture must be fitted maintaining the integrity of the door.
- Suitable handles are to be provided to either side of the door. The latch must engage into the latch plate by a minimum of 12mm to ensure that the closing edge will not open, should the door deform under fire conditions. Where mortise locks / latches or cylinder latches are fitted, the cut out in the door should be the minimum necessary preventing the occurrence of any voids through which fire could penetrate. When the door is fitted within the frame the gap between the back edge, stile and head and the door frame must not exceed 4mm. All fire doors must be fitted with a suitable self closing device. To be effective the self closing device must be securely fixed and be capable of closing the door from any angle of opening and must be strong enough to overcome the resistance of any latch or sealing system used.
- Fire doors must be fitted in compliance with BS EN1154: 1997 and be fitted with appropriate intumescent strips and smoke seals in the door itself or door frame (but not the door stop).
- Fire doors should be installed and maintained in accordance with BS 8214: 1990.

EMERGENCY ESCAPE WINDOWS

Any window provided for emergency escape purposes should 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 used if they serve rooms whose floor level is no more than 4.5m from the ground and every room served by the escape window has access to it without entering another habitable room with a lockable door. The escape window must lead to a place of ultimate safety clear of the building. No basement well or other encumbrance beneath the window, such as railings or a conservatory, can be present.

FIRE BLANKETS

Fire blanket containers are to be positioned so as to allow the blanket to be withdrawn quickly and easily. In this respect the base of the container to be positioned not less than 1500mm from floor level. Unit must not be located over the cooker area.

ELECTRICS

All electrical installations must be inspected and tested as appropriate before, during and at the end of installation and before they are taken into service. This will verify that they are safe to use, maintain and alter and comply with **BS7671:2008 (+A1:2011)**(and any subsequent amendments) and **Part P** of the Building Regulations where necessary.

Certification of notifiable works under Part P of the Building Regulations:

Where the electrical installer is registered with a competent person self certification scheme, they must notify works via their scheme. They must also provide the Council with a copy of the electrical installation test certificate together with a copy of the Part P building compliance certificate.

Where the electrical installer is suitably qualified to carry out installation, inspection and testing but is **NOT** registered with a

competent person scheme, they **MUST** notify the Council's Building Control Department prior to commencement of any electrical work. The electrical installer must complete the appropriate installation test certificate(s) as required by BS7671:2008 (+A1:2011)(and any subsequent amendments) on completion and submit a copy to the Council.

Certification of non notifiable works under Part P of the Building Regulations:

Where the electrical installer is qualified to carry out installation, inspection and testing, they must issue the appropriate electrical installation test certificate(s) as required by BS7671:2008 (+A1:2011)(and any subsequent amendments) and submit a copy to the Council on completion.

IMPORTANT NOTE

It remains the responsibility of the property owner / landlord to ensure that contractors employed comply with the above requirements.

Approved competent persons can be checked via www.competentperson.co.uk if required.

GENERAL NOTE

The Council do not accept liability in respect of the design for the fire warning and emergency lighting system required. In this regard this document is not to be taken as a design document or specification for a suitably designed fire warning/emergency lighting system for the premises. Owners or responsible persons are advised to consult a specialist fire warning installation and emergency lighting engineer in order to ensure conformity to the required standard.

It remains the responsibility of the responsible person for the property to ensure that the fire warning and emergency lighting system installed is appropriate for the construction and layout of the premises and that it meets the current standards required and any Fire and Rescue Service requirements.

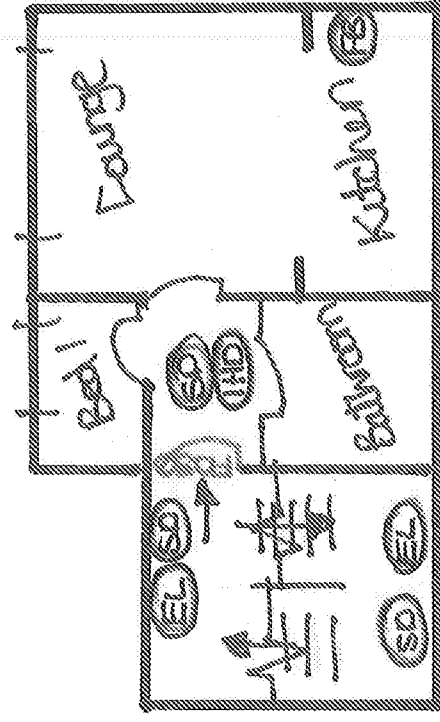
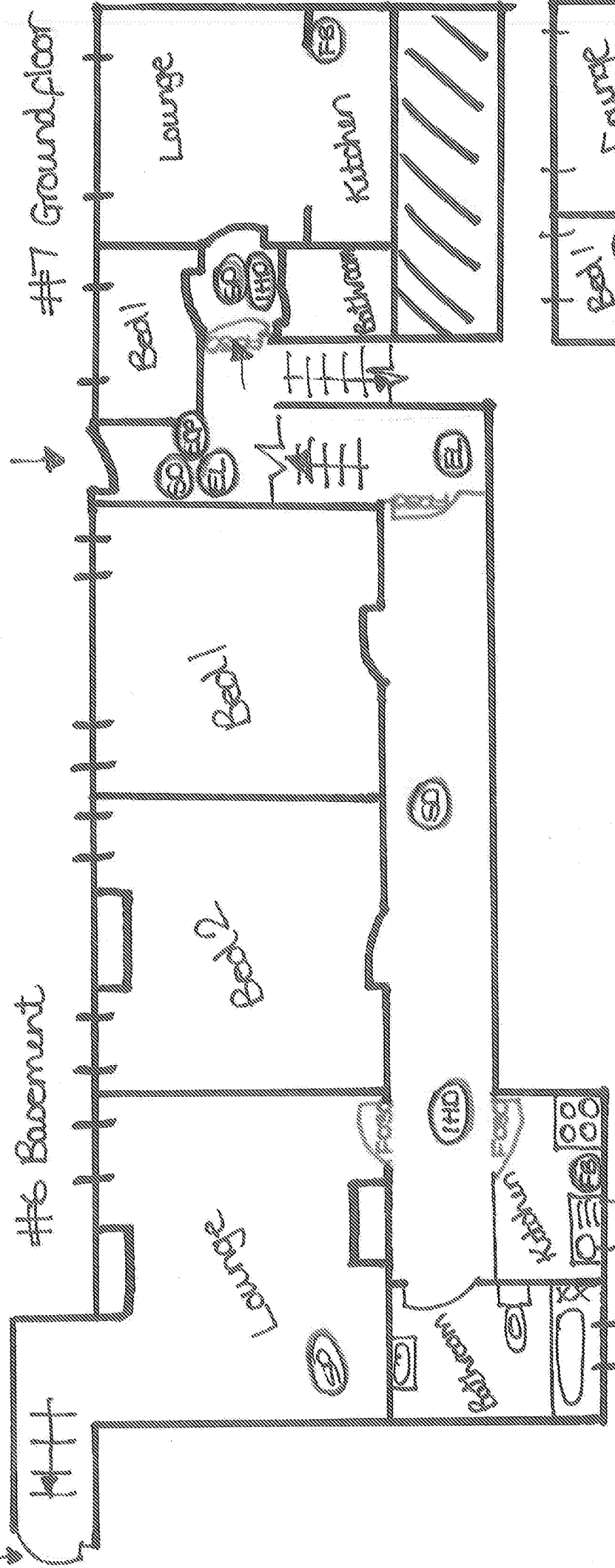
This Fire Report is provided for guidance purposes only. All remedial works completed at this property must be in accordance and comply with relevant legislation enforced by the Health and Safety Executive.

Main Entrance #6

#6 Basement

Main Entrance #7 & 8

#7 Ground floor



#8 1st floor

Key

FD30 = 30 minute Fire Door

(IHD) = Interlinked mains power heat detector

(EL) = Emergency lighting

(FB) = Fire Blanket

(ECP) = Emergency Call Point

(SD) = Non Interlinked mains power smoke detector