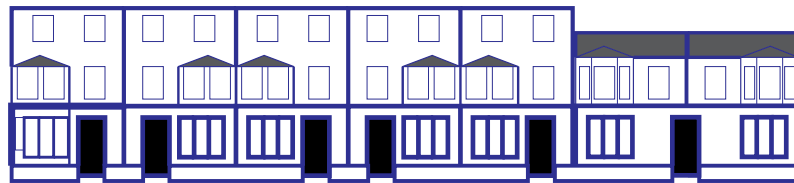
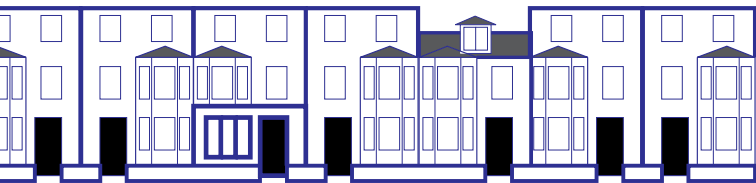


New Homes from Old Places

RESIDENTIAL CONVERSION AND SUB-
DIVISION SUPPLEMENTARY PLANNING
DOCUMENT Adopted March 2011



Blackpool Council
BUILDING A BETTER COMMUNITY FOR ALL



INVESTOR IN PEOPLE

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ADOPTED AND OPERATIVE MARCH 23rd 2011

A full copy of this SPD, the Consultation Statement and Adoption Statement can be viewed on the Council's website:

www.blackpool.gov.uk/residentialconversions

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PART 1

Introduction

This Supplementary Planning Document (SPD)

- Provides design guidance on the conversion or sub-division of properties for residential use
- Will assist agents and the Local Planning Authority in making, assessing and determining planning applications
- Expands on saved Local Plan Policies and future replacement policies in the Blackpool Core Strategy
- Replaces the existing SPG10 'Change of Use of Holiday Accommodation and Conversion of Properties to Permanent Residential Use and Holiday Flats'

Key Aims of this Document

- Raise the quality of residential conversions and sub-divisions by establishing modern space and amenity standards
- Encourage the highest design quality by promoting creativity and best practice
- Address the over-supply of small flats and poor quality dwellings, particularly in the inner area and resort neighbourhoods
- Encourage sustainable development during the design and construction phases
- Improve the character and quality of existing and emerging residential neighbourhoods

The need to improve housing quality in Blackpool

Blackpool has a unique and extreme set of housing challenges rooted in the town's changing fortunes as the UK's largest seaside holiday resort.

The town grew rapidly at the turn of the 20th century to accommodate large numbers of holiday makers in a vast array of guest houses and small hotels. But over the past two decades the decline in overnight visitors to the resort has resulted in a significant number of guest houses being forced out of business and seeking alternative income through converting and sub-dividing their properties to permanent residential use.

New dwellings resulting from conversion and subdivision are an important source of additional housing. However, in the inner areas and resort neighbourhoods of Blackpool the result of this is an extremely dysfunctional and unbalanced housing supply with too many small flats and a building stock in poor condition due to lack of maintenance. Housing choice in large parts of these areas is limited to small, poor quality privately rented bedsits and flats or Houses in Multiple Occupancy (HMO)¹, unsuitable for families and undesirable to anyone who can afford to choose better.

Over half of the housing stock in the inner areas of Blackpool is in the private rented sector, housing a high percentage of people on housing benefit². Furthermore, there are high transience levels within these areas which is reflected in the fact that between 2002 and 2006, 34,000 people moved to Blackpool from elsewhere in the North West³.

- 1 21.6% of the housing stock is made up of flats and maisonettes which compares with 12.8% in the North West as a whole (2001 Census)
- 2 The actual figure for people living in private rented accommodation on housing benefit is 63% across Blackpool, which compares with 20% nationally (Fylde Coast Housing Strategy 2009)
- 3 This figure represents 24% of Blackpool's population

Residents of poor quality accommodation suffer problems such as overcrowding, lack of amenity space, noise and inconvenient or unsafe access. The high number of properties that have been converted or sub-divided and their concentration within certain areas and streets undermines the social and economic sustainability of these neighbourhoods.

As the supply of visitor accommodation continues to exceed demand the council wishes to reduce the resort's holiday areas through proposals in our Holiday Accommodation SPD. This will manage the change of properties into residential use.

Without efforts to improve the mix of dwelling sizes (in particular to reduce the number of small flats) and raise design quality, resort neighbourhoods will continue to decline.

This SPD will be instrumental in improving all aspects of residential accommodation, enhancing the residential offer across Blackpool (especially the resort neighbourhoods), improving living standards, promoting sustainable communities and creating homes and neighbourhoods where people want to live.

This SPD's approach represents a 'step change' in requirements from the previous guidance in SPG 10 and will help create high quality and higher value homes that will make a major contribution to the regeneration of Blackpool's inner area and resort neighbourhoods.

Further Information

Further detail on the need to improve housing quality in Blackpool can be found in the following documents:

- Blackpool Housing Statement 2009 -2012 (2009)
- Fylde Coast Housing Strategy (2009)
- Fylde Coast Strategic Housing Market Assessment (2008)

These are available to view at:

 www.blackpool.gov.uk/services/a-f/fyldecoasthousingstrategy

Exemplars and Best Practice

Once this SPD is adopted, examples of good and innovative design practice, including exemplar projects, will be available on the website at:

 www.blackpool.gov.uk/residentialconversions

Policy

The policy framework

SPDs form part of the Local Development Framework (LDF) as a supplement to Local Plan or LDF policies. They are a material consideration when assessing planning applications.

This SPD supports and expands on the following key “Saved” Local Plan Policies:

- HN5: Conversions and Sub-divisions
- HN6: Housing Mix
- RR9: Resort Neighbourhoods – Loss of Holiday Accommodation

It is also consistent with the following “Saved” Local Plan Policies:

- LQ1: Lifting the Quality of Design
- LQ8: Energy and Resource Conservation
- LQ14: Extensions and Alterations
- BH3: Residential and Visitor Amenity
- AS1: General Development Requirements

Some of these “saved” policies, including HN5, HN6 and RR9, are expected to be superseded by emerging policies in the Blackpool Core Strategy.

Draft policies R20, G1 and G4 in the Core Strategy Preferred Option¹ set out the proposed policy approach to neighbourhood regeneration, creating balanced residential neighbourhoods where people aspire to live.

This SPD supports these draft policies. Once the Core Strategy is adopted the SPD will be reviewed and revised if necessary to ensure consistency with the adopted policies.

What the policies say

This SPD sets out the Council’s standards for accommodation including floorspace, layout, amenity space and parking, and ensures any changes to residential use result in good quality living accommodation.

Across Blackpool the Council will generally support conversion or sub-division of existing buildings for residential use providing all standards are met. However, there are important general exceptions set out in the Local Plan and Core Strategy Preferred Option (CSPO):

- Conversion of holiday accommodation to residential use in a protected Holiday Area²
- Conversion of an existing ground floor shop in the Town Centre, District or Local Centres³
- Conversion and loss of a community facility⁴
- Conversion of a building located in an allocated employment area⁵

To see if your property is within a protected holiday area, please refer to the Holiday Accommodation SPD.

To see if your property is within the Town Centre, District or Local Centres or within an allocated employment area, please refer to the Local Plan Proposals Map.

Alternatively, please speak to the Council’s Development Management Team: 01253 477477

² Local Plan Policy RR9, CSPO Policies R18, R19 and the Holiday Accommodation SPD

³ Local Plan Policies SR1 - SR8, BH11 - BH15, CSPO Policies R6 - R11, G2

⁴ Local Plan Policy BH21

⁵ Local Plan Policies DE1 - DE4, CSPO Policy S5

¹ Published April 2010

Procedure

Consultation and Public Involvement

Earlier drafts of the document were subject to consultation in summer 2009, summer 2010 and early 2011. The comments received, and how they have informed the preparation of this document, are available to view in the Statement of Consultation.

Sustainability Appraisal

This document has been informed through the preparation of a formal Sustainability Appraisal (SA) which has considered the potential social, environmental and economic impacts of the guidance contained in this document.

Habitats Regulation Assessment

A Habitats Regulation Assessment (HRA) was produced for policies contained in the emerging Core Strategy Preferred Option, including R20, G1 and G4 to which this document would support, and therefore a separate HRA is not required for this SPD, as confirmed by Natural England.

Further Information:

Policy

This SPD is consistent with National, Regional and Local Planning Policy, the Blackpool Sustainable Community Strategy and the Joint Lancashire Minerals and Waste Development Framework.

National Planning Policy

www.planningportal.gov.uk

Northwest Regional Spatial Strategy

www.4nw.org.uk

Lancashire Minerals and Waste Development Framework

www.lancashire.gov.uk/environment/lmwlp/lancsmwdf

Blackpool Local Plan (and Proposals Maps)

www.blackpool.gov.uk/services/a-f/blackpoollocalplan/home.htm

Blackpool Core Strategy and Holiday Accommodation SPD

www.blackpool.gov.uk/corestrategy2010

Blackpool Sustainable Community Strategy

www.blackpool.gov.uk/scs

Procedure

Statement of Consultation:

www.blackpool.gov.uk/residentialconversions

Sustainability Appraisal

www.blackpool.gov.uk/residentialconversions

The HRA Scoping Statement

www.blackpool.gov.uk/residentialconversions

The HRA screening report for the Core Strategy

www.blackpool.gov.uk/corestrategy2010

Things to consider before you start

Do I need planning permission?

You will need planning permission to convert or subdivide an existing building (including guest houses and holiday apartments) to permanent residential use. The design requirements in this document will be used to assess the planning application.

Get advice before submitting your application

To help speed up determining your application and reduce the likelihood of refusal we welcome discussions on your sketch plans and proposals before you submit them. Our advice is intended to be helpful and informative but please remember that it is informal and does not predetermine the outcome of your application.

We encourage you to use a qualified architect or competent plan-drawer to prepare your application to help you achieve a well designed conversion or sub-division in accordance with the design requirements.

Making your application

Your planning application should consist of:

- Planning Application Form (2 copies)
- Land Ownership Certificate
- Design & Access Statement
- Application checklist
- Location Plan, existing and proposed floorplans and elevations drawn to an appropriate scale (2 copies)
- Appropriate Fee

A Checklist has been prepared for you to complete and submit (see Appendix 1).

Application Forms, Certificates, Design and Access Statement template, details on fees and how to order a Location Plan are on the Council's website.

Flood risk

If your property is located within Flood Risk Zones 3 (High Risk) or 2 (Medium Risk) then you may be required to submit a Flood Risk Assessment. Up-to-date maps on flood-risk are available on the Environment Agency website:

 www.environment-agency.gov.uk/homeandleisure/floods

Protected species

Certain species, including bats, which use roof spaces as roost or hibernation, and wild birds which nest under the eaves of buildings are protected from harm by law. If the presence of bats or birds is suspected then you are required to submit a survey report, together with details of mitigation measures to safeguard the protected species from the adverse effects of the development.

Public open space

Applications for three or more dwellings may be required to make a financial contribution towards public open space provision, for example if you are converting a former retail premises. Please refer to SPG11 for more information.

Please contact the Council's Development Management Team for more information on any of the above.

Listed buildings and conservation areas

If your property is a Listed Building or is located within a Conservation Area stricter rules apply. You may also need to apply for Listed Building Consent or Conservation Area Consent. You should discuss your proposals with the Council's Built Heritage Team.

Building Control

Most building works need to comply with Building

Regulations to ensure that the property will be safe and fit to live in. You will need to ensure that your proposals incorporate these requirements before you submit your planning application. Please contact the Council's Building Control Team for more information.

Your neighbours

It is advisable to talk to any neighbours affected by your proposals before applying for planning permission. This may enable you to make amendments to the plans that are mutually acceptable and avoid unforeseen issues and delays later. In any event, the Council will notify the occupiers of neighbouring properties when a planning application is submitted and will give them an opportunity to comment.

Party Wall Act, boundaries and neighbour disputes


This document does not give guidance on preventing or resolving disputes which can arise in relation to party walls/ boundaries or excavations near neighbouring buildings. For information on this please refer to the booklet: The Party Wall Act 1996.

Enforcement

When planning permission is granted for conversion or sub-division, the development must be built in accordance with the approved plans and comply with any conditions imposed. Otherwise, the development will be unauthorised and you may be asked to submit a new planning application or the Council may take enforcement action to secure satisfactory compliance with the planning permission.

Blackpool Council Contact Details:

- **Development Management**
- **Built Heritage Team**
- **Building Control**

 PO Box 17
Corporation Street
Blackpool
FY1 1LZ

 www.blackpool.gov.uk/planning

 planning@blackpool.gov.uk

 01253 477477

PART 2

Key Requirements

Achieving high quality design

Part 2 contains the Council's key requirements for the conversion and sub-division of properties into permanent residential use. These are considered fundamental to the creation of high quality homes and neighbourhoods in Blackpool. Where it is not possible to meet these requirements your planning application must justify and explain in detail the reasons why.

We understand that the conversion of existing buildings requires a degree of flexibility. However, in all cases we expect proposals to demonstrate innovative, high quality design solutions appropriate to the surrounding area and the context of your proposal.

The Best Practice Guidance in Part 3 of this document must be read in conjunction with Part 2 to help steer your proposal towards achieving the necessary design qualities. If you are able to demonstrate that you have followed the Best Practice Guidance this will be taken into consideration if requirements in Part 2 cannot be met.

The building

1 Can I sub-divide or extend my property?

2 Dwelling sizes

External features

3 External alterations

4 Entrance and approach

Internal features

5 Internal size standards

6 Internal design standards

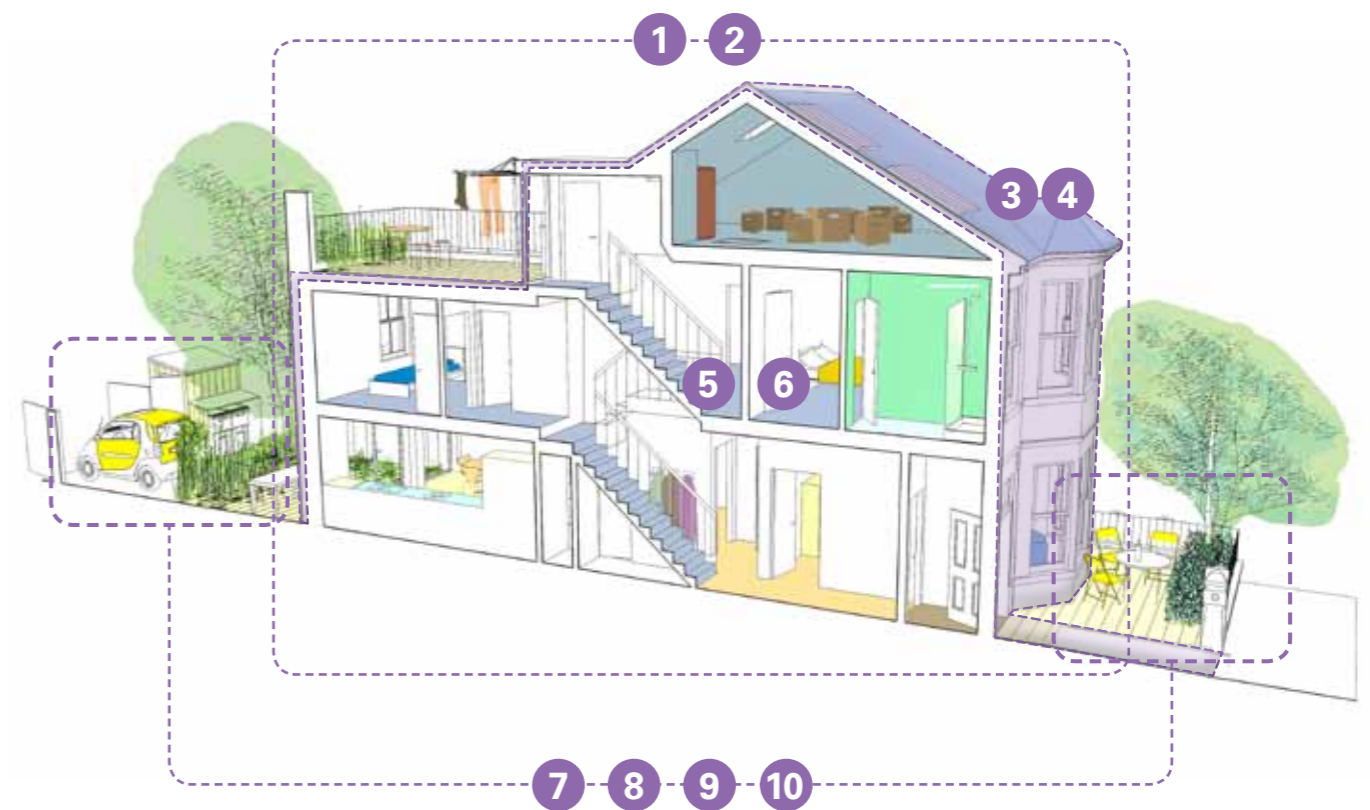
Outdoor Space

7 External amenity space

8 Car parking

9 Cycle storage

10 Waste storage and services



(Image by Ash Sakula Architects)

1. Can I sub-divide or extend my Property?

Requirements

All Cases

1.1: The following will not normally be permitted:

- Conversion of holiday accommodation to residential use in a protected Holiday Area
- Conversion of an existing ground floor shop in the Town Centre, District or Local Centre
- Conversion and loss of a community facility
- Conversion of a building located in an allocated employment area

1.2: Subject to meeting all other requirements within this document:

- Original properties below 160metres² can be converted to a single dwelling but cannot be sub-divided¹.
- Original properties larger than 160metres² can be converted to two or more dwellings providing the resulting mix complies with **1.4** and **1.5**.

1.3: Within the defined inner areas² proposals for conversion or sub-division involving extensions to the property (including the roof) will not be acceptable.

¹ This figure of 160m² is derived using two design studies (WHHL 2000, Ash Sakula 2010) that consider the maximum size of single dwelling which can be reasonably formed from a typical Blackpool guest house property. The figure is also consistent with the minimum dwelling sizes for properties in Note 2.

² The Inner Areas are defined on the Blackpool Local Plan Proposals Map 2006.

Flat Developments

1.4: Within the defined Inner Areas the maximum number of one bed or studio flats in any development is one in three.

Outside these areas:

- Developments of up to three units should have at least one unit of two or more bedrooms
- In Developments of four or more units, at least 50% should be of two or more bedrooms

1.5: Larger developments would be expected to provide a mix of one, two and three plus bedroom units

1.6: All dwelling units must be self-contained.

1.7: Proposals for the conversion of existing dwellings or other buildings into houses of multiple occupation will not be acceptable.

Background

To rebalance the housing mix and create sustainable neighbourhoods the Council will discourage the development through conversion and sub-division of properties into relatively small units and encourage larger flats and family homes.

The Council will achieve this by applying floor-space thresholds based on the size of the **original property** to determine the number of residential units which can be created through conversion or sub-division.

The document is consistent with policy HN6 of the Local Plan and limits the number of single bedroom units that can be created in a flat development. Units of two or more bedrooms are encouraged, particularly in larger buildings. The document will be revised to reflect future council policy affecting housing mix.

In the inner areas, where high levels of housing density could be created from the conversion of existing stock, property extensions are unacceptable.

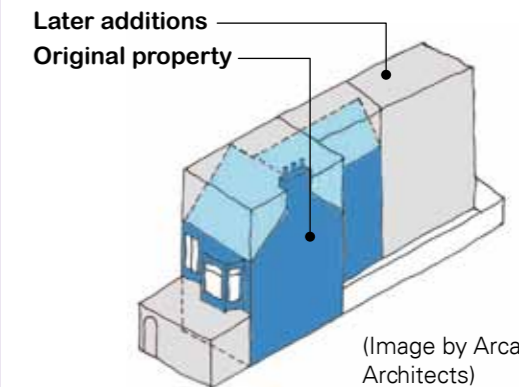
Converting or sub-dividing a former guest house

Design studies undertaken by the Council on typical former Blackpool guest houses have shown that:

- Well designed single family homes can be created from relatively large properties
- A vertical conversion, particularly at the end of terraces, can be more effective and cost efficient as it reduces common areas, noise issues and gives people their own front door.

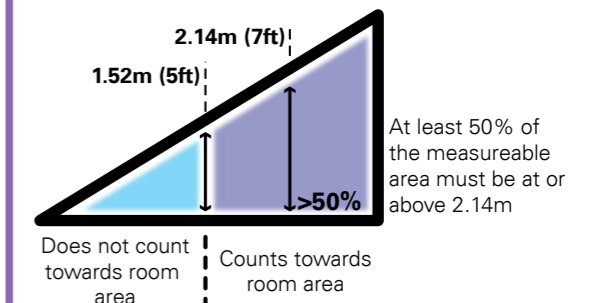
What is an original property?

An original property is defined as being the property as originally built. The measurement of floor area, the Gross Internal Floor Area (GIFA), includes everything inside the exterior walls of the **original property** excluding cellars, extensions, garages and roof lifts added at a later date.



Any area not within a roof space that is included in the original property GIFA must have a minimum ceiling height of 2.4metres.

Areas in the roof space with a floor to ceiling height of 1.52metres (5 feet) or less will not count towards the original floor space. Above 1.52metres, at least 50% of the floor space must be at or above 2.14metres (7 feet) to count.



2. Dwelling Sizes

Requirements

All Cases

2.1: All dwellings that result from conversion or sub-division must meet the minimum space standards as set out in Table 1.

2.2: No dwelling designed for less than 2 people (i.e. one double or two single beds) will be acceptable.

Background

The current housing stock in England has one of the poorest internal space standards in Europe¹ and Blackpool has particularly poor housing by UK standards².

For the well-being of future residents adequate space provision in dwellings is an important consideration so there is a need for dwellings with more generous space standards.

Inadequate dwelling sizes have limited flexibility and scope of use, and only appeal to a narrow section of the population. Consequently their over-provision has been linked to issues of breakdown in social cohesion³.

The figures here are based on those used in the London Housing Design Guide⁴ and have been adjusted to allow for the space inefficiencies associated with the existing building stock⁵.

- 1 Housing Space Standards, HATC for the GLA, 2006
- 2 Private Sector House Condition Survey, Blackpool Council 2007
- 3 English Partnerships' Quality Standards 2007
- 4 London Housing Design Guide, GLA 2010
- 5 Blackpool: A Study for Regeneration, WHHL 2001

Table 1. Minimum total dwelling sizes

Number of bedrooms	Number of people	Minimum Gross Internal Area by Unit Type (metres ²)	
		Flats	Maisonettes and Houses
Studio flat	2 person	55	-
1 bedroom	2 person	55	-
2 bedroom	3 person	67	-
2 bedroom	4 person	77	85
3 bedroom	4 person	81	89
3 bedroom	5 person	94	106
3 bedroom	6 person	110	112
4 bedroom	5 person	99	110
4 bedroom	6 person	110	117
4 bedroom	7 person	115	123
5 bedroom	6 person	118	125
5 bedroom	7 person	123	130

N.B.1 For dwellings designed for more than seven people add 10metres² per additional person as a rule of thumb.

N.B.2 These figures do not include spaces shared between dwellings, such as common stairs.

N.B.3 Shared circulation space between any two dwellings is taken to be a minimum of 8m².

3. External Alterations

Requirements

All Cases

- 3.1:** All signage, awnings, shutters and canopies must be removed unless they are part of the material fabric of the original building or important architectural or heritage features.
- 3.2:** Street-facing sun lounges must be removed and the replacement facade must be of a high design quality in keeping with the original building and residential use¹. Where it is not possible to match the finish of the rest of the facade an appropriate whole facade treatment should be used.
- Replacement walls, windows and doors must be consistent in proportion and position to those originally built.
- 3.3:** When converting a former retail premises to residential use the removal of a shopfront will be considered on a case by case basis. If the retail frontage is removed it must be replaced in accordance with the requirements of 3.2.
- 3.4:** You may be required to remove extensions to a property where they are inappropriate to, or out of character with, residential use or it is necessary to provide/improve outdoor amenity space.

Flat Developments

- 3.5:** Any property being sub-divided or converted into flats must remove any previous non-original roof-lift or inappropriate dormer and replace with a roof in keeping with the roof line as originally built.

¹ Applicants will normally be allowed up to three years to remove a sun-lounge from the date planning permission is granted.

Background

The conversion of properties from other uses must include appropriate proposals to establish residential character and maximise residential amenity, including the removal of inappropriate elements and extensions of existing buildings.

In the case of guest houses there are several external features that may conflict with its use as a quality home and impact on the character and appearance of a residential street:

- Business related signs, canopies etc.
- Front sun-lounges
- Overlarge single-storey rear additions (resulting in a lack of rear garden / yard)
- Roof-lifts

Removing sun-lounges provides space between the street and the front of a building and improves the residential character and appearance of the street. It also provides an opportunity for the greening of streets with front gardens. Roof-lifts are generally out of scale and character with a residential property, and when on the front of a property have a detrimental effect on the street scene. Removing roof-lifts on properties being sub-divided or converted into flats will bring properties and the street back to a more residential scale, character and appearance.

4. Entrance and Approach

Requirements

All Cases

- 4.1:** Generally, front boundary walls must be retained or replaced with something more in keeping with a residential character and appearance. Where street facing boundary walls have been removed these should normally be reinstated in line with those originally in place unless shown to be inappropriate.
- 4.2:** All dwellings must have direct access from the street entrance or shared entrance hallway off the street entrance. Rear access will only be considered in exceptional circumstances.

Background

The entrance and approach to a dwelling is an important part of how it functions in relation to its surroundings. Designing entrances to be visible from the street and neighbouring buildings means that homes are more secure.

Front boundary walls provide an area of transition between the dwelling and the street, contributing to a more residential feel and creating a 'defensible space' for the occupiers.

The control of access to buildings, particularly those with shared entrances, is important to prevent crime and make people feel secure in their homes.

Crime prevention issues, including home and personal security, must be considered when designing your conversion or sub-division. Information on crime prevention by design can be found in the Part 3 of this document.

5. Internal Size Standards

Requirements

All Cases

- 5.1:** All rooms within dwellings resulting from conversion or sub-division must meet the minimum space standards set out in Table 2.
- 5.2:** In general minimum dimensions must be adhered to over the whole length of the room.
- 5.3:** All rooms apart from those in the roof-space must have a minimum floor to ceiling height of 2.4metres. All rooms in a roof space with sloping ceilings must have a minimum floor to ceiling height of 2.14metres (7 feet) over at least half of the measurable floor area. Floor space below 1.52metres (5 feet) will not count towards the measurable floor area, it can, however, be counted as storage space.

Flat developments

- 5.4:** Studio flats must provide a sleeping area of at least 12metres² defined by a solid partition while fulfilling all other internal space requirements.

Table 2 Room size standards		
Purpose of room	Minimum area (metres ²)	Minimum dimension (metres)
Double / twin bedroom	12	2.7
Single bedroom	8	2
Kitchen	-	2.3
Living and/or dining areas	-	2.9

Total Aggregate Living/Dining/Kitchen area (metres ²):	
2 Person	25
3 Person	27
4 Person	29
5 Person	32

Note: For each additional person add 2m²

Background

Larger rooms and spaces make more properties accessible to more people. 25% of Blackpool's population suffer some form of physical disability making this a particularly important issue. Generous room sizes and good design also enable greater flexibility of use.

The minimum room dimensions allow adequate space for standard furniture and movement around it, while the figures for the size of the kitchen, dining and living areas have been aggregated to provide flexibility of design¹.

Within a larger dwelling it can be better to provide living areas as separate spaces rather than open plan to enable different activities to take place without disturbance.

¹ These figures are based on those in the London Housing Design Guide but adjusted to reflect typical existing local conditions as described in the Council research study - Blackpool: A Study for Regeneration, WHHL, 2001

6. Internal Design Standards

Requirements

All cases

Storage and Circulation

- 6.1:** All converted dwellings must provide a minimum of 5% of their Gross Internal Floor Area (GIFA) for storage (excluding cycle storage).
- 6.2:** Designers must minimise the use of dedicated circulation space wherever possible to make dwellings more space efficient and provide larger living areas.

Daylighting

- 6.3:** All habitable rooms must have natural light and at least one of the living spaces should receive direct sunlight for part of the day. Living spaces include living / kitchen / dining areas.

Bathrooms and WCs

- 6.4:** All dwellings designed for five people or more must provide a minimum of a bathroom with WC and additional separate WC.
- 6.5:** At least one toilet and bathroom must be immediately accessed from the circulation area of any dwelling.
- 6.6:** Habitable rooms that are not bedrooms must not have en-suite facilities.

Flat developments

Noise

- 6.7:** In order to minimise noise nuisance between dwellings, rooms with a similar use should be placed next to and above one another (stacking) wherever possible to avoid living and sleeping spaces sharing common walls, floors and ceilings.
- 6.8:** Non-habitable rooms such as hallways or storage space should be used as noise buffers between or within dwellings wherever possible.
- 6.9:** Building and dwelling layouts should be planned to limit the transmission of airborne and impact sound from common areas.

Background

Storage and circulation

Inadequate ancillary spaces can severely hamper the way in which a dwelling works. Lack of adequate storage space is frequently cited as being a major problem in new homes¹ with one estimate of the floor area necessary for storage being 22% of a property².

To create dwellings that work well, unnecessary circulation space should be avoided. To increase the usable life span of a dwelling it should also be adaptable throughout its life to reflect the changing needs of its occupiers.

Daylighting

Good natural lighting of internal spaces makes them both attractive and more enjoyable for residents, while a lack of adequate natural light can make a room oppressive. Too much light is not normally a problem as it can easily be controlled.

The quality of the lighting within a room depends not only on the design of the windows but also the proportions and shape of the room itself. Designs should therefore maximise the benefits from available natural light.

Direct sunlight has a dramatic effect on the enjoyment of interior spaces and at least one room in any dwelling should gain direct sunlight for at least part of the day. The needs of occupants who may spend a large amount of time within the dwelling, such as people with mobility impairment or the elderly, should be carefully considered.

¹ What Homebuyers Want, CABE, 2005
² The Home Buyer's Guide, Ely, 2004

Bathrooms and WCs

More bathrooms and WCs are needed as a dwelling's design occupancy increases.

Noise

20% of all neighbour disputes brought to the attention of the Council's Environmental Protection team concern domestic noise.

To reduce noise transfer problems both within and between dwellings, care should be taken which rooms are beside, above or below each other.

Halls, corridors and storage space can be used to absorb sound and act as buffers against sound transmission between and within dwellings.

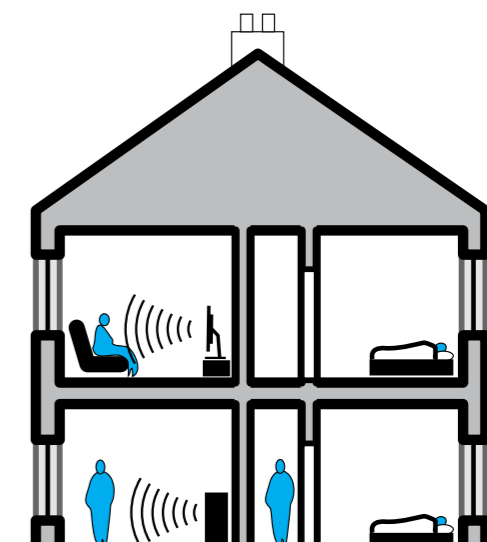


Figure 3. The arrangement of rooms to avoid the transfer of noise within and between dwellings.

7. External Amenity Space

Requirements

All Cases

7.1: Proposals will be expected to maximise all opportunities for the provision of outdoor amenity space, including the removal of extensions and outbuildings and provision of roof-terraces and balconies. Where these are provided they must be designed as an integral part of a building's appearance and not have a detrimental impact on the residential amenities of others.

Where meaningful amenity space cannot reasonably be provided, applicants will be expected to compensate for this with a higher quality internal layout.

7.2: All outdoor amenity space provided must be in addition to parking, cycle or waste storage provision.

7.3: All private external amenity space should normally be overlooked from within the dwelling.¹

¹ Secured by Design; New Homes 2009

Background

Private outdoor space, including front or side gardens, is highly valued and should be provided for any dwelling, where possible, to provide a good quality home. This is especially important in the inner neighbourhoods of Blackpool, where little public open space is available.

Ground floor dwellings created through conversion or subdivision must have direct access to private outdoor amenity space. To ensure that acceptable amenity standards are achieved, and to maximise opportunities for outdoor space, there may be a requirement to remove any rear additions to the property.

For dwellings above ground floor level the use of roofs to create attractive terraces and gardens is encouraged wherever there is opportunity to do so as is the use of balconies subject to there being no adverse impact on the privacy or outlook of neighbouring occupiers.

8. Car Parking

Requirements

All Cases

8.1: Proposals will be expected to provide off-street parking spaces wherever possible, subject to the following criteria:

- Front parking spaces must represent a net gain over existing on-street provision and should not exceed 50% of the front garden area. Appropriate front boundary treatment and adequate pedestrian access for residents will be expected.
- Rear parking spaces will be balanced against the need to provide private amenity space. Consideration will be given to the availability of on-street parking in the immediate vicinity, and the suitability or value of nearby public open space.
- Any new hard surfacing must have appropriate drainage or be made of permeable materials.
- Provision of a dropped kerb and vehicle pavement crossing must be agreed in writing with the Council's Transportation team.

Background

Inappropriately designed or located car-parking can have a detrimental effect on the character and appearance of a street or neighbourhood with the area appearing to be dominated by vehicles. This is especially an issue where buildings are being subdivided into separate dwellings as the level of parking pressure on the street is likely to increase.

To reduce on-street parking pressures, the provision for parking within the property curtilage is encouraged where appropriate. Where off-street parking is provided, it should complement the residential character and maintain an easy access to the property. A balance must be made, however, between the provision of amenity space for people and the provision of space for cars.

If applicable the location and number of parking spaces within the property curtilage must be shown on the submitted plans. On street parking provision should be indicated in the Design and Access statement.

Where car parking is provided within the property curtilage, parking spaces must have minimum dimensions of 2.4metres x 5.0metres.

9. Cycle storage

Requirements

All Cases

- 9.1:** All dwellings must provide the following minimum storage for cycles:
- 1-2 bed dwelling: 1 space
 - 3+ bed dwelling: 2 spaces
- 9.2:** Individual or communal cycle storage inside the dwelling must have easy access to the street.
- 9.3:** Individual or communal cycle storage outside the dwelling must be secure, sheltered and adequately lit, with easy access to the street.
- 9.4:** Cycle storage identified in habitable rooms or on balconies will not be considered acceptable.

Background

In the past, far too little space has been provided for cycle storage in new developments.

The flat terrain and compact layout make Blackpool ideal for short distance cycling. The town has gained Cycle Town status to promote the use of cycling. It is important that adequate facilities are in place for residents to readily choose to cycle over other forms of transport.

Outdoor storage must be located within the property boundary, be covered and preferably enclosed. Internal storage should be located as close as possible to the property entrance and avoid impeding the use of habitable or circulation spaces with particular regard to fire risk.

A suitable guideline for floor-space required for cycle storage is 0.75metres x 2metres per cycle. However, vertical hanging or lockers will have different space requirements. The location, type and number of cycle storage spaces should be indicated and dimensioned on plans submitted for full planning approval.

10. Waste storage and services

Requirements

All Cases

- 10.1:** Every dwelling must have direct access to adequate space for segregated waste storage for disposal and recycling within the property boundary.
- 10.2:** Waste storage areas should be outside the building. They must be easily accessed from the kitchen and the street, be sheltered from wind and rain and be secure and screened from view at the side or rear of the property wherever possible.
- 10.3** If waste storage must be within the building it must be ventilated and located to prevent nuisance caused by noise and smells.
- 10.4:** Waste storage areas should be accessible to all users and located on a hard, level surface.
- 10.5:** Utility meters and service points must be placed in a position that is easily accessible by service engineers and concealed from view.

Flat Developments

- 10.6:** Communal waste and recycling storage areas will be expected where possible so as to maximise available outdoor space.
- 10.7:** Applications for ten or more dwellings within the same building must include a Site Waste Management Plan to be agreed with the Council's Waste Management Team.

Background

Suitable waste storage must be provided for all dwellings enabling waste segregation away from the dwelling but within the property boundary.

There must be adequate space to store all bins provided for each dwelling. Bin storage areas must be covered and secure. They should also be designed to be accessible to all¹.

Bins stored at the front of properties often look unsightly and clutter the street. Where possible, they should be located to the side or rear of a property and screened from view, to minimise their impact.

Flat developments can generate the need for multiple waste and recycling bins taking up considerable amounts of outdoor space. Therefore, communal waste areas are encouraged where possible.

Multiple dwellings in large developments can create issues with waste storage which can lead to environmental problems. To ensure that proper arrangements are made, a Site Waste Management Plan must be agreed with the assistance of the Council's Waste Management Team² when ten or more dwellings are created.

Utility meters and service connections for dwellings are seldom attractive but must be located for convenient access. Their location must also be thought about at an early stage of design as improper location can easily spoil the appearance of a building.

¹ Code for Sustainable Homes Level 1
² Tel: 01253 477 477

PART 3

Best Practice

Introduction

This part of the document contains Best Practice Guidance for planning applications for the conversion and sub-division of property for permanent residential use. The guidance is not exhaustive and may not be appropriate or relevant in all cases.

This Best Practice Guidance should be read in conjunction with Part 2 to steer your proposal towards the desired design qualities. If you are able to demonstrate that you have followed the Best Practice Guidance this will be taken into consideration if requirements set out in Part 2 cannot be met.

The guidance is based on research and information collated from numerous sources.

1. External
2. Internal
3. Outdoor spaces
4. Sustainability

11. External

Entrance and security

The design of a building has a major impact on the likelihood of crime and anti-social behaviour. Problems often occur where there are common areas without clear ownership and at poorly designed transition points between properties and public areas. Proposals also should not make it easier to break into the property or neighbouring properties.

Design using 'Defensible Space' gives residents control over the areas surrounding their homes¹. Passive surveillance, including the positioning of windows and doors and defined boundaries and private areas provide residents with a sense of ownership and security and deters potential intruders.

'Soft security' measures such as well considered planting schemes are more creative and attractive ways of deterring intruders without compromising aesthetics and making a street appear unwelcoming.

Issues with access are a major reason for older people leaving their long-term homes, especially stepped entrances. Providing level thresholds where practical helps reduce the likelihood of this happening.

11.1: Proposals should incorporate design measures to prevent crime, such as:

- Creating areas with good passive surveillance
- 'Soft' security measures should be considered before 'hard' measures such as high walls or cameras
- Blank facades, undercroft parking, and storage areas should not flank public spaces
- Dwellings should have secure entry from the street and from each other.
- Dwellings sharing a street entrance should each be provided with entry phones linked to a secure main door and electronic door release²
- Applications for three or more dwellings within the same building must provide a management plan giving arrangements for shared maintenance of external fabric, security, day to day maintenance of communal areas and waste management

11.2: Entrances should, wherever practical, have level thresholds and approaches suitable for wheel-chair users³

² Secured by Design, New Homes 2009

³ Lifetime Homes Criterion 4, www.lifetimehomes.org.uk

¹ 'Creating Defensible Space', Newman O. 1996, p.9.

12. Internal design

Internal Spaces

Designers must carefully consider how end-users will inhabit the dwellings that they produce. Small changes to internal design and layout can have a disproportionate impact on the well-being and behaviour of inhabitants. For example, inadequate ancillary space, especially storage, can make a dwelling significantly more difficult to live in.

The provision of facilities suitable for use by the infirm or disabled is an important consideration given the high proportion of elderly and disabled residents in Blackpool.

Circulation space should provide enough room for both able-bodied and disabled and infirm users to go about their private lives without undue hindrance. In ground floor dwellings the circulation must be accessible by wheelchair users wherever possible. Bathrooms and WCs should be designed and built to facilitate the future needs of occupants.

12.1: Consideration of ancillary spaces within dwellings should include:

- Adequate space for appropriate white goods. Wherever possible washing machines should be placed away from living areas so as to minimise disturbance
- Adequate space for clothes air drying is important to reduce energy use in the home. Where provided it must be well ventilated and allow occupants to move about freely

12.2: Consideration of appropriate access, movement and facilities within dwellings should include:

- Ground floor dwellings with level access should provide at least one bathroom and WC that is capable of adaptation to disabled access layout and space standards
- Circulation spaces in ground-floor dwellings with level access should demonstrate that they allow full wheelchair access
- Dwellings accessed above ground level should have circulation adequately sized to enable two people to pass

13. Outdoor Space

External amenity space

The high density of buildings, especially within the inner areas where large numbers of properties have been extended, has led to significant lack of private amenity space within Blackpool.

Lack of green and private amenity space has measurable negative effects on the physical and mental health of urban residents¹ and it should not be regarded as a decorative addition to a development but as an important part of what constitutes a home and neighbourhood.

13.1: Wherever possible dwellings that result from conversion or sub-division should be provided with external amenity space.

- Green space should be incorporated
- For dwellings at ground level the minimum area for external amenity space should be 20metres² for a 2 person dwelling, rising by 1metres² per additional person
- For dwellings above ground level the minimum area for external amenity space (e.g. balcony or roof terrace) should be 5metres² for a 2 person dwelling, rising by 1metre² per additional person
- Proposed balconies and roof terraces should be a minimum of 1.5metres deep to allow the use of a table and chairs

Car parking

Where car parking can be provided within a property boundary it is likely to improve the accessibility of the property. This accessibility should be extended to all potential occupants of the dwelling including those with reduced mobility.

13.2: Provision should be made for there to be an additional 1.2m to one side of the car parking space for potential wheel-chair access

¹ Kuo S. Miller E. 2005

14. Sustainability

Energy and efficiency

Domestic buildings account for 27% of UK carbon dioxide emissions. Of this total around 60% is produced in space heating and cooling, 25% in hot water, and 15% in lighting and appliances¹.

Converting older buildings for residential use presents particular challenges in achieving high thermal and energy efficiency performance; it also presents a rare opportunity for their improvement.

The Council is committed to promoting best practice in terms of thermal efficiency, and the adoption of renewable technologies. Many of the technical issues are covered by Building Regulations but the design of a building plays just as prominent a role in its efficiency. Orientation and size of windows, daylighting and overshadowing all contribute to building's energy efficiency. With the onset of climate change design for thermal comfort must increasingly take account of overheating in summer as well as winter cooling.

Among the sustainability issues that need consideration when designing and refurbishing buildings for residential use are the following:

- Insulation and draft proofing
- Use of appropriate locally sourced, recycled, and carbon neutral materials
- Appropriate and high quality construction for a long and adaptable building life
- Adoption of appropriate renewable energy technologies such as Solar Thermal panels

- Minimising waste during construction
- Water conservation
- Impacts on biodiversity
- Coping with climate change

14.1: New dwellings that result from the conversion or subdivision of existing buildings must exploit opportunities for the fitting of appropriate renewable energy technologies

14.2: Dwellings must demonstrate that they have been designed for thermal efficiency both to avoid heat loss and to avoid excessive heat gain without relying on energy intensive mechanical heating or cooling systems

14.3: All new dwellings should achieve a minimum of Code 3 in the Code for Sustainable Homes 2010.

Water use

Whilst there is generally no shortage of potable water in the North West of England, predictions on global warming and increased use of water means we cannot be complacent. The preparation and supply of drinking water also uses between 2-3% of the total electricity used in the UK¹.

Refurbishment or sub-division of a property creates an opportunity to include water saving methods. These include fitting water conserving taps, low volume shower heads, dual-flush toilets, save-a-flush devices, rain-water and grey water harvesting systems for uses such as toilet flushing. In this way, you can help contribute to water conservation and contribute to sustainable development in our communities.

14.4: Wherever possible new dwellings resulting from the conversion or sub-division of existing buildings should demonstrate the use of rain water and grey water harvesting for toilet flushes and other appropriate uses².

Bio-diversity

The inner areas of Blackpool have an unusually high built density with little green space making residential areas feel oppressive. The forthcoming Core Strategy will introduce a green infrastructure policy to the town, in which private green space will play an important part.

Green space has been demonstrated to improve both physical and mental well-being. In urban areas it reduces air pollution, rainwater run-off, urban 'heat island' effect and provides valuable space for bio-diversity.

Modern building techniques that effectively seal a building have reduced many species in towns such as swifts, house-martins and bats that relied on the nooks and crannies of old buildings for their roosts and nests. Incorporation of features that encourage their return to towns will be supported.

Further information can be found from the following websites:

British Trust for Ornithology

<http://www.bto.org/>

Bat Conservation Trust

<http://www.bats.org.uk/>

14.5: Wherever possible green space and planting should be incorporated into developments. This would include the use of green roofs.

14.6: All new dwellings should incorporate features such as niches designed for bats or swift bricks wherever appropriate.

¹ BRE Fact File 2008

¹ The Guardian, Thursday 2nd August 2007.

² Code for Sustainable Homes 2010

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APPENDIX 1

Application checklist

This Checklist will help you provide all the relevant information that the Council needs to make a decision on your planning application to convert or subdivide an existing building to permanent residential use. It will also give you a good idea whether your proposal meets our requirements.

Who should Use this Checklist?

Applicants or their Agents

How to get Further Advice

The Council recommends that you discuss your proposals with the Development Management Team before starting to design your scheme or submitting your application.

Contact Us

If you need any further information, please contact us at:

Development Management
PO Box 17
Corporation Street
Blackpool FY1 1LZ

Email: planning@blackpool.gov.uk

Tel: 01253 477477

Key Requirements		When	Met?																																																						
1.0	Can I Sub-divide or Extend my Property?																																																								
1.1	The following will not normally be permitted: <ul style="list-style-type: none"> • Conversion of holiday accommodation to residential use in a protected Holiday Area • Conversion of an existing ground floor shop in the Town Centre, District or Local Centre • Conversion and loss of a community facility • Conversion of a building located in an allocated employment area 	All cases																																																							
1.2	Subject to meeting all other requirements within this document: <ul style="list-style-type: none"> • Original properties below 160m² can be converted to a single dwelling but cannot be subdivided • Original properties larger than 160m² can be converted into two or more dwellings providing the resulting mix complies with 1.4 and 1.5 	All cases																																																							
1.3	Within the defined inner areas proposals involving extensions to the property (including the roof) will not be acceptable	All cases																																																							
1.4	Within the defined Inner Areas the maximum number of one bed or studio flats in any development is one in three. Outside these areas: <ul style="list-style-type: none"> • Developments of up to three units should have at least one unit of two or more bedrooms • In developments of four or more units, at least 50% should be of two or more bedrooms 	Flats only																																																							
1.5	Larger developments would be expected to provide a mix of one, two and three plus bedroom units.	Flats only																																																							
1.6	All dwelling units must be self-contained	Flats only																																																							
1.7	Proposals for the conversion of existing dwellings or other buildings into houses of multiple occupation (HMOs) will not be acceptable.	Flats only																																																							
2.0	Dwelling Sizes																																																								
2.1	All dwellings must meet the following minimum space standards: <table border="1" data-bbox="1656 1312 2439 1801"> <thead> <tr> <th rowspan="2">No. bedrooms</th> <th rowspan="2">No. people</th> <th colspan="2">Minimum Gross Internal Area by Unit Type (m²)</th> </tr> <tr> <th>Flats</th> <th>Maisonettes and Houses</th> </tr> </thead> <tbody> <tr> <td>Studio Flat</td> <td>2p</td> <td>55</td> <td>-</td> </tr> <tr> <td>1b</td> <td>2p</td> <td>55</td> <td>-</td> </tr> <tr> <td>2b</td> <td>3p</td> <td>67</td> <td>-</td> </tr> <tr> <td>2b</td> <td>4p</td> <td>77</td> <td>85</td> </tr> <tr> <td>3b</td> <td>4p</td> <td>81</td> <td>89</td> </tr> <tr> <td>3b</td> <td>5p</td> <td>94</td> <td>106</td> </tr> <tr> <td>3b</td> <td>6p</td> <td>110</td> <td>112</td> </tr> <tr> <td>4b</td> <td>5p</td> <td>99</td> <td>110</td> </tr> <tr> <td>4b</td> <td>6p</td> <td>110</td> <td>117</td> </tr> <tr> <td>4b</td> <td>7p</td> <td>115</td> <td>123</td> </tr> <tr> <td>5b</td> <td>6p</td> <td>118</td> <td>125</td> </tr> <tr> <td>5b</td> <td>7p</td> <td>123</td> <td>130</td> </tr> </tbody> </table> <p><i>For dwellings designed for more than 7 people add 10m² per additional person as a rule of thumb</i></p>	No. bedrooms	No. people	Minimum Gross Internal Area by Unit Type (m ²)		Flats	Maisonettes and Houses	Studio Flat	2p	55	-	1b	2p	55	-	2b	3p	67	-	2b	4p	77	85	3b	4p	81	89	3b	5p	94	106	3b	6p	110	112	4b	5p	99	110	4b	6p	110	117	4b	7p	115	123	5b	6p	118	125	5b	7p	123	130	All cases	
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5b	6p	118	125																																																						
5b	7p	123	130																																																						
2.2	No dwelling designed for less than 2 people (i.e. one double or two single beds) will be acceptable	All cases																																																							

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Key Requirements	When	Met?																														
3.0 External Alterations																																
3.1 All signage, awnings, shutters and canopies must be removed unless they are part of the material fabric of the original building or they are important architectural or heritage features	All cases																															
3.2 Street-facing sun lounges must be removed and the replacement façade must be of a high design quality in keeping with the original building and its residential use. Where it is not possible to match the finish of the rest of the facade an appropriate whole facade treatment should be used. Replacement walls, windows and doors must be consistent in proportion and position to those originally built	All cases																															
3.3 When converting a former retail premises to residential use the removal of a shopfront will be considered on a case by case basis. If the retail frontage is removed it must be replaced in accordance with the requirements of 3.2	All cases																															
3.4 You may be required to remove extensions to a property where they are inappropriate to, or out of character with, residential use or it is necessary to provide/improve outdoor amenity space	All cases																															
3.5 Any property being sub-divided or converted into flats must remove any previous non-original roof-lift or inappropriate dormer and replace with a roof in keeping with the roof line as originally built.	Flats only																															
4.0 Entrance and Approach																																
4.1 Generally, front boundary walls must be retained or replaced with something more in keeping with a residential character and appearance. Where street facing boundary walls have been removed these should normally be reinstated in line with those originally in place unless shown to be inappropriate	All cases																															
4.2 All dwellings must have direct access from the street entrance or shared entrance hallway off the street entrance. Rear access will only be considered in exceptional circumstances	All cases																															
5.0 Internal Size Standards																																
5.1 All rooms within dwellings must meet the following minimum space standards:	All cases																															
<table border="1"> <thead> <tr> <th>Purpose of room</th> <th>Minimum area (m²)</th> <th>Minimum dimension (m)</th> </tr> </thead> <tbody> <tr> <td>Double / twin room</td> <td>12</td> <td>2.7</td> </tr> <tr> <td>Single bedroom</td> <td>8</td> <td>2</td> </tr> <tr> <td>Kitchen</td> <td>-</td> <td>2.3</td> </tr> <tr> <td>Living / dining areas</td> <td>-</td> <td>2.9</td> </tr> <tr> <td colspan="3">Total Aggregate Living/Dining/Kitchen area (m²):</td> </tr> <tr> <td>2 person</td> <td>25</td> <td></td> </tr> <tr> <td>3 person</td> <td>27</td> <td></td> </tr> <tr> <td>4 person</td> <td>29</td> <td></td> </tr> <tr> <td>5 person</td> <td>32</td> <td></td> </tr> </tbody> </table> <p>For each additional person add 2m²</p>	Purpose of room	Minimum area (m ²)	Minimum dimension (m)	Double / twin room	12	2.7	Single bedroom	8	2	Kitchen	-	2.3	Living / dining areas	-	2.9	Total Aggregate Living/Dining/Kitchen area (m ²):			2 person	25		3 person	27		4 person	29		5 person	32			
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2 person	25																															
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4 person	29																															
5 person	32																															
5.2 In general minimum dimensions must be adhered to over the whole length of the room	All cases																															
5.3 All rooms apart from those in the roof-space must have a minimum floor to ceiling height of 2.4m. All rooms in a roof space with sloping ceilings must have a minimum floor to ceiling height of 2.14m (7'0") over at least half of the	All cases																															

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Key Requirements	When	Met?
measurable floor area. Floor space below 1.52m (5'0") will not count towards the measurable floor area, it can, however, be counted as storage space		
5.4 Studio flats must provide a sleeping area of at least 12m ² defined by a solid partition while fulfilling all other internal space requirements	Flats only	
6.0 Internal Design Standards		
<i>Storage and Circulation</i>		
6.1 All converted dwellings must provide a minimum of 5% of their Gross Internal Floor Area (GIFA) for storage (excluding cycle storage)	All cases	
6.2 Designers must minimise the use of dedicated circulation space wherever possible to make dwellings more space efficient and provide larger living areas	All cases	
<i>Daylighting</i>		
6.3 All habitable rooms must have natural light and at least one of the living spaces should receive direct sunlight for part of the day. Living spaces include living / kitchen / dining areas	All cases	
<i>Bathrooms and WCs</i>		
6.4 All dwellings designed for five people or more must provide a minimum of a bathroom with WC and additional separate WC	All cases	
6.5 At least one toilet and bathroom must be immediately accessed from the general circulation area of any dwelling	All cases	
6.6 Habitable rooms that are not bedrooms must not have en-suite facilities	All cases	
<i>Noise</i>		
6.7 In order to minimise noise nuisance between dwellings, rooms with a similar use should be placed next to and above one another (stacking) wherever possible to avoid living and sleeping spaces sharing common walls, floors and ceilings	Flats only	
6.8 Non-habitable rooms such as hallways or storage space should be used as noise buffer's between or within dwellings wherever possible	Flats only	
6.9 Building and dwelling layouts should be planned to limit the transmission of airborne and impact sound from common areas	Flats only	
7.0 External Space Standards		
7.1 Proposals will be expected to maximise all opportunities for the provision of outdoor amenity space, including the removal of extensions and outbuildings and provision of roof-terraces and balconies. Where these are provided they must be designed as an integral part of a building's appearance and not have a detrimental impact on the residential amenities of others. Where meaningful amenity space cannot reasonably be provided, applicants will be expected to compensate for this with a higher quality internal layout	All cases	
7.2 All outdoor amenity space provided must be in addition to parking, cycle or waste storage provision	All cases	
7.3 All private external amenity space should normally be overlooked from within the dwelling	All cases	
8.0 Car Parking		

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Key Requirements	When	Met?
8.1 Proposals will be expected to provide off-street parking spaces wherever possible, subject to the following criteria: <ul style="list-style-type: none"> • Front parking spaces must represent a net gain over existing on-street provision and should not exceed 50% of the front garden area. Appropriate front boundary treatment and adequate residential access to the properties will be expected • Rear parking spaces will be balanced against the need to provide private amenity space. Consideration will be given to the availability of on-street parking in the immediate vicinity, and the suitability or value of nearby public outdoor amenity space • Any new hard surfacing must have appropriate drainage or be made of permeable materials • Provision of a dropped kerb and vehicle pavement crossing must be agreed in writing with the Council's Transportation team. 	All cases	
9.0 Cycle Storage		
9.1 All dwellings must provide the following minimum storage for cycles: <ul style="list-style-type: none"> • 1-2 bed: 1 space • 3+ bed: 2 spaces. 	All cases	
9.2 Individual or communal cycle storage inside the dwelling must have easy access to the street	All cases	
9.3 Individual or communal cycle storage outside the dwelling must be secure, sheltered and adequately lit, with easy access to the street	All cases	
9.4 Cycle storage identified in habitable rooms or on balconies will not be considered acceptable	All cases	
10.0 Waste Storage and Services		
10.1 Every dwelling must have direct access to adequate space for segregated waste storage for disposal and recycling within the property boundary	All cases	
10.2 Waste storage areas should be outside the building. They must be easily accessed from the kitchen and the street, be sheltered from wind and rain and be secure and screened from view at the side or rear of the property wherever possible	All cases	
10.3 If waste storage must be within the building it must be ventilated and located to prevent nuisance caused by noise and smells	All cases	
10.4 Waste storage areas should be accessible to all users and located on a hard, level surface	All cases	
10.5 Utility meters and service points must be placed in a position that is easily accessible by service engineers and concealed from view	All cases	
10.6 Communal waste and recycling storage areas will be expected where possible so as to maximise available outdoor space	Flats only	
10.7 Applications for ten or more dwellings within the same building must include a Site Waste Management Plan to be agreed with the Council's Waste Management Team.	Flats only	

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Best Practice	When	Met?
11.0 External		
11.1 Proposals should incorporate design measures to prevent crime, such as: <ul style="list-style-type: none"> • Creating areas with good passive surveillance • 'Soft' security measures should be considered before 'hard' measures such as high walls or cameras • Blank facades, undercroft parking, and storage areas should not flank public spaces • Dwellings should have secure entry from the street and from each other • Dwellings sharing a street entrance should each be provided with entry phones linked to a secure main door and electronic door release • Applications for three or more dwellings within the same building must provide a management plan giving arrangements for shared maintenance of external fabric, security, day to day maintenance of communal areas and waste management 	All cases	
11.2 Entrances should, where practical, have level thresholds and approaches suitable for wheel-chair users	All cases	
12.0 Internal design		
12.1 Consideration of ancillary spaces within dwellings should include: <ul style="list-style-type: none"> • Adequate space for appropriate white goods. Wherever possible washing machines should be placed away from living areas so as to minimise disturbance • Adequate space for clothes air drying is important to reduce energy use in the home. Where provided it must be well ventilated and allow occupants to move about freely 	All cases	
12.2 Consideration of appropriate access, movement and facilities within dwellings should include: <ul style="list-style-type: none"> • Ground floor dwellings with level access should provide at least one bathroom and WC that is capable of adaptation to disabled access layout and space standards • Circulation spaces in ground-floor dwellings with level access should demonstrate that they allow full wheelchair access • Dwellings accessed above ground level should have circulation adequately sized to enable two people to pass 	All cases	
13.0 Outdoor space		
13.1 Wherever possible dwellings that result from conversion or sub-division should be provided with external amenity space. <ul style="list-style-type: none"> • Green space should be incorporated • For dwellings at ground level the minimum area for external amenity space should be 20m² for a 2 person dwelling, rising by 1m² per additional person • For dwellings above ground level the minimum area for external amenity space (e.g. balcony or roof terrace) should be 5m² for a 2 person dwelling, rising by 1m² per additional person. Balconies and roof terraces should be a minimum of 1.5metres deep to allow the use of a table and chairs 	All cases	
13.2 Provision should be made for there to be an additional 1.2m to one side of the car parking space for potential wheel-chair access	All cases	
14.0 Sustainability		
14.1 New dwellings that result from the conversion or subdivision of existing buildings must demonstrate that all opportunities for the fitting	All cases	

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Best Practice		When	Met?
	of appropriate renewable energy technologies have been fully exploited		
14.2	Dwellings must demonstrate that they have been designed for thermal efficiency both to avoid heat loss and to avoid excessive heat gain without relying on energy intensive mechanical heating or cooling systems	All cases	
14.3	All new dwellings should achieve a minimum of Code 3 in the Code for Sustainable Homes 2010	All cases	
14.4	Wherever possible new dwellings resulting from the conversion or subdivision of existing buildings should demonstrate the use of rain water and grey water harvesting for toilet flushes and other appropriate uses	All cases	
14.5	Wherever possible green space and planting should be incorporated into developments. This would include the use of green roofs.	All cases	
14.6	All new dwellings should incorporate features such as niches designed for bats or swift bricks wherever appropriate	All cases	

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