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Arun District Council, Civic Centre, Maltravers Rd
Littlehampton, West Sussex, BN17 5LF
www.arun.gov.uk

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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: Chantelle Bashford [REDACTED]
Sent: 09 April 2026 17:00
To: Planning.Responses <Planning.Responses@arun.gov.uk>
Subject: RE: Planning Consultation on: BR/20/26/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”.
- There should be adequate fire separation (usually 60 minutes) between the commercial unit on the ground floor and the residential dwelling above.
- The internal escape route should provide 30 minutes fire resistance, including any service cupboards and understairs areas, and 30-minute fire resisting and self-closing fire doors (FD30S) must be fitted to each bedroom, the living/dining room and kitchen, including the door leading to the commercial premises on the ground floor. Doors to any service cupboards and understairs areas must also be 30 minute fire-resisting and kept shut with a latch and appropriate signage. In addition, the internal window between the living/dining room and the staircase must be 30 minutes fire resistant, e.g. Georgian wired glazing, Pyroguard etc.
- If the external staircase is required as an alternative means of escape it should be protected from the effects of fire along its length. The sensitive area is 1.8m horizontally therefore any windows in this region should be of fire resisting construction and, if possible, fixed shut and any doors should be fire resisting and self-closing. N.B. As the two windows within the sensitive area belong to the first floor bathroom and ground floor WC, it is possible that your Fire Risk Assessor may consider the existing windows to be acceptable as both rooms are low risk in terms of fire.
- A Grade A, LD2 fire alarm system should 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 EN 54-2 and BS EN 54-4 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 including the hallway at the rear of the kitchen (smoke)
 - All bedrooms (smoke)
 - Living/dining room (smoke)
 - Kitchen (heat)
 - Ground floor commercial premises (likely smoke)*

* Interlinked detection will be required to the commercial premises if the fire separation between the commercial and residential premises is not 60 minutes. The type of detection required (smoke or heat) will depend on what the commercial premises is used for therefore it is recommended to liaise with a competent Fire Risk Assessor.

- Fire blankets to be provided in all kitchen areas.
- Emergency lighting is required to the internal escape route.
- Conventional lighting required to the external staircase (emergency lighting will also be required if the staircase is providing an alternative means of escape).

Room Sizes

- Room sizes must meet national and local standards for houses in multiple occupation, including sufficient useable space.
- Minimum bedroom sizes when there is sufficient communal dining facilities:
 - 6.51m² – suitable for 1 person
 - 10.2m² – suitable for 2 persons

Based on five occupants the kitchen is required to be min. 7m² with the living/dining room measuring min. 13m². However, the proposed plan suggests that the intention may be to have two occupants within some of the bedrooms, therefore an additional 1.5m² is required for each additional occupant above five for the kitchen, and 1.5m² for each additional occupant above six for the living/dining room. For example, nine occupants would increase the kitchen to 13m² and the living/dining room to 17.5m².

HMO Licensing

- Any HMO that has five or more occupants will require a mandatory HMO licence from the Council and the property must meet the Council's HMO standards.
- Additional HMO Licensing scheme – The Council introduced an Additional HMO Licensing Scheme on 1st February 2025 which requires all 3-4 person HMOs, converted mixed-use buildings and section 257 HMOs to have an HMO licence in the Hotham and Marine wards in Bognor Regis and River ward in Littlehampton. As this property falls within one of the affected wards, the property would also require an HMO licence if 3-4 people were to occupy it.

Facilities

- The proposed layout of the kitchen appears to show insufficient worktop space for five occupants. A minimum of 500mm (L) x 600mm (D) is required per person (smaller lengths of less than 500mm cannot be counted towards the overall requirement). Looking at the proposed plans the worktop located on the far side of the kitchen appears narrow with the depth unlikely to achieve 600mm. Consideration should therefore be given to reconfiguring the kitchen to ensure sufficient worktop space can be provided – please refer to Arun's HMO standards.

Ventilation

- Kitchens and bathrooms/shower rooms/ensuites should have adequate mechanical extraction in addition to any windows.

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 Arun District Council's Houses in Multiple Occupation Standards
- Must meet the requirements of The Management of Houses in Multiple Occupation (England) Regulations 2006
- Must meet the requirements of The Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006 (as amended)
- Must meet the requirements of any other associated Housing and/or Houses in Multiple Occupation legislation or regulations if applicable to the property/site

Kind regards

Private Sector Housing & Public Health

Arun District Council, Civic Centre, Maltravers Rd
Littlehampton, West Sussex, BN17 5LF
www.arun.gov.uk



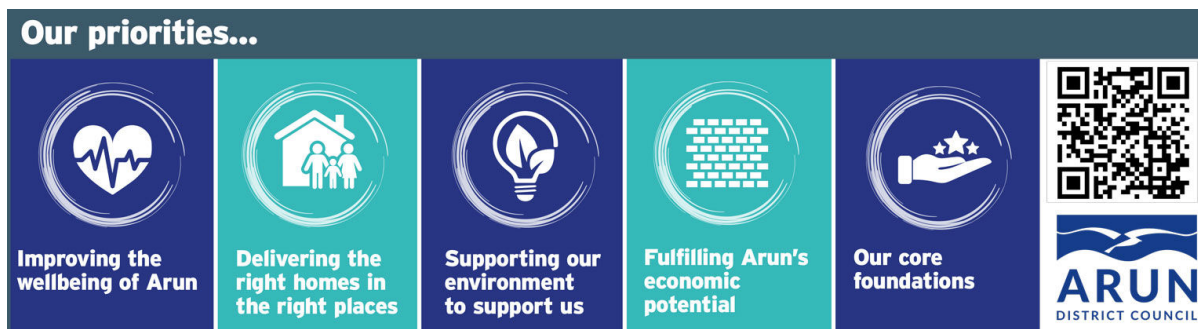
Arun Additional HMO Licensing Scheme 2025

www.arun.gov.uk/hmo
HMOlicensing@arun.gov.uk

Please note that officers may be wearing body-worn cameras during all types of site visits and inspections. They are used to capture both video and audio evidence when officers are attending for evidential purposes and to assist in enforcement matters.

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: 09 March 2026 10:34

To: EHPlanningConsultations [REDACTED]

Subject: Planning Consultation on: BR/20/26/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/20/26/PL

Registered: 3rd March 2026

Site Address: 51a Aldwick Road Bognor Regis PO21 2NJ

Grid Reference: 492775 98778

Description of Works: Retention of change of use of first and second floor office to an 5 bed HMO.
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 11th April 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

PLCONSULT (ODB) 2020