

From: Nicola Oktay on behalf of Planning.Responses
Sent: 10 June 2025 12:28
To: Planning Scanning
Subject: FW: Planning Consultation on: BR/64/25/PL

Arun Private Sector Housing response

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From: Chantelle Bashford <Chantelle.Bashford@arun.gov.uk>
Sent: 09 June 2025 10:56
To: Planning.Responses <Planning.Responses@arun.gov.uk>
Subject: RE: Planning Consultation on: BR/64/25/PL

Dear Planning

Please see Private Sector Housing comments below. These comments are in relation to general housing conditions and have regard to the Housing Act 2004, 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”
- Flats 6 & 9 both comprise inner rooms where additional fire safety precautions will be required. A room where the only escape route is through another room is termed an “inner room” and poses a risk to its occupiers if a fire starts unnoticed in the outer room.
Flat 6 – As egress is via the kitchen, the following additional fire safety measures should be installed: Fire door to FD30 standard to be fitted between the kitchen and hall, smoke detection installed within the hall and an escape window installed to one of the inner rooms
Flat 9 – As egress is via the living/kitchen, the following additional fire safety measures should be installed: Fire door to FD30S standard to be fitted between the living/kitchen and bedroom, smoke detection installed within the living/kitchen to provide early warning of a fire and an escape window installed to the bedroom
However, consideration should be given to reconfiguring the layout of both flats to prevent inner rooms
- An escape window should only be installed if the following criteria can be met:
 - They serve rooms whose floor level is no more than 4.5m from the ground;
 - Every room served by the escape window has access to it without entering another habitable room;
 - If it is necessary to pass through the escape route to reach the window, consideration should be had to the travel distance involved;
 - Occupiers are able-bodied individuals who can reasonably be expected to exit via the window unaided;
 - There is no basement well or other encumbrance beneath the window such as railings or a conservatory;
 - The escape window is openable from the inside without the need for a key and the ground below is level and free of obstructions; and
 - The window should lead to a place of ultimate safety. However, if this leads into a courtyard or back garden where there is no exit, it should be at least as deep as the building is high

- 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 flat. Doors to any service cupboards and understairs areas must also be 30 minutes fire-resisting and kept shut with a lock/latch and appropriate signage
- A mixed Grade A, LD2 and Grade D1, LD3 fire alarm system should be maintained and installed
Grade A, LD2 system:
 - Interlinked detection throughout the escape routes
 - Interlinked heat detection to each flat within the room/lobby that opens onto the escape route
 Grade D1, LD3 system:
 - Non-interlinked mains-wired smoke alarms with integral tamper-proof battery back-up to each self-contained flat
- Fire blankets should be provided to all kitchen areas
- Emergency lighting should be installed to the internal escape routes

Facilities

- The bathrooms in flats 5 & 10 appear to be extremely narrow and compact, increasing the likelihood that the users would potentially collide with their surroundings (walls, amenities etc). This could be identified as a hazard under the Housing Health and Safety Rating System (HHSRS), therefore consideration should be given to reconfiguring the bathrooms to provide a better space and layout.

Ventilation

- Kitchens and bathrooms/shower rooms/ensuites should have adequate mechanical extraction, regardless of any windows

Windows

- The roof casements serving flats 5 & 10 should be of an appropriate height and angle to provide a reasonable view outside of the immediate surroundings

Terraces/Balconies

- Each terrace/balcony must provide a guarding height of 1100mm minimum, extending up from the terrace/balcony floor, with openings that would not allow a sphere with a 100mm diameter to pass through. The guarding should not be constructed so as to facilitate climbing by children

Additional Licensing Scheme

- The Council introduced an Additional HMO Licensing Scheme on 1 February 2025 which requires all 3-4 person HMOs, converted building HMOs and Section 257 HMOs to have an HMO licence in the Hotham and Marine wards in Bognor Regis and River ward in Littlehampton. Looking at the information the Council holds for the building, **it is likely that a Section 257 HMO licence will be required.** Please visit www.arun.gov.uk/hmo for further information about the scheme and the various types of HMOs

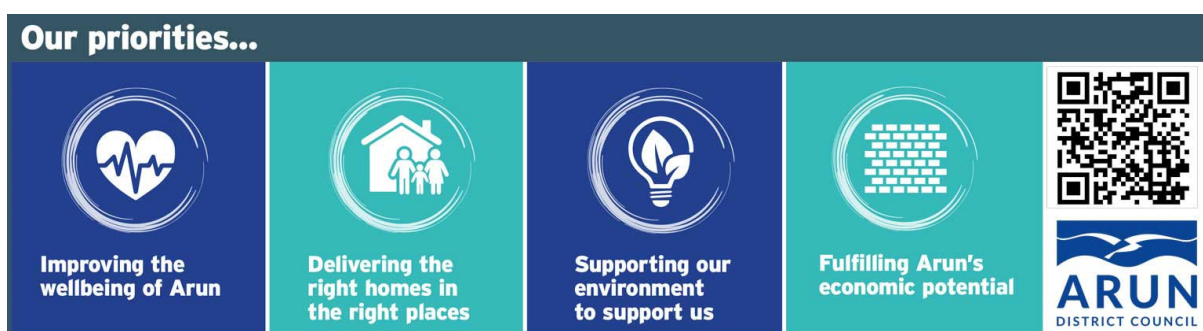
General

- 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 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 2024

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

HMOlicensing@arun.gov.uk

Note: I occasionally send emails outside of working hours. If this arrives outside of your normal working hours, please do not feel compelled to respond immediately.

From: Planning.Responses <Planning.Responses@arun.gov.uk>
Sent: 14 May 2025 16:04
To: EHPlanningConsultations <EHPlanningConsultations@arun.gov.uk>
Subject: Planning Consultation on: BR/64/25/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/64/25/PL
Registered: 14th May 2025
Site Address: 3 and 4 Queens Square Bognor Regis PO21 1SA
Grid Reference: 493658 99377
Description of Works: Change of use from 2 No separate adjoining bed and breakfast accommodation units (each having owners accommodation, communal lounge and dining areas at ground floor and 7 No B&B bedrooms at first and second floors) to 10 No flats. This application is in CIL Zone 4 (Zero Rated) as flats.

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 June 2025 . 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

Hannah Kersley

Planning Officer- Arun District Council

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