

From: Daun Johnson on behalf of Planning.Responses
Sent: 10 June 2026 07:59
To: Planning Scanning
Subject: FW: Planning Consultation on: LU/104/26/PD

Please upload email to LU/104/26/PD, planning, consultee response, environmental health

Daun Johnson

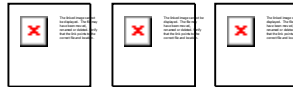
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www.arun.gov.uk

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From: Chantelle Bashford <Chantelle.Bashford@arun.gov.uk>
Sent: 09 June 2026 10:54
To: Planning.Responses <Planning.Responses@arun.gov.uk>
Subject: RE: Planning Consultation on: LU/104/26/PD

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”.
- There should be adequate fire separation (usually 60 minutes) between the commercial unit on the ground floor and the residential flats 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 both flat entrance doors. Doors to any service cupboards and understairs areas must also be 30 minute fire-resisting and kept shut with a latch and appropriate signage. Depending on travel distances, the first floor cross-corridor door may also be required to be FD30S standard.
- The proposed plans appear to show that the ground floor entrance to the flats, located at the rear of the building, is shared with the commercial unit via an internal fire door, presumably as an alternative means of escape for the commercial unit. The commercial and residential units should be completely separate from one another as there is nothing to prevent a person from the commercial unit from accessing the hallway of the residential flats. Therefore, a second fire door (FD30S) should be installed at ground floor level at the bottom of the staircase to prevent unauthorised access to the flats.
- Consideration should be given to re-configuring the layout within flat 2 (second floor) as the means of escape is located directly opposite (and within close proximity of) the kitchen area. As the bedroom area is designed to be towards the rear of the property, the occupier would be expected to pass by a high-risk area, i.e. the kitchen, in order to reach the staircase and evacuate. As this property is located on the second floor, an escape window would not be appropriate.
- A mixed Grade A, LD2 and Grade D1, LD3 fire alarm system should be maintained and installed, as follows:

Grade A, LD2 system:

- Interlinked smoke detection throughout the communal escape route
- Interlinked heat detection within each flat in the room/lobby that opens onto the escape route
- Interlinked detection sited within the commercial premises if the fire separation between the commercial and residential units is not 60 minutes

Grade D1, LD3 system:

- Non-interlinked mains-wired smoke alarms with integral tamper-proof battery back-up within each self-contained flat to provide early warning to the occupier
- Fire blankets should be provided to all kitchen areas
- Emergency lighting required to the internal escape route

Additional 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 building falls within one of the applicable wards, it may require an HMO licence. The building is a section 257 HMO if it fulfils **all** of the following criteria –
 - it is a converted building or part of a converted building; **and**
 - comprises self-contained flats; **and**
 - the conversion work does not comply with 1991 (or subsequent) Building Regulations; **and**
 - less than two-thirds of the flats are owner-occupied (that is a leaseholder lives in their flat with a lease granted for a term of more than 21 years);

If all of the above criteria is fulfilled a section 257 HMO licence may be required.

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 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: 05 June 2026 08:48
To: EHPlanningConsultations <EHPlanningConsultations@arun.gov.uk>
Subject: Planning Consultation on: LU/104/26/PD

To: **Environmental Health - Planning consultation**

NOTIFICATION FROM ARUN DISTRICT COUNCIL

TOWN AND COUNTRY PLANNING ACT 1990

Application No:	LU/104/26/PD
Registered:	12th May 2026
Site Address:	37 High Street Littlehampton BN17 5EG
Grid Reference:	502773 102139
Category:	P3ClassMA Class E-C3
Description of Works:	Prior notification under Schedule 2, Part 3, Class MA for a change of use from offices to 2 No self contained flats.

I am able to inform you that I have received an amendment to the above application dated relating to:-

If you should wish to make further representations as a result of this amendment, please make any further comment by .

[Click here to view the application, documents and make further comments](#)

Please be aware that Planning Services operate an 'open file' policy and will publish your comments including your name and address on the website. We will aim to redact signatures, telephone numbers and email addresses but please help us by not incorporating them in the body of your text. Please make sure that you only include information that you are happy will be published in this way. If you supply information belonging to a third party, you must make sure you have their permission to do so.

Yours sincerely

Susan Haley

Planning Case Officer- Arun District Council

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Email: susan.haley@arun.gov.uk

PLRECON (ODB) 2018