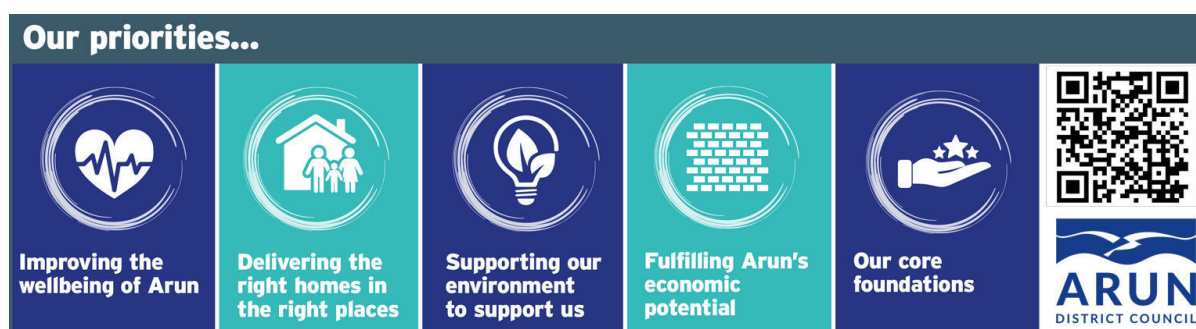


PL- Consultation- Private Sector Housing (EH) response

Arun District Council, Civic Centre, Maltravers Rd
Littlehampton, West Sussex, BN17 5LF
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From: Chantelle Bashford <Chantelle.Bashford@arun.gov.uk>

Sent: 16 March 2026 13:55

To: Planning.Responses <Planning.Responses@arun.gov.uk>

Subject: RE: Planning Consultation on: BR/2/26/PL

Dear Planning

Apologies for the delay providing a response.

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

Fire Safety

- Appropriate fire precaution facilities and equipment must be provided of such type, number and location as are considered necessary. Guidance on fire safety is contained in the LACORS guidance document – “Housing – Fire Safety, Guidance on fire safety precautions for certain types of existing housing”
- The “Fire Safety Strategy” details fire extinguishers being available in the kitchen and on each floor of the property. It is the view of Private Sector Housing that fire extinguishers should not be provided within properties unless the Fire Risk Assessment states otherwise and training on how to use the extinguishers has been provided to all occupants. If fire extinguishers are provided, they must be serviced annually and positioned and labelled appropriately as directed within the Fire Risk Assessment.
- An additional interlinked smoke detector is required in the ground floor entrance lobby. It is acknowledged from the “Fire Safety Strategy” that the fire alarm system is intended to be Grade A, LD2.

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.

Facilities

Kitchen:

- The proposed layout of the kitchen appears to show insufficient worktop space for 10 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 this could potentially be achieved by relocating the two fridge freezers into the additional dining area and fitting additional worktop space along that wall. In addition, the tall storage cabinet could also be removed and replaced with additional worktop with cupboards sited above and below (please be aware there should also be one storage cupboard available per person (not including the space below any sink), please refer to Arun’s HMO standards for cupboard measurements). If relocating appliances within the additional dining area, consideration should be given to removing the door between the kitchen and dining area so that it has an “open-plan” feel and would make it easier for occupants carrying fridge items into the main kitchen area.

Ground floor bathroom*:

- The proposed ground floor bathroom is accessed via the conservatory which is inappropriate. This bathroom will need to be reconfigured so that it is accessed via the additional dining area, instead.
- In addition, the ground floor bathroom does not appear to be of an appropriate size/layout to provide adequate changing and drying space for the users. From the proposed plans,

the bathroom appears narrow and compact, increasing the likelihood that the users would potentially collide with their surroundings (e.g. the walls and/or the amenities). The Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006 specifies that all bathrooms must be of an adequate size and layout, which is also echoed within Arun's HMO standards. In addition, this could be identified as a hazard under the Housing Health and Safety Rating System (HHSRS). Therefore, consideration should be given to reconfiguring and/or increasing the width of this bathroom.

* For 10 occupants (8 occupants if you discount the two occupiers from bedroom 2 as they will have ensuite facilities), only two bathrooms and two separate WCs are required (but one of those WCs can be contained within one of the bathrooms). Therefore, without the ground floor bathroom this requirement is still fulfilled with the first and second floor bathrooms. Instead, this could remain a separate WC compartment which would negate the need for any of the above-mentioned work. Please refer to Arun's HMO standards for the requirements within separate WCs, e.g. presence of a wash hand basin and an openable window or mechanical extraction.

Ventilation

- Kitchens and bathrooms/shower rooms/ensuites should have adequate mechanical extraction in addition to any windows.
- The double doors within bedroom 1 provide the only means of ventilation within the room. French or patio doors as the only source of ventilation within a bedroom is not acceptable and all bedrooms must be provided with adequate openable window casements that allow for appropriate ventilation, equivalent to 1/20th of the floor area.
- If roof windows are the only source of light and/or ventilation within bedroom 6 (which is likely to be considered the case given the location and size of the window to the front elevation) they must meet all of the requirements outlined within Arun's HMO standards.

General

- Must meet the requirements of the Housing Act 2004 and be free of Category 1 and significant Category 2 Hazards
- Must meet the requirements of 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

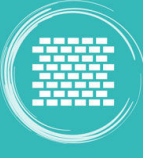
www.arun.gov.uk/hmo
HMOlicensing@arun.gov.uk

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.

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: Planning.Responses <Planning.Responses@arun.gov.uk>

Sent: 16 February 2026 13:52

To: EHPlanningConsultations <EHPlanningConsultations@arun.gov.uk>

Subject: Planning Consultation on: BR/2/26/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/2/26/PL
Registered: 16th February 2026
Site Address: 37 Glamis Street Bognor Regis PO21 1DJ
Grid Reference: 493728 99312
Description of Works: Conversion existing dwelling into 6 bedroom, 10 person 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 19th March 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

Harry Chalk

Planning Officer- Arun District Council

Telephone: 01903 737577

Email: harry.chalk@arun.gov.uk