

[REDACTED]

[REDACTED]

From: Christian Melgar
Sent: 16 November 2018 11:45
To: Stuart Corbey
Subject: RE: Planning Application - LU/201/18/PL - 137 Bayford Road - house of multiple occupancy

Hi Stuart

I have a re-inspection booked for next Wednesday. I think it unlikely they will have complied with the Licence conditions for the maximum occupation levels as I have heard nothing from them regarding completion of works/actions, and I am uncertain, but think, that there has been no application to alter the kitchen and dining room layouts (unless they found another way to deal with this). I will let you know what I find when I inspect.

I understand that currently there are 8 adults, 3 under ten year olds, 3 children over 10 years old - all forming 8 households. Although I have been advised that 1 adult with a 15 y/o child was to vacate on 15/11/18 and an adult with a 2 y/o and a 4 month-old is due to vacate on 20/11/18. This would bring the numbers down to 6 adults, 1 under ten year old, and 2 over ten year olds forming a total of 6 households.

I will let you know what I find when I inspect.

Kind regards

Christian

Christian Melgar | Private Sector Housing and Public Health, Arun District Council | Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF

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From: Stuart Corbey
Sent: 16 November 2018 10:24
To: Christian Melgar
Subject: RE: Planning Application - LU/201/18/PL - 137 Bayford Road - house of multiple occupancy

Hi Chris,

Can you tell me if this property has now been checked to see it complies with the number of people the licence has applies fro to reside at the property? And if a C4 HMO licence has been approved?

My decide for the planning application for the HMO is fast approaching (20th November) so you information is vital to understanding that you are happy with the level of occupation.

Thanks

Stuart Corbey | Senior Planning Officer, Planning Department, Directorate of Place, [Arun District Council](#) | Location: First Floor , Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF
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Please note this information is given without prejudice and represents the informal view of the officer and not an official opinion of Arun District Council.

From: Christian Melgar
Sent: 03 October 2018 10:34
To: Stuart Corbey
Subject: RE: Planning Application - LU/201/18/PL - 137 Bayford Road - house of multiple occupancy

Hi Stuart

Sorry for the delayed reply.

I have recently issued a HMO Licence for the property – lasting one year (rather than the full 5-year), as there is quite a bit to do to either make it suitable for the number of occupants they wish to have or reduce the number of occupants to fit the facilities.

I did meet the agent from UK Room and Lisa Coney on site a few months ago as she was looking into it as well.

The Licence (issued to Imperial Portfolios Limited) is for 15 persons in total but dependent upon the following works being completed:

	Condition	Date for Compliance
23.	Room Sizes <u>At the current time the property is only suitable for occupation by a maximum of five (5) persons due to the lack of sufficient kitchen and bathroom facilities.</u> To increase the number of occupants that can reside within the property the following facilities will be required: <u>Kitchen & Dining Area</u> – The kitchen only measures approximately 7.07m² and is therefore undersized for the number of intended occupants. The dining area measures 10.4m².	14th November 2018

Bathrooms

For 5 persons sharing facilities –

1 wash hand basin in each sleeping room where practical; and
1 bathroom AND 1 separate WC with wash hand basin (but the WC can be contained within a second bathroom).

For 6-10 persons sharing facilities –

1 wash hand basin in each sleeping room where practical; and

2 bathrooms AND 2 separate WCs with wash hand basins (1 of the WCs can be contained within 1 of the bathrooms).

The current shower-rooms are very small and provide only a minimal amount of circulation and drying space.

Bedrooms - The size of the bedrooms limits the number of occupants to the following for each room; **however the actual total number that can reside in the property is lower as it is limited by the overall bathroom, kitchen and communal space provision:**

Bedroom 1 – max. 2 persons;
Bedroom 2 – max. 1 person;
Bedroom 3 – max. 1 person;
Bedroom 4 – max. 2 persons;
Bedroom 5 – max. 3 persons (en-suite);
Bedroom 6 – max. 1 person;
Bedroom 7 – max. 2 persons;
Bedroom 8 – max. 2 persons (en-suite);
Bedroom 9 – max. 1 person (en-suite).

The total number of occupants for the property however, based on the current bathroom and kitchen facilities and communal living space, is five (5) persons. Additional kitchen facilities are required for more occupants than this. It is likely that to be able to provide a sufficient amount of communal space (needed due to the smaller sizes of some of the bedrooms), kitchen facilities (additional sink and cooking facilities) and bathroom facilities (i.e.

	additional separate WC with wash hand basin), a change in layout (or reduction in intended number of occupants) will be needed.	
24.	All hallways and landings are required to have heating provision. The ground floor hallway has a radiator; however the first floor and second floor landings do not and unless it can be shown that the ground floor radiator is sufficient to heat the first and second floors as well, additional heating will be needed. This would be best achieved by extending the gas central heating system; however if this is not possible electric heaters with timing and temperature controls are required. All electric heating must be fuse-spurred into the electrical system and not just plug-in. All heating in hallways, whether gas or electric, must be capable of reaching and maintaining +18°C when the external temperature is -1°C.	14th November 2018
25.	Both communal shower rooms only have heated towel rails provided as a source of heating. All bathrooms require suitable heating that is capable of reaching and maintaining +22°C when the external temperature is -1°C.	14th November 2018
26.	Mechanical extract ventilation to the open air is required in the first floor and second floor bathrooms. This will need to have an extraction rate of at least 15 litres per second.	14th November 2018
27.	Mechanical extract ventilation to the open air is required in the kitchen. It could not be confirmed that the extractor in the kitchen vents to the outside air. This will need to have an extraction rate of at least 30 litres per second if it is adjacent or above the cooker/hob and 60 litres per second if located elsewhere in the room.	14th November 2018
28.	All Lounges and Dining rooms must have a minimum of three (3) double electrical sockets. Only one double could be seen in the communal dining room.	14th November 2018
29.	All hallways/landings must have a minimum of a single electrical socket. The ground floor hallway has no socket provision.	14th November 2018

30.	The two communal shower rooms both only contain cloakroom-sized wash hand basins. Minimum wash hand basin sizes are 560mm x 430mm. Cloakroom-sized wash hand basins are acceptable for rooms containing a WC only.	14th November 2018
31.	The en-suite bathrooms in Bedrooms 5, 8 and the caretaker's bathroom only have cloakroom-sized wash hand basins. Minimum wash hand basin sizes are 560mm x 430mm.	14th November 2018
32.	The property is short on bathroom facilities and lacks a separate WC with wash hand basin (see requirements in item 23 above).	14th November 2018
33.	There are insufficient kitchen facilities for the proposed number of occupants. The current provision is only suitable for a maximum of five (5) persons: a. There is only a single sink and drainer; b. There is only a single four-ring hob and cooker; c. There is insufficient cupboard and drawer storage space for the number of intended occupants; d. A minimum of three (3) double electrical sockets are required above the food preparation surface (as well as dedicated sockets below worktop level for white goods).	14th November 2018
34.	Fire Extinguishers were present in the communal areas. If portable fire extinguishers are to be provided in the property all occupants must be fully trained in their use as per the requirements of the Regulatory Reform (Fire Safety) Order 2005. All training should be recorded. A copy of this training record should be provided to this department. Alternatively the Fire Extinguishers should be removed.	29th September 2018

In the past the property wasn't licenced but was run as a B&B, probably in the true sense originally and then in the loosest terms as time progressed. The Council have used it as Emergency Accommodation for a number of years

(and still does). I'm afraid we have very little information about previous occupancy or when it was changed from a B&B to what would be classed as a true HMO, evident by us only licencing it this year.

Sorry I cannot be of more help but if you have any specific questions you can always ask and if I have an answer I will endeavour to provide it!

Kind regards

Christian

Christian Melgar | Private Sector Housing and Public Health, Arun District Council | Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF

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From: Stuart Corbey
Sent: 27 September 2018 11:54
To: Christian Melgar
Subject: FW: Planning Application - LU/201/18/PL - 137 Bayford Road - house of multiple occupancy

Hi Christian,

The above is an application I have been assigned. I am trying to establish a background to the above property as there is no formal planning consent to convert from a B&B in 1978 to a HMO.

Could you tell me if we have received a licence for 8 bed site units? And if there is a history of licences from this property.

Thank you.

Please feel free to give me a call.

Stuart Corbey | Senior Planning Officer, Planning Department, Directorate of Place, Arun District Council | Location: First Floor, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF

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From: Steven Chisholm
Sent: 20 September 2018 08:29
To: Christian Melgar
Cc: Stuart Corbey
Subject: FW: Planning Application - LU/201/18/PL - 137 Bayford Road - house of multiple occupancy

Hi Christian

I think this was one of your HMO's

Thanks

Steven

Steven Chisholm | HMO Officer, Private Sector Housing & Public Health, [Arun District Council](#) | Location: Third Floor, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF

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**The legal requirement
for mandatory HMO
licensing changes on
1 October 2018**

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

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



From: Tendai Pinden

Sent: 19 September 2018 14:02

To: Stuart Corbey; Steven Chisholm

Subject: RE: Planning Application - LU/201/18/PL - 137 Bayford Road - house of multiple occupancy

Hi Stuart,

I am sorry but I moved from private sector housing in June , the new HMO officer is Steven Chisholm , I have also included him in this email.

Kind Regards

Tendai

From: Stuart Corbey

Sent: 19 September 2018 10:43

To: Tendai Pinden

Subject: Planning Application - LU/201/18/PL - 137 Bayford Road - house of multiple occupancy

Hi Tendai,

The above is an application I have been assigned. I am trying to establish a background to the above property as there is no formal planning consent to convert from a B&B in 1978 to a HMO.

Could you tell me if we have received a licence for 8 bed site units? And if there is a history of licences from this property.

Thank you.

Please feel free to give me a call.

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