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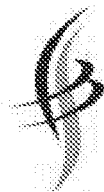
From: Jo Funnell (Funnell Design) [REDACTED]
Sent: 21 July 2021 11:30
To: Jasmine Kaur Singh <Jasmine.KaurSingh@arun.gov.uk>
Subject: RE: LU/145/21/PL - 12 Cornwall Road Littlehampton BN17 6EE

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Jasmine, thank you for this, we will look to deal with the issues raised here by the HMO. As the Parish Council are also objecting to the application because of these adverse comments we would like to withdraw the application so that we avoid a refusal please?

Regards

Mr Jo Funnell – Director



FUNNELL DESIGN PARTNERSHIP

BizSpace Littlehampton, Courtwick Lane, Littlehampton, West Sussex, BN17 7TL

[REDACTED]

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From: Jasmine Kaur Singh <Jasmine.KaurSingh@arun.gov.uk>

Sent: 21 July 2021 10:42

To: Jo Funnell (Funnell Design) [REDACTED]

Subject: FW: LU/145/21/PL - 12 Cornwall Road Littlehampton BN17 6EE

Hi Jo,

Further to our telephone conversation, please kindly confirm the withdrawal of application. Please refer to the comments below from HMO team.

Thanks
Jasmine

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

Subject: RE: LU/145/21/PL - 12 Cornwall Road Littlehampton BN17 6EE

Hi Jasmine,

I have taken a look at the revised plans and unfortunately it raises some other concerns.

- Room 2 comprises an inner room as egress from the bedroom/living area is via the kitchen. 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. Either an escape window or a door should be installed to the bedroom, but an escape window should only be considered if all of 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
- Room 7 poses a similar risk where egress from the unit is located closer to the kitchen area rather than the living area, resulting in the occupant having to directly pass the kitchen in order to exit the property. Consideration should be given to reconfiguring the layout of this room, or to install an escape window providing all of the above criteria can be met.
- As these rooms are now self-contained units, some of the rooms are potentially undersized. The minimum room sizes detailed within Arun’s HMO Standards are as follows;

Single-occupancy bedsit or one-roomed unit (not including bathroom/ensuite) – 13m²

Single-occupancy bedsit or two-roomed unit (not including bathroom/ensuite):

Living/Bedroom – 10m² with separate Kitchen – 5m²

OR

Living/Kitchen – 11m² with separate Bedroom – 6.51m²

Looking at the room sizes on the plan, the following rooms may be considered undersized:

Room 4: Living/bedroom – 8.9m² (min. 10m²)

Room 6: Studio area – 9.3m² (min. 13m²)

Room 7: Studio area – 12.7m² (min. 13m²) – admittedly this is only just undersized

Room 8: Studio area – 10.4m² (min. 13m²)

- It seems unlikely adequate kitchen provisions will be provided to a number of rooms, given the available space and proposed layout of the plans. A kitchen should provide the following:
 - 1x fixed impervious sink and drainer unit
 - Appropriate cooking facilities or space for an appropriate cooking appliance
 - Sufficient worktop area for the preparation of food (recommended is 600mm x 1000mm)
 - 4x plug sockets (2x doubles) positioned at a safe and convenient height above the work surfaces. Additional dedicated sockets are required for a cooker and refrigerator
 - A standard sized floor or wall mounted cupboard unit. N.B. This doesn't include the space beneath a sink and drainer unit
 - Space for kitchen appliances e.g. fridge
 - Mechanical ventilation to the outside air. N.B. Must be in accordance with approved document F under the Building Regulations 2010
 - A 'light duty' fire blanket. Fire blankets should comply with BS 6575 or equivalent. The fire blanket should be mounted on the wall approximately 1.5m high and closer to the room exit than the cooking facilities
 - Suitable floor covering that is slip resistant, impervious and easily cleansable. The flooring should extend 800mm from all units and have an edging strip to secure the edges and/or to mark the edges of the carpet
 - Adequate impervious splash backs should be provided to all work surfaces, cookers and sink and drainer units

Based on the plans, it seems likely that rooms 5, 6 and 8 would have difficulties achieving this.

- The internal escape route should provide 30 minutes fire resistance, including the provision of 30-minute fire resisting and self-closing fire doors (FD30S) to each unit and along the first floor landing, including the cupboard if there is a source of ignition
- A mixed Grade D1 fire system to be installed to the property.

Interlinked mains wired alarms with integral tamper-proof battery back-up to be located:

- throughout the escape route (smoke)
- within the first floor landing cupboard if a source of ignition is present (smoke)
- in each unit to the room/lobby opening onto the escape route (heat)

Non-interlinked mains wired alarms with integral tamper-proof battery back-up to be located:

- in each unit to the room/lobby opening onto the escape route (smoke)

General

- Must meet the requirements of the Housing Act 2004 and be free of Category 1 and significant Category 2 Hazards
- It is important to note that the property may still be classed as an HMO under S257 of the Housing Act 2004 if the conversion work does not comply with the 1991 building regulations.

However, all of the items raised above are not specific to HMO properties and relate to general housing conditions, having regard to the Housing Act 2004, Housing Health and Safety Rating System (England) Regulations 2005 and LACORS national fire safety guidance.

- Whilst the room measurements above have been taken from Arun District Council's HMO Standards document and it is possible this property will not be an HMO moving forward, it is strongly recommended to refer to the room sizes as a guide because providing inadequate space or provisions could result in hazards being identified under the Housing Health and Safety Rating System.

Kind regards,
Chantelle

Chantelle Bashford
Houses in Multiple Occupation Officer
Private Sector Housing & Public Health Team

T: 01903 737803

E: chantelle.bashford@arun.gov.uk

Arun District Council, Civic Centre, Maltravers Rd, Littlehampton, West Sussex, BN17 5LF
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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.	
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From: Jasmine Kaur Singh <Jasmine.KaurSingh@arun.gov.uk>
Sent: 24 June 2021 07:30
To: Chantelle Bashford <Chantelle.Bashford@arun.gov.uk>
Subject: FW: LU/145/21/PL - 12 Cornwall Road Littlehampton BN17 6EE

Hi Chantelle,

I understand that you have already made comments on this planning application. I would like to re-consult you on the revised plans.

I look forward to hear from you.

Regards
Jasmine

From: Jo Funnell (Funnell Design) [REDACTED]
Sent: 15 June 2021 11:40
To: Jasmine Kaur Singh <Jasmine.KaurSingh@arun.gov.uk>
[REDACTED]
Subject: RE: LU/145/21/PL - 12 Cornwall Road Littlehampton BN17 6EE

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Good afternoon Jasmine

I note that our revised drawings sent to you on the 2nd June have not yet been uploaded to the portal. As these changes accommodated a change to the kitchen arrangements for 5 units they did deal with most of the adverse comments the HMO Officer had given.

Since then our client has decided to alter the layouts still further and so the communal cooking and dining facilities have been removed. The 8 rooms have been configured so that each has its own cooking area within each unit.

There remain 8 bedrooms, 4 on the ground floor and a further 4 at first floor level.

Can I ask that you now upload the attached revised drawings and seek comments for these changes please?

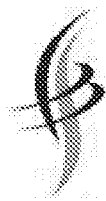
Please may we substitute the following drawings please:

- 2350-P-02B with revised drawing 2350-P-02C Proposed floor plans
- 2350-P-04 with revised drawing 2350-P-04A Proposed site plan
- 2350-P-05A with revised drawing 2350-P-05B Proposed site elevations

We have also noticed an error on the existing elevations on drawing 2350-EX-02 on the eastern elevation and so would ask that also substitute that drawing with revised drawing 2350-EX-02A.

Regards

Mr Jo Funnell – Director



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From: Jasmine Kaur Singh <jasmine.KaurSingh@arun.gov.uk>
Sent: 03 June 2021 01:11
To: Jo Funnell (Funnell Design) [REDACTED]
Subject: RE: LU/145/21/PL - 12 Cornwall Road Littlehampton BN17 6EE

Hi Jo,

Thank-you for sending the plans. I will review the description and amend it accordingly.

Many thanks
Jasmine

From: Jo Funnell (Funnell Design) [REDACTED]
Sent: 02 June 2021 15:59
To: Jasmine Kaur Singh <jasmine.KaurSingh@arun.gov.uk>
Subject: LU/145/21/PL - 12 Cornwall Road Littlehampton BN17 6EE

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Dear Ms Kaur Singh

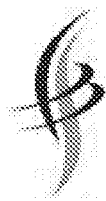
I have taken advice from our clients and they have requested a change to the internal layout that reduces the total number of units from 9 to 8 by introducing kitchenettes into Bedrooms 3, 4, 5, 7 and 8.

Can you therefore please change the description of the application to "Change of use from (C3) Dwelling house to 8 bed House in Multiple Occupation (Sui Generis)" please?

As well as the change on the description can you please substitute drawings 235-P-02B Proposed Floor Plans and 2350-P-05A Proposed Elevations for the earlier versions of these two drawings?

Regards

Mr Jo Funnell – Director



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