

B L A C K P O O L C O U N C I L



Student Accommodation Advice Note February 2007



2004-2005
Benefits Administration



Blackpool Council
BUILDING A BETTER COMMUNITY FOR ALL

Advice Note: Provision of Student Accommodation

January 2007

Introduction

This advice note has been prepared by Blackpool Council Planning and Transportation Division following external consultation with Blackpool and Fylde College and internal consultation with officers and members¹. It has been written to address the specific issue of future student accommodation provision in Blackpool, either through the conversion of existing properties or through new-build developments, to meet the expected demand at Blackpool and Fylde College and the potential future demand from other education providers. Blackpool Council considers student accommodation to fall within Use Classes Order C2 as listed under the amended 1990 Town and Country Planning Act.

Aim

To clarify and explain the Council's policies and approach to the provision of student housing. This document will provide guidance to all interested individuals and developers wishing to progress a scheme to provide student accommodation in Blackpool². The Advice Note includes useful advice on many aspects of providing student accommodation, including suitable locations, suitable properties, floorspace standards and layout, and management requirements. Consideration is also given to other key pieces of legislation which developers must be aware of. Particular guidance will be given for the content of the management plans which must be

¹ This document does not form part of the statutory Local Development Plan.

² Although this Planning Advice Note seeks to ensure the provision of high quality student accommodation by offering guidance to developers, it is important to note that planning permission for the provision of student accommodation is only required when construction, structural adjustments or a change of use is involved. Up to six persons may legally live together in a house as a single household without requiring planning permission.

submitted with any application to provide student accommodation. The production of this Advice Note has been prompted by demand from Blackpool and Fylde College, and the development of the Central Blackpool Campus is used as a case study. However, the general principles contained in this guidance can be applied to the provision of student accommodation in relation to any centre of learning. This guidance supports policies in the Blackpool Local Plan.

Underlying Objectives

Blackpool Local Plan 2001-2016 Themes and Objectives	Advice Note Objective
<p>Homes for Every Need: “To secure well-designed housing for all sectors of the community, creating high quality living environments”.</p>	<p><i>To prevent the creation of poor quality accommodation, which could ultimately be used as unlawful multiple-occupation housing to the detriment of the local neighbourhood.</i></p>
<p>Balanced and Healthy Communities: “To prevent new or increased concentrations of properties in multiple rented occupation” and “To facilitate a choice of property type, size and tenure in each neighbourhood”.</p>	<p><i>To improve the quality of existing houses in multiple occupation (HMOs) and resist the conversion of quality self-contained flats and single family dwellings to student or HMO accommodation.</i></p>
<p>Lifting Quality in the Built Environment: “To create a visually attractive and safe public realm that is enjoyable for people to be in and use”.</p>	<p><i>Student accommodation developments should, through careful location, seek to contribute to rather than detract from the character of both residential and holiday areas.</i></p>
<p>Balanced and Healthy Communities: “To facilitate the provision and retention of land and building for health, education, and other community facilities that meet neighbourhood and wider needs”.</p>	<p><i>Help facilitate the development of a purpose built halls of residence which would have supportive benefits for Blackpool and Fylde College through the development of new and improved facilities and also for the area/town as a whole.</i></p>

Background

Strong regenerative benefits can result from the development of Higher Education facilities which can positively contribute to the image of an area and also attract a student population with associated economic benefits. Currently, the demand for student accommodation in Blackpool is generated by Blackpool and Fylde College which has ambitions to develop its higher education course provision and deliver it from an improved and extended Central Blackpool Campus. At present the college is served by a small, privately owned, student hall block called Elliot House which has been converted from residential housing and which is situated near the campus. Students not based at this facility live in converted guesthouses and holiday flats and private residential accommodation. The use of many of these properties has been 'approved' by the college meaning that they meet the minimum health and safety standards required by the College and the Council's Neighbourhood Improvement Division. However, these minimum standards alone are insufficient to secure accommodation provision of a standard which is desirable to the Council. This Advice Note seeks to address this issue.

Indeed, the college acknowledges that a lack of good quality purpose built or converted student accommodation impedes recruitment. A priority of Blackpool Council is to raise the quality of the resort in terms of visitor experience and residential environment. To help achieve this aim, Supplementary Planning Guidance was produced in 1999 for the change of use of holiday accommodation and the conversion of properties to permanent residential use (SPG Note 10). This statutory guidance exceeds minimum health and safety requirements and sets the standard for accommodation provision in Blackpool.

At present Blackpool and Fylde College estimates that approximately 400 non-local students study at the Central Blackpool Campus, 40 of whom live at the Elliott House halls. This means that approximately 350-400 students live in non-purpose built accommodation. The college, however, has ambitions to grow substantially over the next few years through a 5-7year plan to transfer nearly all higher education courses to the Palatine Road site. The relocation of courses and the expansion plans of the college should substantially increase the number of students in attendance at the Central Blackpool Campus. However, it is anticipated that many of the new students will be local or regional and may not, therefore, require accommodation in the area.

Full time student needs, as for permanent residents, are for good quality residential accommodation within a satisfactory residential environment with a mix and choice of size and types of properties.

Since the 1980s, due to falling demand, there has been a substantial decline in the amount of holiday accommodation provided in Blackpool. This has been accompanied by increasing demand for the change of use of properties to permanent residential use. This has largely consisted of conversion to multiple residential uses, either as self-contained flats or houses in multiple occupancy (HMOs), though some single family dwellings have been created. In the early 1990s, unlawful and substandard HMOs were created without planning permission. Certificates of Lawful Use have had to be granted to many of these HMOs where the landlord has provided evidence that the property has been used for residential purposes for ten years or more. SPG10 (June 1999) sets out minimum standards for the conversion of holiday accommodation to residential use and has resulted in improvements in standards in converted flats. Furthermore, the creation of new HMOs is no longer permitted as all premises must provide self-contained accommodation. Nevertheless, Blackpool is left with a substantial legacy of low quality rented flats and HMO accommodation.

This poor quality accommodation is largely concentrated in the Inner Areas and Resort Neighbourhoods. This situation has resulted in overcrowding and loss of residential amenity and is accompanied by social problems, including anti-social behaviour such as substance abuse and crime. Tenants of rented accommodation often lack the means and incentive to keep their properties well maintained and this can lead to a poor street-scene with buildings in states of disrepair. The Council is committed to tackling these problems by further improving management and control of existing rented properties and by ensuring that all new developments meet modern standards and provide a better range of housing in successful residential environments. A Neighbourhood Action Plan will be prepared for each Residential and Resort Neighbourhood to tackle these problems and create more balanced and healthy communities.

See figure 1 for a map of the college and surrounding areas.



Key

-  Central Blackpool Campus
-  Town Centre Boundary
-  Residential Neighbourhoods
-  Resort Neighbourhoods

Title: Figure 1 - Blackpool & Fylde College - Central Campus

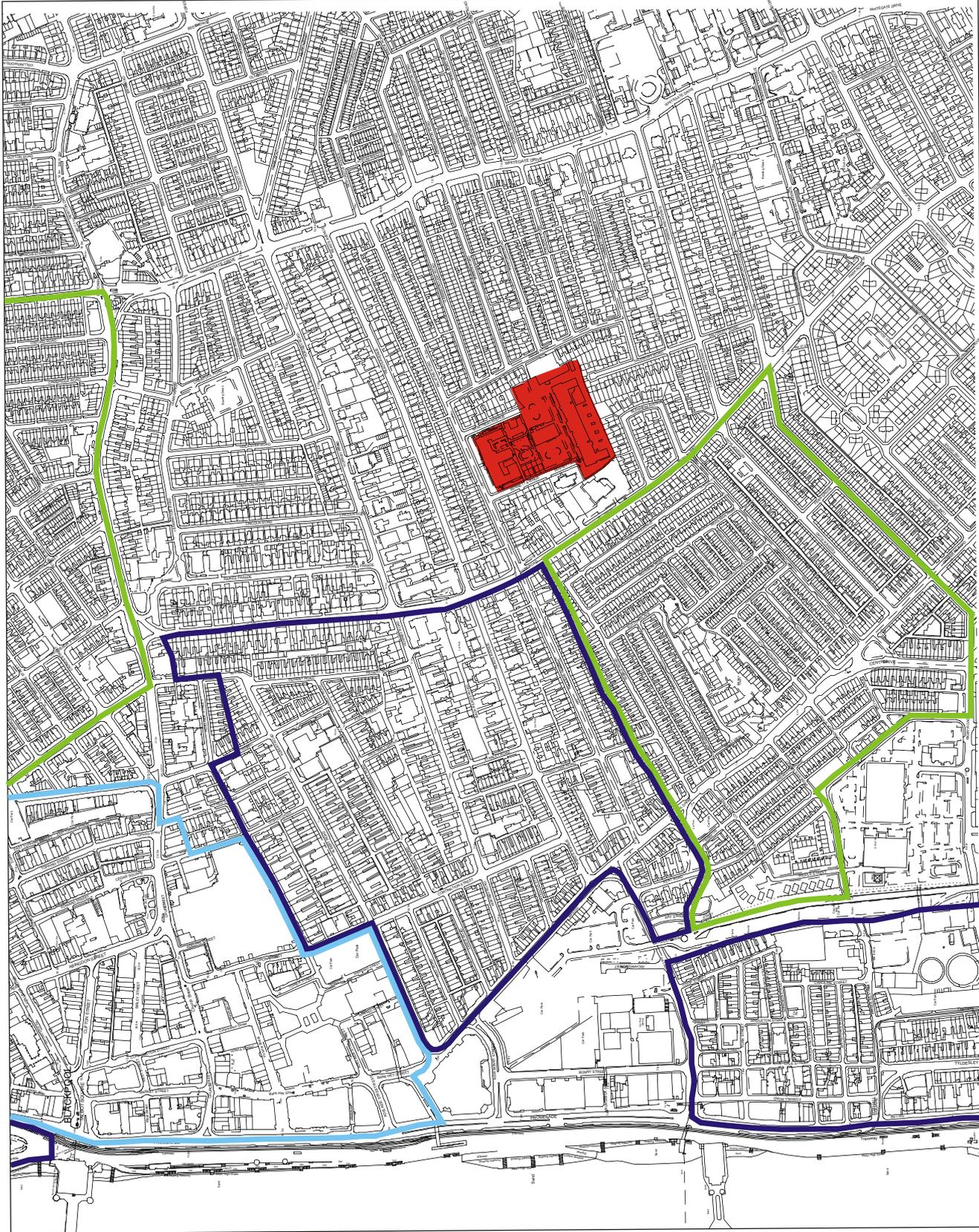
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Local Plan Policies

The current Blackpool Local Plan was adopted on 9th. June, 2006. The specific Local Plan policy most directly relevant to the provision of student accommodation is:

BH24. Residential Institutions and Community Care Residential Use

The development of old peoples homes/residential institutions (Class C2 uses) and other similar community care residential developments will be permitted in appropriate premises and locations subject to:

- (a) the type of use applied for***
- (b) a demonstration of local need***
- (c) the intensity of use and its effect on adjacent properties***
- (d) the suitability of the premises and the location***
- (e) a management plan for the operation of the premises***

Such uses will not be permitted in those parts of the resort neighbourhood where the majority of the premises are in holiday accommodation use and where changes to residential use will not be permitted in accordance with the Plan...

...Elsewhere, in order to protect the character and amenities of residential areas and avoid any undue concentration of C2 or other community residential uses:

- (i) no more than about 10% of properties in any one block will be permitted in such use***
- (ii) no community residential uses meeting specialist needs will be permitted within 400 metres of existing properties meeting similar needs.***

Other key policies which provide a supporting framework for the determination of proposals for the provision of student accommodation are HN6, BH3 and AS1. Policy HN6 sets out standards for the conversion or sub-division of existing buildings to residential use. With regard to new developments, Policy BH3 discusses the amenity requirements and Policy AS1 lists the obligatory transport and accessibility provisions. These policies can be found in Appendix 1 of this document.

The Change of Use of Properties to Student Accommodation & the Creation of New Facilities:

This section of the guidance discusses the main planning considerations that are relevant to the provision of student accommodation. These issues are appropriate locations and properties; acceptable floorspace standards and layout; and management requirements. Attention will be drawn to certain other key legislative requirements. At the end of the section, the considerations discussed are summarised and drawn together into more specific guidance.

Demonstration of Need

Policy BH24 requires a demonstration of need for what is proposed. This need must be both quantitative and qualitative. It is the developers' responsibility to provide evidence of need and, as such, consultation with Blackpool and Fylde College is recommended early in the development process.

To demonstrate need, the developer must provide a written statement, available from the College, which confirms the willingness of the Accommodation Officer to add the property to the Accredited Register providing it meets the College's own minimum standards and those set out in this Advice Note.

Detailed consultation with Blackpool and Fylde College has revealed that the conditions listed in appendix 3 must be met before any property can be listed. Properties or developments which would not meet the qualitative standards required by the College and the Council cannot be considered to satisfy local student needs.

Contact details for Blackpool and Fylde College can be found at the back of this document.

Locational Guidance for conversions and new-build developments:**Central Blackpool Campus**

The Council hopes to develop a focused strategy for the provision of student accommodation which would see new developments and conversions concentrated in the area around the Central Blackpool Campus. As mentioned previously, the development of higher education facilities can bring significant regenerative benefits. Through this guidance, the Council hopes to raise general standards of accommodation and support the development of Blackpool and Fylde College. Thus, whilst Policy BH24 seeks to avoid over-concentrations of general C2 uses, the Council considers it logical to focus student accommodation, and the consequent benefits, in the area around the Palatine Road campus for the following reasons:

- The campus is situated on the periphery of a zone of transition where holiday accommodation is increasingly giving way to permanent residential accommodation as the dominant land use. There is a high number of properties in multiple occupation in the area and their conversion to quality student accommodation would constitute an improvement in residential standards.
- The substantial numbers of guesthouses and HMO's in the vicinity of the college, which could be converted to student accommodation, limits the need to convert single family dwellings to student houses elsewhere.
- The area around the campus could become a student village. This would facilitate the development of a student community which would provide an informal support network for both new and existing students. Such clustering could also allow student facilities and student support services to flourish, potentially bolstering the ambitions of the college to further develop its higher education provision.
- The emergence of an area with a distinct student flavour around the campus would strengthen the identity of the college, improving its image and promoting higher education in Blackpool. This would help the college to further its academic excellence and strengthen its position as the premier higher education facility on the Fylde Coast.

- The area immediately around the college is within easy walking distance of the town centre and local amenities. There are no bus services which stop at the college and accessibility to the wider bus network from the campus is relatively poor. Thus student accommodation within easy walking distance of the college is preferable to development at recognised public transport nodes. This is also true because, as a largely vocational centre specialising in the arts, many of the Palatine Road students would have to transport bulky or heavy equipment to and from the college.

In view of these considerations, it would be desirable for all student accommodation provision to occur within 800m of Palatine Road Campus (see Figure 2). However, there are a number of limitations as detailed below:

- Some of the Resort Neighbourhoods fall within this 800m radius. The Council acknowledges the detrimental impact that changing visitor demands have had on the provision of holiday accommodation in Blackpool to date. However, it is hoped that the aspirations of the MasterPlan to improve the resort will attract more visitors to the town. To support these aspirations it is therefore important that the character and viability of the Resort Neighbourhoods are preserved. Local Plan Policy RR9 seeks to achieve this aim by prohibiting developments which would conflict with or undermine the character of the main holiday areas. To support this, Policy BH24 seeks to prevent the location of residential institutions in the main holiday areas.

On this basis, proposals to site a purpose-built hall of residence in the Resort Neighbourhoods would be resisted. In accordance with Policy RR9 the change of use or redevelopment of holiday accommodation to permanent residential use will also be resisted in areas of the Resort Neighbourhoods where holiday accommodation continues to be the dominant land use.

The Council acknowledges that developers may struggle to find available, appropriate sites within the 800m radius. The principle of a sequential approach to site selection for new developments is well established and, although it is more typically used in respect of retail and office provision, it can be effectively applied to student accommodation. As such, preference will be given;

- 1) to locations within 800m of the Palatine Road campus, and then
- 2) to sites that are more than 800m from the campus but which are well served by a choice of transport means and where redevelopment will offer regenerative benefits to the immediate area without compromising the long-term aspirations of the resort MasterPlan.

Locational Guidance for conversions and new-build developments:

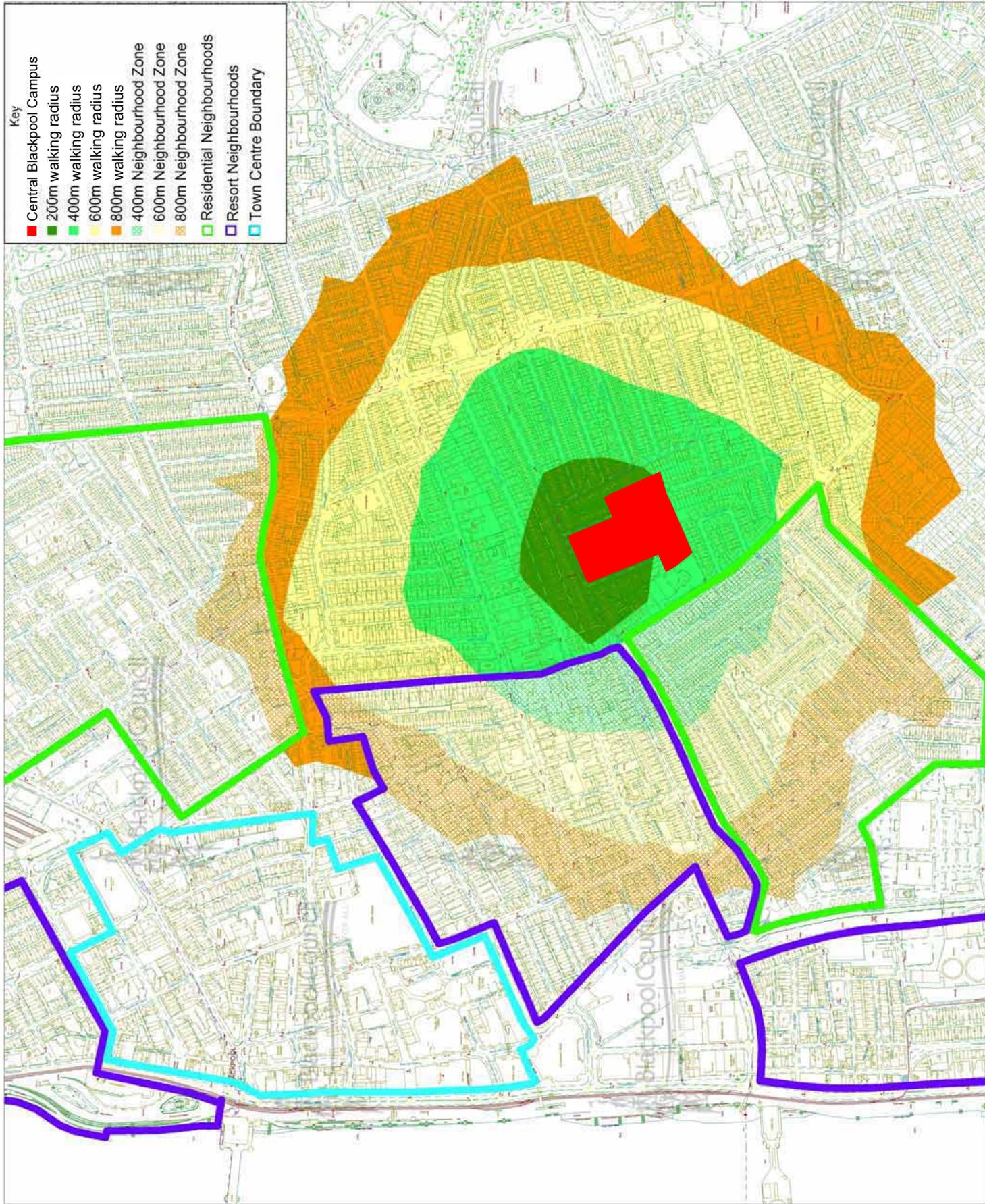
Other centres of learning

It is important to note that this locational guidance has been prepared with Blackpool and Fylde College and the Central Blackpool Campus specifically in mind. This is partly because Blackpool and Fylde College is the only institution in the area which is likely to require significant student accommodation provision in the near future (the hospital currently provides accommodation for its student staff on site). However, the campus also requires particular consideration due to its location. The site is situated in a transitional area, close to the town centre, where holiday accommodation gives way to residential housing. Located within the defined Inner Area, the site is also in close proximity to designated Resort and Residential Neighbourhoods where regeneration is a key priority. In this dynamic and varied environment, extra guidance is needed to ensure that the provision of student accommodation does not have an adverse effect on the local area.

Whilst student accommodation provision elsewhere within the Blackpool boundary needs to be carefully regulated, a more flexible approach can be adopted. A sequential approach can therefore be used and preference will be given;

- 1) to locations within 800m of the centre of learning, and then
- 2) to sites that are more than 800m from the centre of learning but which have easy access to a district or local centre, are well served by a choice of transport means and where the development will not have an adverse impact on the local neighbourhood.

Any location proposed for student accommodation should, of course, offer safe, convenient and attractive routes to the college/centre of learning and other local amenities.



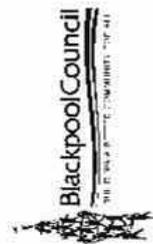
- Key
- Central Blackpool Campus
 - 200m walking radius
 - 400m walking radius
 - 600m walking radius
 - 800m walking radius
 - 400m Neighbourhood Zone
 - 600m Neighbourhood Zone
 - 800m Neighbourhood Zone
 - Residential Neighbourhoods
 - Resort Neighbourhoods
 - Town Centre Boundary

Title: Figure 2
Central Blackpool Campus -
Accessibility

Scale: 1:6000

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Suitable properties for conversion to student accommodation

Properties traditionally used as guest-houses, hotels and holiday flats may be physically suitable for conversion to student accommodation due to their size, layout and location. Changes in the tourist industry also makes it likely that such properties will come forward for conversion in the future. However, any application would be subject to Local Plan Policies BH24 and RR9. As discussed previously, Blackpool has an over-concentration of houses in multiple occupation, composed either of poor-quality self-contained flats or bedsits. As such, the conversion of these types of property, as opposed to the change of use and loss of single family dwellings, would be welcomed to improve the quality of accommodation and residential amenity, and prevent a reduction in the balance of house types, sizes and tenures. Parties intending to develop two or more adjacent properties for student accommodation should, if proposing external alterations to the buildings, make particular reference to Policy BH3 which seeks to maintain the character of residential areas.

Floorspace Standards in converted properties and new-build developments

A priority of Blackpool Council is to lift the quality of the urban environment. The decline in demand for tourist accommodation during the 1980s and 1990s has left Blackpool with a legacy of poor quality residential accommodation, much of which has had to be given legal status. To prevent the further creation of poor quality accommodation and avoid the social and environmental problems that accompany it, Blackpool Council sought to raise the standards required in new residential developments. This has been achieved through the production of Local Plan policy and SPG10, both of which demand a level of quality in new development which is in excess of minimum national requirements.

The following section sets out the Council's expectations for floorspace standards in any student accommodation developed in Blackpool. It is logical to continue the Council's efforts to raise the quality of residential accommodation in the town by ensuring that a decent standard of provision is offered to students. The College requires high quality accommodation which will appeal to students and allow the College to compete more successfully with well-established and nearby higher education institutions in Lancashire. Quality student accommodation provision is also

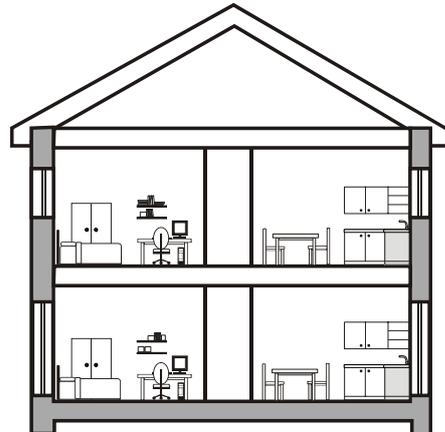
needed to minimise disturbance and conflict with neighbours. If the private and communal areas of student blocks or houses are unappealing, students will react by minimising the amount of time spent in their accommodation. Furthermore, students are less likely to respect their surroundings in a poor quality environment than in a well-maintained property where they feel comfortable. Through the provision of new residential student blocks in nearby towns in recent years, general standards are emerging and this has led to a level of expectation, amongst prospective students, of the quality of accommodation which is acceptable.

Blackpool and Fylde College stipulate that certain items of furniture must be provided in study bedrooms (see Appendix 2) and developers should bear this requirement in mind when submitting planning applications. Blackpool Council will, in any case, expect proposals to comply with the minimum main bedroom floorspace standards laid out in Supplementary Planning Guidance Note 10 (SPG 10), but it is important to note that this document was not written with student accommodation in mind and the floorspace figures do not take into account the furniture requirements of the college. The need for developers to adhere to the minimum main bedroom standards of SPG 10 reflects the significant amount of time students spend in their study bedroom completing coursework and revising for examinations. Developers will also be required to conform to standard-practice floorspace standards for shared, communal areas which are not covered in SPG10. To maximise residential amenity, the Council would expect to see clusters of no more than 6 study bedrooms sharing communal facilities.

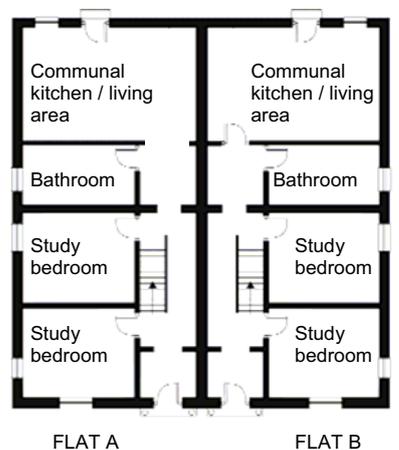
Layout

The Council requires high standards of design and layout in all developments. To minimise noise disturbance and maximise residential amenity the following internal arrangements are advisable:

Stacking: the positioning of rooms with similar uses above and below one another e.g. a bedroom above a bedroom and a kitchen above a kitchen. This helps contain noise problems and allows for efficient plumbing and other services.



Buffer Zones: Non-habitable rooms within student cluster flats such as halls can be used as buffer zones to ‘absorb’ noise. Storage space in adjoining rooms can also be used to provide this buffering function.



Management Requirements in converted properties and new-build developments

Issues of safety and security are becoming increasingly important for students and their parents. So too is the ability to report and resolve problems quickly and easily with a recognised contact. Consultation has revealed that Blackpool and Fylde College has certain preferred management standards which developers would be advised to adhere to. To ensure adequate management of student accommodation provision, a Management Plan will be required with any application to provide accommodation.

These plans must include the following:

- Statement that the applicant will meet the minimum standards laid out in this guidance.
- Statement that the applicant will provide facilities which meet the minimum standards laid out in this guidance.
- Management details e.g. contact details of manager including relevant times and locations, procedures for reporting and dealing with complaints and problems, and details of out-of-hours support.
- Internal cleaning provisions.
- External property maintenance provisions.

This guidance seeks to provide quality student accommodation. It is therefore important that the external appearance of the property and its curtilage is properly maintained.

Other legislation:

This list is not exhaustive and it is the developer’s responsibility to ensure that their property adheres to all relevant standards. However, some key legislative provisions include:

Means of Escape from Fire in converted properties and new-build developments

All properties must conform with the provisions of the Regulatory Reform (Fire Safety) Order 2005. All upholstered furniture should comply with the Furniture and Furnishings (Fire Safety) Regulations of 1988. Additionally, for conversions, Blackpool and Fylde College requires all properties on their register to have a mains fitted inter-linked Smoke Detectors System including a Heat Detector in the Kitchen. A fire blanket in the kitchen and a half-hour fire resistant door between the kitchen and living areas are also stipulated

Facilities in converted properties and new-built developments

To conform to Blackpool Neighbourhood Improvement Division standards, the following shared personal washing and WC facilities must be provided;

No. of Study Bedrooms	Requirements
1-4	No requirement for wash hand basins in each bedroom. 1 bathroom. 1 WC (which may be contained within the bathroom).
5	Wash hand basins in each bedroom. 1 bathroom. 1 WC (this may be separate or contained within a second bathroom).
6-10	Wash hand basins in each bedroom. 2 bathrooms. 2 WC (one WC must be separate, one may be contained within one of the bathrooms).
11-15	Wash hand basins in each bedroom. 3 bathrooms. 3 WC (one WC must be separate, two may be contained within two of the bathrooms).

Specific Guidelines

Provision **Development of Student Accommodation will be permitted where there is a demonstrated quantitative and qualitative need, subject to other policies in the Blackpool Local Plan and the provisions of this Advice Note.**

To demonstrate need, developers must provide a written statement, available from the College, which confirms the willingness of the Accommodation Officer to add the property to the College’s Accredited Register, providing it meets the College’s own minimum standards and those set out in this Advice Note.

Location: **The provision of new-build and converted student
Central accommodation to serve the Central Blackpool Campus
Blackpool will be permitted in locations which are:**

- Campus**
- **within 800m walking distance of the Central Blackpool Campus, and**
 - **outside of the Residential Neighbourhoods.**

Within the Resort Neighbourhoods, student accommodation serving the Central Blackpool Campus will only be permitted where:

- **the location is within 800m walking distance of the campus; and**
- **in areas of mixed use where applications for the creation of permanent residential accommodation would be accepted; and**
- **where the student accommodation would replace existing premises in poor quality multiple occupation.**

If a suitable site for the provision of student accommodation cannot be found within 800m of the Campus, development will only be approved at locations which are highly accessible by a range of transport modes and which are in close proximity to local amenities.

**Location:
Other Centres
of Learning**

The provision of student accommodation to serve alternative centres of learning will be permitted in locations which are:

- within 800m walking distance of the centre of learning, or exceptionally
- more than 800m walking distance from the centre of learning, at a site which is easily accessible by a range of transport means and which is in close proximity to local amenities.

**Suitable
Properties
for Conversion**

The provision of student accommodation will not be permitted where this would entail a significant adverse impact on residential amenity.

An appropriate mix of housing type and size can help to create and preserve balanced communities. The conversion of single family dwellings to shared student houses will, therefore, be resisted.

Proposals to create student accommodation through the conversion of poor quality guesthouses and HMOs, or self-contained flat accommodation which falls significantly short of SPG10 minimum standards, will be encouraged where this will entail an increase in the quality of provision.

The conversion of non-residential properties to student accommodation will be permitted providing that the premises are suitable for that use and that the conversion will not have a significant adverse effect on neighbouring properties in accordance with Policy BH24.

**Floorspace
Standards**

Applications for the provision of student accommodation must conform to the following minimum floorspace standards:

Study bedroom; 10 sq m

Communal lounge;

- *Up to three persons* 11 sq m
- *Up to four persons* 15 sq m
- *For each additional person thereafter* 2 sq m

Communal kitchen;

- *Up to three persons* 5 sq m
- *Up to four persons* 7 sq m
- *For each additional person thereafter* 1 sq m

Communal dining area;

- *Up to three persons* 9 sq m
- *Up to four persons* 10 sq m
- *For each additional person thereafter* 1.5 sq m

[Figures derived from consideration of standards applied in Leeds, Bristol, Nottingham and Lancaster]

No more than six study bedrooms may share communal facilities.

Management Management Plans must be submitted with all applications for the provision of student accommodation (see page 16 for details).

Landlords must provide student tenants with contact details of management, including relevant times and locations, procedures for reporting and dealing with complaints, and details of out-of-hours support.

Car Parking Car parking provision will not be required in properties converted to provide student accommodation.

New-build student accommodation developments must provide one car parking space per 10 bedrooms for use by disabled students and those with exceptional travel needs.

Cycle Storage Where possible, properties converted to provide student accommodation must offer secure cycle storage for one cycle per six study bedrooms.

New-build student accommodation developments must provide secure cycle storage for one cycle per six study bedrooms.

Refuse Properties converted to provide student accommodation must provide a minimum refuse storage area of 1.5 sq m for up to three students sharing. For every additional three study bedrooms added, an additional 1.5 sq m of refuse storage area must be provided. This space is required to accommodate the waste/recycling bins which are issued by the Council and emptied once every two weeks.

Conditions All applications for the provision of student accommodation will be bound by conditions to ensure that the accommodation is occupied solely by students. These conditions will be strictly enforced through liaison with the accommodation officer at the centre of learning.

Other regulations:

Adequate sound insulation measures should be provided. **(B & P)**

All developments must provide a satisfactory layout to provide a safe means of escape from fire. **(B)**

All developments should have an automatic fire detection and alarm system. **(B)**

Adequate provision must be made for conservation of fuel and power (guidance given in approved document L2B) i.e. replacement windows and boilers **(B)**

Kitchens must be adequately ventilated either direct to outside air (preferred option) or mechanically via an extraction fan. **(B)**

All kitchens should have adequate space for a sink, cooker, fridge, and working surface. **(NID)**

Key **P:** Planning Requirements; **B:** Building Regulations Requirements; **NID:** Neighbourhood Improvement Division Requirements.

Useful Information

- The change of use of a building to student accommodation may require both Planning and Building Regulations approval. Planning permission will always be required when the proposal will house more than 6 persons.
- Properties converted for student use should be designed in accordance with the Greater Manchester Houses in Multiple Occupation Fire Safety Guide (August 1994) and the Lancashire HMO Consultation Group amendments to this document.
- Existing converted properties, which do not meet the minimum standards under the Building Regulations (2001), are deemed to be Houses in Multiple Occupation (HMOs). As such, they must meet the HMO Management Standards (2004/1985) and may require a licence to operate under the Housing Act 2004.

Appendix 1

Other relevant policies which provide a supporting framework for the determination of proposals for the provision of student accommodation are:

RR8. Resort Neighbourhoods

Within the defined Resort Neighbourhoods, development proposals will be assessed in terms of their impact upon the neighbourhood. All development must safeguard or enhance liveability and the character and appeal of such areas as a visitor destination...

RR9. Development Proposals Involving the Loss of Holiday Accommodation.

Within Resort Neighbourhoods, including the Promenade frontage, changes of use or redevelopment of holiday accommodation for permanent residential use will only be permitted where:

- (i) there are already permanent residential uses directly adjoining or abutting both sides of the proposed development and a significant incidence of such uses in the immediate vicinity; or*
- (ii) there is already permanent residential use on one side and a substantial concentration of such uses in the immediate vicinity; and*
- (iii) the proposal relates well in use, scale and appearance to neighbouring properties.*

HN5. Conversions and Sub-Divisions

Proposals for the sub-division and/or change of use of existing buildings for residential use will be permitted providing:

- (a) *units are fully self-contained and satisfy the Council's floorspace and amenity standards*
- (b) *the building is not safeguarded for another use*
- (c) *the size and layout of properties proposed for single family or household use is consistent with such occupation*
- (d) *Applications for the conversion of properties from other uses to residential use include appropriate proposals to establish residential character and maximise residential amenity.*

Proposals for the conversion of existing dwellings or other buildings into houses in multiple occupation will not be permitted.

Inner Areas:

Within the defined Inner Area proposals for conversion or sub-division for residential use involving extensions to the property or into the roofspace will not be permitted.

Proposals for conversion or sub-division for residential use will not be permitted which would further intensify existing over-concentrations of flat accommodation and conflict with wider efforts for the comprehensive improvement of the neighbourhood as a balanced and healthy community.

BH1. Neighbourhoods

...Within inner area priority neighbourhoods, the identified need is to promote and permit development and investment which: ... secures the improvement, redevelopment or change of use of site or premises, which by virtue of their use, condition or appearance are seriously detrimental to the amenity of residents or an obstacle to comprehensive improvement.

BH3. Residential and Visitor Amenity

Developments will not be permitted which would adversely affect the amenity of those occupying residential and visitor accommodation by:

- (i) the scale, design and siting of the proposed development and its effects on privacy, outlook, and levels of sunlight and daylight; and/or***
- (ii) the use of and activity associated with the proposed development; or by***
- (iii) the use of and activity associated with existing properties in the vicinity of the accommodation proposed.***

AS1. General Development Requirements

New development will only be permitted where the access, travel and safety needs of all affected by the development are met as follows:

- (a) convenient, safe and pleasant pedestrian access is provided.***
- (b) appropriate provision exists or is made for cycle access***
...
- (h) appropriate levels of car, cycle and motorcycle parking, servicing and operational space are provided, in accordance with standards set out in Appendix B (of the 2001-2016 Local Plan).***

Appendix 2

Furniture provision required by Blackpool and Fylde College:

Communal Areas

- Dining table with one chair per student
- Easy chair per student or suites with the equivalent number of seats

Kitchen

- Refrigerator with freezer compartment (1 per 1.5 students)
- Cooker (1 per 1.5 students)
- Food preparation area – laminated surface
- Storage cupboards (1 per student)
- Kitchen waste bin
- Ironing board
- Vacuum cleaner
- Bucket and mop
- Sweeping broom

Study Bedroom

- Bedbase with clean interior sprung mattress and mattress cover.
- Headboard
- Wardrobe
- Storage for clothes e.g. chest of drawers
- Bookcase or shelving
- Work surface suitable for study and writing
- Hard chair
- Waste paper basket

Appendix 3

Blackpool and Fylde College require the following conditions to be met before a property can be placed on their accommodation register.

Properties must have:

- Mains fitted inter-linked smoke detectors system including a heat detector in the kitchen.
- Fire blanket.
- Half-hour fire resistant door between the kitchen and living areas.
- Fire resistant upholstery and furniture.
- A current C.O.R.G.I. gas certificate.
- A current N.I.C.E.I.C. (National Inspection Council for Electrical Installation Contracting) Certificate.
- Heating in all rooms (preferably central heating) – electrical convector heaters must be wall mounted and run from a dedicated circuit, gas fires in bedrooms must meet current Statutory Regulations.
- Dustbins.
- Fences and gates in good order.
- Gardens maintained in good order.

Furthermore:

- All landlords must contact the local Neighbourhood Improvement Division (Private Sector Housing) offices regarding relevant fire precautions and licensing requirements.
- All prospective students must be given the opportunity to view the property.
- Letting agreements/contracts must be clear and contain details of the rent to be paid, including dates, amounts, and methods of payments as well as the responsibility of services, charges, utility bills.
- No monies for deposits or rent may be demanded prior to the signing of the agreement.
- All prospective students must be given a minimum of 24 hours to consider the agreement/contract before being requested to sign.
- The name and address of the Landlord or Managing Agent must be stated in the letting agreement/contract.
- An inventory is produced of all the furniture and fitments, which will be available to students to check within the first few weeks of their tenancy.

During and throughout the tenancy, landlords agree to:

1. Ensure that the property is in good state of repair.
2. Carry out repairs in accordance with the following:
 - Emergency repairs: required in order to avoid a danger to health, risk to the safety of students, or serious damage to buildings or students belongings – **WITHIN 24 HOURS.**
 - Urgent repairs: those that affect the comfort or convenience of students – **WITHIN 5 WORKING DAYS.**
 - Non-urgent repairs: reactive repairs not falling within the above categories – **WITHIN 28 WORKING DAYS.**
3. Give tenants at least 24 hours prior notification before accessing the property to effect a repair, except in an emergency.
4. Ensure all repairs are carried out by a competent person who is professional, polite, fair and courteous.
5. Ensure that the property is secure enough to enable tenants to insure their personal belongings.
6. Supply tenants with the operating instructions on the safe use of cooking and heating appliances.
7. Display the name, address and contact telephone number, within a communal area of the property, of the owner or managing agent of the property.
8. Provide written receipts/or rent book for all cash transactions to students.

Gas appliances and supply; landlords will ensure that:

1. All gas appliances are inspected annually by a competent CORGI registered technician.
2. The gas safety record, which must be an original CORGI Landlords Gas Safety Record, is sent to the Accommodation Officer on registration, and thereafter on request, and a copy displayed prominently within the property.
3. All repairs to gas appliances and pipework will be carried out by competent registered CORGI engineers/fitters and copies of work sheets will be forwarded to the Accommodation Officer.

Electrical Installations and Appliances; landlords will ensure that:

1. All the electrical wiring and appliances in the property are inspected every 5 years by a NICEIC registered technician in line with the current Institute of Electrical Engineering Wiring Regulations.

2. All repairs and improvements in electrical installations comply with the above Institutes requirements.
3. The original electrical safety certificate is sent to the Accommodation Officer on registration and thereafter on request and a copy displayed prominently within the property.

Fire detection and alarm systems; landlords will ensure that:

1. All properties are fitted with a fixed smoke detector linked to the mains electricity supply.
2. Each kitchen has a heat detector linked to the mains electrical supply.
3. Kitchens have a fire blanket.

At the end of the tenancy the landlord will ensure that:

1. Deposits are not unreasonably withheld for any purpose other than that for which they were originally specified.
2. Any deduction from deposits should be accompanied by a full breakdown of the reasons for any stoppages.
3. Deposits are returned within 30 working days of the end of the tenancy.

The College advises you that under United Kingdom tax regulations you are required to notify HM Revenue and Customs of any income you receive in respect of rented property. The College also has a statutory obligation to furnish HM Revenue and Customs with certain information if demanded by HM Inspector of Taxes.

Contacts

1. BLACKPOOL COUNCIL

Municipal Buildings
P. O. Box 17
Corporation Street
Blackpool
FY1 1LZ

Tel: (01253) 477477

2. PLANNING (DEVELOPMENT CONTROL SERVICE)

Advice on planning permission for:

- (i) The change of use of properties to student accommodation
- (ii) The development of new-build student accommodation

Tel: (01253) 476206 or 476225

3. BUILDING CONTROL SERVICE

Advice on Building Regulations

Tel: (01253) 476219

4. ENVIRONMENTAL SERVICES DIVISION

Advice on environmental health standards

Tel: (01253) 478284

5. BLACKPOOL AND FYLDE COLLEGE

Tel: (01253) 504343



The Council believes in access for all.

To ensure services provided by Blackpool Council are accessible, information is available upon request in a variety of accessible formats, including large print, Braille, on audio-cassette or computer disc.

We can also provide help for British Sign Language users and provide information in languages other than English.

Please ask for details.

Customer First Centre: Telephone – 01253 477 477