

Essential maintenance is being carried out to the planning, building control and local land charges database during the week commencing 12 April 2021.

During this time there will be no public or staff access to any records held within this database, and it will not be possible to carry out any of the following tasks via the Arun website:

- Research planning and building control history
- View any planning applications, plans, agreements, tree preservation orders or competent persons data
- Submit building control applications
- Submit planning application comments
- Report any planning compliance issues

The publicity and consultation period for all planning applications that fall over this week will be extended by a further week to ensure no one is disadvantaged.

All other aspects of planning, building control and local land charges will be limited during this week and you are strongly advised to contact the individual departments before 12 April 2021 for specific restrictions during this time.

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To register to receive notification of planning applications in your area please go to
www.arun.gov.uk/planning

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From: Chantelle Bashford <Chantelle.Bashford@arun.gov.uk>

Sent: 12 April 2021 07:34

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

Subject: BR/79/21/PL

Importance: High

Dear Planning,

Apologies, a fire safety item was missed from the previous email.

Please see Private Sector Housing comments, below.

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 external staircase should be protected from the effects of fire. 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
- There should be adequate fire separation (usually 60 minutes) between the commercial unit and the residential property
- The internal escape route should provide 30 minutes fire resistance. This includes the provision of 30-minute fire resisting and self-closing fire doors (FD30S) to each bedroom, the communal kitchen area, the tea kitchen, internal staircase on the first floor and external staircase on the first floor. N.B. Additional fire doors may be required along the escape route to the ground and first floor if the travel distance is considered excessive. This should be addressed in the Fire Risk Assessment
- The under stairs cupboard to the first floor landing should afford 30 minutes fire resistance. The floor, door, ceiling and walls, including the spandrel wall, must be free from holes and lined with a material that has an integrity of 30 minutes fire resistance. The cupboard must be kept free from belongings and the door locked at all times
- Locks fitted to the communal entrance door, all bedroom doors and external staircase door should not require the use of a key and should be fitted with devices such as a thumb turn lock
- A Grade A, LD2 fire system should be maintained and installed. Grade A detection is required in the following areas:
 - Interlinked detection throughout the escape routes
 - Interlinked detection to each bedroom
 - Interlinked detection to the cupboard on the ground floor should a source of ignition be present
 - Interlinked detection to the cupboard under the stairs on the first floor landing should a source of ignition be present
 - Interlinked detection to the commercial unit
 - Interlinked heat detection to the communal kitchen on the ground floor
 - Interlinked heat detection to the communal tea kitchen on the first floor
- Fire blankets should be provided to all kitchen areas
- Emergency lighting may be required to the escape routes due to the lack of natural and borrowed light
- Conventional and emergency lighting should be provided to the external staircase

Room Sizes

- Room sizes should meet the minimum standards for houses in multiple occupation, as detailed in Arun’s HMO Standards document

- The floor to ceiling height must be at least 2.1 metres over at least 50% of the floor area when measured at a height of 1.5metres from the floor and provide sufficient useable space
- Note with regards to room sizes:
 - 6.5m² – suitable for 1 person
 - 10m² – suitable for 2 persons
- A number of the bedrooms appear large enough to be double-occupancy rooms, however additional occupants may require additional facilities to be provided
- Note with regards to children and how they fit into room size calculations:
 - Babies up to the age of 1 are discounted
 - Children aged 1 up to 10 years are classed as half a person
 - Children aged 10 years+ are classed as a person

Licensing

- Any property that has 5 or more people sharing facilities will require a licence from the Council and the property must meet minimum standards
- The amenities provided within the communal kitchen will need to be sufficient to accommodate the number of occupants; such as cooking and washing provisions. This also includes sufficient worktop space where the minimum size required is 500mm (L) x 600mm (D) per user. The current proposal for the kitchen layout does not appear to be adequate in terms of meeting the HMO standards. Consideration should be given to extending the kitchen facilities within the communal room

Ventilation

- Kitchens should have adequate mechanical ventilation
- Mechanical extraction should be provided to all bathrooms/shower rooms/en suites. This extends to the separate WC compartment on the ground floor as there is no openable window.

Windows

- Opening limiters should be installed to all windows above the ground floor to prevent windows being opened more than 100mm. Opening limiters should not be key operated
- The bedrooms on the second floor to the North side of the property only have skylights/roof casements available. As they appear to be the only source of light and ventilation within these rooms, they must meet all of the following criteria:
 - Must be able to be fully opened for ventilation during spells of prolonged and heavy rain or snow without allowing it to enter the room;
 - Must have integral passive ventilation even when the window is shut; and
 - Must provide a reasonable view. The Housing Health and Safety Rating System (HHSRS) states as a relevant matter that there should be a “reasonable view out of all rooms, other than those where privacy is required, such as bathrooms and WCs”, as this can have a negative effect on mental health, especially over the longer-term

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 the Arun District Council Houses in Multiple Occupation Standards (2020)
- 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

Private Sector Housing & Public Health Team



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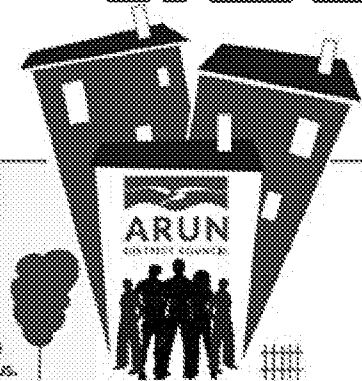


**It is a criminal
offence to operate
a licensable HMO
without a licence**

Landlords must apply for a mandatory HMO licence if their property is occupied by five or more people in two or more households regardless of the number of storeys.

If you own/manage a house in multiple occupation subject to the new legislation and require more information please visit www.arun.gov.uk/hmo

If you suspect an HMO is operating without a licence, or are concerned about the standards of an HMO, please contact us.



Please note that during the continuing Coronavirus pandemic and with National and regional restrictions in place including working remotely there may be limited access to incoming mail, so if possible, please send all correspondence via e-mail. **Please also note that to protect staff and customers from unnecessary potential exposure to Covid-19 the team has suspended site visits and inspections at the current time except in urgent emergency situations (as assessed by the case officer) and these will only be undertaken where appropriate precautions are in place and social-distancing can be achieved.** Any inspections arranged may be subject to change or cancellation at short notice in line with any National, Regional or Council-specific guidelines and requirements or any newly imposed restrictions and Officers have the discretion to abort a visit if they consider that appropriate precautions are not in place or social distancing cannot be achieved.