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

Sent: 19 November 2021 10:29

To: Anita Gardner <Anita.Gardner@arun.gov.uk>

Subject: FW: Lu/252/21/PL - 6 Selbourne Place, Selbourne Road, Littlehampton, BN17 5NH. Conversion of 8 to 9 bedroom HMO.

Apologies Anita, one more comment I forgot to include in my initial response; bedroom 9 only appears to have a door in place at the rear. All habitable rooms must have an opening window casement, equivalent to 1/20th of the floor area, to the outside air to provide adequate ventilation. French or patio doors that have no separate openable casements, or where there is no alternative openable casement within the room, are not considered acceptable in bedrooms.

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

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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.

From: Chantelle Bashford

Sent: 19 November 2021 10:23

To: Anita Gardner <Anita.Gardner@arun.gov.uk>

Subject: RE: Lu/252/21/PL - 6 Selbourne Place, Selbourne Road, Littlehampton, BN17 5NH. Conversion of 8 to 9 bedroom HMO.

Hi Anita,

Thank you for confirming, I just wanted to check I hadn't missed something.

With regards to the kitchen size, this would meet the minimum standards required based on a 9-bed HMO. The kitchen size referred to by the Town Council is in relation to a kitchen/diner (a

kitchen which is large enough to accommodate dining facilities when there is no separate communal dining facilities available), however the property benefits from a large living room (31.2m²) which could provide separate dining facilities. Therefore, the minimum kitchen size required for 9 occupants is 13m², which this kitchen meets.

However, I have concerns regarding the current HMO licence that is in place and the size of the ensuite bathrooms being proposed.

The current licence permits 8 occupants and 8 households across 8 bedrooms, however I note the proposed plans have created an additional 2 bedrooms, suggesting the property may now comprise 10 bedrooms rather than 9. The room to the third floor is currently permitted as a bedroom. Of course, it is possible the owner has decided to no longer use that room as a bedroom; I note it is not labelled 'bed' on the proposed plans as the other bedrooms are.

In addition, condition 45 of the current HMO licence raises concerns regarding the size of the ensuite bathrooms to bedrooms 1, 2 & 6 (bed 6 is labelled as bed 5 on the proposed plans) and actually concludes they are considered inadequate. However, it was taken into account that the property offered 3x communal bath/shower rooms which only one other occupant would be using, therefore it was considered acceptable for the ensuite bathrooms to remain as they were (and not have work completed to them) as long as those occupants would have full access to those communal bathrooms. The proposed plans have not only removed 2 of the 3 communal bathrooms, but some of the bedroom layouts, including walls, have changed. Therefore, it is now possible that other ensuite bathrooms may no longer be considered acceptable, too.

If we look at the plans alone, the property is able to achieve a 9-bed HMO based on room sizes and available kitchen and bathroom facilities, however this will be subject to an HMO inspection being undertaken, and the owner being granted planning permission for 9-bedrooms does not necessarily mean the HMO licence will be granted for 9 occupants (assuming the bedrooms are to remain as single-occupancy rooms).

Lastly, as the layout of the property has changed, as well as the number of occupants increasing, the HMO Licence Holder must apply to have the licence varied.

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

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From: Anita Gardner <Anita.Gardner@arun.gov.uk>

Sent: 18 November 2021 15:52

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

Subject: RE: Lu/252/21/PL - 6 Selbourne Place, Selbourne Road, Littlehampton, BN17 5NH. Conversion of 8 to 9 bedroom HMO.

Hi Chantelle,

I don't know where the reference to 13 residents has come from. I can't see anything suggesting more than 9 occupants. Maybe the assumption is the larger rooms would be occupied by 2 people.

The site has a lawful development certificate for use of the premises as an HMO with 8 bedrooms.

Regards

Anita

Anita Gardner
Principal Planner

T: 01903 737529

E: anita.gardner@arun.gov.uk



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

Sent: 18 November 2021 15:35

To: Anita Gardner <Anita.Gardner@arun.gov.uk>

Subject: RE: Lu/252/21/PL - 6 Selbourne Place, Selbourne Road, Littlehampton, BN17 5NH. Conversion of 8 to 9 bedroom HMO.

Hi Anita,

Before I make comment, please can I check where reference to 13 residents has come from in the Town Council's response?

I can only see reference to 9-bed HMO within the documents with no mention of the number of occupants, unless I have missed something?

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

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From: Louise Crane <Louise.Crane@arun.gov.uk>

Sent: 18 November 2021 15:05

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

Cc: Anita Gardner <Anita.Gardner@arun.gov.uk>

Subject: FW: Lu/252/21/PL - 6 Selbourne Place, Selbourne Road, Littlehampton, BN17 5NH. Conversion of 8 to 9 bedroom HMO.

Hi Chantelle

Could you have a look at this application and provide a response to Anita please.

Thanks

Louise

Louise Crane

Principal Environmental Health Officer
Private Sector Housing &
Public Health Team

T: 01903 737669

E: louise.crane@arun.gov.uk

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From: Anita Gardner <Anita.Gardner@arun.gov.uk>

Sent: 17 November 2021 16:45

To: Louise Crane <Louise.Crane@arun.gov.uk>

Subject: FW: Lu/252/21/PL - 6 Selbourne Place, Selbourne Road, Littlehampton, BN17 5NH. Conversion of 8 to 9 bedroom HMO.

Hi Louise,

Carol has suggested I contact you. Do you have any comments to make on the above planning application, particularly in respect of the kitchen size?

Thanks

Anita

Anita Gardner

Principal Planner

T: 01903 737529

E: anita.gardner@arun.gov.uk

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From: Anita Gardner

Sent: 13 October 2021 16:58

To: Carol Reynolds <Carol.Reynolds@arun.gov.uk>

Subject: RE: Lu/252/21/PL - 6 Selbourne Place, Selbourne Road, Littlehampton, BN17 5NH. Conversion of 8 to 9 bedroom HMO.

Hi Carol,

The Town Council have objected to the application. They state

'the proposal fails to conform to the District Council's HMO Space Standards in respect of the size of the

kitchen. The Standards specify that a kitchen in a property with a potential capacity of 13 residents should be 19.5m². The kitchen is 14.5m² and therefore deficient.'

Can you advise whether the proposal is compliant? Whilst this isn't a planning issue if the kitchen size will need adjusting later it makes sense to seek amendments at this time while the application is live.

Thanks

Anita

Anita Gardner
Principal Planner

T: 01903 737529

E: anita.gardner@arun.gov.uk

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From: Carol Reynolds <Carol.Reynolds@arun.gov.uk>

Sent: 12 October 2021 18:07

To: Anita Gardner <Anita.Gardner@arun.gov.uk>; Planning.Responses <Planning.Responses@arun.gov.uk>

Subject: Lu/252/21/PL - 6 Selbourne Place, Selbourne Road, Littlehampton, BN17 5NH. Conversion of 8 to 9 bedroom HMO.

Dear Anita

Environmental Health: No adverse comment.

Carol Reynolds
Senior Environmental Health Officer
Environmental Health Department

T: 01903 737676

E: carol.reynolds@arun.gov.uk

Please note my normal working days are Tuesday to Friday

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