

Katherine Rawlins

From: Graham Evans
Sent: 29 January 2013 11:59
To: Katherine Rawlins; Geoff Bond
Subject: RE: Planning Application No. BR/282/12

Katherine

No information is provided in respect of the existing ventilation system, but it is noted that this Department has received no complaints in respect of odour or noise arising from it. Having considered the details provided and discussed the odour control aspects with Geoff we would nevertheless conclude that it is unlikely that odour or noise arising from the proposed new extract system will significantly increase and impact upon local amenity.

Regards

Graham

From: Katherine Rawlins
Sent: 28 January 2013 11:57
To: Geoff Bond; Graham Evans
Subject: FW: Planning Application No. BR/282/12
Importance: High

Hi Geoff and Graham,

I've received additional information from the applicant regarding extraction/ventilation (Cardamom Bay Restaurant).

Please could I have your comments/observations. If you require further clarification from the applicant, please let me know.

Regards,

Katherine

From: paul young [REDACTED]
Sent: 28 January 2013 11:43
To: Katherine Rawlins
Subject: RE: Planning Application No. BR/282/12
Importance: High

Dear Miss Rawlins,

Further to our e-mail sent on Friday I enclose the following information, as requested, showing details of the extraction fan and carbon filtration system which will be used in this installation.

In respect of Mr Evan's comments regarding the toilet facility requirements, the unit will have 1 No. ladies w.c. and a ladies/disabled w.c. and the gents toilets will have a lavatory and separate urinal therefore meeting the criteria for a restaurant with 50 - 100 covers.

Hopefully the enclosed information is sufficient for your needs but should you or Mr Evans require anything further then please come back to me today.

Regards,

Paul Young

From: [REDACTED]
To: k [REDACTED]
Subject: RE: Planning Application No. BR/282/12
Date: Fri, 25 Jan 2013 10:44:27 +0000

Dear Miss Rawlins,

Thank you for your response.

We will make sure you have the information required on Monday of next week.

Regards,

Paul Young

From: Katherine.Rawlins@arun.gov.uk
To: [REDACTED]
CC: [REDACTED]
Subject: RE: Planning Application No. BR/282/12
Date: Thu, 24 Jan 2013 16:12:06 +0000

Dear Mr Young,

Thank you for your letter, the contents of which are noted.

I attach guidance in respect of ventilation/extraction systems and the comments of EHO. I understand you spoke to Mr Evans briefly this afternoon.

Whilst the proposed extension of the kitchen will be a significant benefit to the current situation, which I support, the extended cooker canopy combined with a replacement of the existing fan motor, does require more information for assessment against the potential for odour and noise nuisance issues. Technical data must be provided by the applicant in order to illustrate how appropriate odour arrestment controls will be achieved following the expansion works, this information was not available to examine with the current application details.

The applicant must also be made aware that any increase in customer seating, may require a proportionate increase in the numbers of sanitary appliances available at these premises for use by customers. An increase which results in the total numbers of customers seats between 50 – 100, will require the provision of two ladies WC's, as well as a single gents WC and urinal. The drawings do not illustrate that this number of sanitary appliances are to be provided during refit works, therefore, customer seating must not exceed a maximum of 50 covers.

If you are able to submit the information in respect of ventilation/extraction by next Wednesday 30 January, it can be considered under the current application BR/282/12/.

If you wish to discuss the matter further, I can be contacted on the telephone number below.

Regards,

Katherine Rawlins MRTPI Senior Planning Officer, Planning Services, <u>Arun District Council</u> Location: Ground Floor, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF Internal: 37314 External: +44 (0) 1903 737500 ext.37314 E-mail: katherine.rawlins@arun.gov.uk Visit Arun's web site at www.arun.gov.uk  Save the environment - think before you print.
--

Katherine Rawlins

From: Katherine Rawlins
Sent: 28 January 2013 11:59
To: 'paul young'
Subject: RE: Planning Application No. BR/282/12

Importance: High

Dear Mr Young,

Thank you for the additional which is comprehensive. I will forward to EHO for comment.

My only query is where is the external extractor fan located? Does it vent into a carpark or external courtyard?

Regards,

Katherine Rawlins MRTPI | Senior Planning Officer, Planning Services, Arun District Council | Location: Ground Floor, Arun Civic Centre,
Maltravers Road, Littlehampton, BN17 5LF
Internal: 37314 | External: +44 (0) 1903 737500 ext.37314 | E-mail: katherine.rawlins@arun.gov.uk
Visit Arun's web site at www.arun.gov.uk  Save the environment - think before you print.

From: paul young [REDACTED]
Sent: 28 January 2013 11:43
To: Katherine Rawlins
Subject: RE: Planning Application No. BR/282/12
Importance: High

Dear Miss Rawlins,

Further to our e-mail sent on Friday I enclose the following information, as requested, showing details of the extraction fan and carbon filtration system which will be used in this installation.

In respect of Mr Evan's comments regarding the toilet facility requirements, the unit will have 1 No. ladies w.c. and a ladies/disabled w.c. and the gents toilets will have a lavatory and separate urinal therefore meeting the criteria for a restaurant with 50 - 100 covers.

Hopefully the enclosed information is sufficient for your needs but should you or Mr Evans require anything further then please come back to me today.

Regards,

Paul Young

From: [REDACTED]
To: katherine.rawlins@arun.gov.uk
Subject: RE: Planning Application No. BR/282/12
Date: Fri, 25 Jan 2013 10:44:27 +0000

Dear Miss Rawlins,

Thank you for your response.

We will make sure you have the information required on Monday of next week.

Regards,

Paul Young

From: Katherine.Rawlins@arun.gov.uk

To: [REDACTED]

CC: [REDACTED]

Subject: RE: Planning Application No. BR/282/12

Date: Thu, 24 Jan 2013 16:12:06 +0000

Dear Mr Young,

Thank you for your letter, the contents of which are noted.

I attach guidance in respect of ventilation/extraction systems and the comments of EHO. I understand you spoke to Mr Evans briefly this afternoon.

Whilst the proposed extension of the kitchen will be a significant benefit to the current situation, which I support, the extended cooker canopy combined with a replacement of the existing fan motor, does require more information for assessment against the potential for odour and noise nuisance issues. Technical data must be provided by the applicant in order to illustrate how appropriate odour arrestment controls will be achieved following the expansion works, this information was not available to examine with the current application details.

The applicant must also be made aware that any increase in customer seating, may require a proportionate increase in the numbers of sanitary appliances available at these premises for use by customers. An increase which results in the total numbers of customers seats between 50 – 100, will require the provision of two ladies WC's, as well as a single gents WC and urinal. The drawings do not illustrate that this number of sanitary appliances are to be provided during refit works, therefore, customer seating must not exceed a maximum of 50 covers.

If you are able to submit the information in respect of ventilation/extraction by next Wednesday 30 January, it can be considered under the current application BR/282/12/.

If you wish to discuss the matter further, I can be contacted on the telephone number below.

Regards,

Katherine Rawlins MRTPI Senior Planning Officer, Planning Services, <u>Arun District Council</u> Location: Ground Floor, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF Internal: 37314 External: +44 (0) 1903 737500 ext.37314 E-mail: katherine.rawlins@arun.gov.uk Visit Arun's web site at www.arun.gov.uk  Save the environment - think before you print.
--

From: paul young [REDACTED]

Sent: 24 January 2013 15:14

To: Katherine Rawlins

Subject: Planning Application No. BR/282/12

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

NLPG UPRN 100062237016

DX 57406 Littlehampton Important Notice This e-mail is intended exclusively for the addressee and may contain information that is confidential and/or

Katherine Rawlins

From: Katherine Rawlins
Sent: 28 January 2013 11:57
To: Geoff Bond; Graham Evans
Subject: FW: Planning Application No. BR/282/12
Attachments: Fan Silencers.pdf; Extract Fan SoundData-D-DS-50Hz.pdf; Extract Fan D540-E25.pdf; Carbon Filter.pdf; Extraction - Cardamom Bay - Bognor Regis 001.jpg; Extraction - Cardamom Bay - Bognor Regis - pg2 001.jpg

Importance: High

Hi Geoff and Graham,

I've received additional information from the applicant regarding extraction/ventilation (Cardamom Bay Restaurant).

Please could I have your comments/observations. If you require further clarification from the applicant, please let me know.

Regards,

Katherine

From: paul your [REDACTED]
Sent: 28 January [REDACTED]
To: Katherine Rawlins
Subject: RE: Planning Application No. BR/282/12
Importance: High

Dear Miss Rawlins,

Further to our e-mail sent on Friday I enclose the following information, as requested, showing details of the extraction fan and carbon filtration system which will be used in this installation.

In respect of Mr Evan's comments regarding the toilet facility requirements, the unit will have 1 No. ladies w.c. and a ladies/disabled w.c. and the gents toilets will have a lavatory and separate urinal therefore meeting the criteria for a restaurant with 50 - 100 covers.

Hopefully the enclosed information is sufficient for your needs but should you or Mr Evans require anything further then please come back to me today.

Regards,

Paul Young

From: [REDACTED]
To: katherine.rawlins@arun.gov.uk
Subject: RE: Planning Application No. BR/282/12
Date: Fri, 25 Jan 2013 10:44:27 +0000

Dear Miss Rawlins,

Thank you for your response.

We will make sure you have the information required on Monday of next week.

Regards,

Paul Young

From: Katherine.Rawlins@arun.gov.uk

To: [REDACTED]

CC: [REDACTED]

Subject: [REDACTED]

Date: Thu, 24 Jan 2013 16:12:06 +0000

Dear Mr Young,

Thank you for your letter, the contents of which are noted.

I attach guidance in respect of ventilation/extraction systems and the comments of EHO. I understand you spoke to Mr Evans briefly this afternoon.

Whilst the proposed extension of the kitchen will be a significant benefit to the current situation, which I support, the extended cooker canopy combined with a replacement of the existing fan motor, does require more information for assessment against the potential for odour and noise nuisance issues. Technical data must be provided by the applicant in order to illustrate how appropriate odour arrestment controls will be achieved following the expansion works, this information was not available to examine with the current application details.

The applicant must also be made aware that any increase in customer seating, may require a proportionate increase in the numbers of sanitary appliances available at these premises for use by customers. An increase which results in the total numbers of customers seats between 50 – 100, will require the provision of two ladies WC's, as well as a single gents WC and urinal. The drawings do not illustrate that this number of sanitary appliances are to be provided during refit works, therefore, customer seating must not exceed a maximum of 50 covers.

If you are able to submit the information in respect of ventilation/extraction by next Wednesday 30 January, it can be considered under the current application BR/282/12/.

If you wish to discuss the matter further, I can be contacted on the telephone number below.

Regards,

Katherine Rawlins MRTPI | Senior Planning Officer, Planning Services, **Arun District Council** | Location: Ground Floor, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF

Internal: 37314 | External: +44 (0) 1903 737500 ext.37314 | E-mail: katherine.rawlins@arun.gov.uk

Visit Arun's web site at www.arun.gov.uk



Save the environment - think before you print.

From: paul young [REDACTED]

Sent: 24 January 2013 15:14

To: Katherine Rawlins

Subject: Planning Application No. BR/282/12

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

NLPG UPRN 100062237016

DX 57406 Littlehampton

Important Notice This e-mail is intended exclusively for the addressee and may contain information that is confidential and/or privileged. If you are not the intended recipient (or authorised to receive it for the addressee), please notify the sender and delete the e-mail immediately; using, copying, or disclosing it to anyone else, is strictly prohibited and may be unlawful. Any views, opinions or options presented are solely those of the author and do not necessarily represent those of Arun District Council. The information in this e-mail may be subject to public disclosure under the Freedom

Katherine Rawlins

From: paul young [REDACTED]
Sent: 25 January 2013 10:44
To: Katherine Rawlins
Subject: RE: Planning Application No. BR/282/12

Importance: High

Dear Miss Rawlins,

Thank you for your response.

We will make sure you have the information required on Monday of next week.

Regards,

Paul Young

From: Katherine.Rawlins@arun.gov.uk
To: [REDACTED]
CC: [REDACTED]
Subject: RE: Planning Application No. BR/282/12
Date: Thu, 24 Jan 2013 16:12:06 +0000

Dear Mr Young,

Thank you for your letter, the contents of which are noted.

I attach guidance in respect of ventilation/extraction systems and the comments of EHO. I understand you spoke to Mr Evans briefly this afternoon.

Whilst the proposed extension of the kitchen will be a significant benefit to the current situation, which I support, the extended cooker canopy combined with a replacement of the existing fan motor, does require more information for assessment against the potential for odour and noise nuisance issues. Technical data must be provided by the applicant in order to illustrate how appropriate odour arrestment controls will be achieved following the expansion works, this information was not available to examine with the current application details.

The applicant must also be made aware that any increase in customer seating, may require a proportionate increase in the numbers of sanitary appliances available at these premises for use by customers. An increase which results in the total numbers of customers seats between 50 – 100, will require the provision of two ladies WC's, as well as a single gents WC and urinal. The drawings do not illustrate that this number of sanitary appliances are to be provided during refit works, therefore, customer seating must not exceed a maximum of 50 covers.

If you are able to submit the information in respect of ventilation/extraction by next Wednesday 30 January, it can be considered under the current application BR/282/12/.

If you wish to discuss the matter further, I can be contacted on the telephone number below.

Regards,

Katherine Rawlins MRTPI Senior Planning Officer, Planning Services, <u>Arun District Council</u> Location: Ground Floor, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF



From: paul young [REDACTED]
Sent: 24 January 2013 15:14
To: Katherine Rawlins
Subject: Planning Application No. BR/282/12

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

NLPG UPRN 100062237016

DX 57406 Littlehampton Important Notice This e-mail is intended exclusively for the addressee and may contain information that is confidential and/or privileged. If you are not the intended recipient (or authorised to receive it for the addressee), please notify the sender and delete the e-mail immediately; using, copying, or disclosing it to anyone else, is strictly prohibited and may be unlawful. Any views, opinions or options presented are solely those of the author and do not necessarily represent those of Arun District Council. The information in this e-mail may be subject to public disclosure under the Freedom of Information Act 2000, therefore we cannot guarantee that we will not provide the whole or part of this e-mail to a third party. The Council reserves the right to monitor e-mails in accordance with relevant legislation. Whilst outgoing e-mails are checked for viruses, we cannot guarantee this e-mail is virus-free or has not been intercepted or changed and we do not accept liability for any damage caused. Any reference to "e-mail" in this disclaimer includes any attachments.

Katherine Rawlins

From: Katherine Rawlins
Sent: 24 January 2013 16:12
To: 'paul young'
Cc: Geoff Bond; Graham Evans
Subject: RE: Planning Application No. BR/282/12
Attachments: Kitchen Ventilation Planning Guidance.doc

Importance: High

Dear Mr Young,

Thank you for your letter, the contents of which are noted.

I attach guidance in respect of ventilation/extraction systems and the comments of EHO. I understand you spoke to Mr Evans briefly this afternoon.

Whilst the proposed extension of the kitchen will be a significant benefit to the current situation, which I support, the extended cooker canopy combined with a replacement of the existing fan motor, does require more information for assessment against the potential for odour and noise nuisance issues. Technical data must be provided by the applicant in order to illustrate how appropriate odour arrestment controls will be achieved following the expansion works, this information was not available to examine with the current application details.

The applicant must also be made aware that any increase in customer seating, may require a proportionate increase in the numbers of sanitary appliances available at these premises for use by customers. An increase which results in the total numbers of customers seats between 50 – 100, will require the provision of two ladies WC's, as well as a single gents WC and urinal. The drawings do not illustrate that this number of sanitary appliances are to be provided during refit works, therefore, customer seating must not exceed a maximum of 50 covers.

If you are able to submit the information in respect of ventilation/extraction by next Wednesday 30 January, it can be considered under the current application BR/282/12/.

If you wish to discuss the matter further, I can be contacted on the telephone number below.

Regards,

Katherine Rawlins MRTPI Senior Planning Officer, Planning Services, <u>Arun District Council</u> Location: Ground Floor, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF Internal: 37314 External: +44 (0) 1903 737500 ext.37314 E-mail: katherine.rawlins@arun.gov.uk Visit Arun's web site at www.arun.gov.uk  Save the environment - think before you print.

From:
paul

young [REDACTED]
Sent: 24 January 2013 15:14
To: Katherine Rawlins
Subject: Planning Application No. BR/282/12



Katherine Rawlins

From: Graham Evans
Sent: 23 January 2013 14:05
To: Planningecons
Cc: Katherine Rawlins; Geoff Bond
Subject: FW: BR/282/12/ 43 Queensway
Attachments: Kitchen Ventilation Planning Guidance.doc

Please see email below from Food Safety Officer. I concur with his view that there is insufficient detail in respect of the proposed changes to the extract ventilation system. Please draw the attached guidance to the attention of the applicant.

Graham Evans
Senior Environmental Health Officer
Arun District Council
01903 737694

From: Geoff Bond
Sent: 23 January 2013 12:40
To: Graham Evans
Subject: FW: BR/282/12/ 43 Queensway

e-mail from Katherine FYI..

Whilst the proposed extension of the kitchen will be a significant benefit to the current situation, which I support, the extended cooker canopy combined with a replacement of the existing fan motor, does require more information for assessment against the potential for odour and noise nuisance issues. Technical data must be provided by the applicant in order to illustrate how appropriate odour arrestment controls will be achieved following the expansion works, this information was not available to examine with the current application details.

The applicant must also be made aware that any increase in customer seating, may require a proportionate increase in the numbers of sanitary appliances available at these premises for use by customers. An increase which results in the total numbers of customers seats between 50 – 100, will require the provision of two ladies WC's, as well as a single gents WC and urinal. The drawings do not illustrate that this number of sanitary appliances are to be provided during refit works, therefore, customer seating must not exceed a maximum of 50 covers.

Geoff Bond | Senior Food Safety Officer, Environmental Health Food Safety Team, Arun District Council | Location: Third Floor, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF
Internal: 37675 | External: +44 (0) 1903 737675 | E-mail: geoff.bond@arun.gov.uk

Visit Arun's web site at www.arun.gov.uk



Save the environment - think before you print.

From: Katherine Rawlins
Sent: 23 January 2013 10:18
To: Geoff Bond
Subject: FW: BR/282/12/ 43 Queensway

From: Katherine Rawlins
Sent: 22 January 2013 10:16
To: Nick Howard
Subject: BR/282/12/ 43 Queensway

Hi Nick,

I returned your call regarding the above application at 43 Queensway. I spoke to the applicant yesterday and he advised that the kitchen facilities are to be enlarged (effectively doubling in size). The internal ventilation/extraction system is to be upgraded and will discharge to the same external extraction point.

Do you require further information/clarification from the applicant?

Katherine

Katherine Rawlins MRTPI | Senior Planning Officer, Planning Services, Arun District Council | Location: Ground Floor, Arun Civic Centre,
Maltravers Road, Littlehampton, BN17 5LF
Internal: 37314 | External: +44 (0) 1903 737500 ext.37314 | E-mail: katherine.rawlins@arun.gov.uk
Visit Arun's web site at www.arun.gov.uk  Save the environment - think before you print.

Katherine Rawlins

From: Geoff Bond
Sent: 23 January 2013 13:51
To: Katherine Rawlins
Subject: RE: BR/282/12/ 43 Queensway

Katherine

I have referred my comments to Graham Evans, for him to add his and forward them to you. But the bottom line is that the replacement extract fan and system will require further assessment, so technical information must be provided by the applicant to be able to do this. A comment was also added concerning the number of toilets required for increased seating capacity, otherwise, I have no objections.

Regards

Geoff

Geoff Bond | Senior Food Safety Officer, Environmental Health Food Safety Team, Arun District Council | Location: Third Floor, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF
Internal: 37675 | External: +44 (0) 1903 737675 | E-mail: geoff.bond@arun.gov.uk
Visit Arun's web site at www.arun.gov.uk  Save the environment - think before you print.

From: Katherine Rawlins
Sent: 23 January 2013 10:18
To: Geoff Bond
Subject: FW: BR/282/12/ 43 Queensway

From: Katherine Rawlins
Sent: 22 January 2013 10:16
To: Nick Howard
Subject: BR/282/12/ 43 Queensway

Hi Nick,

I returned your call regarding the above application at 43 Queensway. I spoke to the applicant yesterday and he advised that the kitchen facilities are to be enlarged (effectively doubling in size). The internal ventilation/extraction system is to be upgraded and will discharge to the same external extraction point.

Do you require further information/clarification from the applicant?

Katherine

Katherine Rawlins MRTPI | Senior Planning Officer, Planning Services, Arun District Council | Location: Ground Floor, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF
Internal: 37314 | External: +44 (0) 1903 737500 ext.37314 | E-mail: katherine.rawlins@arun.gov.uk
Visit Arun's web site at www.arun.gov.uk  Save the environment - think before you print.

Information Required To Support Planning Application For Commercial Kitchen Ventilation Systems

This contains guidance on the type of information that should be submitted for approval by the Local Authority before any ventilation plant is installed. The Guidance is taken from Guidance on the Control of Odour and Noise from Commercial Kitchen Exhaust Systems published by Defra in January 2005

The aim of any ventilation/extraction is to ensure that no nuisance, disturbance or loss of amenity is caused by odour, fumes, food droplets or noise, to nearby properties. Additionally, the visual appearance of the flue may be important and the flue itself may require a separate planning permission. Enquiries should be made to the Local Authority Planning Department regarding this matter.

A suitably qualified and experienced person with specialist knowledge of ventilation schemes should undertake the design and installation of a ventilation system. Designing and installing appropriate ventilation systems may involve considerable expense.

In circumstances where the end user of the premises is unknown, or where the specific type of food to be cooked is unknown, the installation should be designed to achieve the highest level of odour control in order to cater for a worst case scenario.

There are many different types of odour abatement available (carbon filters, electrostatic precipitation, high dilution and high velocity extraction) not all types are suitable for all cooking methods. In each case, grease filters must be installed. Please note that any reference to minimum standards within this document is for guidance only and more stringent controls may be deemed appropriate.

To enable the Local Authority Planning Department to assess the suitability of a ventilation scheme the following information should be provided.

1. Information on premises

The following information should be supplied:

- the number of meals to be served per day;
- the method(s) of preparation and cooking;
- the types of meal served, e.g. fish and chips, Chinese food, Indian food, pizzas or Italian dishes, etc; and
- proposed hours of operation of the business and any ventilation plant.

2. Plans and drawings

Provide a scaled plan showing the internal arrangement of the premises and the dimensions/location of the ventilation system. The plan must contain external elevations of the buildings showing the

- dimensions;
- route; and
- exhaust characteristics (i.e. appearance) of the ductwork in relation to the building.

The location of all filters and the fan must be clearly marked. Where the location of a filter is shown the type must be clearly identified and cross-referenced to the detailed product specification.

3. Pre-filters

A copy of the manufacturer's product data sheet should be supplied clearly showing:

- manufacturer's name;
- filter name and product code;
- dimensions of the pre-filter; and
- nature of the filter media.
- manufacturer's recommendations on the frequency and type of maintenance of the pre-filter having regard to the conditions that it will be used under.

4. Electrostatic precipitators (where proposed)

A copy of the manufacturer's product data sheet should be supplied clearly showing:

- manufacturer's name;
- ESP name and product code;
- dimensions of the ESP; and
- flow rate rating.

Manufacturer's recommendation on the frequency and type of maintenance of the ESP having regard to the conditions that it will be used under.

5. Carbon Filters (where proposed)

The details and type of carbon filter units should be identified. A copy of the manufacturer's product data sheet should be supplied that clearly shows:

- manufacturer's name;
- filter name and product code;
- dimensions of the filter panel; and
- the total number of filter panels in the filter bed.

The following information should also be included:

- the nature of the carbon (including product type);
- the frequency of replacement of the carbon units having regard to the conditions that it will be used under. The assumptions to this calculation must be clearly stated, including the frequency and duration of use. The manufacturer should provide recommendations on the frequency and type of maintenance required;
- total volume of carbon expressed in cubic metres;
- total mass of carbon expressed in kilograms;
- total surface area of the panels exposed to the exhausted air; and
- dwell time of the gases in the filter compartment and the control setting at which this is achieved. The assumptions to this calculation must be clearly stated, and should include the air change rate for the setting quoted.

6. Odour counteractant or neutralising system (where proposed)

The details and type of counteractant or neutralising system should be identified. A copy of the manufacturer's product data sheet should be supplied that clearly shows:

- manufacturer's name;
- name of delivery system and product code;
- counteractant or neutralising chemical to be used;
- COSHH data sheets for chemical to be used; and
- anticipated counteractant or neutralising delivery rate.

7. Cooker hood

The following information on the characteristics of the cooker hood should be supplied that clearly shows the:

- length that the cooker hood overhangs the appliances;
- face velocity at the cooker hood, expressed in metres per second; and
- dimensions of the opening of the cooker hood.

System Operation

In addition to the specification of the components the following must be provided about the system:

- extract rate (expressed as m³/s) at the proposed rate of extract;
- dwell time of the gases in the carbon filtration zone;
- volume of the kitchen; and
- efflux velocity

Note: The system performance is dependant upon the extract rate of the air. Where the rate can be adjusted by the use of dampers or a variable speed fan, then the conditions under which the extract rate can be achieved must be described.

9. Flue Design

The height and velocity of the final discharge are the two important factors. Generally, the greater the flue height, the better the dispersion and dilution of odours. The discharge of air should be at a minimum height of 1m above the roof ridge, especially if there are buildings nearby that may affect odour dispersion and dilution. Where this is not possible (e.g. because of ownership or structural constraints), additional techniques will be required in order to reduce odours, such as an increase in efflux velocity and additional filters, etc. The final discharge should be vertically upwards, unimpeded by flue terminals. The number of bends in the ducting should be minimised and the ducting should have a smooth internal surface.

10. Noise

Data on the noise produced by the system as a whole should be provided including:

- sound power levels or sound pressure levels at given distances (the assumptions to this calculation must be clearly stated);
- an octave band analysis of the noise produced by the system should also be provided, where possible; and
- hours of operation of the ventilation system (where this differs from the hours of opening).

11. Maintenance

A schedule of maintenance must be provided including details for:

- cleaning of washable grease filters;
- frequency of inspection and replacement of all filters (grease filters, pre-filters and carbon filters where proposed);
- inspection and servicing of fans; and
- if schedule is not based on manufacturer's instructions include the reasons why.

12. Additional notes for guidance

The air inlets must not permit pests to enter the kitchen. Fly screens are an example of how this can be achieved.

Sufficient air must be permitted into the premises to replace air extracted. The method for supplying this make-up air should be detailed. The route of the air into the kitchen must not result in its contamination, for example passage through a toilet. Separate provision must be made for ventilation of a toilet.

There must be sufficient access points to permit adequate cleaning of all the ductwork.

Katherine Rawlins

From: Katherine Rawlins
Sent: 22 January 2013 10:16
To: Nick Howard
Subject: BR/282/12/ 43 Queensway

Hi Nick,

I returned your call regarding the above application at 43 Queensway. I spoke to the applicant yesterday and he advised that the kitchen facilities are to be enlarged (effectively doubling in size). The internal ventilation/extraction system is to be upgraded and will discharge to the same external extraction point.

Do you require further information/clarification from the applicant?

Katherine

Katherine Rawlins MRTPI | Senior Planning Officer, Planning Services, Arun District Council | Location: Ground Floor, Arun Civic Centre,
Maltravers Road, Littlehampton, BN17 5LF
Internal: 37314 | External: +44 (0) 1903 737500 ext.37314 | E-mail: katherine.rawlins@arun.gov.uk
Visit Arun's web site at www.arun.gov.uk  Save the environment - think before you print.

| Cond. hours June . . .
" refine disposal . . . |



Karen Garner

From: Karen Garner
Sent: 28 November 2012 15:34
To: 'paul young'
Subject: RE: BR/282/12 - Change of Use Application - 45, Queensway Bognor Regis

Dear Lesley,

Thank you for the email. As I mentioned in our telephone call, can you please send the attachments as PDF files. The jpeg files will not transfer to our system.

Do not worry if you have sent everything in the post as I can scan those onto our system.

Many thanks.

Regards,

Karen.

Karen Garner | Technical Support Unit Assistant, Planning Department, Arun District Council | Location: First Floor, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF
Internal: 37467 | External: +44 (0) 1903 737711 | E-mail: karen.garner@arun.gov.uk

Visit Arun's web site at www.arun.gov.uk



Save the environment - think before you print.

From: paul young [REDACTED]
Sent: 27 November 2012 15:29
To: Karen Garner
Subject: BR/282/12 - Change of Use Application - 45, Queensway Bognor Regis

Dear Karen,

Further to our telephone conversation earlier today, please find attached the information outstanding to complete the application for 45, Queensway, Bognor Regis.

I also confirm our conversation that no elevation drawings were necessary as no alteration to the building externally is to be undertaken.

I will post the original application that you returned to us tonight but have also attached a scan of the page relating to the Agricultural Certificate which required a signature.

Please let me know if you require anything else, so that the application does not get delayed.

Regards,

Lesley

