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Arun District Council, Civic Centre, Maltravers Rd
Littlehampton, West Sussex, BN17 5LF
www.arun.gov.uk

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<https://www1.arun.gov.uk/planning-application-finder>



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	 
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From: Chantelle Bashford [REDACTED]
Sent: 07 November 2025 14:40
To: Planning.Responses <Planning.Responses@arun.gov.uk>
Subject: RE: Planning Consultation on: LU/195/25/PL

Dear Planning

Apologies for the delay providing comments in respect of the above planning application.

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 each flat entrance
- A mixed Grade D1, LD2 and Grade D1, LD3 fire alarm system should be installed, as follows:

Grade D1, LD2 system:

- interlinked mains-powered **smoke** alarms with integral tamper-proof battery back-up installed to the escape route
- interlinked mains-powered **heat** alarm with integral tamper-proof battery back-up within each flat in the room/lobby that opens onto the escape route
- interlinked mains-powered heat or smoke* alarm with integral tamper-proof battery back-up installed within each ground floor commercial unit

* You will need to liaise with a competent fire risk assessor to determine which type of alarm is better suited in each commercial unit

Grade D1, LD3 system:

- non-interlinked mains-wired smoke alarms with integral tamper-proof battery back-up installed within each flat to provide early warning

- Fire blankets should be provided to all kitchen areas

Additional HMO Licensing Scheme – Section 257 HMO

- The Council introduced an Additional HMO Licensing Scheme in 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 affected 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 is required.

Ventilation

- Kitchens and bathrooms/shower rooms/ensuites should have adequate mechanical extraction in addition to any windows

Terraces/Balconies

- Each first floor patio area must provide a guarding height of 1100mm minimum, extending up from the patio 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

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

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Littlehampton, West Sussex, BN17 5LF

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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: 01 October 2025 09:04

To: EHPlanningConsultations [REDACTED]

Subject: Planning Consultation on: LU/195/25/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: LU/195/25/PL

Registered: 1st October 2025

Site Address: 1 & 2 Norfolk House Beach Road Littlehampton BN17 5HZ

Grid Reference: 502947 102059

Description of Works: Change of use from offices to 2 No. 1 bedroom flats. This application is in CIL zone 4 (zero rated).

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 30th October 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

Hebe Smith

Planning Officer- Arun District Council

Telephone: 01903 737626

Email: hebe.smith@arun.gov.uk

PLCONSULT (ODB) 2020