

Camden Planning Guidance

# Design

London Borough of Camden

CPG **1**



## CPG1    Design

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# 1 Introduction

## What is Camden Planning Guidance?

- 1.1 We have prepared this Camden Planning Guidance to support the policies in our Local Development Framework (LDF). This guidance is therefore consistent with the Core Strategy and the Development Policies, and forms a Supplementary Planning Document (SPD) which is an additional “material consideration” in planning decisions. This guidance will replace the Camden Planning Guidance 2006, updating advice where appropriate and providing new guidance on matters introduced or strengthened in the LDF.
- 1.2 The Camden Planning Guidance covers a range of topics (such as housing, sustainability, amenity and planning obligations) and so all of the sections should be read in conjunction, and within the context of Camden’s LDF.

## Design in Camden

- 1.3 Camden has many attractive and historic neighbourhoods as well as both traditional and modern buildings of the highest quality. These are a significant reason that the borough is such a popular place to live, work and visit. As well as conserving our rich heritage we should also contribute towards it by ensuring that we create equally high quality buildings and spaces which will be appreciated by future generations.
- 1.4 This objective of achieving high quality design does not just concern new development or large-scale schemes, but also includes the replacement, extension or conversion of existing buildings. The detailed guidance contained within this section therefore considers a range of design-related issues for both residential and commercial property and the spaces around them.





## What does this guidance cover?

- 1.5 This guidance provides information on all types of detailed design issues within the borough and includes the following sections:

1. Design excellence
2. Heritage
3. Extensions, alterations and conservatories
4. Roofs, terraces and balconies
5. Landscape design and trees
6. Shopfronts
7. Advertisements, signs and hoardings
8. Designing safer environments
9. Waste recyclables storage
10. Building services equipment

- 1.6 This guidance supports the following Local Development Framework policies:

### Core Strategy

- CS14 Promoting high quality places and conserving our heritage
- CS15 Protecting and improving our parks and open spaces & encouraging biodiversity
- CS17 Making Camden a safer place
- CS18 Dealing with our waste and encouraging recycling

### Development Policies

- DP24 Securing high quality design
- DP25 Conserving Camden's heritage
- DP27 Basements and lightwells
- DP30 Shopfronts

- 1.7 It should be noted that the guidance covered in this section only forms part of the range of considerations that you should address when proposing new development. In addition to these specific design matters you should also consider wider issues such as cycle storage, residential space standards, wheelchair housing, designing in sustainability measures and impacts on neighbours. Further guidance on these, and other issues, is contained within the Local Development Framework documents and the Camden Planning Guidance.

## 2 Design excellence

### KEY MESSAGES

Camden is committed to excellence in design and schemes should consider:

- The context of a development and its surrounding area;
- The design of the building itself;
- The use of the building;
- The materials used; and
- Public spaces.

- 2.1 High quality design makes a significant contribution to the success of a development and the community in which it is located. Design of the built environment affects many things about the way we use spaces and interact with each other, comfort and enjoyment, safety and security and our sense of inclusion.
- 2.2 The purpose of this guidance is to promote design excellence and to outline the ways in which you can achieve high quality design within your development.
- 2.3 This guidance primarily relates to Core Strategy Policy CS14 Promoting high quality places and conserving our heritage and Development Policies DP24 Securing high quality design.



### When does this apply?

- 2.4 This guidance applies equally to all development, whether new build, converted, refurbished, extended and altered development. However, the implications for a proposal will vary greatly depending on the nature of the site, the proposed use, the scale of development, its interaction with surrounding sites, and existing buildings and structures on the site.

- 2.5 Other sections in this Camden Planning Guidance (CPG) relate to specific types of developments and relevant design matters, for example advertisements, signs and hoardings, designing safer environments, extensions, alterations and conversions, heritage and shopfronts.

### **General guidance on design**

- 2.6 Camden is committed to excellence in design. The borough contains many special and unique places, many of which are protected by conservation area status. In accordance with draft London Plan policies 7.1–7.7, Core Strategy policy CS14 requires development schemes to improve the quality of buildings, landscaping and public spaces and we will not approve design which is inappropriate to its context or fails to improve the character of an area.
- 2.7 We are working with our partners to promote design excellence and improve public buildings, landscaping and the street environment. We have established the Camden Design Initiative which seeks to encourage involvement, awareness and understanding of good design and this is promoted through the bi-annual Camden Design Awards which acknowledge high quality and innovative design. We are also a promoter of the national Civic Trust Awards which are awarded to buildings judged to have made a positive cultural, social or economic contribution to the local community.
- 2.8 In order to achieve high quality design in the borough we require applicants to consider buildings in terms of context, height, accessibility, orientation, siting, detailing and materials. These issues apply to all aspects of the development, including buildings and other structures (e.g. substations, refuse or cycle storage), outdoor spaces, landscaping and access points and should be considered at an early stage in the design of a development, as these elements are often difficult to change in later stages.



## **Context**

### 2.9 Good design should:

- positively enhance the character, history, archaeology and nature of existing buildings on the site and other buildings immediately adjacent and in the surrounding area, and any strategic or local views. This is particularly important in conservation areas;
- respect, and be sensitive to, natural and physical features, both on and off the site. Features to be considered include, but are not limited to: slope and topography, vegetation, biodiversity, habitats, waterways and drainage, wind, sunlight and shade, and local pollutant sources. Movement of earth to, from and around the site should be minimised to prevent flood risk, land instability and unnecessary transport of aggregates, especially by road; and
- consider connectivity to, from, around and through the site for people using all modes of transport, including pedestrians, cyclists, wheelchair users, those with visual impairments, people with pushchairs, and motorised vehicles.

## **Building design**

### 2.10 Good design should:

- ensure buildings do not significantly overshadow existing/proposed outdoor spaces (especially designated open spaces), amenity areas or existing or approved renewable energy facilities (such as solar panels). For further information, refer to CPG3 Sustainability Renewable energy (A shadowing exercise may be required for tall buildings or where they are near open spaces);
- consider the extent to which developments may overlook the windows or private garden area of another dwelling;
- consider views, both local and London wide, and particularly where the site is within a recognised strategic viewing corridor (as shown on the policy Proposals Map);
- consider the degree of openness of an area and of open spaces, including gardens including views in and out of these spaces
- contributions to the character of certain parts of the borough;
- provide visual interest for onlookers, from all aspects and distances. This will involve attention to be given to both form and detail;
- consider opportunities for overlooking of the street and, where appropriate, provide windows, doors and other 'active' features at ground floor; and
- incorporate external facilities such as renewable energy installations, access ramps, plant and machinery, waste storage facilities and shading devices into the design of the development. Careful consideration must be given to ensure that the facility does not harm the built environment.



## Land use

- 2.11 The use of a building should:
- take into account the proposed use, and the needs of the expected occupants of the buildings and other users of the site and development; and
  - provide clear indication of the use of the building. It is noted, however, that reuse of existing buildings, as well as the accommodation of possible future changes of use, can make this difficult.

## Materials

- 2.12 Materials should form an integral part of the design process and should relate to the character and appearance of the area, particularly in conservation areas or within the setting of listed buildings. The durability of materials and understanding of how they will weather should be taken into consideration. The quality of a well designed building can be easily reduced by the use of poor quality or an unsympathetic palette of materials. We will encourage re-used and recycled materials, and further guidance is contained within CPG3 Sustainability (Sustainable use of materials).

## Tall buildings

- 2.13 Tall buildings in Camden (i.e. those which are substantially taller than their neighbours and/or which significantly change the skyline) will be assessed against a range of design issues, including:
- how the building relates to its surroundings, both in terms of how the base of the building fits in with the streetscape, and how the top of a tall building affects the skyline;
  - the contribution a building makes to pedestrian permeability and improved public accessibility;
  - the relationship between the building and hills and views;
  - the degree to which the building overshadows public spaces, especially open spaces and watercourses; and
  - the historic context of the building's surroundings.
- 2.14 In addition to these design considerations tall buildings will be assessed against a range of other relevant policies concerning amenity, mixed use and sustainability. Reference should be made to this CPG (Heritage chapter), CPG3 Sustainability (Climate change adaptation chapter) and CPG6 Protecting and improving quality of life (Overlooking and privacy and Wind/microclimate chapters).
- 2.15 Where a proposal includes a development that creates a landmark or visual statement, particular care must be taken to ensure that the location is appropriate (such as a particular destination within a townscape, or a particular functional node) and that the development is sensitive to its wider context. This will be especially important where the

development is likely to impact upon heritage assets and their settings (including protected views).

- 2.16 Design should consider safety and access. Guidance on these issues is contained within this CPG (Designing safer environments chapter) and CPG4 Protecting and improving quality of life (Access for all chapter). Schemes over 90m should be referred to the Civil Aviation Authority.

### **Design of public space**

- 2.17 The design of public spaces, and the materials used, is very important. The size, layout and materials used in the spaces around buildings will influence how people use them, and help to create spaces that are welcoming, attractive, safe and useful. They can also contribute to other objectives such as reducing the impact of climate change (e.g. the use of trees and planters to reduce run-off and provide shading), biodiversity, local food production and Sustainable Urban Drainage Systems (SUDs), and provide useful amenity space. In Conservation Areas there may be particular traditional approaches to landscaping/boundary treatments that should be respected in new designs.
- 2.18 The spaces around new developments should be considered at the same time as the developments themselves and hard / soft landscaping and boundary treatments should be considered as part of wider cohesive design. The landscaping and trees chapter in this CPG, and individual Conservation Area Appraisals, provide further guidance on this issue.
- 2.19 Public art can be a catalyst for improved environmental quality by upgrading and animating public space and enhancing local character and identity through helping create a sense of place. The Council will therefore encourage the provision of art and decorative features as an integral part of public spaces, where they are appropriate to their location and enhance the character and environment.
- 2.20 It is important that public spaces and streets are maintained to a high standard and so, in line with the Local Implementation Plan, the Council will continue to undertake public space enhancement works through specifically targeted programmes. The Designing safer environments chapter in this CPG provides more detailed guidance on the incorporation of safety and security considerations in public spaces.

### **Design and access statements**

- 2.21 Design and Access Statements are documents that explain the design ideas and rationale behind a scheme. They should show that you have thought carefully about how everyone, including disabled people, older people and children, will be able to use the places you want to build.
- 2.22 Design and Access Statements should include a written description and justification of the planning application and sometimes photos, maps and drawings may be useful to further illustrate the points made. The length and detail of a Design and Access Statement should be related to the

related to the size and complexity of the scheme. A statement for a major development is likely to be much longer than one for a small scheme.

- 2.23
- Design and Access Statements are required to accompany all planning, conservation and listed building applications, except in certain circumstances as set out on our website [www.camden.gov.uk/planning](http://www.camden.gov.uk/planning). Our website also provides a template for Design and Access Statements and lists the information that each statement should contain. Further guidance on Access Statements is provided in CPG4 Protecting and improving quality of life (Access for all chapter).

**Further information**

General	By Design: Urban Design in the Planning System – Towards Better Practice, DETR/CABE, 2000 Design and Access Statements; how to read, write and use them, CABE, 2007
Tall Buildings	Guidance on tall buildings, English Heritage/CABE, 2007
Historic Environment	Understanding Place, English Heritage 2010; and Building in Context, English Heritage/CABE, 2002.
Other	Royal Institute of Chartered Surveyors (RICS); and Royal Institute of British Architects (RIBA).

## 3 Heritage

### KEY MESSAGES

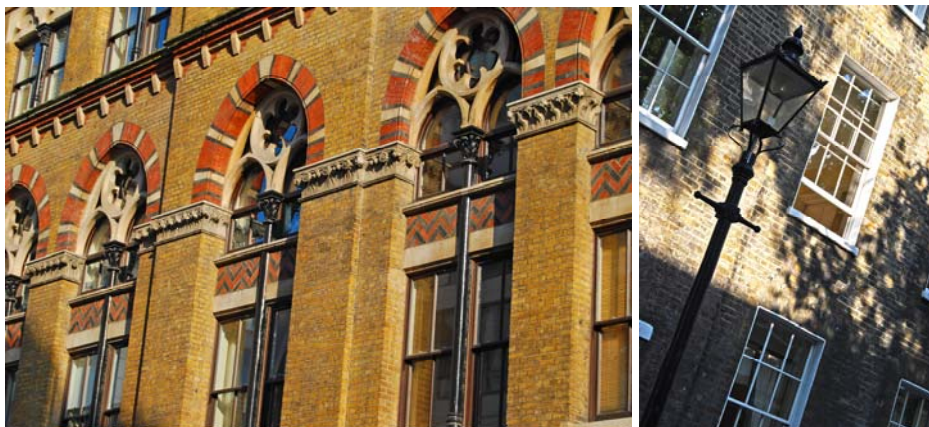
Camden has a rich architectural heritage and we have a responsibility to preserve, and where possible, enhance these areas and buildings.

- We will only permit development within conservation areas that preserves and enhances the character and appearance of the area
- Our conservation area statements, appraisals and management plans contain more information on all the conservation areas
- Most works to alter a listed building are likely to require listed building consent
- Historic buildings can and should address sustainability

- 3.1 This section provides guidance on our identified heritage assets (which include conservation areas, listed buildings and registered parks and gardens), including what they are and the implications of their status and designation. This section also sets out details on how historic buildings can address sustainability.
- 3.2 This section sets out further guidance on how we will apply Core Strategy Policy CS14 Promoting high quality places and conserving our heritage and Development Policy DP25 Conserving Camden's Heritage.

### When does this apply?

- 3.3 This guidance applies to all applications which may affect any element of the historic environment and therefore may require planning permission, or conservation area or listed building consent.



### Conservation Areas

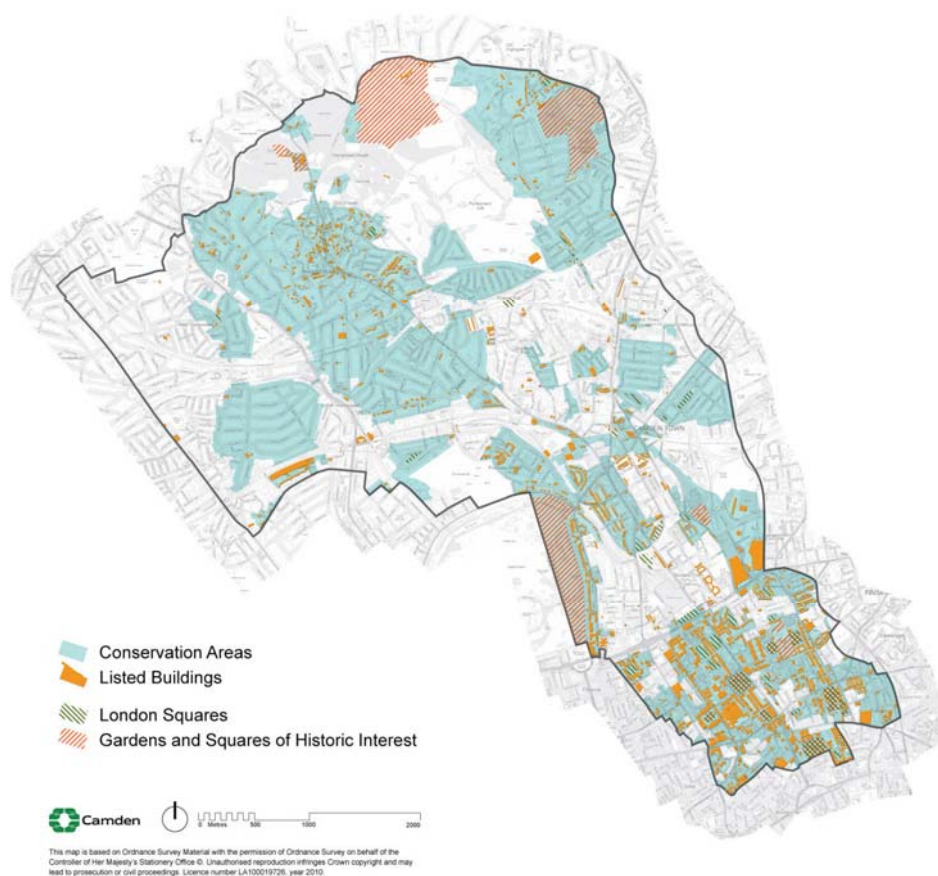
#### What is a conservation area?

- 3.4 A conservation area is defined in the Planning (Listed Buildings and Conservation Areas) Act 1990 as an area of special architectural or



historic interest, the character or appearance of which it is desirable to preserve and, where possible, enhance. PPS5 identifies conservation areas as “heritage assets” and requires that proposals in conservation areas are assessed for their impacts on their historic significance. There are 39 conservation areas in Camden, which vary greatly in appearance, size, character and style and these are identified on the LDF Proposals Map.

**Figure 1. Conservation Areas**



- 3.5 Conservation area designation is a way to recognise the importance of the quality of an area as a whole, as well as giving some protection to individual buildings within it. Conservation areas are not designated to stop all future development or change but to ensure that change is managed to conserve the historic significance of the area as a whole.
- 3.6 Conservation area designation is shown on the proposals map and further information on heritage is available on the 'Conservation and Design' section of the Council's website [www.camden.gov.uk](http://www.camden.gov.uk) and on English Heritage's website [www.english-heritage.org.uk](http://www.english-heritage.org.uk).

### Effects of conservation area status

- 3.7 We will only permit development within conservation areas, and development affecting the setting of conservation areas, that preserves and enhances the character and appearance of the area (see Planning Policy Statement 5 (PPS5), policy HE8).
- 3.8 The Council has greater control over building work in conservation areas, including demolition, materials and detailed design. Planning permission may be required for alterations or extensions that would not normally need planning permission elsewhere, such as minor roof alterations, dormer windows, renewable energy installations or installation of a satellite dish.

#### Renewable energy technology

Renewable energy technologies generate energy from natural resources such as sunlight, wind, rain and heat in the ground, which are naturally replenished.

### Demolition in conservation areas

- 3.9 Conservation Area Consent is required to demolish or substantially demolish a building over 115 cubic metres or a structure such as a wall over 1 metre high that adjoins a highway, or more than 2 metres high elsewhere. When determining your application we will follow the guidance in PPS5, Core Strategy policy CS14 and Development Policy DP24 as well as that in our conservation area statements, appraisals and management plans (see below). It is an offence to totally or substantially demolish a building or structure in a conservation area without first getting consent from us and we would not normally allow their demolition without substantial justification, in accordance with criteria set out in government guidance PPS5 – Planning for the Historic Environment.

### Trees

- 3.10 Planning legislation makes special provision for trees in conservation areas. Prior to pruning or felling a tree in a conservation area you must provide the Council six weeks notice in writing. All trees that contribute to the character and appearance of a conservation area should be retained and protected. For further information on trees, please see Landscape Design and Trees chapter in this CPG.



### **Article 4 directions**

- 3.11 A range of minor changes can be made to buildings without the need to apply for planning permission as these have a general permission through planning legislation. These changes are known as permitted development. However, the character of a conservation area depends on the presence of specific original details and where these are lost the historic interest and attractive character of the area deteriorates.
- 3.12 In these situations we can issue an Article 4 direction through Article 4 of the Town and Country Planning (General Permitted Development) Order 1995 (as amended). This removes permitted development rights and means a planning application has to be made for minor works that usually do not need one.
- 3.13 Further information on Article 4 directions, including where they apply in Camden is available on the 'Advice and help with planning applications' section of the Council's website [www.camden.gov.uk](http://www.camden.gov.uk) and English Heritage has published Guidance on making Article 4 Directions, available at [www.english-heritage.org.uk/publications/guidance-on-making-article-4-directions/](http://www.english-heritage.org.uk/publications/guidance-on-making-article-4-directions/)

### **Conservation area statements, appraisals and management plans**

- 3.14 We have published a series of conservation area statements, appraisals and management plans that set out our approach to preserving and enhancing the historic significance of each individual conservation area. Many of these conservation area statements are available for download on our website.
- 3.15 Conservation area statements, appraisals and management plans help guide the design of development in conservation areas and we take these into account when assessing planning applications.
- 3.16 Each conservation area statement, appraisal or management plan contains the following:
- A summary of the location and the historical development of an area;
  - A description of its character;

- An outline of the key issues and development pressures that are currently of concern;
- The key policy framework for that particular conservation area, and specific guidance for it;
- An identification of heritage assets and elements of the wider historic environment which give an area its historic significance; and
- An identification of sites and features that have a negative impact on the conservation area, or where an opportunity exists for enhancement of the area by redevelopment of a building or site.



## Listed Buildings

### What is a listed building?

- 3.17 A listed building is defined in the Planning (Listed Buildings and Conservation Areas) Act 1990 as a structure or building of special architectural or historic interest. These are included on the Statutory List of Buildings of Architectural or Historic Interest managed by English Heritage. Listed buildings are identified as heritage assets within the LDF and the Council is required to assess the impact that proposals to a listed building, or within their setting, may have on the historic significance of the building.
- 3.18 Listed buildings are graded according to their relative importance as either Grade I, Grade II\* or Grade II. Grades I and II\* are considered of outstanding architectural or historic interest and are of particularly great importance to the nation's heritage. The majority of listed buildings (about 94% nationally) are Grade II. However, the statutory controls on alterations apply equally to all listed buildings irrespective of their grade and cover the interior as well as the exterior and any object or structure fixed to or within their curtilage.



**Listing description**

The listing description contains details of a listed building's address, history, appearance and significance. These help to identify what it is about the building that gives it its special historic interest.

- 3.19 Further information on listed buildings in Camden is available on our website [www.camden.gov.uk](http://www.camden.gov.uk)

**How can I alter a listed building?**

- 3.20 Most works to alter a listed building are likely to require listed building consent and this is assessed on a case by case basis, taking into account the individual features of a building, its historic significance and the cumulative impact of small alterations. The listing description is not intended to be exhaustive and the absence of any particular feature in the description does not imply that it is not of significance, or that it can be removed or altered without consent. Listed status also extends to any object or structure fixed to the listed building, and any object or structure within its curtilage which forms part of the land. You should contact the Council at the earliest opportunity to discuss proposals and to establish whether listed building consent is required.
- 3.21 Some 'like for like' repairs and maintenance do not require listed building consent. However, where these would involve the removal of historic materials or architectural features, or would have an impact on the special architectural or historic interest of the building, consent will be required. If in doubt applicants should contact the Council for advice.
- 3.22 In assessing applications for listed building consent we have a statutory requirement to have special regard to the desirability of preserving the building or its setting or any features of special architectural or historic interest which it possesses. We will consider the impact of proposals on the historic significance of the building, including its features, such as:
- original and historic materials and architectural features;
  - original layout of rooms;
  - structural integrity; and
  - character and appearance.
- 3.23 We will expect original or historic features to be retained and repairs to be in matching material. Proposals should seek to respond to the special historic and architectural constraints of the listed building, rather than significantly change them.
- 3.24 Applications for listed building consent should be fully justified and should demonstrate how proposals would affect the significance of a listed building and why the works or changes are desirable or necessary. In addition to listed building consent, some proposals may also require planning permission. These applications should be submitted together and will be assessed concurrently.

- 3.25 It is a criminal offence to undertake unauthorised works to a listed building, even if you are not aware the building is listed, and could result in prosecution and fine or imprisonment (or both).
- 3.26 Some works that are required in order to comply with the Building Regulations (e.g. inclusive access, energy efficiency) may have an impact on the historic significance of a listed building and will require listed building consent.

### **Inclusive access to listed buildings**

- 3.27 It is important that everyone should have dignified and easy access to and within historic buildings, regardless of their level of mobility. With sensitive design, listed buildings can be made more accessible, while still preserving and enhancing the character of the building.
- 3.28 Further guidance is available in CPG4 Protecting and improving quality of life (Access for all chapter) and in the English Heritage publication “Easy Access to Historic Buildings” [www.english-heritage.org.uk](http://www.english-heritage.org.uk)



### **How can historic buildings address sustainability?**

- 3.29 We recognise the role that the historic environment can play in reducing the impact of climate change. For example, reusing existing buildings could avoid the material and energy cost of new development. There are many ways to improve the efficiency and environmental impact of historic buildings, for example improving insulation, draught-proofing and integrating new energy-saving and renewable-energy technologies. We will seek to balance achieving higher environmental standards with protecting Camden's unique built environment (in accordance with LDF Core Strategy policies CS13 Tackling climate change through promoting higher environmental standards and CS14 Promoting high quality places and conserving our heritage) and PPS5 policy HE.1.

- 3.30 More detailed guidance on how to modify buildings without compromising their significance is contained within CPG3 Sustainability (Energy efficiency: new buildings, Energy efficiency: existing buildings, Renewable energy, Climate change adaptation, Water efficiency, Flooding and Sustainable use of materials). For further information see the links at the end of this chapter.

### **Planning obligations relating to heritage assets**

- 3.31 Many of the potential impacts of development on historic buildings and in archaeological priority and conservation areas can be covered through design and by conditions on the planning permission, for example the need to carry out surveys or the storage and restoration of artefacts. Some objectives for building and area conservation or archaeology are unlikely to be satisfactorily controlled by a condition or in such cases and where impacts are off-site, or involve a particularly sensitive or complex programme of works, involving phasing, the Council may require implementation of these measures through a Section 106 Agreement.

### Further information

Planning Policy Statement 5 (PPS5)	<p>The Government's national policies on the historic environment are set out in:</p> <ul style="list-style-type: none"> <li>Planning Policy Statement (PPS) 5 Planning for the historic environment – CLG, 2010</li> </ul> <p>If you want guidance implement this national policy, it is provided in:</p> <ul style="list-style-type: none"> <li>PPS5, Planning for the Historic Environment, The Government's Statement on the Historic Environment for England, and The Historic Environment Planning Practice Guide</li> </ul>
English Heritage	<p><a href="http://www.englishheritage.org.uk">www.englishheritage.org.uk</a></p> <p>Guidance on heritage assets:</p> <ul style="list-style-type: none"> <li>Guidance on Conservation Area Appraisals, 2006 – English Heritage;</li> <li>Guidance on Management of Conservation Areas, 2006 – English Heritage;</li> <li>Climate Change and the Historic Environment (2008); and</li> <li>Heritage at Risk Register - English Heritage <a href="http://risk.english-heritage.org.uk/2010.aspx">http://risk.english-heritage.org.uk/2010.aspx</a></li> </ul> <p>Guidance on sustainability measures in heritage buildings:</p> <ul style="list-style-type: none"> <li>Energy Conservation in Traditional Buildings</li> <li>Climate Change and the Historic Environment</li> </ul> <p>There is also an online resource dedicated to climate change and the historic environment, available at:</p> <ul style="list-style-type: none"> <li><a href="http://www.englishheritage.org.uk/climatechangeandyourhome">www.englishheritage.org.uk/climatechangeandyourhome</a></li> </ul>
Energy Saving Trust	<a href="http://www.est.org.uk">www.est.org.uk</a>



## 6 Landscape design and trees

### KEY MESSAGES

- Camden's trees and green spaces are integral to its character.
- Landscape design and green infrastructure should be fully integrated into the design of schemes from the outset.
- We require a survey of existing trees and vegetation to be carried out prior to the design of a scheme.

- 6.1 This guidance sets out how to protect trees and vegetation and design high quality landscapes in conjunction with development proposals to ensure an attractive, safe, accessible, sustainable and ecologically diverse environment.
- 6.2 This chapter sets out:
- how existing trees and landscape should be protected;
  - what specific protection is given to some trees;
  - how new landscaping should be incorporated into developments; and
  - considerations for specific landscaped areas and types of landscaping.
- 6.3 The green landscape of the Borough is formed by parks and open spaces, railway and canal corridors, trees, gardens, green walls and roofs. These landscape components provide Camden's green infrastructure and play a key role in maintaining the local climate, reducing storm water run off, increasing biodiversity, providing space for urban food production and providing public enjoyment.
- 6.4 We expect landscape design and the provision of green infrastructure to be fully integrated into the design of development proposals from the beginning of the design process.
- 6.5 This section sets out further guidance on how we will apply Core Strategy Policy CS14 Promoting high quality places and conserving our heritage and Development Policy DP24 Securing high quality design.

### Where does this guidance apply?

- 6.6 This guidance applies to all proposals affecting or including landscape design on and around buildings and proposals relating to on and off site trees.

### How should existing Trees and Landscape be protected?

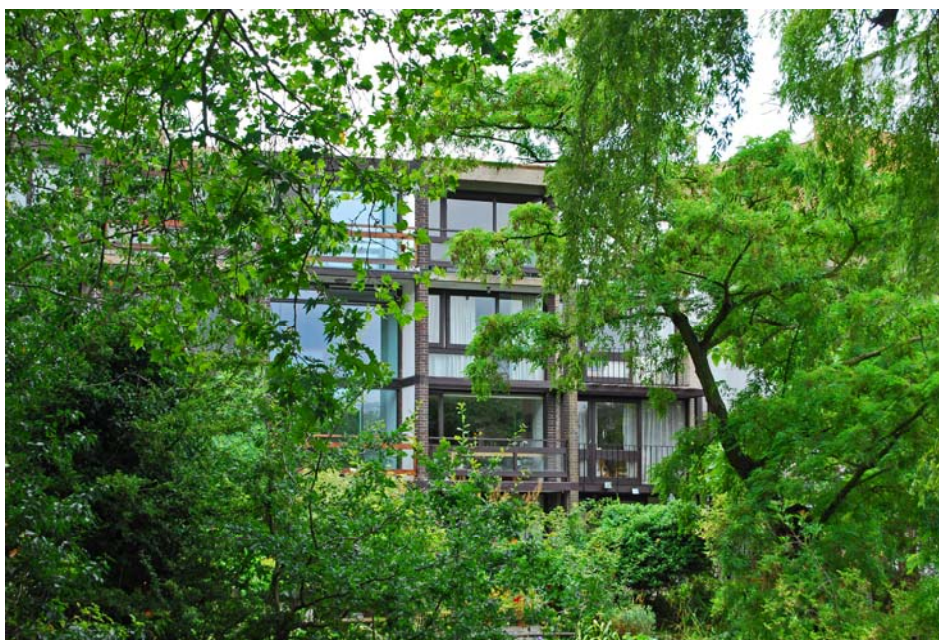
#### Benefits of retaining vegetation and trees

- 6.7 Vegetation of all types is at a premium in Camden given the Borough's dense urban environment. Camden's tree canopy and other existing vegetation are integral to its character. If you maintain existing trees and

vegetation on a development site it will help provide a sense of maturity to a development and integrate a development into its setting. Existing trees and vegetation are a key component in adapting to climate change and conserving biodiversity. See CPG3 Sustainability chapters on Climate change adaptation and Biodiversity. Existing species can serve as an indicator of what might be successfully grown on the site when selecting additional plants. The retention of existing mature trees and vegetation also make an important contribution to the sustainability of a project. For example by reducing the impacts and energy demand associated with the provision of new plants such as in their transportation and the irrigation required.

### **How should existing trees and vegetation be protected?**

- 6.8 We will require a survey of existing trees and vegetation to be carried out prior to the design of a scheme in order to identify what trees and vegetation should be retained and protected on site. We will expect developers to follow the principles and practices set out in BS 5837: 2005 Trees in relation to construction to integrate existing trees into new developments.



- 6.9 BS5837: 2005 Trees in relation to construction outlines the survey method for identifying which trees should be retained and protected. Once the survey has identified the important trees and vegetation a Tree Constraints Plan (TCP) needs to be prepared for the site. The TCP is essential to site planning as it provides the limitations for development including:
- site layout and building lines;
  - changes in levels;
  - foundation design; and

- service provision where the root zones and crown spread of trees are to be protected.

#### **NEW UTILITIES**

Useful guidance for the installation of new utilities in the vicinity of trees is also provided in National Joint Utilities Group (NJUG) Vol 4 - Guidelines for the Planning, Installation and Maintenance of Utility Apparatus in Proximity to Trees

- 6.10 The TCP should also identify the provision of sufficient space, above and below ground for new planting to develop and mature and existing trees to continue to grow (see paragraph 6.42 below regarding soft landscape design).
- 6.11 Where trees are identified to be retained it is imperative that contracting and site supervision procedures are in place to ensure that there is no damage during and after construction. We will normally seek a Method Statement which sets out how trees that are to be retained, both on and adjacent to the site will be protected. The Method Statement should identify how the provision of site accommodation, storage areas, site access and the positioning, heights and arcs of cranes will not affect the trees and vegetation that are to be protected.

#### **Root zone**

The area and volume of soil around the tree in which roots are found. May extend to three or more times the branch spread of the tree, or several times the height of the tree.

#### **Crown spread**

The extent of the branches, twigs and leaves that form the top of the tree

#### **Specific protection for trees**

- 6.12 Where a planning application involves works that affect trees either within the application site or on adjacent land (including street trees) we will require the following information to determine the application:
1. A Tree Survey  
(see section 4.2 of BS5837:2005)
  2. A Tree Constraints Plan  
(see sections 5.2 and 5.3 of BS5837:2005)
  3. An Arboricultural Implications Assessment  
(see section 6 of BS5837:2005)
  4. An Arboricultural Method Statement for the protection of trees to be retained including a Tree Protection Plan  
(see section 7 of BS5837:2005)
- 6.13 Failure to supply the documents outlined above may lead to a planning application not being validated.

- 6.14 To obtain a copy of BS5837:2005 please visit [www.StandardsUK.com](http://www.StandardsUK.com) and for a list of arboricultural consultants visit [www.trees.org.uk](http://www.trees.org.uk), [www.charteredforesters.org](http://www.charteredforesters.org) and [www.consultingarboristsociety.co.uk](http://www.consultingarboristsociety.co.uk).

### **Tree preservation orders**

- 6.15 Many trees in Camden are covered by a Tree Preservation Order (TPO). Please contact the Council to find out if a tree is protected by a TPO.

#### **TREE PRESERVATION ORDER**

A tree preservation order is made by the Council to legally protect specific trees or groups of trees that provide public amenity.

Unauthorised works to a tree with a TPO is a criminal offence and may result in prosecution and, upon conviction, a fine.

- 6.16 Works (above or below ground) to trees with a TPO require our permission. Application forms for these works are available at [www.camden.gov.uk](http://www.camden.gov.uk).
- 6.17 Works to a tree with a TPO required to enable the implementation of a planning permission are dealt with as part of a planning application. A further TPO application is not required.

### **Trees in Conservation Areas**

#### **SECTION 211**

Under Section 211 of the Town & Country Planning Act 1990, anyone proposing to cut down or carry out work on a tree in a Conservation Area must provide the Council 6 weeks notice of their intention to do so.

- 6.18 All trees in Conservation Areas with a trunk diameter of 75mm or greater measured at 1.5m above ground level are protected under section 211 of the Town and Country Planning Act 1990 (as amended). If you are proposing works to a tree in a Conservation Area, above or below ground, you are required to give Camden Planning Services six weeks notice of your proposals (See above link for forms). Works to a tree in a Conservation Area required to facilitate the implementation of a planning permission are dealt with as part of a planning application. A further section 211 Notification is not required. If you carry out unauthorised works to a tree in a Conservation Area is a criminal offence and may result in prosecution and, upon conviction, a fine.

### **How should new landscaping be included into a development?**

#### **General principles**

- 6.19 Urban landscape design encompasses the following types of spaces:
- streets and associated public spaces,
  - parks, public and private squares, gardens,
  - amenity and servicing space around buildings; and



- buildings themselves.

6.20 The principle components of landscape design are soft landscape details (planting) and hard landscape details (the constructed aspects of design) for example surfaces, lighting, seating, water features and boundary treatments.

6.21 Urban spaces have particular character which results from a combination of factors including geology, ecology, topography and the history of their development and use. We will expect new landscape design to respond to, preserve and enhance local character, including through the:

- preservation of existing trees and hedges;
- planting of new trees and hedges; and
- detailed design of boundary treatments and spaces within the site particularly where they are visible to the public domain.



6.22 Planning applications will be assessed against

- the successful resolution of the above elements into the design of the site
- whether the site design has optimised opportunities to increase a site's sustainability and function in adapting to climate change (see CPG3 Sustainability for further details on Biodiversity and Climate change adaptation)
- the need to reduce opportunities for criminal behaviour (see the chapter in this guidance on Designing safer environments)
- the need to provide inclusive environments (see CPG6)

### **Specific areas that are landscaped and contain trees**

6.23 Areas within a development site that are generally landscaped include:

- gardens;
- access and servicing routes;
- parking spaces and cycle stores;
- boundary walls, fences and railings; and

- building roofs and walls.

### Gardens

- 6.24 Front, side and rear gardens make an important contribution to the townscape of the Borough and contribute to the distinctive character and appearance of individual buildings and their surroundings. Gardens are particularly prone to development pressure in the Borough with their loss resulting in the erosion of local character and amenity, biodiversity and their function in reducing local storm water run off.

### Front Gardens

- 6.25 The design of front gardens and forecourt parking areas make a large impact on the character and attractiveness of an area and in particular the streetscene. The design of front gardens and other similar forecourt spaces should:
- consider a balance between hard and soft landscaping. Where changes take place no more than 50% of the frontage area should become hard landscape. Where parking areas form part of the forecourt enough of the front boundary enclosure should be retained to retain the spatial definition of the forecourt to the street and provide screening;
  - retain trees and vegetation which contribute to the character of the site and surrounding area;
  - retain or re-introduce original surface materials and boundary features, especially in Conservation Areas such as walls, railings and hedges where they have been removed. If new materials are to be introduced they should be complementary to the setting; and
  - prevent the excavation of lightwells as a means of providing access to basements where this does not form part of the historical means of access to these areas.



## Paving of front gardens

### CHANGES TO PERMITTED DEVELOPMENT

The General Permitted Development Order no longer allows the creation of more than 5 square meters of impermeable surfaces at the front of dwelling houses that would allow uncontrolled runoff of rainwater from front gardens onto roads without first obtaining planning permission.

Changes to frontages incorporating hard standings may also be affected by Article 4 Directions. Article 4 Directions are issued by the Council in circumstances where specific control over development is required, primarily where the character of an area of acknowledged importance would be threatened, such as conservation areas

- 6.26 Planning Permission will not be granted for hard standings greater than five square metres that do not incorporate sustainable urban drainage systems (SUDS) into the design. SUDS incorporate permeable surfaces to allow water to soak into the subsoil, rather than being diverted into the stormwater system. SUDS are particularly appropriate in the parts of the borough north of Euston Road as this area has predominantly clay soils. Methods for choosing the appropriate design of a SUDS are provided in “Responsible rainwater management around the home” available from [www.paving.org.uk](http://www.paving.org.uk). Planning applications which incorporate car parking areas into developments will be required to demonstrate that the chosen solution is appropriate to the underlying soil type.

### Creating a cross over

- 6.27 For single family dwellings planning permission is not required for the creation of a cross over unless the property is affected by an Article 4 Direction or the cross over is to a classified road. However permission is required for the formation of a cross over from the Highways Authority. The Highways Authority will generally refuse permission where it would result in the loss of on street car parking spaces.
- 6.28 Planning permission is required for forecourt parking at the fronted of buildings divided into flats. Listed Building Consent is required to alterations to structures affecting listed buildings including structures within their curtilage.

#### Listed building consent

Legally required in order to carry out any works to a Listed Building which will affect its special value. This is necessary for any major works, but may also be necessary for minor alterations and even repairs and maintenance. Listed Building Consent may also be necessary for a change of use of the property.

## Rear Gardens

- 6.29 Rear gardens are important as they:
- form part of the semi public domain where they are over looked by large numbers of properties and the occupants of surrounding buildings benefit from the outlook.

- form the character of an area in terms of the relationship between buildings and spaces and the resulting openness or sense of enclosure
- provide a sense of the greenery where they can be viewed through gaps between buildings
- provide a sense of visual separation and privacy
- soften the impact of buildings and integrate them into their setting
- play a significant role in maintaining the biodiversity of the borough (see CPG3 Sustainability for further details on Biodiversity). In particular groups of trees and vegetation along the rear boundaries of garden provide important wild life corridors within existing development patterns.

6.30 The potential detrimental affects of new structures in gardens can be reduced by:

- carefully siting structures away from vegetation and trees,
- designing foundation to minimises damage to the root protection zones of adjacent trees,
- including green roofs, green walls on new development and vegetation screens.

**Root protection zone**

The area around the base or roots of the tree that needs to be protected from development and compaction during construction to ensure the survival of the tree.

6.31 Planning permission is unlikely to be granted for development whether in the form of extensions, conservatories, garden studios, basements or new development which significantly erode the character of existing garden spaces and their function in providing wildlife habitat (See the chapters on Extensions, Alterations and Conservatories in this guidance document, and CPG4 on Basements).

**Access and servicing areas**

6.32 Where underground parking and/or servicing forms part of a larger development, access should be integral to the design of the development. Entrances and ramps should be discrete.

6.33 Entrances and adjoining areas of buildings are often spaces which require the integration of a number of competing needs such as the provision of bins, cycle storage, meters and inspection boxes and external lighting. These elements should be constructed with materials sympathetic to the site and surroundings. You can minimise the visual impact of storage areas by careful siting and incorporating planters to screen developments and incorporating green roofs as part of their structure.

6.34 Space and location requirements for the storage of waste and recycling can be found in this guidance in chapter on Waste and recycling

storage. Further guidance on how access to site and parking areas should be designed can be found in CPG6 Transport.

### **Boundary Walls, Fences and Railings**

- 6.35 Boundary walls, fences and railings form the built elements of boundary treatments. They should be considered together with the potential for elements of soft landscaping. For example, we encourage the combination of low brick boundary walls and hedges as a boundary treatment. Boundary treatments should:
- delineate public and private areas;
  - contribute to qualities of continuity and enclosure within the street scene; and
  - provide site security and privacy.
- 6.36 Due to the prominence of the boundary treatments in the streetscene we will expect the design, detailing and materials used to provide a strong positive contribution to the character and distinctiveness of the area and integrate the site into the streetscene.
- 6.37 With regards to boundary walls, fences and railings, we will expect that:
- you consider repairing boundary walls, fences and railings before they are replaced;
  - they make a positive contribution to the appearance and character of the development site and to the streetscene;
  - you consider designs to be effective for their function.
  - the design and construction does not damage any on site or off site trees that are identified for retention (See paragraphs 6.15 to 6.18 above).
- 6.38 For boundary treatments around listed buildings or in a conservation area we will expect:
- the elements are repaired or replaced to replicate the original design and detailing and comprise the same materials as the original features
  - the works preserve and enhance the existing qualities and context of the site and surrounding area
- 6.39 Planning Permission is not required for the erection of a boundary treatment no higher than 1m where it abuts the highway or 2m on any other boundary. These heights are measured from ground level and include any structure that may be attached for example a trellis attached to the top of boundary wall.
- 6.40 Listed Building consent may be required for any works to boundary treatments within the curtilage of a listed building.

### **Types of landscaping**

- 6.41 Landscaping are divided into the following broad types:



- soft landscaping (planting);
- hard landscaping; and
- landscaping on building.

**Soft Landscape Details (Planting)**

6.42 Soft Landscape is a term to describe the organic, vegetative or natural elements of Landscape Design. There are three main objectives in planting design (1) Functional (2) Ecological and (3) Aesthetic. Each of these objectives is likely to be inter related however one may be prioritised over another for the purpose of a particular project.

6.43 Functional objectives include:

- integrating a site with its surroundings;
- providing spatial definition and enclosure;
- directing pedestrian and vehicular movement;
- providing shelter,
- providing micro climatic amelioration and
- providing SUDS.

**Ecological Objectives include:**

- maintaining and enhancing natural processes; and
- increasing the biodiversity value of a site.

**Aesthetic Objectives include:**

- creating or contributing to the character of a place; and
- adding to people's sensory enjoyment in the use of a space.

**Crown canopy**

The uppermost layer in a forest or group of trees.

6.44 Landscaping schemes need to maintain and plant large canopy trees as a means of countering the negative effects of increasing urban temperatures due to climate change. Existing large canopy trees are part of the character of several areas in the Borough. In these areas in particular and other areas where the opportunity arises space should be made for the growth and development of large canopy trees. Large canopy trees are usually considered to be trees which reach a mature height of 15-20m+. Site design should make provision for the expansion of the crown canopy of these trees and sufficient soil volume to support a trees growth to maturity. As a general rule the soil volume required to support a healthy large canopy tree is 6m x 6m x 1m depth. The detailed requirements for the growth and development of large canopy urban trees can be found in “Up by the Roots” by James Urban (International Society for Arboriculture, 2008).

6.45 The long term success of planting schemes will determine species selection suitable for local growing conditions (soil conditions, temperature ranges, rainfall, sun light and shade) and provision for on

going maintenance. Generally native species are considered to be most adapted to local conditions however there are a range of exotic plants which are at least equally adaptable to the unique ecology of urban areas and which provide an important contribution to a site's biodiversity.

- 6.46 Maintenance requirements should be considered at the design stage in terms of ensuring there is access for maintenance, whether maintenance materials need to be stored on site and that there are available sources of water. Water conservation should be intrinsic to the design of a planting scheme whether it is by selecting drought tolerant plants, maintaining soil conditions conducive to water retention with, for example, mulching or providing for on site water harvesting and grey water recycling.
- 6.47 Planning applications will be assessed against the degree to which planting schemes meet their objectives and that the chosen objectives are appropriate for the site. Planning applications should be accompanied by:
1. a statement of the design objectives of planting plans;
  2. planting plans indicating species, planting patterns, planting size and density; and
  3. where appropriate managements plans.

### **Hard Landscape Details**

- 6.48 Hard landscape is a term used to describe the hard materials used in landscape design such as paving, seating, water features, lighting, fences, walls and railings (see paragraphs 6.35 to 6.38 above for guidance on boundary walls, fences and railings and the chapter on Design excellence regarding the design of public space).
- 6.49 Hard landscape makes a significant contribution to the character of the Borough. The scale, type, pattern and mix of materials help define different uses and effects the perception of the surrounding buildings and soft landscape and overall quality of an area. To help integrate the development with its surroundings and contribute to the sustainability of the project we will expect:
- the selection of materials, patterning and methods of workmanship to consider those already at use in the area;
  - traditional and natural materials to be used, especially in Conservation Areas (Guidance can be found in Conservation Area Statements, Appraisals and Management Plans); and
  - the use of salvaged and re used materials, where appropriate.
- 6.50 The Council will discourage the replacement of soft landscaping with hard landscaping in order to preserve the environmental benefits of vegetation identified above. However where hard landscape is unavoidable we will seek sustainable drainage solution to any drainage (see CPG3 Sustainability chapter on Flooding).

### **Lighting**

- 6.51 Lighting can make an important contribution to the attractiveness of an area. It is also important for the security and safety of an area. The design and siting of columns and lights can provide a significant role in the creation of the character of a place. Other lighting techniques include wall mounting, bollards with integral lights and ground level up lighters. While adequate lighting is required, the intensity of lighting should be appropriate to its function. Care should be taken not to over light which can lead to unnecessary light pollution and energy consumption and in some cases become a nuisance to neighbouring residential properties. Lightning can also become a disturbance to local wildlife, particularly bats, and can affect the wildlife that uses and lives on the canal.

### **Landscaping on buildings**

- 6.52 Landscaping on buildings includes both soft and hard landscaping and occurs in the forms of green and brown roofs and green walls. Green roofs, brown roofs and green walls can provide important landscape detail, biodiversity improvements, prevent local flooding and keep a building insulated. See CPG3 Sustainability (Green roofs and walls chapter).

## 10 Waste and Recycling Storage

### KEY MESSAGES

Planning for waste recycling and storage should ensure that developments accommodate:

- adequate space (designed) for the storage of waste and recyclables;
- safe location - accessible for all users and collectors and minimise nuisance to occupiers and neighbours (and their amenity space) e.g. noise, obstruction, odours, pests, etc;
- refuse collection for any waste contractor (and allow for reasonable changes to collection services in the future);
- containers should have designated storage areas; and
- sensitively designed/located, especially in conservation areas/or listed buildings.

- 10.1 This section seeks to ensure that appropriate storage for waste and recyclables is provided in all developments in Camden. Its key aim is to ensure that assists those involved in the design and management of buildings to best provide for the storage of waste and maximise the amount that can be sent for recycling.
- 10.2 This guidance relates to Core Strategy Policy – CS18 - Dealing with our waste and encouraging recycling and Development Plan Policies - DP26 – Managing the impact of development on occupiers and neighbours and DP22 – promoting sustainable design and construction.
- 10.3 The preceding section provides detailed guidance on the space requirements for both internal and external storage features – these are set out in two parts:

Residential developments – internal/external features

- 6 dwellings or fewer
- 7 dwellings or more

Non-residential and commercial development

- internal/external features



- 10.4 A summary table (Figure 13) for the locational requirements is provided as well details of additional considerations depending on the type of development.
- 10.5 This guidance applies to:
- all new build development;
  - development that significantly increases amount of floor space and on-site waste; and
  - other activities that significantly increases the amount of waste generated on-site.
- 10.6 This guidance does not cover construction and demolition waste, or hazardous waste. For further information on these topics please refer to CPG4 Sustainability, particularly the chapter Sustainable use of Materials and Hazardous substances and Construction Management Plans.

### **Guidance on standards for waste storage**

- 10.7 This section provides detailed guidance on the requirements for both internal and external waste and recycling facilities to ensure designs allow sufficient space for the storage of waste and recyclable material in developments. To encourage occupants to recycle waste, internal storage areas should be designed into each unit of a new development. This will enable occupants to segregate their waste into refuse and recyclables, and store it temporarily, until it can be transferred to external bins.

### **Residential development of 6 dwellings or fewer**

#### **Space requirements**

- 10.8 Residential development of 6 dwellings or fewer are usually serviced by a kerbside waste and recyclables collection. The designs for waste and recycling facilities need to ensure that:
- internal and external storage areas are designed into each unit;
  - internal space is provided for recycling storage, i.e. kitchens and utility rooms are generally the most appropriate locations;
  - storage for both mixed recyclables, organic kitchen waste and non-recyclable waste.
  - recycling waste storage comprises either a box or bag which are normally stored inside and taken to the kerbside on collection days;
  - organic waste (food) kitchen caddies are stored inside the property and emptied into larger external, free-standing organic waste receptacles;
  - external space for the storage of garden waste i.e. in large hessian sacks; and
  - external storage for both waste and recyclables outside the buildings within the curtilage (for waste collector).



### Dwellings above shops

- 10.9 Dwellings above shops can only be provided with green recycling bags due to restricted access to them. Therefore, there must be sufficient letterbox space to post these bags through the letterbox to avoid recycling/waste bags being left on the pavement after collection. The Designs need to make adequate space for storage, outlined in Figure 13.

**Figure 13. Waste Storage Requirements for new developments**

Internal storage	External storage
<p>Mixed recyclables are collected in either:</p> <ul style="list-style-type: none"> <li>green bags/inserts (30 litre bin - W320 x H453 x D265) or from</li> <li>green boxes (55 litre box - W445 x H375 x D585)</li> </ul> <p>These must be provided in the same location as the bin for the non-recyclable waste; and</p> <p>or organic kitchen waste:</p> <ul style="list-style-type: none"> <li>7 litre (W252 x H252 x D229) kitchen caddy</li> </ul>	<ul style="list-style-type: none"> <li>Adequate space for 27 litre external organic kitchen waste receptacle (W320 x D400 x H405)</li> </ul>

### Residential development of 7 dwellings or more

- 10.10 Collection services for developments with 7 or more residential dwellings vary depending on the individual circumstances of the premises. The design of the building and space requirements will be determined on a case-by-case basis by the Council's Street Environment Service - and need to be consulted prior to lodging an application. For this type of development a kerbside collection is preferred, where possible. For external storage requirements, the guidance for Residential development of 6 or fewer units (see Figure 16) should be used.

### Space requirements

- 10.11 Internal storage:

Developments this size needs to ensure that Internal storage, i.e.:

- be located in an accessible and communal area inside each dwelling;
- the location should also be easily accessible from external storage areas, near to areas of high waste production, and hard wearing and washable - kitchens and utility rooms are generally the most appropriate; and
- recyclables must be able to be separated at the source, and dwellings should be provided with capacity for receptacles for each recyclable component (including food waste), according to the separation at the relevant "bring" facility e.g. glass (3 banks as colour separated at

source – clear, green, brown), cans, plastic bottles, paper (single banks for mixed collections), etc, and for non-recyclable waste.

- 10.12
- Space considerations:
- provide for both mixed recyclables, organic kitchen waste and non-recyclable waste; and
  - storage for recycling must have at least twice, if not three times, the capacity of storage for non-recyclable waste to account for the separation requirements and the frequency of removal from the dwelling.
- 10.13
- External storage - by rooms per dwelling:
- Must be provided to allow for recyclables and waste that is expected to be produced by the size of development. For external storage requirements, Figure 16 should be used.

**Figure 14. Amount of internal storage space required by the number of rooms in dwelling**

Number of habitable rooms in dwelling	Capacity of external storage space required for that dwelling (for weekly collection)
1	0.15 m <sup>3</sup>
2	0.20 m <sup>3</sup>
3	0.25 m <sup>3</sup>
4	0.30 m <sup>3</sup>
5	0.35 m <sup>3</sup>
6	0.40 m <sup>3</sup>

NB: The figures include both recyclable and non-recyclable waste

**External Bins for waste and recycling storage:**

- 10.14
- Bins for waste and recycling storage vary in size and an appropriate combination must be provided to accommodate the needs of the development.
- 10.15
- The following is a summary of the bins currently used in waste and recyclables storage to provide a guide to the space requirements.
- 10.16
- Normally, recycling bins are provided in one of the following combinations:
- 5 x 1280L Eurobin (separated recyclables);
  - 5 x 360L Wheelie Bin (separated recyclables);
  - 1 or 2 x 1280L Eurobin (mixed recyclables).
- 10.17
- Consultation must be undertaken with Camden Street Environment Services to confirm the bin requirements and standards:

**Figure 15. Storage containers and dimensions**

<b>Bin Type</b>	<b>Use</b>	<b>External Dimensions mm H x L x D (H + open lid)</b>
360L Wheelie Bin	Recyclables	1100 x 650 x 880
240L Wheelie Bin	Food Waste	1070 x 580 x 740
500L Eurobin	Food Waste	1145 x 1305 x 745
Wheelie bin housing (Broxap)	Food Waste	1290 x 650 x 750
660L Eurobin	Non-recyclable waste	1310 x 1260 x 730 (2040)
1100L Eurobin	Recyclables or non- recyclable waste	1370 x 1260 x 990
1280L Eurobin	Recyclables or non- recyclable waste	(2360)
Paladin	Non-recyclable waste	1610 x 900 diameter
940L Box Paladin	Non-recyclable waste	1500 x 1020 x 975

(NB: This list, including the bin dimensions, is subject to change. It is only to be used for preliminary design purposes)

### **Non-residential and commercial buildings**

- 10.18 The volume of waste generated and thus the number and type of containers that a commercial development requires is ultimately dependent on the use of the building. Where an extension or change of use to an existing property is proposed, this may result in the removal of existing container storage areas, typically, to the rear of a property. This may be acceptable provided that an alternative storage area is designated as part of the proposed development, in line with this guidance. For external storage requirements, Figure 16 should be used.

#### **Space requirements**

- Internal collection and storage points should always be considered for all types of waste to maximise the amount of recyclable material.
- External storage must be provided in most cases. As a guide, approximately one cubic metre storage space is required for every 300-500sq m of commercial space (includes both recyclable and non-recyclable waste). Storage space must be designed to accommodate bins to hold this amount of waste, separated, and should be designed in consultation with the waste collection contractor.
- Even if a recyclables collection program is not proposed, space must be allocated to locate bins for storage of likely recyclable waste. For example, in any office development, space should be allocated for storage of recycling bins for waste paper.

- Waste and recyclables from residential and commercial components of a development must be stored separately, but they should be stored using the same container type to facilitate ease of collection.
- For summary of external waste storage requirements (see Figure 16)

**RESTAURANTS AND FOOD WASTE**

Special consideration must be given to the location and nature of external storage areas. The volume of waste generated is generally high and has a high biodegradable content, therefore can potentially cause nuisance from odour, visual blight, and through attraction of vermin and scavengers. Storage of such waste should be in solid receptacles which ameliorate negative environmental impacts

From the 1st January 2006 developments that generate food waste will have to comply with the requirements of the Animal By-Products Regulations 2005. The Regulations place controls on the collection, handling, transport, storage and disposal of animal by-products, which includes catering waste. This may have implications for the design of the building and the waste containers required. Further information on The Animal By-Products Regulations 2005 should be sought from DEFRA – [www.defra.gov.uk/animalh/by-prods/default.htm](http://www.defra.gov.uk/animalh/by-prods/default.htm)

**Location Requirements**

- 10.19 The table below summarises the key external storage requirements. In particular, the first six features apply to all developments regardless of size and type of units.

**Figure 16. External storage requirements**

	<b>External storage area features:</b>	<b>Less than 6 residential units</b>	<b>7 or more residential units</b>	<b>Non-residential (commercial) Development</b>
1	Should not be located near ground storey windows. They should be located within 10 metres of an external access.	✓	✓	✓
2	External storage areas and collection points must be as close as possible to, and preferably within 10 metres of, a place suitable for a collection vehicle to stop.	✓	✓	✓
3	Storage facilities must be at or near street level, and should be accessible via appropriately sized and graded ramps to allow bins to be wheeled to and from the collection point easily.	✓	✓	✓
4	Must be safe for users by being well lit and visible from public vantage points and nearby dwellings / tenancies.	✓	✓	✓
5	Should be unroofed, unless they are fully enclosed and secured (ideally inaccessible to animals).	✓	✓	✓
6	Should be accessible for collection purposes and not impede pedestrian or vehicular access on public thoroughfares or to and from buildings.	✓	✓	✓
7	Should be located as close to the front property boundary as possible, preferably behind the front boundary wall, without detracting from the street scene.		✓	
8	Consideration should be given to the <ul style="list-style-type: none"> <li>• allocation of additional external storage space in the future, e.g. additional bins,</li> <li>• composting facilities - in residential development with a garden or landscaping,</li> <li>• provision of onsite storage for bulky waste (i.e. furniture) items and potential opportunities for re-use of these items.</li> </ul>		✓	
9	Should be in an enclosed chamber that can be accessed from outside the building.			✓
10	Large developments in areas that are deficient in recycling banks ("bring") facilities will be expected to incorporate these facilities onsite for use by the general public - must be located in secure and easily accessible communal areas,		✓	✓



### **Additional Requirements**

- 10.20 Applicants must provide details of storage for waste and recyclables in a proposed development as part of their application. These should be shown on the plans or in the application documents, where possible, and will form part of the approval
- 10.21 For schemes that create 7 or more dwellings, or includes a non-residential component, the applicant must consult Camden Street Environment Services prior to making an application to determine the best means of storage and collection for the development. A statement describing the proposed waste storage and collection arrangements, as agreed with Street Environment Services, should be provided with the application.
- 10.22 For large proposals, or for proposals with complex waste separation or collection arrangements, a management plan might be required as a condition of approval.
- 10.23 Consideration should also be given to materials and finishes, and lighting of waste enclosures, to ensure that they are safe and secure, and do not present a fire hazard. These are dealt with in the Building Regulations.
- 10.24 Private contractors often collect commercial and other non-municipal waste. They may have different requirements for collection to those of the Council, and should be consulted prior to making an application, to ensure that their requirements can be accommodated.

**Further information**

Camden Street Environment Services	<p>Applicants are advised to contact Camden Street Environment Services in the first instant prior to making an application to determine the appropriate means of storage and collection required for a proposal</p> <p>Address:  Roy Shaw Centre  3-5 Cressy Road  London NW3 2ND  020 7974 6914/5  <a href="http://www.camden.gov.uk/waste">www.camden.gov.uk/waste</a></p>
Waste storage requirements	<p>Waste Storage : A Guide for Developers of Commercial and Residential Premises in the London Borough of Camden, Camden Street Environment Services</p> <p>BS 5906 2005 Waste management in buildings – Code of practice, British Standards</p>
Assistance with the identification of an appropriate company to deal with recyclable waste from the proposed development	<p>Waste recycling <a href="http://www.wasterecycling.org.uk">www.wasterecycling.org.uk</a></p> <p>For free environmental guidance for small and medium-sized enterprises, see Environment Agency (NetRegs)  <a href="http://www.environment-agency.gov.uk/netregs/default.aspx">www.environment-agency.gov.uk/netregs/default.aspx</a></p>

Camden Planning Guidance

# Housing

London Borough of Camden

CPG 2



## CPG1    Housing

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# 1 Introduction

## **What is Camden Planning Guidance?**

- 1.1 We have prepared this Camden Planning Guidance (CPG) to support the policies in our Local Development Framework (LDF). This guidance is therefore consistent with the Core Strategy and the Development Policies, and forms a Supplementary Planning Document (SPD) which is an additional “material consideration” in planning decisions. This new guidance will replace the Camden Planning Guidance 2006, updating advice where appropriate and providing new guidance on matters introduced or strengthened in the LDF.
- 1.2 The Camden Planning Guidance covers a range of topics (such as design, sustainability, amenity and planning obligations) and so all of the sections should be read in conjunction, and within the context of Camden’s LDF.

## **Housing in Camden**

- 1.3 A key priority for the Council is to ensure that everyone has the opportunity to live in a decent home at a price they can afford in a community where they want to live. Camden is a very popular place to live, which means that average house prices are high and that the demand for affordable housing far outstrips supply.
- 1.4 In line with the London Plan, Camden has a target of 5,950 additional dwellings from 2007 to 2017 (an annual monitoring target of 595 additional homes).
- 1.5 The Local Development Framework seeks to make full use of Camden’s capacity for housing to establish a plentiful supply and broad range of homes. In addition to meeting or exceeding Camden’s housing targets, the Local Development Framework seeks to ensure that new homes are built to a high standard and provide well-designed accommodation that meets the needs of a range of occupiers.

**What does this guidance cover?**

- 1.6 This guidance provides information on all types of housing development within the borough. It provides specific guidance on:
1. Affordable housing
  2. Student housing
  3. Residential Space standards
  4. Lifetime homes and wheelchair housing
- 1.7 It highlights the Council's requirements and guidelines which support the Local Development Framework policies:
- CS1 – Distribution of growth
  - CS5 – Managing the impact of growth and development
  - CS6 – Providing quality homes
  - CS14 – Promoting high quality places and conserving our heritage
  - DP1 – Mixed use development
  - DP2 – Making full use of Camden's capacity for housing
  - DP3 – Contributions to the supply of affordable housing
  - DP4 – Minimising the loss of affordable housing
  - DP5 – Homes of different sizes
  - DP6 – Lifetime homes and wheelchair housing
  - DP7 – Sheltered housing and care homes for older people
  - DP8 – Accommodation for homeless people and vulnerable people
  - DP9 – Student housing, bedsits and other housing with shared facilities
  - DP26 – Managing the impact of development on occupiers and neighbours

## 2 Affordable housing and housing in mixed use development

### KEY MESSAGES

- Affordable housing includes social rented housing and intermediate affordable housing
- Residential and mixed-use development adding 1,000 sq m gross housing or more should provide affordable housing
- Most mixed-use developments with residential floorspace should provide 50% affordable housing
- Residential developments should provide a proportion of affordable housing depending on their capacity for homes, taking into account proposed floorspace and number of dwellings
- Residential developments with capacity for 50 or more homes should provide 50% affordable housing
- Affordable housing should include a large proportion of family homes and contribute to creating mixed and inclusive communities
- Affordable housing should generally be provided on site

- 2.1 The guidance on affordable housing relates to Core Strategy policy CS6 - *Providing quality homes*, and Development Policies DP3 – *Contributions to the supply of affordable housing*, DP4 – *Minimising the loss of affordable homes*, and DP5 – *Homes of different sizes*. The guidance on housing in mixed-use development relates to Core Strategy policy CS1 – *Distribution of growth* and Development Policy DP1 – *Mixed-use development*.
- 2.2 The guidance is divided into seven subsections. Each subsection deals with a different question relating to requirements for affordable housing and housing in mixed-use development as follows:
- what is affordable housing?
  - which developments should contribute to affordable housing?
  - how much affordable housing do we expect?
  - what types of affordable housing do we expect?
  - how is affordable housing funded?
  - how the Council will consider financial viability?
  - can the market housing and affordable housing be provided off-site?
- 2.3 The property market, development finance and affordable housing funding have all been subject to considerable change since 2007, and it is likely that change will continue.
- 2.4 The implementation of planning policy will need to respond to these changes. Implementation guidance therefore needs to be more readily

reviewed and amended than would be possible within the Core Strategy or Development Policies.

- 2.5 The Government has announced changes to affordable housing funding, changes to affordable housing tenancies, and changes to the benefits system. Details of how these changes will operate are still emerging, but they are likely to have far-reaching effects on the potential to develop affordable housing in Camden that provides for the households that need it most. This guidance will therefore be subject to early review, and should be regarded as interim guidance until it has been amended to take full account of the Government's reforms.

### **When does this guidance apply?**

- 2.6 This guidance applies primarily to development that:
- provides an additional 1,000 sq m or more (gross) of housing in Use Class C3 or Use Class C4, or
  - provides an addition of 200 sq m or more (gross) of non-residential floorspace in the Central London Area (excluding Hatton Garden) or the town centres of Camden Road, Finchley Road/ Swiss Cottage and Kilburn High Road, or
  - provides affordable housing floorspace, or
  - involves the loss and replacement of affordable housing floor space.
- 2.7 We strongly encourage developers to involve a housing association or other affordable housing provider in the design of proposed affordable homes before submitting a planning application. Affordable housing development that is not purpose-designed is less likely to receive public funding and less likely to be sold or let to an affordable housing provider.

#### **HOUSING ASSOCIATIONS AND REGISTERED PROVIDERS**

In this guidance, the term housing associations is used to include all Registered Providers of affordable housing. Registered Providers are owners and managers of affordable housing who are regulated by Government. Many operate on a not-for-profit basis and use any trading surplus to maintain existing homes and to help finance new ones. Other Registered Providers include housing trusts and cooperatives.

- 2.8 A developer considering the appropriate use or mix of uses for a site should contact the Council's Regeneration and Planning Division in the first instance. The Strategic Planning and Information Team can provide initial guidance on the interpretation of policies in the Core Strategy and Development Policies document.
- 2.9 A formal pre-planning application advice service is available for development proposals. A fee is charged for this service on the basis of the size of the proposed development. We strongly encourage developers to use this service if they are proposing development of the type described in paragraph 2.6 of this guidance.

- 2.10 Where we are seeking affordable housing the developer should contact the Housing Partnerships Team. This team will provide guidance on the types of affordable housing that the Council is currently prioritising and suggest potential housing association partners that would be appropriate for the scheme. Paragraphs 2.55 and 2.56 of this guidance give more details of the Council's arrangements with housing associations.

## Guidance

### What is affordable housing?

- 2.11 Affordable housing is defined in the Government's Planning Policy Statement PPS3 – Housing (Annex B). PPS3 indicates that affordable housing should:
- meet the needs of households whose needs are not met by the market and who are eligible for affordable housing, and
  - be provided at a cost they can afford, taking into account local household incomes and market housing costs, and
  - be affordable to future households unless arrangements are in place for subsidies to be recycled into alternative affordable housing provision.
- 2.12 The London Plan provides details of income groups that are eligible for affordable housing, which the Mayor reviews annually.
- 2.13 Two types of affordable housing are defined in PPS3 – these are **social rented housing** and **intermediate affordable housing**. The Government intends to introduce a third type known as **affordable rented housing**.
- 2.14 **Social rented housing** is primarily housing managed by local councils and housing associations. The cost of social rented housing is controlled by a national rent regime. Other affordable housing providers may manage social rented housing under the same rental arrangements. Figure 1 provides information on the level of social rents and market rents in Camden.



**Figure 1. Housing costs in Camden 2008**

	1 bedroom	2 bedroom	3 bedroom	4 bedroom
social rented housing costs (per week)	£70	£82	£91	£101
market housing costs to rent (per week)	£240	£330	£450	£575
market housing price to buy	£275,000	£330,000	£425,000	£675,000

Source: Camden Housing Needs Survey Update 2008

(note – market costs given are for lower quartile rents in the cheaper areas of the borough – in these areas, 25% of market rents/ prices are lower than the figure given and 75% of market rents/ prices are higher)

- 2.15 **Intermediate affordable housing** is housing that costs more than social housing but less than equivalent market housing. Intermediate affordable housing costs (including service charges) must also be cheap enough for eligible income groups to afford. The London Plan and the Mayor's annual reviews provide details of eligible income groups. Most intermediate affordable housing in Camden has been provided by housing associations, but PPS3 indicates that intermediate affordable housing can include homes provided by private sector bodies. Provided that it costs less than market housing and is cheap enough for eligible income groups, intermediate affordable housing can include a range of tenures such as:
- rented housing;
  - shared-ownership housing (where occupiers buy a share and rent the remainder) and;
  - low cost homes for sale.
- 2.16 Camden controls the cost of intermediate affordable housing taking into account market costs and the eligible income groups set out in the London Plan and the Mayor's annual reviews. The Mayor's February 2011 review indicated that eligible households were those with incomes of less than £64,000 per year (gross). The draft replacement London Plan indicates that he intends to raise the eligible income to £74,000 per year for intermediate affordable homes with 2-bedrooms or more.
- 2.17 To convert income thresholds into housing costs, the Mayor's Housing Supplementary Planning Guidance (2005) indicates that intermediate affordable housing should cost:
- no more than 3.5 times the household income threshold to buy; and
  - no more than 40% of net household income including rent and service charges.
- 2.18 Camden's Core Strategy recognises that intermediate affordable housing needs to be attractive to a range of household types across a

range of incomes. More guidance is provided on how we seek a range of intermediate affordable housing in the sub-section 'What types of affordable housing do we expect?'

- 2.19 **Affordable rented housing** is a new product devised by the Government. The Government intends this to meet the general PPS3 definition of affordable housing summarised in paragraph 2.11, but to be outside the national rent regime. Rents should not exceed 80% of local market rents. In March 2011 only limited information has been released on rent control mechanisms, and the Council has yet to consider its approach to affordable rented housing. The cost of market housing in Camden is very high compared with the incomes of those who are in need and are eligible for affordable housing. Initial indications are that the potential for affordable rented housing to meet housing need in Camden is extremely limited, particularly need for affordable family homes. This guidance will be reviewed when the potential contribution of affordable rented housing is understood more clearly.

### **Which developments should contribute to affordable housing?**

- 2.20 Camden's Development Policies document indicates that the Council will expect all residential developments with capacity for 10 or more additional dwellings to make a contribution to the supply of affordable housing. This also applies to mixed-use developments that include housing and have capacity for 10 or more dwellings in addition to any appropriate non-residential floorspace.
- 2.21 Camden's Development Policies document also indicates that an additional floorspace of 1,000 sq m (gross) is capable of accommodating 10 dwellings, and any development adding residential floorspace of 1,000 sq m (gross) or more should make a contribution to the supply of affordable housing.
- 2.22 A contribution to affordable housing is expected from schemes that add fewer than 10 dwellings but add more than 1,000 sq m floorspace (gross) on the basis that economic viability can still be achieved from a small number of larger and more expensive homes. A contribution will also be sought from schemes that add 10 or more dwellings but add less than 1,000 sq m floorspace (gross) unless the applicant demonstrates it would not be financially viable to proceed with the development on that basis (see the sub-section How will the Council consider financial viability?).
- 2.23 We acknowledge that an addition of 1,000 sq m residential floorspace will not have a 10 dwelling capacity in every single case. In assessing capacity, the Council will take into account whether the additional area is capable of forming habitable space. We will also take into account any other constraints that would prevent 10 dwellings from being developed, such as where it would be impractical to provide safe vehicle access for 10 dwellings, or inappropriate to subdivide a Listed Building.

2.24 Under Development Policy DP1, the Council requires mixed-use developments to include housing where appropriate. Paragraphs 1.19 to 1.24 of the Development Policies document provide more guidance on how the Council will consider whether a contribution to the supply of housing is appropriate. In the Central London Area (except Hatton Garden) and the larger town centres of Camden Town, Finchley Road/Swiss Cottage and Kilburn High Road, where development proposals add 200 sq m (gross) floorspace or more, policy DP1 requires up to 50% of additional floorspace to be housing. This requirement combines with the affordable housing requirements of policy DP3 so that in the Central London Area and the larger town centres, where developments add 2,000 sq m (gross) floorspace or more:

- the Council will generally seek 1,000 sq m or more of additional housing;
- the development will generally have capacity for 10 or more additional homes, and we will expect a contribution to the supply of affordable housing.

2.25 The floorspace thresholds in Development Policy DP1 refer to additions to gross floorspace (assessed in terms of Gross External Area – GEA). The policy requirements are not triggered by increases in net non-residential floor space that take place wholly within the existing building envelope, such as reduction in circulation space, common areas or plant areas, or inserting a mezzanine floor. However, works involving a change to residential use will trigger policy DP3 affordable housing requirements if the residential floorspace has capacity for 10 or more additional homes.

**GROSS EXTERNAL AREA/ GROSS EXTERNAL FLOORSPACE**

The whole area of a building taking each floor into account. Includes the thickness of external walls, partition walls and common areas such as shared staircases, entrance halls and corridors.

**GROSS INTERNAL AREA/ GROSS INTERNAL FLOORSPACE**

The whole enclosed area of a building within the external walls taking each floor into account and excluding the thickness of the external walls. Includes the thickness of partition walls and common areas such as shared staircases, entrance halls and corridors.

**NET INTERNAL AREA/ NET INTERNAL FLOORSPACE**

The usable area within a building measured to the face of perimeter or party walls. Includes the thickness of internal partition walls, but excludes common areas and the thickness of partition walls that define the edge of common areas.

2.26 As indicated in the Development Policies document, the approach to affordable housing set out in policy DP3 and in this guidance is suitable for housing that is self-contained, including self-contained sheltered housing for older people (i.e. homes in Use Class C3). The approach will also apply if additional floorspace is proposed in Use Class C4 (small houses in multiple occupation) as these can be used as self-contained C3 homes without submitting a planning application.

- 2.27 This approach to affordable housing is not suitable for housing with shared facilities, such as student housing and bedsits. A contribution to affordable housing is not generally expected from developments of student housing and other housing with shared facilities provided that it complies with Development Policy DP9 and contributes to creating a mixed and inclusive community. However, the Council will seek to ensure that student housing is attractive to groups who would otherwise share private rented homes, and in some circumstances will seek self-contained general needs housing on part of the site, including affordable housing. A separate section of our planning guidance gives more information about development of **Student Housing**.
- 2.28 The Council may need to consider controlling the affordability of care homes for older people and accommodation for homeless people or vulnerable people. Some aspects of this guidance will not be suitable for these types of housing, and the Council will tailor its approach as appropriate to fit the specific type of occupier and provider.

### **How much affordable housing do we expect?**

- 2.29 Our Core Strategy and Development Policies give targets and criteria which we use to assess the appropriate contribution to affordable housing from each development. These include:
- an overall borough target equivalent to 220 additional affordable homes per year;
  - seeking to achieve the maximum reasonable amount of affordable housing under the specific circumstances of the site, including the financial viability of the development;
  - aiming to minimise social polarisation and create mixed and inclusive communities;
  - an affordable housing target for specific developments of 50% of additional residential floorspace; and
  - a sliding scale setting lower affordable housing targets for developments that have capacity for 10 to 49 additional homes.
- 2.30 The sliding scale is explained in paragraphs 3.17 to 3.20 of our Development Policies document. The purpose of the sliding scale is to encourage developers to cross the 10-dwelling threshold and propose medium-sized schemes rather than small schemes. In this way the sliding scale has potential to add significantly to the number of schemes that deliver affordable housing, and the overall amount of affordable housing. Paragraph 3.21 of the Development Policies document indicates that we will monitor the operation of the sliding scale closely to assess its impact on the supply of housing, and consider any need to review the approach through our Annual Monitoring Report.
- 2.31 The sliding scale is a simple straight-line scale, where every increase of 1 home in site capacity should provide an additional 1% in affordable housing floorspace. Sites with capacity for 10 additional homes should normally provide 10% affordable housing floorspace, sites with capacity

for 20 additional homes should normally provide 20% affordable housing floorspace, and sites with capacity for 40 additional homes should normally provide 40% additional floorspace. Figure 2 below indicates how the sliding scale will operate in more detail.

- 2.32 When we assess capacity, we will look at the number of additional homes proposed and the additional built floorspace (gross). As a minimum, an acceptable development has capacity for the number of additional homes proposed. In terms of floorspace, 1,000 sq m (gross) of built development is considered to have capacity for 10 dwellings. Each additional 100 sq m (gross) added to the development is considered to create capacity for an additional dwelling (including capacity for a share of common areas such as shared staircases, entrance halls and corridors). We will round floorspace to the nearest 100 sq m to give capacity in terms of the nearest whole number. In negotiations we will focus on seeking affordable homes of an appropriate size and layout rather than absolute mathematical correspondence with the sliding scale.



**Figure 2. Sliding scale for affordable housing negotiations**

<b>Benchmark</b>	<b>Site capacity</b>	<b>Expected affordable housing floorspace</b>
10 homes proposed, or fewer homes with a floorspace of 1,000 sq m gross	10 homes	10%
20 homes proposed, or fewer homes with a floorspace of 2,000 sq m gross	20 homes	20%
30 homes proposed, or fewer homes with a floorspace of 3,000 sq m gross	30 homes	30%
40 homes proposed, or fewer homes with a floorspace of 4,000 sq m gross	40 homes	40%
50 homes or more proposed, or fewer homes with a floorspace of 5,000 sq m gross or more	50 homes or more	50%
<b>Example</b>	<b>Site capacity</b>	<b>Expected affordable housing floorspace</b>
21 homes with a built floorspace of 1,735 sq m gross	21 homes	21% x 1,735 sq m
22 homes with a built floorspace of 2,360 sq m gross	24 homes	24% x 2,360 sq m
35 homes with a built floorspace of 3,749 sq m gross	37 homes	37% x 3,749 sq m
46 homes with a built floorspace of 4,280 sq m gross	46 homes	46% x 4,280 sq m

2.33 As indicated in paragraphs 1.12 and 3.18 of our Development Policies document, the sliding scale will only apply to mixed use developments that include housing in limited circumstances.

- The sliding scale will apply if the development adds less than 1,000 sq m to non-residential floorspace but has a residential element with capacity for an additional 10 to 49 homes (i.e. 1,000sq m to 4,900sq m residential floor space).
- The sliding scale will not apply if the development includes an addition to non-residential floorspace of 1,000 sq m or more. In this case there is significant potential for the non-residential element to enhance the viability of the development, and we will seek 50% of residential floorspace as affordable housing (subject to DP3 criteria).
- In all mixed-use schemes with capacity for 50 or more additional homes we will seek 50% of residential floorspace as affordable housing (subject to DP3 criteria).

- 2.34 When negotiating on individual schemes, Camden calculates the proportion of housing in each category (market/ social rented/ intermediate affordable) in terms of floorspace. This arrangement enables us to negotiate family-sized affordable housing in schemes where the developer proposes smaller market homes, and prevents an under-provision of affordable housing where the developer proposes unusually large market homes. Calculations will not generally be based on the number of dwellings or number of habitable rooms as these calculations would create an incentive for the developer to provide the smallest affordable homes possible.
- 2.35 Calculations of the capacity of the site are based on gross floorspace, including common areas. However, it is generally more appropriate to consider net internal floorspace when considering the split between market, social rented and intermediate affordable housing. This allows the homes themselves to be compared without the distortion of shared spaces such as external corridors and lobbies, lifts and common staircases. See paragraph 2.25 of this guidance for more detailed definitions of gross and net floorspace.
- 2.36 Policy CS6 of our Core Strategy and Development Policy DP3 indicate that the Council will consider many other characteristics of the development, the site and the area when negotiating the proportion of affordable housing in specific schemes. These considerations are explained in detail in paragraphs 3.24 to 3.29 of our Development Policies document. Considerations include seeking a mixture of tenures in each part of the borough, having regard to any social problems arising from existing concentrations of a single tenure, and other planning objectives considered to be a priority for the site. As part of estate regeneration we will seek to improve the tenure mix in some areas of concentrated social rented housing, such as parts of Gospel Oak.
- 2.37 Where we agree that the affordable housing can be provided off-site, the amount of affordable housing sought will be adjusted. These adjustments are explained in the sub-section 'Can the market housing and affordable housing be provided off-site?'
- 2.38 The Camden Affordable Housing Viability Study 2009 examined the viability of the sliding scale and the 50% floorspace target for sites with capacity for 50 homes or more. The Study indicates that the scale and target is financially viable for a range of scheme types across a range of locations in the borough. However, there will be circumstances where the percentage of affordable housing sought by the sliding scale or target is not viable. The sub-section '**How will the Council consider financial viability?**' explains what we will expect from the developer in these circumstances.

## What types of affordable housing do we expect?

### Mixing affordable housing and market housing

- 2.39 The Council expects affordable housing and market housing to form integral parts of each development. A common design approach should be used, with high quality materials and finishes throughout. Where a development site is large enough to accommodate several residential blocks, market and affordable blocks should be spread evenly across the site. The layout of the development should optimise residential amenity for all tenures, and avoid concentrating affordable housing close to potential sources of disturbance such as service yards, traffic and railways.
- 2.40 As indicated in paragraph 3.26 of our Development Policies document, in schemes with internal communal spaces, the Council does not seek to mix affordable and market dwellings on the same corridors or sharing the same stairs, lifts and entrance lobbies. This is because occupiers have to pay a service charge and/ or management charge for the cleaning and maintenance of communal spaces, and the law requires that occupiers receiving the same common services should pay the same service charge regardless of tenure. Service charges are often a significant proportion of overall housing costs, and can simply be too high for the occupiers of affordable housing to pay. To ensure that service charges are kept to a minimum, the communal parts of affordable housing are generally designed for durability and low maintenance costs.

#### SERVICE CHARGES

A contribution towards the cost of repairs to the building, and maintenance of communal areas.

- 2.41 Paragraph 3.14 of the Development Policies document notes that the Council may consider an off-site contribution to affordable housing if the service or management charges of an on-site scheme would be too expensive for affordable housing occupiers or providers. This is only likely to arise where the development is too small to provide separate entrances and staircases for the market housing and affordable housing - see the sub-section of this guidance '**Can the affordable housing be provided off-site?**'

### Mix of social rented housing and intermediate affordable housing

- 2.42 The Core Strategy indicates that we are aiming to tackle social polarisation and create mixed and balanced communities by seeking a diverse range of housing products to suit a range of incomes. Many households who need affordable homes in Camden will only be able to afford social rented housing, however we recognise that intermediate affordable housing can make an important contribution to creating mixed-communities. Camden's Core Strategy sets out guidelines that 60% of affordable housing should be social rented housing and 40% should be intermediate affordable housing. As indicated in paragraphs

2.34 and 2.35 of this guidance, it will generally be appropriate to calculate the split between social rented and intermediate affordable housing in terms of net internal floorspace.

- 2.43 Since adoption of Camden's Core Strategy and Development Policies document, the Government has introduced a new product called **affordable rented housing**. More information about affordable rented housing is provided in paragraph 2.19 of this guidance. Initial indications are that the potential for affordable rented housing to meet housing need in Camden is extremely limited, although small affordable rented homes may be able to help tackle social polarisation. The Council has yet to consider its approach to affordable rented housing, and this guidance will be reviewed when the potential contribution of affordable rented housing is understood more clearly. In the interim, proposals for affordable rented housing should be accompanied by a demonstration that the homes will comply with the Government's definition of affordable housing (as summarised in paragraph 2.11 of this guidance), and will be affordable to households whose needs are not met by market housing, having regard to lower quartile market rents available locally and across the borough. The Council is unlikely to support proposals for affordable rented homes that would be more expensive than market homes available anywhere in the borough.
- 2.44 Paragraph 6.57 of Camden's Core Strategy and Development Policy DP3 indicate that the Council will consider various characteristics of the development, the site and the area when negotiating the nature of the affordable housing contribution from specific schemes. Considerations that may influence the proportion of social rented housing and intermediate affordable housing are set out in paragraphs 3.22 to 3.30 of our Development Policies document. Circumstances where the Council may depart from the 60% social rented: 40% intermediate affordable split include:
- providing flexibility for up to 100% social rented housing or 100% intermediate affordable housing where the overall proportion of affordable housing in the scheme is substantially over 50%;
  - seeking up to 100% social rented housing where the overall proportion of affordable housing in the scheme is 30% or less;
  - providing flexibility for more than 40% intermediate affordable housing where this can help to create a mixed and inclusive community in an area with an existing concentration of social rented housing; and
  - providing flexibility for more than 60% social rented housing where high residential land values will make intermediate affordable housing too expensive for the households that need it.
- 2.45 A number of intermediate affordable housing types have been devised by the Government (most are currently marketed as HomeBuy). Camden seeks a variety of intermediate affordable housing to suit different needs, and will generally support intermediate rented housing, shared-ownership housing (where occupiers buy a share and rent the remainder) and models where occupiers can switch from rent to shared-

ownership. However, all intermediate affordable housing must comply with the cost requirements imposed by the Government and Mayor as indicated in paragraphs 2.15 to 2.17 of this guidance. When costs are assessed, service charges are included, and we will encourage developers to take this into account at the design stage so that service charges are minimised.

#### HOME BUY

HomeBuy is a government-backed scheme providing affordable home ownership. It is available to tenants in social rented housing, people on the waiting list, key workers, and first-time buyers with a limited income.

- 2.46 We are particularly keen to promote take up of intermediate affordable housing by tenants of social rented housing. On the basis of the household incomes of those registering an interest in intermediate affordable housing, Camden will seek to achieve a proportion of the following:
- intermediate affordable rented homes that households can afford with an income of £30,000 or less per year (gross);
  - one-bedroom shared-ownership homes that households can afford with an income of £30,000 or less per year (gross);
  - two-bedroom shared-ownership homes that households can afford with an income of £40,000 or less per year (gross).
- 2.47 In negotiations on intermediate affordable housing and legal agreements, the Council will seek to ensure that homes are occupied by households in need of affordable housing, particularly tenants of existing social housing, and do not remain vacant due to high costs, a reduction in demand from key workers, or a shortage of mortgage finance. We will provide flexibility within legal agreements to allow different intermediate affordable models to be used depending on demand when the development is completed. We will also provide for intermediate affordable housing to be used as social rented housing where such this would be viable in the context of the overall financial viability of the development and any public subsidy available.
- 2.48 In the case of shared ownership housing, we will use legal agreements to reduce the costs to occupiers by:
- ensuring that buyers are able to buy a relatively low percentage share – generally we will set the minimum share at no more than 25%; and
  - limiting the level of the rent paid on the unsold share – generally we will set the maximum rent at 2% of the value of the unsold share.
- 2.49 Intermediate affordable housing is currently available to key workers, tenants of social rented housing, and other first-time buyers. The Government provides a definition of key workers on the Directgov website. The Council will not generally limit occupation of intermediate affordable housing to key workers. Where a restriction to key workers is appropriate in the context of the characteristics of the development or the area, Camden will generally use the Government definition of key



workers, subject to any updates or regional guidance by the Mayor. The current Government definition focuses on staff of public authorities such as the NHS, teachers, social workers, fire-fighters, the police and the armed forces. When considering the proportion of key worker housing appropriate to a development, the Council will have regard Development Policy DP3, the characteristics of the development and the area and the circumstances noted in paragraph 2.44 of this guidance.

### **Mix of dwelling sizes**

- 2.50 The Council's Residential development standards (included as section 4 of this CPG) give general guidance on the floorspace and internal arrangements for all housing tenures. In addition, homes of all tenures should meet lifetime standards in accordance with Development Policy DP6 and the CPG on Lifetime homes and wheelchair housing. Three other sets of guidance are particularly relevant to affordable housing design:
- Guidance from the Homes and Communities Agency – the current guidance (Housing Quality Indicators) applies to housing with public subsidy until April 2011. The agency is reviewing its guidance for subsequent investment.
  - We anticipate that housing with public subsidy in London will have to comply with the Mayor's London Housing Design Guide from April 2011 (published in interim form in August 2010).
  - The Mayor has prepared a draft replacement housing SPG. The Mayor's draft SPG supports the emerging replacement London Plan, which makes provision for residential standards to be applied across all tenures of development. Both the draft replacement London Plan and the draft replacement Housing SPG are expected to be adopted in autumn 2011.
- 2.51 This sub-section of the guidance is concerned primarily with the numbers of bedrooms that are expected as part of affordable housing development. Camden's Core Strategy indicates that we will seek a range of self-contained homes to meet identified dwelling size priorities. These priorities are set out in detail in our Development Policies document, which includes a Dwelling Size Priorities Table. For social rented housing, we prioritise all dwellings with two or more bedrooms, but the highest priority is given to social rented homes with 4-bedrooms or more. For intermediate affordable housing, we prioritise dwellings of all sizes, but give higher priority to dwellings with 2-bedrooms or more. More detailed guidance is given in the following Figure 3 and Figure 4.

**Figure 3. Mix of social rented housing**

**Overall aim: 50% of homes with 3 bedrooms or more**

**Preferred mix:**

- 1-bedroom homes – no more than 20%
- 2-bedroom homes – 30%
- 3-bedroom homes – 30%, or 50% if no 4-bedroom homes are provided
- 4-bedroom homes – 20%

**Other objectives:**

- Social rented homes should have physically separate kitchens and living areas where practical, particularly 3- and 4-bedrooms homes. We will seek the design of 100% of 3 bedroom and 50% of 2 bedroom social rented homes with physically separate kitchens and living areas.
- At least 10% of homes should be designed, built and fitted-out to meet wheelchair housing standards in accordance with Development Policy DP6, subject to accompanying paragraph 6.9.

**Figure 4. Mix of intermediate affordable housing**

**Overall aim: 10% of homes with 3 bedrooms or more**

**Preferred mix:**

In order to meet needs while remaining within the cost limits set out in paragraphs 2.15 to 2.17 of this guidance, we expect most intermediate affordable homes in Camden developments to have 1- or 2-bedroom homes.

- Studio flats – a proportion of studio flats may be acceptable, but we will generally resist development where all the intermediate affordable homes are studio flats
- 1-bedroom homes – a proportion is expected in all schemes
- 2-bedroom homes – a proportion is expected in all schemes
- 3-bedrooms or more – 10% or more where it is possible to provide them within cost limits

**Other objectives:**

- We will seek the design of 20% of 2 bedroom intermediate homes with physically separate kitchens and living areas.
- At least 10% of homes should be designed, built and fitted-out to meet wheelchair housing standards in accordance with Development Policy DP6, subject to accompanying paragraph 6.9.

2.52     The precise mix of dwellings will be negotiated with developers, affordable housing providers and any employers involved in each scheme, taking into account the character of the development, the site and the area, and other criteria included in Development Policy DP5. We will take full account of guidance in the Development Policies document dealing with large homes, child density and separate kitchens (paragraphs 5.11 to 5.13), and wheelchair housing (paragraph 6.9). Any

proposals for affordable rented housing should include an appropriate mix of dwelling sizes having regard to paragraphs 2.50 and 2.51 of this guidance and to the cost of the proposed homes relative to social rented and intermediate affordable housing.

- 2.53 Where schemes involve both social rented housing and intermediate affordable housing, it may often be appropriate to have a high proportion of one-bedroom intermediate affordable homes and a high proportion of social rented homes with three bedrooms or more. Such schemes can potentially meet our dwelling size priorities while limiting the cost of the intermediate affordable housing and limiting overall child density.

### **How is affordable housing funded?**

- 2.54 Public subsidy will usually be needed to supply the proportions of affordable housing anticipated by the Core Strategy and Development Policies. The main source of public subsidy has been the Homes and Communities Agency until recently, although the Agency's framework document for 2011-2015 indicates that grant availability will be limited for affordable homes that are required by planning policy. The Council also administers its own affordable housing fund, which is formed from developer contributions where a payment-in-lieu has been provided instead of housing or affordable housing. The Council will consider providing subsidy from the affordable housing fund where funding from the Homes and Communities Agency (or successor organisations) is not available or is unable to secure an acceptable proportion and mix of affordable housing. In particular, the Council may offer subsidy from the affordable housing fund to secure additional large homes (3 or 4 bedrooms) and additional wheelchair housing.
- 2.55 PPS3 indicates that affordable housing should remain at an affordable price for future eligible households, or if these restrictions are lifted, the subsidy should be recycled. In practice, almost all additions to affordable housing in the borough that are associated with market development are transferred to a housing association on completion. Where this is the case, we will ensure that the property remains available as affordable housing by negotiating transfer of the freehold to the housing association. Where this is not possible, for example because of mixed-tenures or commercial uses within the block, the Council will negotiate for a long-lease to the housing association, ideally 125 years.
- 2.56 Where the affordable housing is to be transferred to a housing association, one or more housing associations will usually submit bids to the developer to indicate how much they are able to pay for the transfer of ownership. The payment will be inclusive of any public subsidy, the capitalised value of future rents, and the value of any equity that will be sold (usually arising from shared-ownership housing). Camden's Affordable Housing Viability Study 2009 estimated that where subsidy is available payments have typically been around 60% of the market value of social rented homes and 80% of the market value of shared-ownership homes. These estimates reduce to 40% and 60% respectively if no public subsidy is available. For specific schemes these

percentages will vary with market values, the availability of credit, levels of public subsidy, changes to Government controls on rents and changes to the Mayor's guidance on the income level of occupiers.

- 2.57 The Government has reduced the amount of public funding available for affordable housing. This is expected to lead to a reduction in the number of developments that receive subsidy and a reduction in the amount of any subsidy paid for each home. We acknowledge that if public subsidy is not available the proportions of affordable housing anticipated by the Core Strategy and Development Policies will not be viable in all developments.
- 2.58 In some cases, it may be possible to provide intermediate affordable housing without direct public subsidy, particularly shared ownership homes. Such opportunities can arise where land is acquired cheaply, where unusually small homes are developed, or where charitable contributions are available. We will actively pursue such opportunities, and (in accordance with paragraph 2.44 of this guidance) may be prepared to consider schemes with up to 100% intermediate affordable housing where the overall proportion of affordable housing floorspace in the development is substantially more than 50%. Where intermediate affordable housing is provided without public subsidy, we will still use a legal agreement to secure the long-term availability of the homes as affordable housing for eligible households.

### **How will the Council consider financial viability?**

- 2.59 Our Core Strategy and Development Policies outline a number of Council aims and commitments relating to housing and mixed-use development that provide a framework for considering financial viability:
- housing is the priority land-use of the Local Development Framework
  - we will seek to **maximise the supply of additional housing**, and
  - we will seek the **maximum reasonable amount of affordable housing** on each site, taking into account specific circumstances including the financial viability of the development
  - to maximise overall housing supply, we will implement policies flexibly in response to economic uncertainty
  - to ensure that housing development is viable, we may consider varying the proportion and/ or type of market and affordable housing in a development, or consider off-site solutions where necessary (see the sub-section '**Can the affordable housing be provided off-site?**')
- 2.60 Where a development provides an addition of 200 sq m or more (gross) of non-residential floorspace in the Central London Area or the larger town centres, applicants will need to demonstrate that the development is providing an appropriate contribution to the supply of housing. Where a development has capacity for 10 or more additional dwellings, applicants will need to demonstrate that the development is providing the maximum reasonable amount of affordable housing. In most cases, the applicant will be required to submit a financial viability appraisal to

justify the proportions of housing and affordable housing proposed. This requirement may be waived where the development provides the proportion and mix of housing and affordable housing sought by Development Policies DP1, DP3 and DP5.

- 2.61 As indicated in our Development Policies document, in certain circumstances the Council will expect applicants to fund an independent verification of the financial viability appraisal. Independent verification will be required where the proportion or mix of housing/ affordable housing sought falls considerably short of the contributions anticipated by our Development Policies document. This independent verification will either be:
- commissioned directly by the Council in negotiation with the applicant; or
  - commissioned by the applicant from an independent body subject the Council agreeing the body and the specifications in advance.
- 2.62 A financial viability appraisal is a balance sheet for the development which enables all scheme costs and revenues to be taken fully into account. Several viability appraisal models are available, and the Council does not insist that a particular model is used. The GLA publishes an Affordable Housing Development Control Toolkit (also known as the Three Dragons Toolkit), and most financial viability appraisals submitted to the Council are prepared using the Toolkit. The GLA Toolkit was designed specifically to assist negotiations between planning officers and developers. The Toolkit is reviewed annually.
- 2.63 Viability appraisal of development requires the input of a range of information including build costs, developer's return (profit) and sales values. We will expect the inputs to the viability appraisal to be backed up by evidence e.g. quotations for building works, residential sales values achieved for comparable developments in the area. The GLA's Development Control Toolkit provides benchmark values for some inputs. The guidance notes accompanying the GLA Development Control Toolkit are available free and provide more detailed information on which costs can appropriately be included in a viability appraisal. The Council will closely scrutinise development costs that exceed benchmark figures. Where independent verification of the appraisal is required, this should include confirmation that the inputs used are appropriate and are in accordance with the evidence.

**Figure 5. Typical inputs to financial viability appraisal**

<b>Cost inputs</b>	<b>Revenue inputs</b>
demolition and build costs	sales values
professional fees	payment by a housing association for transfer of affordable housing
marketing fees	public subsidy for affordable housing (if not included above)
development finance costs	capitalised rents (non-residential floorspace)
planning obligations other than affordable housing	yield (non-residential floorspace)
developer's return (non-residential floorspace and market housing)	
contractor's return (affordable housing)	

2.64 Some of the information required for viability appraisal may be regarded as commercially sensitive. If requested, the Council will endeavour to prevent release of sensitive information to third parties. However, subject to agreement with the applicant, release of sensitive information may be necessary in some circumstances, such as:

- to enable independent verification of the viability appraisal
- where another body has a role in considering the application such as the Mayor and the GLA
- where another body has a role in providing public subsidy for the development such as the Homes and Communities Agency, the Mayor and GLA
- where the development is subject to a planning appeal.

2.65 The Council will not expect viability appraisal to include land value or acquisition cost as a fixed input. Valuations and acquisition costs generally reflect an assumption by the valuer about what can be developed on the site, including an assumption about the proportions of non-residential development, market housing and affordable housing that will be acceptable. If land value forms a fixed input to the appraisal, the process becomes circular, and the proportions of market housing and affordable housing that are viable will match the initial assumption of the valuer. The Council's preferred measures of land value are given in Figure 6.



**Figure 6. Measures of Land Value**

<b>Residual Value:</b>	the value of a development once all scheme costs and revenues have been taken into account, including build costs, professional fees, developer's returns and S106 contributions, but excluding site acquisition cost.
<b>Existing Use Value (or EUV):</b>	the value of a site in its lawful use. The Council will require evidence of the EUV, for example the value of rents paid by an existing occupier, or values achieved for sale of comparable sites continuing in the same use. The EUV should take account of revenue from the lawful use and any refurbishment or development costs that would be incurred to re-commence lawful use of a vacated site.
<b>Alternative Use Value:</b>	the residual value of a site if developed for an alternative use. There should be a valid permission for the alternative use (or uses), or agreement should be reached with the Council about which other uses would comply with our Core Strategy and Development Policies. The Alternative Use Value should take account of revenue from the alternative use and development costs that would be incurred to commence the alternative use.

- 2.66 The residual value should be an output of the viability appraisal. The Council will consider the development to be viable if the residual value exceeds the existing use value and any relevant alternative use value. We will not normally consider the development to be viable if the existing use value is higher than the residual value. The Council will also consider site acquisition costs if these are supported by evidence. Evidence should generally include values achieved for sale of comparable sites. Where independent verification of the appraisal is required, this should include confirmation that the evidence of comparable sales values is appropriate.
- 2.67 We strongly advise applicants to discuss the general parameters of individual viability appraisals with us before they are prepared. Early discussions can ensure that the appraisal provides the evidence needed to assess the application and help to avoid delays after the application is submitted. For example, we will advise on whether viability appraisal of the proposed development should be accompanied by viability appraisal of alternative options such as:
- a development that meets our full expectations for housing and affordable housing contributions but is not viable
  - a development that partly meets our expectations for housing and affordable housing contributions
  - development for an alternative use
  - an alternative development falling below the relevant Development Policy thresholds (200 sq m in DP1 and 1,000 sq m in DP3)
  - a development above the thresholds that makes no contribution to housing or affordable housing
  - an off-site contribution to housing or affordable housing

## Can the market housing and affordable housing be provided off-site?

- 2.68 Our Core Strategy and Development Policies promote mixed-use development and mixed and inclusive communities in line with the Government's Planning Policy Statements PPS1 and PPS3. Development Policy DP1 indicates that housing contributions should normally be provided on site, while Development Policy DP3 indicates that affordable housing contributions should normally be made on site. Both policies do provide for off-site contributions, but only in a limited set of circumstances. The Council will only accept off-site contributions where provision cannot practically be achieved on-site in terms of meeting the criteria set out in the two Development Policies and accompanying paragraphs. The Council will only accept contributions in the form of payments-in-lieu in exceptional circumstances.
- 2.69 When considering the acceptability of off-site contributions and payments-in-lieu, we will have close regard to all relevant criteria in Development Policies DP1 and DP3 alongside accompanying paragraphs 1.15 to 1.24 and 3.13 to 3.30. We will also have regard to Core Strategy CS9 and the Council's support for residential communities in Central London, and ensure that off-site contributions do not undermine the benefits of mixed-use areas (such as those identified in paragraph 1.7 of our Development Policies document) or conflict with the creation of mixed and inclusive communities. Off-site contributions are most likely to be acceptable for small sites, whereas the Council will expect contributions to be made on-site where the development is larger. Where mixed-use policy DP1 applies, we will expect on-site housing contributions where 1,000 sq m (gross) or more of additional floorspace is proposed. Where affordable housing policy DP3 applies, we will expect on-site affordable housing contributions where 3,500 sq m (gross) or more of additional floorspace is proposed.

### Making the contribution on another site

- 2.70 The following terms are used in this guidance to shorten explanations of off-site arrangements:
- **application site** – the site of the proposed development that generates a policy requirement for housing under policy DP1 or affordable housing under policy DP3;
  - **delivery site(s)** – one or more proposed development sites elsewhere intended to meet policy requirements off-site.
- 2.71 The paragraphs accompanying policies DP1 and DP3 indicate that where off-site provision is made, the overall percentage of housing/affordable housing and non-residential uses will be considered across the aggregate floorspace on all related development sites. In other words, the percentage requirement for an off-site contribution is calculated as a proportion of the floorspace at the application site and the floorspace at the delivery site(s) added together, rather than the application site alone. In the case of policy DP1, where there is a single

target of 50% for negotiation of on-site contributions, off-site contributions should normally involve matching the non-residential floorspace increase at the application site with an equivalent increase in residential floorspace at the delivery site. In the case of policy DP3, where the sliding scale applies a formula is used to calculate off-site contributions. Figure 7 and Figure 8 below show how the off-site policy requirement can be calculated.

- 2.72 Calculating the percentage across floorspace on all related development sites helps to ensure that the policies do not provide an unintended incentive towards off-site contributions. Off-site contributions allow more non-residential floorspace (or market housing floorspace) to be developed at the application site. Considering the sites together ensures that this gain in non-residential floorspace (or market housing) also leads to a proportionate increase in residential floorspace (or affordable housing floorspace) at the delivery site.
- 2.73 Calculating the proportion across all related development sites also enables land swaps. A land swap enables a developer to offset additional non-residential floorspace (or market housing) at the application site by reducing non-residential floorspace (or market housing) elsewhere.
- Under DP1, redeveloping/ converting non-residential floorspace for off-site housing can be used to offset the addition of non-residential floorspace at the application site;
  - Under DP3, redeveloping/ converting market housing floorspace for off-site affordable housing can be used to offset the addition of market housing at application site.
- 2.74 A calculation of this type under policy DP1 is included in paragraph 1.16 of our Development Policies document and as Example 2 in Figure 7.

**Figure 7. Calculating off-site contributions under policy DP1**

Additional non-residential floorspace proposed	Generally under 1,000 sq m for off-site housing contribution to be considered
On-site housing target	50% of additional floorspace on the application site
Off-site housing target	50% of total additional floorspace (application site plus delivery site)
Housing floorspace required off-site	Should match total addition to non-residential floorspace across the related sites

**Example 1**

Total non-residential addition (all sites)	= 800 sq m
Housing floorspace required if on-site	= 400 sq m
Housing floorspace required off-site (with no conversion of non-residential floorspace)	= 800 sq m
Ratio of non-residential floorspace to housing floorspace off-site	800:800 = 50%:50%

**Example 2**

Non-residential addition on-site	= 800 sq m
Housing floorspace required if on-site (application site)	= 400 sq m
Non-residential change off-site (delivery site)	= minus 400 sq m through conversion to housing
Total non-residential addition (all sites)	= 400 sq m
Housing floorspace required off-site (by conversion of non-residential floorspace)	= 400 sq m
Ratio of non-residential floorspace to housing floorspace off-site	400:400 = 50%:50%

**Figure 8. Calculating off-site contributions under policy DP3**

Additional market housing floorspace proposed - 'a'	Generally under 3,500 sq m for off-site affordable housing contribution to be considered
On-site affordable housing target - 'b' (percentage)	Varies according to the sliding scale for sites with capacity for less than 50 homes (NB the sliding scale does not apply where the primary application site also includes 1,000 sq m or more of additional non-residential floorspace – see paragraph 2.33 of this guidance).
Off-site affordable housing target (proportion)	$= b / (100 - b)$
Affordable housing required off-site (secondary delivery site) - 'c' (sq m)	$c = a \times b / (100 - b)$

**Example**

Additional market housing floorspace proposed	= 2,500 sq m
Target for on-site affordable housing	= 25% x 2,500 sq m = 625 sq m
Off-site affordable housing target	= 25 / (100 – 25) = 33.3%
Target for off-site affordable housing contribution	= 2,500 sq m x 33.3% = 833.3 sq m
Ratio of market housing floorspace to affordable housing floorspace off-site	2,500:833.3 = 75%:25%

- 2.75 Development Policies DP1 and DP3 indicate that we will take into account the economics and financial viability of development when considering off-site contributions as well as on-site contributions. The arrangements in paragraphs 2.59 to 2.67 of this guidance will apply, and applicants will need to submit financial viability appraisals to demonstrate that the application and delivery sites are providing the maximum reasonable contributions to housing (under DP1) or affordable housing (under DP3). Applicants will be required to fund an independent verification of the financial viability appraisal where the proportion or mix of housing/ affordable housing sought falls considerably short of the contributions anticipated by our Development Policies document and this guidance.
- 2.76 As indicated in paragraph 2.68 of this guidance, contributions to housing/ affordable housing should normally be made on site. Mechanisms guiding the delivery of housing and affordable housing should not create a financial incentive for the developer to make off-site contributions. Where the level of off-site contribution is below the level anticipated by our Development Policies document and this guidance,

we will seek to ensure the additional value created by the development is broadly the same with an off-site contribution as it would be with an on-site contribution. In addition to the financial viability appraisal requirements of paragraphs CPG12.59 to 2.67, the Council may therefore seek a comparison between the financial viability of on-site and off-site solutions (taking into account the existing use value and residual development value of the application site and delivery site).

### **Residential land-use credits and affordable housing credits**

- 2.77 Within Camden's Central London area there are a number of property investors and developers that own a significant number of sites. We may negotiate arrangements with such landowners to take advantage of commercial development opportunities, market housing opportunities and affordable housing opportunities on separate sites provided this does not compromise our objectives for mixed-use and mixed and balanced communities. In particular, owners of several sites may be able to bring forward developments of housing or affordable housing in advance of any policy requirement from Development Policies DP1 or DP3. In effect, the 'delivery site(s)' is/ are developed before the 'application site' has been identified (see paragraph 2.70 of this guidance for an explanation of these terms). The Council may agree to 'bank' this floorspace in the form of credits that can be accepted against the policy requirements from future development. When an 'application site' generates a housing/ affordable housing requirement, the Council will have discretion to agree to use of the 'banked' credits to offset part or all of the policy requirement.
- 2.78 The credits mechanism has potential to deliver additional housing and affordable housing earlier in the financial cycle by creating incentives for multiple site-owners to:
- seek opportunities for housing/ affordable housing development in advance during periods when commercial markets are poor rather than seeking to negotiate payments in lieu when commercial development prospects improve;
  - bring forward housing/ affordable housing development that they would otherwise hold back until commercial development prospects improve;
  - take up opportunities to convert lower value commercial properties to housing when leases expire;
  - provide affordable housing when the market for private housing would be unable to support it.
- 2.79 The mechanism can also help developers to deliver commercial floorspace or market housing more quickly when demand is strongest.
- 2.80 There are two types of credits that could be considered in this way:
- **residential land-use credits** – created where housing is provided but is not required by policy – these can be used where market



housing is needed to offset additional commercial development under Development Policy DP1; and

- **affordable housing credits** – created where affordable housing is provided in place of market housing but is not required by policy – these can be used where affordable housing is needed to offset additional market housing development under Development Policy DP3.

- 2.81 The two types of credit could potentially be created by a single development at the same time if affordable housing is provided but there is no policy requirement for any type of housing. However, each type of credit can only be used once and only against a single policy requirement.
- 2.82 Residential land-use credits and affordable housing credits are types of off-site contributions, and will be governed by the policy considerations set out in paragraph 2.68 and 2.69 of this guidance. Paragraphs 1.15 and 3.15 of our Development Policies document indicate that off-site contributions should be made in the same area as the application site. In the case of residential land-use and affordable housing credits, the Council will only agree to bank credits from development in the Central London area, and will only allow credits to be used to offset requirements on another site in Central London. Credits should be used in reasonable proximity to the delivery site. In the Central London context, in most cases the Council will require credits to be used within 500 metres of the delivery site, taking into account any demonstrable benefits from allowing provision on a more distant site. The Council will not agree to credit arrangements that would erode the mixed-use character of Central London or add to concentrations of affordable housing at the fringes of Central London.
- 2.83 The Council will use two mechanisms to ensure that residential land-use credits and affordable housing credits serve to increase the overall delivery of housing or affordable housing.
- The Council will not agree to the formation of credits from development of market housing or affordable housing where this development would clearly have arisen regardless of any future DP1/DP3 requirements on other sites.
  - Where we agree to the use of credits to off-set a housing requirement from additional non-residential space or an affordable housing requirement from additional market housing, the credit required will be equivalent in floorspace terms to the overall increase in non-residential floorspace – or market housing floorspace – across the application site and the delivery site(s) together, in accordance with the considerations set out in paragraphs 2.70 to 2.74 of this guidance.
- 2.84 The Council may therefore agree to acknowledge development in Central London as creating residential land-use credits and/ or affordable housing credits subject to the following constraints:

- the creation of credits should form part of the resolution to grant permission for housing/ affordable housing on the 'delivery site'
- the Council will only agree the formation of credits where this will serve to increase the overall delivery of housing or affordable housing
- the scale and type of credits created should be agreed at the time of the resolution on the 'delivery site' (floorspace of residential land-use credits and floorspace of affordable housing credits)
- at the request of the credit-holder, the Council may consider credits agreed by resolution as a material consideration offsetting policy requirements at a future 'application site' in Central London
- the Council will only accept the existence of credits as a material consideration where an off-site contribution would comply with Development Policies DP1, DP3 and all other relevant policies and material considerations
- the Council will only accept the existence of credits as a material consideration for sites in Central London
- the Council will require the credits to be used in reasonable proximity to the 'delivery site', and in most cases within 500 metres
- the Council will consider the scale of credits required to off-set a policy requirement in terms of the overall increase in non-residential floorspace increase or market housing floorspace across the application and delivery site(s) together
- the existence of credits will not place any obligation on the Council in terms of its decision-making in relation to a future 'application site'
- the period over which the credit can be applied to a future 'application site' should also be agreed at the time of the resolution on the 'delivery site', usually until 10 years from the date of the resolution
- the credits will generally be specific to an applicant, developer or landowner, and will not be regarded as transferable
- the creation and 'cashing-in' of credits and the implementation of development at 'delivery sites' and 'application sites' will be closely monitored and regularly reported.

### **Payments in lieu**

- 2.85 Development Policies DP1 and DP3 only allow payments-in-lieu of housing/ affordable housing in exceptional circumstances, and these will be governed by the policy considerations set out in paragraph 2.68 and 2.69 of this guidance. Payments-in-lieu may be accepted where the required housing/ affordable housing cannot practically be achieved on-site and the applicant demonstrates that no alternative site is available in the area (see paragraphs 1.17 and 3.15 of the Development Policies document). Payments-in-lieu of housing will be paid into the Council's affordable housing fund whether they arise under policy DP1 or policy DP3, as the Council does not hold funds for investment in market housing.

- 2.86 Where development proposals involve a shortfall of the housing or affordable housing required under Policies DP1 or DP3, the Council may negotiate a payment in lieu of the unmet requirement.
- 2.87 Where the Council considers that a payment-in-lieu of housing/ affordable housing is appropriate under policies DP1 or DP3, we will calculate the payment-in-lieu in accordance with CPG on **Planning Obligations**. The calculation is based on viability research commissioned by the Council to set a standard affordable housing payment-in-lieu. In negotiating a payment-in-lieu, the Council will also take into account the economics and financial viability of the particular development. Where a payment-in-lieu at the level anticipated by CPG on Planning Obligations would not be viable, the arrangements in paragraphs 2.59 to 2.67 of this guidance will apply.
- 2.88 As indicated in paragraph 2.76, financial appraisal mechanisms should not create an incentive towards off-site solutions. In addition to the financial viability appraisal requirements of paragraphs 2.59 to 2.67, the Council may therefore seek financial viability appraisal of the development with and without an on-site contribution, and will seek to ensure that any payment-in-lieu is broadly equivalent to the increase in development value where no contribution is made on-site. The Council may also consider the cost of developing the required percentage of housing/ affordable housing off-site.

### **Background**

- Government Planning Policy Statement PPS3 – Housing provides a definition of affordable housing and sets the framework which local councils use to secure affordable housing from market housing development.
- CLG guidance 'Delivering affordable housing' provides further information on delivery mechanisms that local councils can use to provide affordable housing.
- The London Plan and the Mayor's Housing SPG give guidance on the income groups who are eligible for affordable housing, and also cap the cost of affordable housing on the basis of income.
- The London Plan Annual Monitoring Report is used to review annually which income groups are eligible for affordable housing.

## Securing works / conditions / S106

- 2.89 Provision of housing required under Development Policy DP1 will generally be secured by a planning obligation under S106 of the Town and Country Planning Act 1990. The precise terms of the S106 agreement will vary between developments to reflect the nature and financial viability of the development. In most cases S106 terms will include:
- identifying all homes in the development
  - preventing the occupation of non-residential floorspace until the housing has been completed.
- 2.90 Provision of affordable housing required under Development Policy DP3 will always be secured through a S106 planning obligation. The precise terms of the S106 agreement will vary between developments to reflect the nature and financial viability of the development. In most cases, S106 terms will include:
- identifying all affordable homes in the development
  - specifying which homes will be social rented housing and which homes will be intermediate affordable housing
  - defining social rented housing in terms of the Government's national rent regime
  - defining intermediate affordable housing in terms of the income groups and the ratio of housing cost to income contained in the London Plan, the Mayor's Housing SPG and the London Plan Annual Monitoring Report
  - defining affordable rented housing in relation to lower quartile market rents available locally and across the borough
  - identifying social rented and intermediate affordable wheelchair homes
  - arrangements for the development, fitting out and transfer of the affordable housing to an affordable housing provider
  - preventing the occupation of some or all market housing until the affordable housing has been completed, fitted out and transferred to an affordable housing provider
  - securing availability of the affordable housing to future eligible occupiers, or securing recycling of public subsidy if the affordable housing is sold.
- 2.91 Other S106 terms that may be required in connection with DP1 and DP3 include:
- where off-site delivery will be at a known site or sites, linking the developments together
  - where a site is not identified for delivery at the outset, specifying the floorspace, nature of housing required and general location

- where a site is not identified for delivery at the outset, arrangements for identifying one or more delivery sites prior to the implementation of the development
- making a payment-in-lieu of housing/ affordable housing prior to implementation or occupation of the development
- arrangements for a deferred contribution to the affordable housing fund if provision of housing/ affordable housing falls short of targets due to financial viability, and there is a prospect of sales values increasing prior to completion
- specifying the type of intermediate affordable housing – e.g. key-worker, intermediate rent, shared ownership
- controls on the rents of intermediate rented housing and affordable rented housing
- limiting the minimum percentage share available in shared ownership homes
- limiting the rent charged on the unsold proportion of shared ownership homes.

## Resources / contacts

### Contacts

Guidance on interpretation of the LDF Core Strategy and Development Policies document	Strategic Planning and Information Team – 020 7974 5964 – or email <a href="mailto:LDF@camden.gov.uk">LDF@camden.gov.uk</a>
Guidance on our affordable housing priorities and our housing association partners	Camden Council Housing Partnerships Team – 020 7974 5564
Guidance on the pre-planning application advice service	<a href="http://www.camden.gov.uk/planning">www.camden.gov.uk/planning</a> (see Planning Applications pages) Camden Council Duty Planner Service – 020 7974 5613

### Resources

Affordable Housing Development Control Toolkit, GLA 2010	<a href="http://www.london.gov.uk/who-runs-london/mayor/publications/planning/affordable-housing-development-control-toolkit">www.london.gov.uk/who-runs-london/mayor/publications/planning/affordable-housing-development-control-toolkit</a> (accessed April 2011)
Camden Housing Needs Survey Update 2008	<a href="http://www.camden.gov.uk/ldf">www.camden.gov.uk/ldf</a> (see Evidence and Monitoring pages)
Delivering Affordable Homes – CLG guidance 2006	<a href="http://www.communities.gov.uk/publications/housing/deliveringaffordablehousing">www.communities.gov.uk/publications/housing/deliveringaffordablehousing</a> (accessed April 2011)
Housing – The London Plan Supplementary Planning Guidance, GLA, November 2005	<a href="http://www.london.gov.uk/who-runs-london/mayor/publications/planning/housing-supplementary-planning-guidance">www.london.gov.uk/who-runs-london/mayor/publications/planning/housing-supplementary-planning-guidance</a> (accessed April 2011)
Planning Policy Statement PPS3 – Housing – CLG2006	<a href="http://www.communities.gov.uk/publications/planningandbuilding/pps3housing">www.communities.gov.uk/publications/planningandbuilding/pps3housing</a> (accessed April 2011)





## 4 Residential development standards

### KEY MESSAGE

Development should provide high quality housing that provides secure, well-lit accommodation that has well-designed layouts and rooms.

- 4.1 This guidance relates to Camden Core Strategy policies CS5 – *Managing the impact of growth and development*, CS6 – *Providing quality homes* and CS14 – *Promoting high quality places and conserving our heritage* plus Camden Development Policy DP26 – *Managing the impact of developers on occupiers and neighbours*. In addition, homes of all tenures should meet lifetime homes standards in accordance with Development Policy DP6 and the CPG on Lifetime homes and wheelchair housing.

### TENURE

Describes the ownership of a home and the relationship between a household and their home i.e. owner-occupied, shared ownership, private rented, social rented, etc.

- 4.2 The '**Access for all**' section in CPG6 **Amenity** sets out the Council's approach to providing buildings and spaces that are accessible to everyone. Reference should also be made to the **Design Excellence** section of CPG1 **Design** and to other sections of CPG2 **Housing**.
- 4.3 The space standards in this guide are minimum requirements and should not be taken as maxima. Housing which exceeds the minimum standards will always be encouraged.
- 4.4 This guidance applies to planning applications involving the provision of residential accommodation and residential conversions, extensions and change of use. In cases involving residential conversions of listed buildings a sensitive and imaginative approach to achieving these standards may need to be taken.

### MAYOR'S HOUSING SPG

The Mayor has prepared a draft replacement housing SPG. The Mayor's draft SPG supports the emerging replacement London Plan, which makes provision for residential standards to be applied across all tenures of development. Both the draft replacement London Plan and the draft replacement Housing SPG are expected to be adopted in autumn 2011.

In addition, we anticipate that housing with public subsidy in London will have to comply with the Mayor's London Housing Design Guide from April 2011 (published in interim form in August 2010). The Mayor is seeking to adopt the London Housing Design Guide standards for all housing tenures in London through the London Plan.

- 4.5 Camden's Core Strategy indicates that we will seek a range of self-contained homes to meet identified dwelling size priorities. These

priorities are set out in detail in our Development Policies document – see particularly policy DP5 and paragraph 5.4.

**Guidance on residential development standards**

**General principles**

- 4.6
- All residential developments in the Borough are required to be designed and built to create high quality homes:
- All newly created dwellings for households of 2 or more people should be self-contained (applies to homes in Use Class C3, but does not apply to care homes for elderly or vulnerable people, student housing, bedsits, or other Houses in Multiple Occupation (HMOs)).
  - Each dwelling should have its own secure private entrance which leads either directly from the street or off a common entrance hall – the number of entrances off one corridor should be limited.

SELF-CONTAINED

Accommodation with its own kitchen, bathroom and toilet for the sole use of occupants behind a separate front door.

HOUSES IN MULTIPLE OCCUPATION (HMO)

HMOs are flats or houses permanently occupied by more than one household, where each household does not have exclusive access to all cooking, washing and toilet facilities behind a locked front door.

**Layout**

- 4.7
- There should usually be a permanent partition between eating and sleeping areas. Kitchens and living rooms that are permanently separated are preferable. However, combined kitchen and living areas are considered acceptable as long as the floor area is sufficient to allow for the greater range of activities that will take place in them.

**Rooms**

- All rooms should be able to function for the purpose for the purpose for which they are intended.
- They should have an adequate size, shape, door arrangement, height, insulation for noise and vibration and natural lighting and ventilation.
- They should lead off a hallway or lobby so that it is possible to access any habitable room without passing through another habitable room, although Building Regulations Part B - Fire Safety allow inner rooms provided they meet certain criteria.

HABITABLE ROOM

A room that is capable of being used as primary living space. Generally consists of living rooms, dining rooms, large kitchen/diners and large bedrooms

### **Flexible construction/layout**

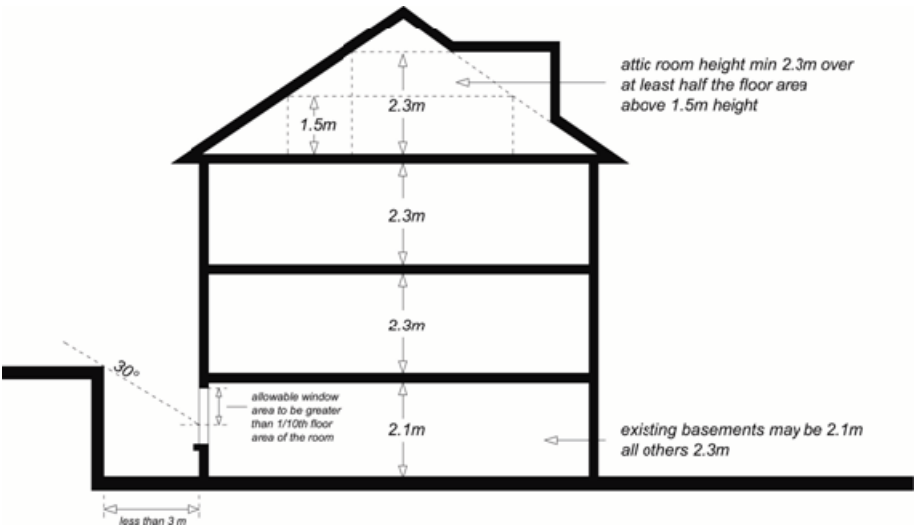
- 4.8 In addition, wherever practical dwellings should be designed to enable greater flexibility in construction design so that they can be capable of some form of extension or adaptation in order to accommodate changing lifestyles and family needs or other social use.
- 4.9 For example design features that could be considered, include:
- open plan layouts or generic layouts/floor plans;
  - avoiding load bearing internal walls;
  - easily accessible services and utilities e.g. a central accessible core or accessible floor/ceiling cavity.
  - For further examples see: By design urban design in the planning system: towards better practice:  
[www.communities.gov.uk/publications/planningandbuilding/bydesignurban](http://www.communities.gov.uk/publications/planningandbuilding/bydesignurban) by DETR (2000) (accessed April 2011).

### **Internal space standards**

#### **Ceiling heights**

- 4.10 All habitable rooms should have minimum headroom of 2.3 metres. The exceptions are habitable rooms in existing basements, which may have 2.1 metres headroom, and habitable rooms in attics which should have a minimum room height of 2.3 metres over at least half of the floor area (not including any floor space where the ceiling height is less than 1.5 metres). See Figure 1.
- 4.11 Any floor area where the ceiling height is less than 1.5 metres will not count towards the habitable floorspace. We will also consider the suitability of floor to ceiling heights in relation to context of building and how size of windows and floor to ceiling heights impact design. Please also refer to CPG1 **Design** (see particularly the sections on '**Design Excellence**' and '**Roofs, terraces and balconies**') and CPG4 **Basements**.

Figure 10. Ceiling heights



**Space and room sizes**

- 4.12 Although planning cannot control the precise internal layout of individual proposals, it is important to ensure that dwellings are capable of providing a suitable layout and adequate room sizes that reflect the use and type of accommodation. The Council will be flexible in the application of these guidelines in order to respond to site-specific circumstances.
- 4.13 The Council has set minimum space standards to ensure rooms are large enough to take on varying uses. Space standards relate to the occupancy of a home rather than number of bedrooms and the developer will be required to state the number of occupants each dwelling has been designed to accommodate. The occupancy of housing at the time of its first occupation is not a reliable prediction of future levels of occupancy over the lifetime of a home. The only sensible assessment of occupancy is therefore the designed level of occupancy.
- 4.14 The overall internal floorspace in new self-contained dwellings (excluding communal lobbies and staircases) should normally meet or exceed the minimum standards set out in the following table.

Number of Persons	1	2	3	4	5	6
Minimum floorspace (sq m)	32	48	61	75	84	93

- 4.15 For dwellings designed for more than 6 people, allow approximately 10sq m. per extra person. In order to successfully to provide ease of movement and storage space for wheelchair users, the council will normally wheelchair housing dwellings to exceed the minimum floorspace standards. Please also refer to the section on ‘Lifetime homes and wheelchair housing’ in this CPG document.
- 4.16 The Council will expect bedrooms to meet or exceed the following minimum sizes:

- First and double bedrooms - 11.0 sq m
- Single bedrooms - 6.5 sq m

4.17 The Council's Private Sector Housing Team has produced specific minimum standards for Houses in Multiple Occupation (HMO's) and hostels which includes guidance on room sizes and facilities. Schemes for bedsits, shared houses and flats and hostels should be prepared with reference to these standards. These can be viewed on Camden's website [www.camden.gov.uk/housing](http://www.camden.gov.uk/housing) (see Private Sector Housing/ Private Housing Standards pages).

4.18 Self-contained homes providing a floorspace below the minimum standards may be considered in exceptional circumstances, for example to reduce the cost of Intermediate Housing to the occupier, however their acceptability will depend on other aspects of the development proposed. Sympathetic consideration may be given where a proposal meets a number of the criteria below:

- Dwellings are targeted at, and affordable to, groups identified by the Borough as being in need.
- External amenity space is provided
- A limited number of dwellings are accessed from each entry point and corridor (ideally 8 or fewer, unless controlled by a concierge or a CCTV system allowing clear facial identification).
- Security controlled access is provided where a larger number of units are accessed from one point.
- Where cluster flats are provided in response to a demonstrable demand (i.e. there are good indications that properties will not be hard to let to the targeted tenants), a limited number of flats are clustered into each dwelling (ideally 8 or fewer) (cluster flats are bedsits with a communal kitchen/eating area).
- A laundrette or communal laundry is provided (sufficient to cater for forecast resident demand at periods of peak usage) where individual dwellings cannot accommodate a washing machine - subject to keeping service and management charges at an acceptable level. The Council will take into account any existing commercial laundrettes that would be convenient for residents.

### **Storage and utility spaces**

4.19 All accommodation should have sufficient internal storage space to meet the likely needs and requirements of potential occupiers. Dwelling layouts should make suitable provision:

- for washing machines and drying clothes;
- a storage cupboard with a minimum floor area of 0.8 sq m should be provided for 1- and 2-person dwellings;
- for each additional occupant, a minimum of 0.15 sq m storage area should be provided;



- storage for bicycles and prams should also be provided, located at the ground or lowest level of the dwelling, preferably accessed from a hall or lobby area;
- for waste and recycling bins, reference should also be made to the section '**Waste and Recycling Storage**' in CPG1 **Design**.

### **Daylight, sunlight and privacy**

- 4.20 Residential developments should maximise sunlight and daylight, both within the new development and to neighbouring properties whilst minimising overshadowing or blocking of light to adjoining properties. Maximising sunlight and daylight also helps to make a building energy efficient by reducing the need for electric light and meeting some of the heating requirements through solar gain. The orientation of buildings can maximise passive solar gain to keep buildings warm in winter and cool in summer.

#### **PASSIVE SOLAR GAIN**

Design to optimise the amount of the sun's energy that heats and lights a building naturally.

- 4.21 All habitable rooms should have access to natural daylight. Windows in rooms should be designed to take advantage of natural sunlight, safety and security, visual interest and ventilation. Developments should meet site layout requirements set out in the Building Research Establishment (BRE) Site Layout for Daylight and Sunlight – A Guide to Good Practice (1991).
- 4.22 Overall the internal layout design should seek to ensure the main living room and other frequently used rooms are on the south side and rooms that benefit less from sunlight (bathrooms, utility rooms) on the north side. Kitchens are better positioned on the north side to avoid excessive heat gain.

### **Minimum requirements:**

- 4.23 In particular the following minimum requirements need to be met to avoid the unacceptable loss of daylight and/or sunlight resulting from a development, including new build, extensions and conversions. For example:
- Each dwelling in a development should have at least one habitable room with a window facing within 30 degrees of south in order to make the most of solar gain through passive solar energy;
  - Rooms on south facing walls should always have windows, south facing windows and walls should be designed, sized and/or shaded in summer to prevent overheating. Appropriate shading might be achieved by:
    - mature deciduous trees located so as to shade the structure
    - eaves or overhangs that protect from sun that is high in the sky only

- external shutters or blinds that can be operated by the occupant;
- External shading should be provided for western facing windows and outdoor spaces to minimise overheating in summer. Deciduous trees provide the best shade for this purpose;
- Windows on north facing walls should be sized to prevent heat loss but allow sufficient daylight;
- All habitable rooms, including basements, must have an external window with an area of at least 1/10 of the floor area of the room;
- An area of 1/20 of the floor area of the room must be able to be opened to provide natural ventilation;
- Windows to atriums will be acceptable as external windows in exceptional circumstances only;
- Passive ventilation should be favoured where possible and mechanically assisted ventilation should be silent in operation.

4.24 For further guidance reference should be made to 'The Code for Sustainable Homes' which provides technical guidance on designing for adequate internal daylighting and requires daylight levels to be calculated using the BRE assessment method. Reference should also be made to CPG3 **Sustainability**.

### **Privacy and security**

- 4.25 House and flat developments should be arranged to safeguard the amenity and privacy of occupiers and neighbours.
- New development, extensions, alterations and conversions should not subject neighbours to unacceptable noise disturbance, overlooking or loss of security.
  - Developments should seek to improve community safety and crime prevention. This may include:
    - designing developments so that open spaces are overlooked by windows, avoiding dark secluded areas and buildings face onto streets.
    - obtaining Secured by Design certification – please refer to the '**Designing safer environments**' section of CPG1 **Design**.

### **Basements**

- 4.26 All rooms within a basement should be able to function for the purpose of which they are intended. They should have an adequate size, shape, door arrangement, and height, insulation from noise and vibration, and access to natural lighting, ventilation and privacy (similar to the standards set out above). Four key considerations are set out here.
- Natural light - to ensure that adequate natural light is provided to habitable rooms, walls or structures should not obstruct windows by being closer than 3 metres. Where this is not achievable it is advised

that the glazed area should total not less than 10% of the floor area of the room.

- Forecourt parking – nearby vehicles can also restrict light to basements, and consideration should be given to any further obstruction from vehicles parked on the forecourt that may present a barrier to light serving basement windows.
- Means of escape - basements should be provided with either a door or suitably sized window allowing access to a place of safety that gives access to the external ground level, or with a protected escape route within the building leading to a final exit at ground level.
- Lightwells - stairs, ladders and gates in any railings around a lightwell that are required for means of escape should be designed to be as discreet as possible and should have regard to the character of the building and surrounding area.

4.27 Further detailed guidance on basements is contained within CPG4 **Basements**.

### **Noise and soundproofing**

4.28 The layout and placement of rooms within the building should be carefully considered at an early stage in the design process to limit the impact of external noise on bedrooms and living rooms. The impact of noise should also be considered in the placement of private external spaces. Detailed guidance is provided in the '**Noise and vibration**' section of CPG6 **Amenity** and . The following requirements must be met.

- Internal layouts of dwellings should be designed to reduce the problem of noise disturbance between adjoining properties by using 'vertical stacking', i.e. placing living room above living room and bedrooms above bedrooms etc.
- Bedrooms should not be placed above, below or next to potentially noisy rooms, circulation areas of adjacent dwellings or noisy equipment, such as lifts.
- Windows should be located away from busy roads and railway lines/tracks to minimise noise and pollution and vibration.
- The layout of adjacent dwellings and the location of lifts, plant rooms and circulation spaces should seek to limit the transmission of noise to sound sensitive rooms within dwellings.
- Party walls and floors of flats created by conversion must be adequately soundproofed.
- All housing should be built with acoustic insulation and tested to current Building Regulations standards, but acoustic insulation should not be relied upon as the only means of limiting noise.
- Minimum levels of soundproofing are set out in the Building Regulations Part E - Resistance to the passage of sound. Levels of sound insulation above the minimum are encouraged.

- Further advice is given in the London Plan SPG on Sustainable Design and Construction

### **Outdoor amenity space**

- 4.29 Outdoor residential amenity space can be provided in the form of private garden space, balconies, terraces, roof gardens or as communal amenity space. Where practical the following requirements should be met.

#### **Private outdoor amenity space:**

- All new dwellings should provide access to some form of private outdoor amenity space, e.g. balconies, roof terraces or communal gardens.
- Private gardens should be allocated to family dwellings.
- Where provided, gardens should receive adequate daylight, even in the winter.
- The access to private amenity space should be level and should be from the main living space.
- Balconies should have a depth of not less than 1.5 metres and should have level access from the home.
- Balconies and terraces should be located or designed so that they do not result in the loss of privacy to existing residential properties or any other sensitive uses.
- Balconies should preferably be located next to a dining or living space and should receive direct sunlight (they can be designed to project from main building line or be recessed).

- 4.30 In some instances, it is accepted that existing buildings may not be able to provide balconies or roof terraces, however, external amenity space i.e. access to communal gardens should still be provided where possible. See CPG1 **Design** for further guidance on '**Roofs, terraces and balconies**'.

#### **Communal amenity space:**

- Space should meet the requirements of the occupiers of the building and be wheelchair accessible. For example, if there are a large proportion of family units, child and young person's facilities should be included in the communal space. The council will use the Mayor of London's 'Providing children's and young people's play and informal recreation SPG' (March 2008) when calculating requirements: <http://static.london.gov.uk/mayor/strategies/sds/spg-children-recreation.jsp> (accessed April 2011).
- Space should be well designed so that residents have a sense of ownership of the space, which will encourage its use.
- Space should be located sensitively so that it is overlooked by surrounding development and secure for residents.
- Space should be designed to take advantage of direct sunlight.

- Space should be designed to minimise disturbance to occupiers and neighbours, e.g. by being sheltered from busy roads, by being located in the rear of the buildings, back to back, behind perimeter blocks or in courtyards.
- Landscaping and facilities provided for the space should be of a high quality and have suitable management arrangements in place.

### Further information

GLA Housing Design Guide	The Mayor's London Housing Design Guide from April 2011 (August 2010) provides detailed guidance on housing design in London <a href="http://www.london.gov.uk/who-runs-london/mayor/publications/housing/london-housing-design-guide">http://www.london.gov.uk/who-runs-london/mayor/publications/housing/london-housing-design-guide</a> (accessed April 2011)
Lifetime Homes and Wheelchair Housing Standards	In addition to the above residential standards, most residential schemes will also need to meet specific requirements for Lifetime Homes and Wheelchair Housing Standards: <ul style="list-style-type: none"> <li>• For further guidance on how to meet Camden's requirements refer to CPG on Lifetime homes and wheelchair housing.</li> <li>• For good practice guidance specifically on Lifetime Homes <a href="http://www.lifetimehomes.org.uk">www.lifetimehomes.org.uk</a></li> </ul>
Daylight and Sunlight	For good practice advice on overshadowing and providing daylight and sunlight to buildings, refer to the widely used BRE Report "Site Layout Design for Daylight and Sunlight; a guide to good practice". It provides specific guidance on: <ul style="list-style-type: none"> <li>• Providing good daylighting and sunlighting within a new development</li> <li>• Safeguarding sunlight and daylight within existing buildings nearby</li> <li>• Protection of daylighting of adjoining land for future development</li> <li>• Passive solar site layout</li> <li>• Sunlighting of gardens and amenity areas</li> </ul>
Sustainability	The Council will require all that all buildings are designed to be sustainable, thus reference should also be made to CPG3 <b>Sustainability</b> , in particular, the 'Code for Sustainable Homes' sub-section in 'Sustainability assessment tools'.

## 5 Lifetime Homes and Wheelchair Housing

### KEY MESSAGES

- All residential development should meet the 16 criteria that form the Lifetime Homes standards.
- The standards will be applied flexibly to existing buildings, but applicants should justify failure to meet any of the criteria.
- 10% of market housing development should meet wheelchair housing standards, or should meet the 13 key Habinteg wheelchair housing criteria so that they can be easily adapted to meet wheelchair housing standards.
- 10% of affordable housing development should be designed, built and fitted out to meet Wheelchair Housing standards in full.

### What does this section cover?

- 5.1 This section provides advice on how proposals can made be accessible to all by incorporating “lifetime home” standards and creating wheelchair accessible homes. It supplements Camden Development Policies policy DP6 – *Lifetime homes & wheelchair housing*, as well as DP29 – *Improving Access* and Camden Core Strategy policy CS6 - *Providing quality homes*.
- 5.2 In line with policy DP6 all new residential development will be expected to meet the following standards.

#### LIFETIME HOMES

All housing developments should meet lifetime homes standards. A lifetime home is an ordinary home incorporating 16 design features for accessible living. These make homes easier to occupy for the entire life cycle of a household, whether its members are young, old, healthy or ill.

#### WHEELCHAIR HOUSING

A minimum of 10% of new housing should either meet wheelchair housing standards, or be easily adapted to meet them. Wheelchair housing provides independence and quality of life for wheelchair users and should be tailor-made for their specific needs.

- 5.3 In addition, the following building regulations should be considered where appropriate:
- Part M of the Building Regulations (2004 edition) – this sets minimum requirements for building standards in public buildings and new dwellings only.
  - BS 8300: 2009: Design of buildings and their approaches to meet the needs of disabled people – good practice guidance that covers non-domestic buildings and details on specific building types.
- 5.4 This planning guidance is applicable to all development. It applies equally to new build, refurbished, converted, extended and altered



premises. It should also be read in conjunction with the Council's 'Camden Wheelchair Housing Design Brief 2010'.

- 5.5 The application of Lifetime Homes and Wheelchair Housing Standards varies depending on the type of dwelling as follows (see also Development Policy DP6 and supporting paragraphs 6.7 to 6.9):
- Lifetime Homes standards apply to all developments of self-contained housing (but does not apply to hotels or student housing);
  - Wheelchair Housing Standards apply to all developments providing 10 or more self-contained homes and to student housing;
  - both sets of standards apply to housing in mixed-use developments as well as purely residential developments;
  - both sets of standards apply to new build development, conversions, reconfigurations and changes of use; and
  - the requirements will be applied flexibly to take account of the circumstances of existing buildings, particularly those that are listed. English Heritage has produced guidance on "Easy Access to Historic Buildings".

### **What is the guidance on Lifetime homes?**

- 5.6 Lifetime homes are ordinary homes built incorporating 16 design features for accessible living. These features ensure a good level of accessibility from the outset, but they also allow a dwelling to be easily adapted for even higher levels of accessibility in the future should the need arise eg to cater for raising young children and declining mobility in old age.
- 5.7 Lifetime homes standards are not designed specifically for disabled people or wheelchair users but allow for accessibility features to be easily incorporated at a later date if needed. There are separate Wheelchair Housing standards to guide the design of homes to meet the specific needs of people who are long-term wheelchair users (see paragraph 5.15)
- 5.8 By planning for accessibility at the earliest stage, the Lifetime Homes features can be incorporated into the design of a dwelling without significant additional cost and can result in major cost savings to the building's occupants in the long run (for a discussion of cost benefits and savings of Lifetime Homes, refer to 'Costing Lifetime Homes' by the Joseph Rowntree Foundation.)
- 5.9 The table on the following pages gives key features of the 16 criteria forming the Lifetime Homes standards. These came into effect on 5 July 2010. We advise developers to refer to [www.lifetimehomes.org.uk](http://www.lifetimehomes.org.uk) for additional and detailed guidance on how specific requirements can be met, and also for news of any future revisions.

## Lifetime Homes – Features

LIFETIME HOMES CRITERIA	KEY OBJECTIVES	DETAILED CRITERIA
<b>1. Parking (width or widening capability)</b>	Provide, or enable by cost effective adaptation, parking that makes getting into and out of the vehicle as convenient as possible for the widest range of people (including those with reduced mobility and/or those with children).  General Note: Criterion 1 is not relevant to developments that do not contain any parking provision (for specific requirements refer to <b>Camden Development Policy – DP18 Parking standards</b> and limiting the availability of car parking - which specifically discourages on-site parking).	a) 'On plot' (non-communal) parking: Where a dwelling has car parking within its individual plot (or title) boundary, at least one parking space length should be capable of enlargement to achieve a minimum width of 3300mm.  b) Communal or shared parking: Where parking is provided by communal or shared bays, spaces should be provided with a width of 3300mm and in accordance with the specification given in Appendix 2 on page 65 or <a href="http://www.lifetimehomes.org.uk">www.lifetimehomes.org.uk</a> .
<b>2. Approach to dwelling from parking (distance, gradients and widths)</b>	Enable convenient movement between the vehicle and dwelling for the widest range of people, including those with reduced mobility and/or those carrying children or shopping.	The distance from the car parking space of Criterion 1 to the dwelling entrance (or relevant block entrance or lift core), should be kept to a minimum and be level or gently sloping. The distance from visitors parking to relevant entrances should be as short as practicable and be level or gently sloping.
<b>3. Approach to all entrances</b>	Enable, as far as practicable, convenient movement along other approach routes to dwellings (in addition to the principal approach from a vehicle required by Criterion 2) for the widest range of people.	The approach to all entrances should preferably be level or gently sloping, and in accordance with the specification given at <a href="http://www.lifetimehomes.org.uk">www.lifetimehomes.org.uk</a>
<b>4. Entrances</b>	Enable ease of use of all entrances for the widest range of people.  Note: For the purpose of requirements d) and e) of this Criterion, main entrances are deemed to be: the front door to an individual dwelling, the main communal entrance door to a block of dwellings, plus any other entrance door associated with the approach route from parking required by Criterion 2.	All entrances should: a) Be illuminated b) Have level access over the threshold; and c) Have effective clear opening widths and nibs as specified given at <a href="http://www.lifetimehomes.org.uk">www.lifetimehomes.org.uk</a> d) In addition, main entrances should also: e) Have adequate weather protection* f) Have a level external landing.*
<b>5. Communal stairs and lifts</b>	Enable access to dwellings above the entrance level to as many people as possible.	a) Communal Stairs Principal access stairs should provide easy access in accordance with the specification given at <a href="http://www.lifetimehomes.org.uk">www.lifetimehomes.org.uk</a> , regardless of whether or not a lift is provided.  b) Communal Lifts Where a dwelling is reached by a lift, it should be fully accessible in accordance with the specification given at <a href="http://www.lifetimehomes.org.uk">www.lifetimehomes.org.uk</a>  Note: provision of a lift is not a Lifetime Homes requirement, but is recommended where dwellings are not entered at the same level as the main block entrance.
<b>6. Internal doorways and hallways</b>	Enable convenient movement in hallways and through doorways.	Movement in hallways and through doorways should be as convenient to the widest range of people, including those using mobility aids or wheelchairs, and those moving furniture or other objects. As a general principle, narrower hallways and landings will need wider doorways in their side walls. The width of doorways and hallways should conform to the specification given at <a href="http://www.lifetimehomes.org.uk">www.lifetimehomes.org.uk</a> .
<b>7. Circulation Space</b>	Enable convenient movement in rooms for as many people as possible.	There should be space for turning a wheelchair in dining areas and living rooms and basic circulation space for wheelchair users elsewhere.

## Lifetime Homes – Features (continued)

LIFETIME HOMES CRITERIA	KEY OBJECTIVES	DETAILED CRITERIA
<b>8. Entrance level living space</b>	Provide accessible socialising space for visitors less able to use stairs.	A living room / living space should be provided on the entrance level of every dwelling (see Appendix 1 on page 65 or <a href="http://www.lifetimehomes.org.uk">www.lifetimehomes.org.uk</a> for definition of 'entrance level'). Note: Entrance level generally means the storey containing the entrance door to the individual dwelling. It may refer to the first storey that contains a room (habitable or non-habitable) if the entrance door leads directly to an 'easy-going' stair.
<b>9. Potential for entrance level bed-space</b>	Provide space for a member of the household to sleep on the entrance level if they are temporarily unable to use stairs	In dwellings with two or more storeys, with no permanent bedroom on the entrance level, there should be space on the entrance level that could be used as a convenient temporary bed-space (see Appendix 1 on page 65 or <a href="http://www.lifetimehomes.org.uk">www.lifetimehomes.org.uk</a> for definition of 'entrance level').
<b>10. Entrance level toilet and shower drainage</b>	Provide an accessible toilet and potential showering facilities for: a) any member of the household using the temporary entrance level bed space of Criterion 9, and; b) visitors unable to use stairs.	Where an accessible bathroom, in accordance with Criterion 14, is not provided on the entrance level of a dwelling, the entrance level should have an accessible toilet compartment, with potential for a shower to be installed – as detailed in the specification given at (see Appendix 1 on page 65 or <a href="http://www.lifetimehomes.org.uk">www.lifetimehomes.org.uk</a> for definition of 'entrance level')
<b>11. Toilet and bathroom walls</b>	Ensure future provision of grab rails is possible, to assist with independent use of toilet and bathroom facilities.	Walls in all bathrooms and toilet compartments should be capable of firm fixing and support for adaptations such as grab rails.
<b>12. Stairs and potential through-floor lift in dwelling</b>	Enable access to storeys above the entrance level for the widest range of households.	The design within a dwelling of two or more storeys should incorporate both: a) Potential for stair lift installation; and b) A suitable identified space for a through-the-floor lift from the entrance level to a storey containing a main bedroom and a bathroom satisfying Criterion 14.
<b>13. Potential for fitting of hoists and bedroom / bathroom relationship</b>	Assist with independent living by enabling convenient movement between bedroom and bathroom facilities for a wide range of people.	Structure above a main bedroom and bathroom ceilings should be capable of supporting ceiling hoists and the design should provide a reasonable route between this bedroom and the bathroom.
<b>14. Bathrooms</b>	Provide an accessible bathroom that has ease of access to its facilities from the outset and potential for simple adaptation to provide for different needs in the future.	An accessible bathroom, providing ease of access in accordance with the specification given at <a href="http://www.lifetimehomes.org.uk">www.lifetimehomes.org.uk</a> should be provided in every dwelling on the same storey as a main bedroom.
<b>15. Glazing and window handle heights</b>	Enable people to have a reasonable line of sight from a seated position in the living room and to use at least one window for ventilation in each room.	Windows in the principal living space (typically the living room), should allow people to see out when seated. In addition, at least one opening light in each habitable room should be approachable and usable by a wide range of people – including those with restricted movement and reach. Note: In kitchens areas or bathrooms with only one window situated behind kitchen units or bathroom fittings, the requirement for a potential clear approach space to that window need not apply. However, the window handle height/control requirement remains applicable. Any other window within the kitchen area or bathroom, not behind fittings, is required to satisfy both the approach and window handle/control height requirements.
<b>16. Location of service controls</b>	Locate regularly used service controls, or those needed in an emergency, so that they are usable by a wide range of household members - including those with restricted movement and limited reach.	Service controls should be within a height band of 450mm to 1200mm from the floor and at least 300mm away from any internal room corner.

**APPENDIX 1 - DEFINITION OF 'ENTRANCE LEVEL' FOR THE PURPOSE OF LIFETIME HOMES CRITERIA**

The entrance level of a dwelling for the purposes of the Lifetime Homes Criteria is generally deemed to be the storey containing the main entrance door as defined by Criterion 4. This will usually be the ground floor of a house, or the storey containing the entrance door of a flat approached a communal hall, stair, or lift.

Where there are no rooms (habitable or non-habitable) on the storey containing the main entrance door (e.g. most flats over garages, some flats over shops, some duplexes and some townhouses), the first storey level containing a habitable or non-habitable room can be considered the 'entrance level' if this storey is reached by an 'easy going' stair with maximum risers 170mm, minimum goings 250mm, and a minimum width of 900mm measured 450mm above the pitch line.

**APPENDIX 2 - COMMUNAL CAR PARKING MANAGEMENT PLANS**

Where communal parking is provided, the Council may require a Parking Management Plan to ensure that adequate parking space is available for disabled people. The parking management plan should include a mechanism to ensure that the supply and demand of wider bays / blue badge bays are regularly monitored and provision reviewed, to ensure that provision equates to any change in the demand from disabled residents and visitors and that the bays are effectively enforced to stop abuse by non blue badge holders. The needs of residents who occupy a home designated for wheelchair users and any residents who hold a blue badge and occupy any other home should be addressed.

**Key requirements for lifetime homes standards:**

- 5.10 As the Building Regulations do not currently require dwellings to be built to lifetime homes standards it is necessary to check compliance at the planning application stage. Therefore planning applications for new housing are expected to include information in the design statement and access statement showing how the proposed development addresses the 16 Lifetime Homes Criteria. Information on access statements can be found in the '**Access for all**' section of CPG6 **Amenity**.

- 5.11 Applicants should specifically submit a schedule setting out how each of the 16 criteria will be met. Plans should particularly include sufficient detail of the following key internal space criteria, such as:
- 6 - Internal doorways and hallways
  - 7 - all necessary circulation space within and between rooms
  - 8 - an entrance level living space
  - 9 – potential for an entrance level space that can be used as a bed-space
  - 10 - entrance level toilet and shower drainage at entrance level
  - 12 – stairs and potential through-floor lift in dwelling
  - 14 - an accessible bathroom
- 5.12 In the case of conversion of an existing building or other circumstances of a development may mean it may not be possible for new homes to meet all 16 criteria. In this case, the development should still seek to meet Lifetime Homes Standards as far as possible to maximise accessibility and demonstrate to the Council's satisfaction why it is not possible to meet particular criteria.
- 5.13 Applicants should include a schedule within the design and access statement for their development that sets out:
- how each of the 16 Lifetime Homes criteria will be met;
  - identifying any Lifetime Homes criteria that will not be met;
  - demonstrating that these criteria cannot be met, or otherwise justifying failure to meet them.
- 5.14 The Council will expect developments involving listed buildings to incorporate accessible features. English Heritage has produced guidance on “Easy Access to Historic Buildings”. This guidance document should be referred to for further advice.

### **What is the guidance on wheelchair housing?**

- 5.15 In addition to requiring residential development to meet Lifetime Homes standards above, policy DP6 requires a minimum of 10% of all new housing designed to be suitable for permanent occupation by wheelchair users or be easily adapted to meet them. Wheelchair housing standards go significantly beyond Lifetime Homes standards, which do not provide for permanent wheelchair occupation.
- 5.16 The 10% requirement will be applied individually to each tenure within a given development scheme (ie applied to each affordability category whether market housing, social rented housing or intermediate affordable housing).
- 5.17 We may agree to increase the percentage of social rented wheelchair homes and decrease the percentage of intermediate affordable wheelchair homes (or vice versa) where this will better enable us to meet the needs of identified future occupiers.



**For market housing:**

- 5.18 We will encourage the provision of fully fitted out Wheelchair Housing, but will accept provision of 10% homes designed to be easily adaptable to meet the standards.
- 5.19 New homes that are capable of being easily adaptable should incorporate the key space criteria set out in the Habinteg Wheelchair Housing Design Guide (see Figure 11 below) and ensure that any fittings and fixtures required at a later date can be easily provided without enlarging or structurally altering the home.

**For affordable housing:**

- 5.20 The 10% wheelchair requirement should be designed, built and fitted out to meet Wheelchair Housing standards in full. These affordable homes should comply with the Camden Wheelchair Housing Design Brief 2010 produced by the Council.
- 5.21 As far as possible, the Council will seek to identify future occupiers of affordable wheelchair housing and seek to ensure that it is tailored to their needs.
- 5.22 The Council's Housing Partnerships Team should be consulted for any specific design requirements required to meet the needs of future occupiers of affordable wheelchair housing (see Further Information at the end of this guidance).
- 5.23 The Council may use its affordable housing fund to support the creation of fully-fitted out affordable wheelchair housing.

**Habinteg Wheelchair Housing Design Guide:**

- 5.24 All wheelchair housing should be designed in accordance with the standards set out in the nationally recognised Habinteg Wheelchair Housing Design Guide (WHDG).
- 5.25 The standards include guidance for main entrances, doors, hallways, storage space, bedroom space, windows, etc. Below are the 13 key space criteria relating to the internal layouts of individual dwellings. The main entrances and common parts should be designed in accordance with the relevant guidance (WHDG p30 & 31)



**Figure 11. Summary of the 13 key Habinteg wheelchair housing criteria**

1. Dwellings should normally be designed on one level storey. Where a dwelling is arranged in two or more floors a vertical rise lift serving all floors must be provided. (WHDG p63)
2. The entrance door to the dwelling should provide a minimum clear opening width of 800mm (when accessed head on) or 825mm (when the approach is not head on). It should be weather protected and lit and be provided with a 300mm clear space to the leading edge (pull side of the door) and a 200mm clear space on the push side. (WHDG p36)
3. The entrance hallway requires a manoeuvring space 1500 x 1800mm (enabling an occupier to open and close the door and turn into the living space) (WHDG p37 & 44)
4. A space to store and charge an electric wheelchair should be provided as an extension to the circulation space of the dwelling. Care should be taken to ensure that storage of the chair does not restrict the minimum clear effective width of any corridor. Consideration should be given to how the facility is accessed and used. To guarantee sufficient manoeuvring space an overall space of 1100 x 1700mm should be provided. (WHDG p45)
5. All halls and corridors (facilitating 90° turns) should have a clear unobstructed width of at least 1200mm and internal door clear opening widths of at least 800mm. To facilitate a 180° turn a corridor width of 1500mm is required. (WHDG p57)
6. All internal doors require a 300mm clear space to the leading edge (pull side of the door) and a 200mm clear space on the push side. (WHDG p58)
7. A 1500 x 1800mm turning circle should be provided in the kitchen. (WHDG p7)
8. In all bedrooms a 1200 x 1200mm clear space should be provided to one side of the bed, 1000mm circulation is required to the other sides and the foot of each bed. In single bedrooms access to one side of the bed is acceptable. All furniture and window controls should be reachable and usable. (WHDG p88)
9. In all bathrooms space should be provided to facilitate frontal, side and oblique transfer to the toilet. The bathrooms and toilets should normally have outward opening doors or provide a clear space of 1100mm between the door swing and any fixture or fitting. (WHDG p78)
10. All bathrooms should provide a 1500 x 1500mm square manoeuvring space, clear of all fittings (WHDG p78)
11. In all bathrooms a drainage gully and services to facilitate the installation of a level entry shower (1000 x 1000mm) should be provided. (WHDG p85)
12. A clear ceiling-track hoist route (suitably constructed and with a ready power supply) should be provided between the bathroom and the main bedroom (WHDG p80 & 15)
13. Windows should be able to be opened from a seated position. Controls should be located no higher than 1000mm above finished floor level and suitable for use by people with limited manual dexterity (WHDG p99)

For the latest edition of these standards, please refer to: "Wheelchair housing design guide" edited by Stephen Thorpe and available from Habinteg Housing Association:  
[www.habinteg.org.uk/pages/whdg.html](http://www.habinteg.org.uk/pages/whdg.html) (available from BREbookshop.com ISBN 1860818978)

**Key requirements for wheelchair housing standards**

- 5.26 Planning applications will need to show which units are wheelchair accessible and how they are wheelchair accessible or how they can be easily adapted to be suitable for wheelchair users. Full wheelchair housing standards should be met within affordable housing and will be negotiated within market housing on a case by case basis.
- 5.27 Applications for planning permission should show full details of how 10% of homes will comply with wheelchair housing standards or, in the case of market housing, design features that ensure that 10% of homes are easily adaptable to meet the standards.
- 5.28 Plans should identify all wheelchair housing (or homes easily adaptable to the standards) and applications should include drawings setting out how the 13 key space criteria identified in Figure 11 will be met.
- 5.29 Applicants should include a schedule within the design and access statement for their development that sets out:
- how each of the 13 key space criteria will be met;
  - identifying any key space criteria that will not be met;
  - demonstrating that these criteria cannot be met, or otherwise justifying failure to meet them.
- 5.30 In the case of conversion of an existing building, we will apply the 10% requirement flexibly to take into account any constraints that would prevent the inclusion of entrances and internal spaces suitable for a wheelchair user.
- 5.31 For further design guidance on wheelchair housing please refer to the Mayor of London's SPG: 'Accessible London – Achieving an Inclusive Environment' (April 2004) - [http://static.london.gov.uk/mayor/strategies/sds/accessible\\_london.jsp](http://static.london.gov.uk/mayor/strategies/sds/accessible_london.jsp) (accessed April 2011).

**Additional considerations****Requirements in other residential buildings**

- 5.32 In general, mobility difficulties and the need to provide for wheelchair users should be considered in the design of all forms of housing. The type of provision will need to be individually tailored to suit the nature of the facility and the likely needs of future occupiers.
- 5.33 In relation to student housing there is no requirement to meet Lifetime Homes standards, however, 10% of student bedrooms/ study flats (together with supporting communal spaces) are expected to meet wheelchair standards. Suitable design layouts are included in Approved Document M (known as Part M) of the Building Regulations.

### **Key building regulation requirements**

- 5.34 The accessibility of accommodation should be considered whether the proposal is for new build, conversions or refurbishments.
- 5.35 Part M of the Building Regulations sets minimum accessibility requirements for building standards in new residential dwellings and is required in addition to Lifetime Homes and wheelchair accessible housing standards being met. They apply at the Building Regulation approval stage and, as such, are not a matter for consideration in the planning process.
- 5.36 BS 8300:2009 'Design of buildings and their approaches to meet the needs of disabled people – Code of Practice' (BSI) provides good practice guidance for various types of non-domestic buildings.
- 5.37 For further information on part M of the Building Regulations or BS 8300:2009 please contact the Council's Building Control Service or refer to the regulations on the Department for Communities and Local Government's website:  
[www.communities.gov.uk/planningandbuilding/buildingregulations/](http://www.communities.gov.uk/planningandbuilding/buildingregulations/)

### **Securing lifetime homes and wheelchair housing through conditions and legal agreements**

- 5.38 Homes need to satisfy specific layout and space criteria in order to meet Lifetime Homes and Wheelchair Housing Standards. If homes are not designed to meet these criteria from the outset, it may not be possible to accommodate the necessary spaces within the envelope of the dwelling as proposed. Consequently, if submitted applications do not show dwellings that meet Lifetime Homes and Wheelchair Housing Standards, they cannot be secured by condition.
- 5.39 Conditions may be used exceptionally in connection with Lifetime Homes Standards where:
  - constraints of an existing building will prevent layout and space criteria from being met
  - key layout and space criteria can clearly be met by the proposed housing, but other Lifetime Homes criteria have not demonstrably been met by submissions with the planning application.  
In each case, a condition may be used to secure submission of additional details of how specific Lifetime Homes criteria will be met before the development is implemented.
- 5.40 Development policy DP6 requires the provision of the 10% affordable wheelchair housing to be designed, built and fitted out to meet wheelchair housing standards in full. It will always be secured through a planning obligation (also known as a section 106 agreement or legal agreement). In most cases, the terms will specify:
  - all wheelchair housing in the development

- which wheelchair housing will be social rented and which will be intermediate affordable housing
- arrangements to ensure that affordable wheelchair housing is fully fitted out to the agreed specifications, including payment of a bond where appropriate
- arrangements to ensure that affordable wheelchair housing is completed and fully fitted out to an acceptable timescale.

5.41 In some cases the terms may also specify:

- arrangements for submission of revised or additional plans or schedules where key space criteria have not demonstrably been met by submissions with the planning application;
- arrangements to ensure that affordable wheelchair housing can be viewed by potential occupiers before it is fitted out;
- arrangements to ensure that affordable wheelchair housing is available to wheelchair users in the future.

5.42 Provision of 10% wheelchair housing (or easily adaptable market housing) in market schemes is required but often future occupiers will be unknown until after the homes have been fitted out - under Development policy DP6 it may be exceptionally secured through a planning obligation where submissions with the planning application do not demonstrate that 10% of market homes meet the key space criteria. In such cases, the terms will specify:

- arrangements for submission of revised or additional plans or schedules showing that 10% of market homes meet key space criteria;
- arrangements to ensure that wheelchair housing is completed to the agreed specifications.

## Further information

Lifetime Homes <a href="http://www.lifetimehomes.org.uk">www.lifetimehomes.org.uk</a>
Mayor's guidance at <a href="http://www.london.gov.uk/mayor/strategies/sds/docs/lifetime-homes.pdf">www.london.gov.uk/mayor/strategies/sds/docs/lifetime-homes.pdf</a> (accessed April 2011): SPG 'Accessible London: Achieving an Inclusive Environment' (April 2004) 'Lifetime Homes – case study examples' (September 2006) Best Practice Guidance 'Wheelchair Accessible Housing' (September 2007)
London Housing Design Guide (Mayor of London, August 2010) <a href="http://www.london.gov.uk/who-runs-london/mayor/publications/housing/london-housing-design-guide">www.london.gov.uk/who-runs-london/mayor/publications/housing/london-housing-design-guide</a> (accessed April 2011)
Building Regulations 2000 Approved Document M - Access to and Use of Buildings (known as Part M)
British Standard BS 8300:2009 Design of buildings and their approaches to meet the needs of disabled people – Code of Practice (BSI)
British Standard BS 9999:2008 Code of Practice for Fire Safety in the Design, Management and Use of Buildings (BSI)
Camden Council Housing Adult and Social Care 'Camden Wheelchair Housing Design Brief 2010'



Camden Planning Guidance

# Sustainability

London Borough of Camden

CPG 3





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# 1 Introduction

## What is Camden Planning Guidance?

- 1.1 We have prepared this Camden Planning Guidance to support the policies in our Local Development Framework (LDF). This guidance is therefore consistent with the Core Strategy and the Development Policies, and forms a Supplementary Planning Document (SPD) which is an additional “material consideration” in planning decisions. This new guidance will replace the Camden Planning Guidance 2006, updating advice where appropriate and providing new guidance on matters introduced or strengthened in the LDF.
- 1.2 The Camden Planning Guidance covers a range of topics as well as sustainability (such as design, housing, amenity and planning obligations) and so all of the sections should be read in conjunction, and within the context of Camden’s LDF.

## What is this sustainability guidance for?

- 1.3 The Council is committed to reducing Camden’s carbon emissions. This will be achieved by implementing large scale projects such as installing decentralised energy networks alongside smaller scale measures, such as improving the insulation and energy performance of existing buildings.
- 1.4 This guidance provides information on ways to achieve carbon reductions and more sustainable developments. It also highlights the Council’s requirements and guidelines which support the relevant Local Development Framework (LDF) policies:
  - CS13 - *Tackling climate change through promoting higher environmental standards*
  - DP22 - *Promoting sustainable design and construction*
  - DP23 - *Water*

**What does the guidance cover?**

- Energy statements
- The energy hierarchy
  - Energy efficiency – in new and existing buildings
  - Decentralised energy and combined heat and power (CHP)
  - Renewable energy
- Water efficiency
- Sustainable use of materials
- Sustainability assessment tools - Code for Sustainable Homes, BREEAM and EcoHomes
- Green roofs, brown roofs and green walls
- Flooding
- Climate change adaptation
- Biodiversity
- Urban food growing

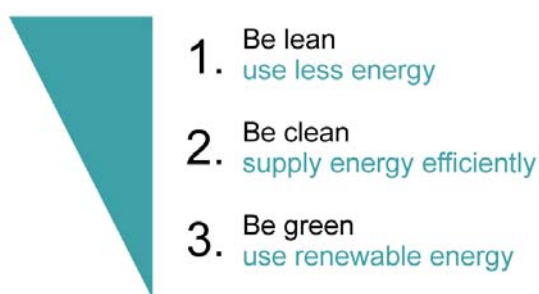
## 2 The energy hierarchy

### KEY MESSAGES

- All developments are to be design to reduce carbon dioxide emissions
- Energy strategies are to be designed following the steps set out by the energy hierarchy

- 2.1 Buildings in Camden account for 88% of Camden's overall carbon dioxide emissions. These emissions result from the energy used within buildings. Therefore the Council encourages all buildings to be as energy efficient as possible. Our approach is to implement the energy hierarchy as set out in policy CS13 of the Core Strategy. The energy hierarchy is a sequence of steps that, if taken in order, will minimise the energy consumption in a building.
- 2.2 This section provides an overall introduction to the energy hierarchy and energy statements. This section sets out:
- The energy hierarchy
  - How to apply the energy hierarchy
  - When an energy statement is required
  - What to include in an energy statement
- 2.3 The next four sections provide more detailed guidance on each of the 3 steps in the hierarchy.

The 3 steps of the energy hierarchy are:



- 2.4 All developments are expected to reduce their carbon dioxide emissions by following the steps in the energy hierarchy to reduce energy consumption.
- 2.5 Developments involving 5 or more dwellings and/or 500sq m (gross internal) floorspace or more are required to submit an energy statement which demonstrates how carbon dioxide emissions will be reduced in line with the energy hierarchy (see below for more details on what to include in an energy statement).

**Gross internal area**

The area within the perimeter of the outside walls of a building as measured from the inside surface of the exterior walls, with no deduction for hallways, stairs, closets, thickness of walls, columns, or other interior features.

**What to include in an energy statement?**

- 2.6 An energy statement is to set out how a development has been designed to follow the steps in the energy hierarchy. It should demonstrate how the proposed measures are appropriate and viable to the context of the development.

**Baseline energy demand and carbon dioxide emissions**

Calculate the baseline energy demand of the development and the corresponding carbon dioxide emissions arising from the development. You should clearly show the methodology used. See below for more guidance on how to calculate the baseline demand and carbon dioxide emissions.

**Reduce the demand for energy**

Describe the design measures which are proposed to maximise the energy efficiency of the development. See sections 2 and 3 for guidance on how to ensure your development is as energy efficient as possible.

**Supply energy efficiently**

Describe how your development has considered further reducing carbon dioxide emissions by sourcing energy efficiently e.g. through the use of decentralised energy, such as combined heat and power systems. See section 4 for guidance on decentralised energy network and combined heat and power.

Calculate the energy use and the corresponding carbon emissions from the development having applied the first two stages of the energy hierarchy.

**Use renewable energy**

Describe how your development has considered using renewable energy technologies to further reduce carbon dioxide emissions. See section 5 for more guidance on renewable energy.

Calculate the remaining energy use and the corresponding carbon emissions from the development having applied all three stages of the energy hierarchy.

**Conclusion**

A concluding section should be provided outlining the contribution of each set of measures, technology or combination of technologies towards meeting the relevant targets set out in this guidance and providing recommendations as to which approach is most suitable for the site. Where it has not been possible to reach the targets, a clear explanation should be provided.

- 2.7 An energy statement should present technical data while remaining easy to read and to understand. Clearly laid out tables should be used to present data for ease of reading and comparison. Plans should be used where possible, e.g. to indicate suitable roof areas for installing solar technologies or the location of a plant room. References should be used to explain where data has been obtained from.



## **Calculating the baseline energy demand and carbon dioxide emissions**

- 2.8 You should produce a single energy statement for the entire development. The baseline energy demand should include an assessment of all the energy consumed in the operation of the development, including where there will be more than one occupier, use or building. This should include regulated energy or 'fixed' consumption (covered by building regulations) e.g. fixed lighting, heating and hot water systems, ventilation/cooling etc and non-regulated energy sources from 'plug-in' sources (not covered by building regulations) e.g. cooking, electrical appliances, centralised IT (server room) systems, communications equipment. Major developments should use modelling SAP/SBEM (Standard Assessment Procedure/Simplified Building Energy Model) to calculate this data. Benchmark data is only acceptable for minor developments.
- 2.9 The energy statement should clearly identify the total baseline energy demand and the carbon dioxide emissions of the development prior to the inclusion of any measures to reduce carbon dioxide emissions beyond the minimum requirements of current Building Regulations. The statement should clearly demonstrate the energy demand and carbon dioxide emissions of the development regulated by the Building Regulations as well as the additional energy demand and resulting carbon dioxide emissions. Reductions in each type of energy use should be demonstrated and the resulting total energy demand and carbon dioxide emissions.
- 2.10 Baseline carbon dioxide emissions should be calculated for energy use using Part L of the Building Regulations for domestic and non-domestic developments. Total development emissions should take into account all emissions sources.

**Further information**

Camden Core Strategy	Policy CS13 - <i>Tackling climate change through promoting higher environmental standards</i> – sets out Camden's overarching approach to environmental sustainability.
Camden Development Policies	Policy DP22 - <i>Promoting sustainable design and construction</i> – sets out Camden's detailed requirements for developments to comply with.
Mayor of London	The London Plan Supplementary Planning Guidance, Sustainable Design and Construction: – sets out the Mayor's requirements for environmental sustainability.
GLA Energy Team Guidance on Planning Energy Assessments October 2010	Sets out how the GLA want Energy Assessments accompanying planning applications to be set out and what information is to be provided <a href="http://www.london.gov.uk/sites/default/files/guidance-energy-assessments-28-sep-10.pdf">www.london.gov.uk/sites/default/files/guidance-energy-assessments-28-sep-10.pdf</a>
Building Regulations	Approved Documents Part L - Conservation of Fuel and Power. This section of the Building Regulations deals specifically with the energy efficiency of buildings. The latest version of the Regulations can be found on the Planning Portal website <a href="http://www.planningportal.gov.uk">www.planningportal.gov.uk</a>

## 6 Renewable energy

### KEY MESSAGES

There are a variety of renewable energy technologies that can be installed to supplement a development's energy needs

Developments are to target a 20% reduction in carbon dioxide emissions from on-site renewable energy technologies.

- 6.1 This guidance covers Stage 3 of the energy hierarchy. Stage 3 involves considering how renewable energy technologies can be used to further reduce the carbon dioxide emissions of a development. You will find information in this section on the types of renewable energy technologies that are available and when they are most appropriate. Stages 1 and 2 of the energy hierarchy – energy efficiency and decentralised energy & CHP – are dealt with in sections 2, 3 and 4.
- 6.2 Core Strategy policy CS13 - *Tackling climate change through promoting higher environmental standards* encourages developments to meet the highest feasible environmental standards that are financially viable during construction and occupation. Paragraph 13.11 states that developments will be expected to achieve a 20% reduction in carbon dioxide emissions from on-site renewable energy generation unless it can be demonstrated that such provision is not feasible. The 20% reduction should only be attempted once stages 1 and 2 of the energy hierarchy have been applied.

### WHAT DOES THE COUNCIL EXPECT?

All developments are to target at least a 20% reduction in carbon dioxide emissions through the installation of on-site renewable energy technologies. Special consideration will be given to heritage buildings and features to ensure that their historic and architectural features are preserved.

When assessing the feasibility and viability of renewable energy technology, the Council will consider the overall cost of all the measures proposed and resulting carbon savings to ensure that the most cost-effective carbon reduction technologies are implemented in line with the energy hierarchy.

## Renewable energy technologies

### Solar/Thermal Hot Water Panels

#### What is it?

A system made of flat plate collectors or evacuated tubes which allow water to flow through and be heated by the sun's rays.



#### What does it do?

Uses the sun's heat to warm water - up to 85 degrees Celsius

#### What issues should I consider?

- Flat plate systems are cheaper. Evacuated tube systems are more efficient so need less space.
- Generally used for hot water where approximately 4sq m of solar panel per household is sufficient with 80 litres of hot water storage.
- Aim to minimise pipe lengths as this reduces heat losses.
- Not ideal with combined heat and power as it can reduce the efficiency of the CHP system.

#### Where might this technology be appropriate?

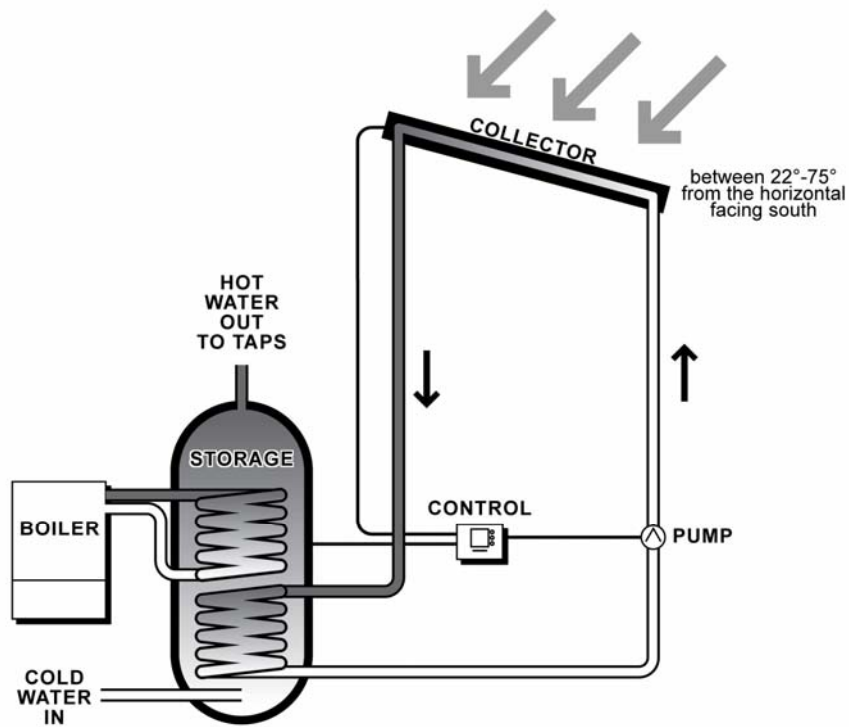
- Suitable for developments with all year hot water demands.
- South facing at 30-40 degrees is ideal, but as the panels do not rely on direct sunlight they can still be efficient at other angles.
- Can be fitted to existing buildings, but need to consider additional weight of the panels and compatibility of heating/hot water system

#### WHAT DOES THE COUNCIL EXPECT FOR THIS TECHNOLOGY?

- Where space allows, panels are to meet 100% of the site's summer hot water needs, which equates to 50-60% of the annual demand.
- Applicants are to confirm the number and size of panels or the overall square meters to be installed

- The accompanying heating system such as the top up boiler must be compatible. For example, it must include a storage tank and be able to use pre-heated water.
- Larger schemes should use a central system
- A meter is to be installed on the system for monitoring

Figure 6. Solar Hot Water Heating Schematic



## Photovoltaic (PVs)

### What is it?

Photovoltaic cells are panels you can attach to your roof or walls. Each cell is made from one or two layers of semiconducting material, usually silicon. There are a number of different types available e.g. panels, tiles cladding and other bespoke finishes.



### How does it work?

When light shines on the PV cell it creates an electric field across the layers. The stronger the sunshine, the more electricity is produced.

### What issues should I consider?

- PV works best in full sunlight.
- Consider movement of shadows during the day and over the year. Overshadowing can impact the overall performance of the PV array.
- The best commercial efficiency is 22%.
- In general 1sq m of conducting material such as crystalline array will provide an output of 90-110 kWh per year.

### Where might this technology be appropriate?

- On a roof or wall that faces within 90 degrees of south, and isn't overshadowed by trees or buildings. If the surface is in shadow for parts of the day, your system will generate less energy.
- On top of a green or brown roof is ideal because the cooler temperature created locally by the vegetation improves the efficiency of the solar panel.
- Can be fitted to existing buildings, but need to consider additional weight of the panels.

### WHAT DOES THE COUNCIL EXPECT FOR THIS TECHNOLOGY?

- Preference is for PVs to be flush to the roof or wall, but considerations will include the efficiency of the panel/s and whether they are visible
- Applicants are to confirm the number and size of panels or the overall square meters to be installed
- A meter is to be installed on the system for monitoring



## Ground Source Heat Pumps (GSHP) or geothermal

### What is it?

A network of underground pipes, which circulate a mixture of water and chemicals (to prevent freezing) through a loop and a heat exchanger.

### How does it work?

The heat from the ground is absorbed by the liquid that is pumped through the buried pipes. A heat exchanger in the heat pump extracts the heat from the liquid and transfers it the water in the building's heating system which can be used for central heating and hot water. In the summer, when the ground is cooler than the air, the system can be reversed to provide cooling.

### What issues should I consider?

- There are horizontal and vertical systems.
- Horizontal systems, also known as loop systems use trenches
- Vertical systems use boreholes which require a ground survey and a drilling license from the Environment Agency
- There are a range of permits and consents that might be required
- Generally provides heat at lower temperatures (30-50 degrees Celsius) than normal gas boilers.
- Buildings need to be well insulated for a GSHP to be effective
- The pump requires electricity to run so this technology will not be renewable or energy efficient in all developments.

### Where might this technology be appropriate?

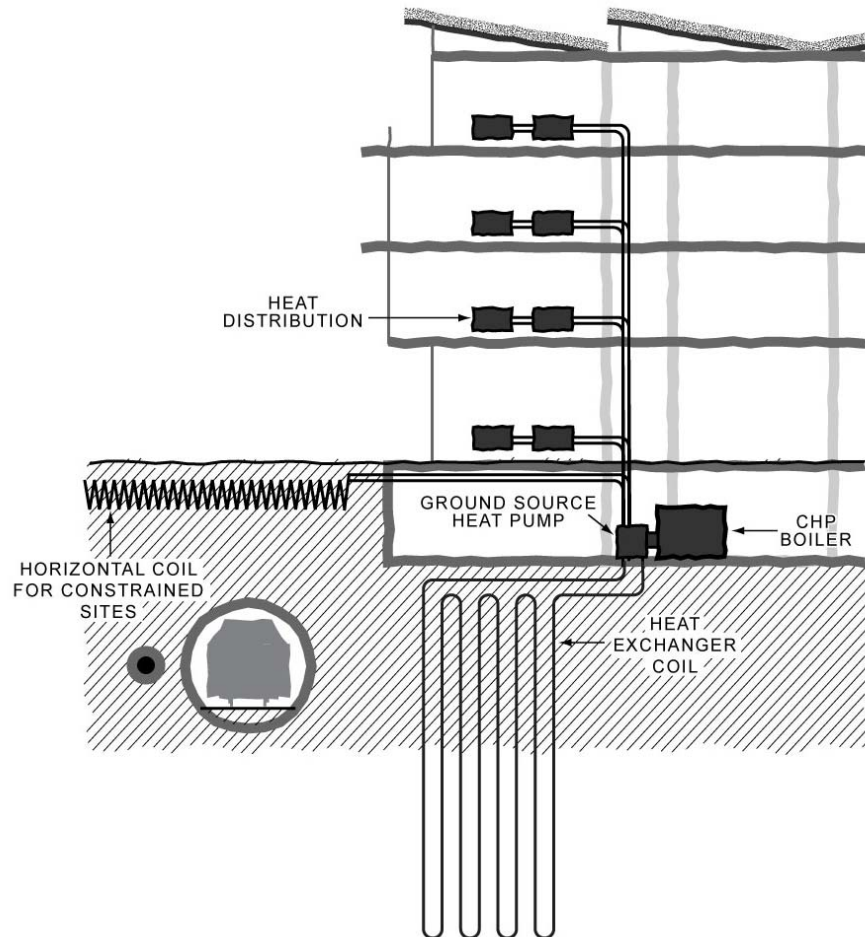
- The lower temperatures mean that GSHPs are well suited for underfloor heating
- Ideal for buildings which need heating in winter and cooling in summer

### WHAT DOES THE COUNCIL EXPECT FOR THIS TECHNOLOGY?

- Evidence is to be provided to demonstrate that the local geology can accommodate the necessary excavation
- Consider how much electricity is required to work the pump versus the energy savings of providing heat or cooling. The carbon content of the electricity required to run the pump could be higher than the gas need to run a traditional gas boiler. The ratio of heat or cooling produced to the energy used to produce the heat is called the coefficient of performance (COP). For example, a heat pump which uses 1kW of electricity to produce 4kW of usable energy has a COP of 4 and is therefore 400% efficient. GSHPs need to have a COP of 4 or more to be considered renewable.

- When considering the carbon efficiency of a heat pump system the Council will take into account research and evidence of past performance of heat pumps and the seasonable performance.
- A meter on the system for monitoring

**Figure 7. Ground Source Heat Pump Schematic**



## Air source heat pumps (ASHP)

### What is it?

A heat pump that extracts heat from the outside air to heat the interior of a building or to heat hot water. It can also extract the heat from inside a building to provide cooling.

### How does it work?

Air to water heat pumps operate on a similar principle to an ordinary refrigerator. Heat from the atmosphere is extracted by an outdoor unit and is absorbed by a refrigerant solution which is then compressed to a high temperature. The heat generated is used by the indoor unit to create hot water for a traditional heating and hot water system.

Air to air heat pumps work in a similar way, but instead of generating hot water, the heat from the compressed refrigerant solution is turned into hot air by an indoor unit which is used to heat the building.

### What issues should I consider?

- ASHPs need electricity to run
- Can be less efficient than GSHPs as air temperature is more variable, i.e. colder in the winter when more heat needs to be extracted from the air.
- Consider the noise and vibration impact.
- Consider the visual impact.

### Where might this technology be appropriate?

- Where there is no gas connection.
- Where the heating demand is isolated and for a short period of time.
- Can produce cool air as well as heat, so could be suitable in buildings which may otherwise require air conditioning

### WHAT DOES THE COUNCIL EXPECT FOR THIS TECHNOLOGY?

- Consider how much electricity is required to work the pump versus the energy savings of providing heat or cooling. We will expect carbon calculations to show that their use for heating is more efficient than gas. Otherwise they will not be acceptable. The calculations will be based on the co-efficient of performance (COP) and the carbon content of electricity and gas. ASHPs need to have a COP of more than 4 to be more efficient than a conventional heating system.
- When considering the carbon efficiency of a heat pump system the Council will take into account research and evidence of past performance of heat pumps and the seasonable performance.
- Noise assessment and mitigation report to be submitted
- A meter on the system for monitoring

## Biomass heating and power

### What is it?

A boiler which generates heat for central heating as well as hot water or a system which generates heat and electricity, known as a Combined Heat and Power (CHP) system.

### How does it work?

Produces heat or heat and electricity by burning organic materials (such as wood, straw, energy crops or liquid biofuels). Natural gas can also be used, however, this will be considered to be a 'low carbon technology' rather than renewable, as gas is a fossil fuel.

### What issues should I consider?

- The suitability of this technology will depend on the:
  - local air quality
  - need for air quality mitigation measures
  - source and carbon intensity of processing the fuel
  - emissions generated from transporting the fuel
  - the impact on air quality – biomass boilers releases higher levels of nitrogen oxides (NOx) and particulates than conventional gas fired boilers or CHP systems
- There are a range of permits and consents that might be required
- Space is needed for power plant and fuel store
- Servicing arrangements for fuel delivery and transfer
- Possibility of sharing the system with other developments or consider establishing of a Community Combined Heat and Power scheme (CCHP)

### Where might this technology be appropriate?

Biomass fed CHP systems are generally only proven on very large scale.

#### WHAT DOES THE COUNCIL EXPECT FOR THIS TECHNOLOGY?

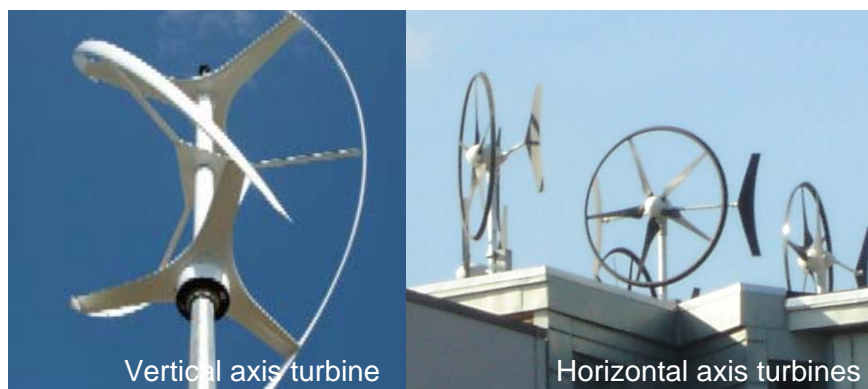
- Boilers must be accredited as 'exempt appliance' under the Clean Air Act 1999
- Technical information relating to the biomass boiler/CHP will be required
- All biomass boilers and CHP will require an air quality assessment, including location and height of flues, details of emissions and how the emissions can be mitigated

- Biomass boilers and CHP are required to be designed, operated and maintained in accordance with best practise measures to minimise emissions to air. (Please refer to the section on Air Quality in the CPG6 Amenity for more detailed information)
- Evidence of potential fuel suppliers – a local fuel source is preferable
- Fuel is to be carbon neutral. Preparation of fuels must be treated and handled appropriately to ensure there are zero carbon emissions e.g. natural drying process not one that uses energy
- A meter on the system for monitoring

## Wind turbines

### What is it?

Blades or turbines which are rotated by the power of the wind.



### How does it work?

The wind turns the blades of the turbine to produce electricity. Horizontal or vertical axis turbines are available

### What issues should I consider?

- Require a certain level of wind to make them feasible which is often difficult in London where there large obstacles such as buildings and trees which distort the flow of wind.
- If poorly located could use more energy than they generate.
- Need to be orientated towards the prevailing wind.
- Noise, vibration and flicker.

#### **Flicker:**

Rotating wind turbine blades can cast moving shadows when the sun is in a low position behind the turbine

### Where might this technology be appropriate?

Could be suitable for low density developments or those with large amounts of open space e.g. schools and playing fields.

**WHAT DOES THE COUNCIL EXPECT FOR THIS TECHNOLOGY?**

- An assessment of the impact on neighbouring properties, particularly flicker, noise and vibrations
- A wind study and feasibility report.
- A meter on the system for monitoring

**What is the feed-in tariff?**

- 6.3 The feed-in tariff is a scheme where energy suppliers make regular payments to householders and communities who generate their own electricity from renewable or low carbon sources. The scheme guarantees a minimum payment for all electricity generated by the system, as well as a separate payment for the electricity exported to grid. These payments are in addition to the bill savings made by using the electricity generated on-site.
- 6.4 When considering the viability of the installation of technologies, the financial benefits of the feed-in tariff must be considered.



**Further information**

The London Energy Partnership	<p>Has produced a toolkit which explains how renewable energy can be integrated into new developments: London Renewables Toolkit - Integrating renewable energy into new developments: Toolkit for planners, developers and consultants</p> <p>Available from the London Energy Partnership website  <a href="http://www.lep.org.uk">www.lep.org.uk</a></p>
REAL Renewable Energy Action for London	<p>A web resource run by Creative Environmental Networks which provides information on installing renewable energy for home owners, architects and developers.  <a href="http://www.cen.org.uk/REAL">www.cen.org.uk/REAL</a></p>
Environmental Protection UK and LACORS	<p>Have produced guidance on biomass and air quality. The guidance provides background material on the issues involved, and details procedures for assessing and managing the effects of biomass on air quality – specifically nitrogen dioxide (NO<sub>2</sub>) and particulates (PM<sub>10</sub> and PM<sub>2.5</sub>).</p> <p>There are a number of guidance leaflet available on their website:</p> <ul style="list-style-type: none"> <li>• 'Biomass and Air Quality Guidance for Local Authorities'</li> </ul> <p>'Biomass and Air Quality, Developers' Information Leaflet'  <a href="http://www.environmental-protection.org.uk/biomass">www.environmental-protection.org.uk/biomass</a></p>
The Mayor of London	<p>Mayor's Air Quality Strategy includes emissions standards for new biomass and CHP equipment which will be implemented by the GLA  <a href="http://www.london.gov.uk/publication/mayors-air-quality-strategy">www.london.gov.uk/publication/mayors-air-quality-strategy</a></p>

## 9 Sustainability assessment tools

### KEY MESSAGES

A new build dwelling will have to be designed in line with the Code for Sustainable Homes

The creation of 5 or more dwellings from an existing building will need to be designed in line with EcoHomes

500sq m or more of non-residential floorspace will need to be designed in line with BREEAM

- 9.1 A way to ensure buildings are sustainable is to use a standardised environmental assessment tool to measure the overall performance of buildings against set criteria. Buildings that achieve high ratings use less energy, consume less water and have lower running costs than those designed to building regulations alone.
- 9.2 Paragraph 13.8 of Core Strategy policy CS13 - *Tackling climate change through promoting higher environmental standards* notes that BREEAM and the Code for Sustainable Homes provide helpful assessment tools for general sustainability.
- 9.3 This section explains:
- when you need to carry out an assessment
  - what the assessment tools are
    - Code for Sustainable Homes
    - BREEAM
    - EcoHomes
  - The standards which need to be met for each type of development. These are more detailed targets for Energy, Water and Materials than those in the Development Policy DP22 - *Promoting sustainable design and construction*.
  - The information required at each stage of the assessment

**When do you need to carry out a sustainability assessment?**

<b>Development type</b>	<b>What does this include?</b>	<b>Threshold for assessment</b>	<b>Appropriate assessment tool</b>
Residential - New build	New, self-contained houses and flats	all	Code for Sustainable Homes (CfSH)
Residential - Multi-occupation	Multi-residential buildings which contain a mix of residential accommodation (including student halls of residence, key worker accommodation, care homes and sheltered housing)	10 or more units/rooms or occupiers 500sq m of floorspace or more	BREEAM Multi-residential
Residential - Existing	Refurbishments, conversions and changes of use	5 dwellings or more 500sq m of floorspace or more	EcoHomes
Non-residential	Includes offices, retail, industrial, education health	500sq m of floorspace or more	BREEAM
Mixed use schemes	If your scheme includes both residential and non-residential uses that total 500sq m of floorspace or more we will require 2 assessments: a CfSH assessment for the residential part and also a BREEAM assessment for the non-residential parts.		

9.4 This table sets out when the Council will require a sustainability assessment for all the types of development and which assessment tool to use.

9.5 The assessment tools are updated periodically and therefore the most recent version of the assessment tool is to be used.

**Code for Sustainable Homes**

9.6 The Code for Sustainable Homes is an environmental impact rating system for all new housing. It sets standards for energy efficiency (above those in current building regulations) and sustainability. It aims to limit the environmental impact of housing.

9.7 The code works by awarding new homes a rating from Level 1 to 6, based on their performance against 9 sustainability criteria which are combined to assess the overall environmental impact. Level 1 is the

lowest and Level 6 is the highest. Homes that achieve level 6 are also known as 'zero carbon'.

#### Zero Carbon

Zero carbon refers to buildings that are so energy efficient they do not release any carbon emissions. The Government is currently aiming to ensure that all new homes are zero carbon by 2016. For more information visit [www.zerocarbonhub.org](http://www.zerocarbonhub.org)

- 9.8 The Code for Sustainable Homes has a clear timetable for the delivery of sustainable buildings up to 2016 when new housing will be expected to be zero carbon.

You are strongly encouraged to meet the following standards in accordance with Development Policy DP22 - *Promoting sustainable design and construction*:

Time period	Minimum rating	Minimum standard for categories (% of un-weighted credits)
2010-2012	Level 3	Energy 50%
2013 -2015	Level 4	Water 50%
2016+	Level 6 'zero carbon'	Materials 50%

#### BREEAM

- 9.9 BREEAM stands for Building Research Establishment Environmental Assessment Method. It is a tool to measure the sustainability of new non-domestic buildings. There are specific assessments for various building types such as offices, retail, industrial, education and multi-residential. For developments that are not covered by one of the specific BREEAM assessment tools, this often applies to missed use schemes, a tailored assessment can be created using the BREEAM Bespoke method
- 9.10 BREEAM assessments are generally made up of nine categories covering:
- Energy
  - Health and Well-being
  - Land use and Ecology
  - Management
  - Materials
  - Pollution
  - Transport
  - Waste
  - Water
- 9.11 Each of the categories above contain criteria which need to be met in order to gain credits. The higher the rating, the greater the number of specific credits needed. Some of the criteria have weighted credits which are used to reflect how important certain elements are, such as energy efficiency. All the credits are added together to produce the overall score. The development is then rated on a scale from PASS, to GOOD, VERY GOOD, EXCELLENT and ending with OUTSTANDING

You are strongly encouraged to meet the following standards in accordance with Development Policy DP22 - *Promoting sustainable design and construction*:

Time period	Minimum rating	Minimum standard for categories (% of un-weighted credits)
2010-2012	'very good'	Energy 60%
2013+	'excellent'	Water 60%
		Materials 40%

### EcoHomes

- 9.12 Ecohomes is a version of BREEAM for housing. It is used to assess the sustainability of existing housing where refurbishment, conversion or a change of use is proposed. It uses the same principles as BREEAM with categories, criteria and credits.

You are strongly encouraged to meet the following standards in accordance with Development Policy DP22 - *Promoting sustainable design and construction*:

Time period	Minimum rating	Minimum standard for categories (% of un-weighted credits)
2010-2012	'very good'	Energy 60%
2013+	'excellent'	Water 60%
		Materials 40%

- 9.13 BRE are developing BREEAM for Domestic Refurbishments scheme to replace EcoHomes. We may update this guidance to reflect this change in the future.

### What are the relevant stages?

#### Pre-assessment

- 9.14 The pre-assessment stage involves an initial review of the development to determine how sustainable it will be. It provides you with an early indication of the overall score your development will achieve by using the plans and drawings to estimate the number of credits that are likely to be achieved for each category. The results of the pre-assessment identify changes that need to be made to your scheme before construction begins to ensure it is as sustainable as possible. The pre-assessment stage also helps to identify if there are any experts, such as ecologists, that you need to invite to become involved in the development.
- 9.15 The results of your pre-assessment will form the basis of the condition or Section 106 planning obligation for the final development, so accuracy is crucial. In some circumstances it may be appropriate to over estimate

the credits needed to achieve the final rating as some credits can be lost during the final design stages.

**AT THIS STAGE THE COUNCIL WILL EXPECT:**

- The submission of a pre-assessment report at the planning application stage. The report should summarise the design strategy for achieving your chosen level of BREEAM and/or Code for Sustainable Homes and include details of the credits proposed to be achieved.
- The pre-assessment report is to be carried out by a licensed assessor. The name of the assessor and their licence number should be clearly stated on the report.

**Design stage assessment**

- 9.16 The aim of the design stage assessment is to review the detailed design specifications of your development. More detailed site specific information is generally available at this stage, in comparison to the pre-assessment stage, which allows the assessor to make a more precise estimate of the BREEAM or Code rating. Some elements of the assessment will need to be refined once construction has begun, because some materials and appliances are not specified until after or during construction. However, the assessor will ensure that any design and/or specification changes are reflected in the final Design Stage Assessment.
- 9.17 Once the assessor has completed the assessment it is submitted to the BRE for review and certification. The BRE will then issue a BREEAM or Code for Sustainable Homes Design Stage certificate indicating what level of sustainability the development has achieved.

**AT THIS STAGE THE COUNCIL WILL EXPECT:**

- Submission of an early design stage assessment to the Council prior to beginning construction of the development. This is needed to discharge the relevant condition or Section 106 planning obligation
- Ensure the assessor submits the final Design Stage Assessment to BRE for certification
- Submission of a copy of the Design Stage certificate to the Council

**Post-construction assessment**

- 9.18 The post-construction assessment reviews the design stage assessment and compares it with the completed development to ensure that all the specified credits have been achieved. It is carried out once your development has been completed and is ready for occupation. Once the assessment has been completed, it needs to be submitted to BRE for certification.

**AT THIS STAGE THE COUNCIL WILL EXPECT:**

- A post-construction assessment to be carried out as soon as possible after completion
- Submission of a copy of the post-construction certificate to the Council
- Submission of a copy of the Design Stage certificate to the Council, if not already submitted

- 9.19 There is often a delay between the completion of a development and the receipt of a post-construction certificate. Therefore the Council will allow occupation prior to the receipt of the final certificate. This approach will be monitored to ensure that the design stage certificate is consistent with the final post-construction report and certificate.

**Further information**

BRE (Building Research Establishment)	Provides detailed information on sustainability assessments, including the Code for Sustainable Homes, how to find an assessor, example assessments and how to submit your assessment: <a href="http://www.bre.co.uk">www.bre.co.uk</a>
BREEAM	Provides detailed information on all the different types of BREEAM assessments that are available, how to use them, how to find an assessor, what all the different stages are and other useful guidance: <a href="http://www.breeam.org">www.breeam.org</a>
The Code for Sustainable Homes	The Communities and Local Government website provides guidance and background information on the Code for Sustainable Homes: <a href="http://www.communities.gov.uk/planningandbuilding/theenvironment/codesustainable">www.communities.gov.uk/planningandbuilding/theenvironment/codesustainable</a>
Zero Carbon Hub	This organisation is working with the Government to implement the target towards ensuring all new homes are zero carbon. Their website provides information on what zero carbon is, how it can be achieved and case studies: <a href="http://www.zerocarbonhub.org">www.zerocarbonhub.org</a>



Camden Planning Guidance

# Amenity

London Borough of Camden

CPG 6



## CPG6 Amenity

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# 1 Introduction

## What is Camden Planning Guidance?

- 1.1 We have prepared this guidance to support the policies in our Local Development Framework (LDF). It is therefore consistent with the Camden Core Strategy and Development Policies, and is a formal Supplementary Planning Document (SPD) which is an additional “material consideration” in planning decisions. This guidance will replace Camden Planning Guidance 2006, updating advice where appropriate and providing new guidance on matters introduced or strengthened in the LDF.
- 1.2 Camden Planning Guidance covers a range of topics (such as design, housing, sustainability and planning obligations) and all of sections should be read in conjunction with, and within the context of, Camden’s other LDF documents.

## Amenity in Camden

- 1.3 A key objective of the Camden Core Strategy is to sustainably manage growth so that it avoids harmful effects on the amenity of existing and future occupiers and to nearby properties.

## What does this guidance cover?

- 1.4 This guidance provides information on all types of amenity issues within the borough and includes the following sections:
  1. Air quality
  2. Contaminated land
  3. Noise and vibration
  4. Artificial light
  5. Daylight and sunlight
  6. Overlooking, privacy and outlook
  7. Construction management plans
  8. Access for all
  9. Wind and micro-climate
  10. Open space, outdoor sport and recreation facilities
- 1.5 This guidance supports the following Local Development Framework policies:

## Camden Core Strategy

- CS5 - Managing the impact of growth and development
- CS15 - Protecting and improving our parks and open spaces & encouraging biodiversity
- CS16 - Improving Camden’s health and well-being

### **Camden Development Policies**

- DP26 - Managing the impact of development on occupiers and neighbours
- DP28 - Noise and vibration
- DP31 - Provision of, and improvements to, public open space and outdoor sport and recreation facilities
- DP32 - Air quality and Camden's Clear Zones

## 4 Noise and vibration

### KEY MESSAGES:

We will ensure that noise and vibration is controlled and managed to:

- Limit the impact of existing noise and vibration sources on new development; and
- Limit noise and vibration emissions from new development.

- 4.1 The impact of noise and vibration can have a major affect on amenity and health and can severely affect people's quality of life.
- 4.2 Policy *DP28 – Noise and Vibration* of the Camden Development Policies aims to ensure that noise and vibration is controlled and managed. It sets out the Council's thresholds for noise and vibration and goes beyond the thresholds set out in Planning Policy Guidance 24: Planning and noise (see below). DP28 contains noise/vibration thresholds for the day, evening and night.





### **How can the impact of noise and vibration be minimised?**

4.3 The main sources of noise and vibration in Camden are generated from:

- Road traffic;
- Railways;
- Industrial uses;
- Plant and mechanical equipment;
- Entertainment uses (such as bars and nightclubs); and
- Building sites.

4.4 For details on how to manage noise and vibration from building sites see section 8 on Construction management plans.

### **Ways to minimise the impact of noise on your development**

#### **Design**

- Locating noise sensitive areas/rooms away from the parts of the site most exposed to noises;
- Creating set backs;
- Designing the building so its shape and orientation reflect noise and protect the most sensitive uses;
- Stacking similar rooms (such as kitchens and living rooms) above each other; and
- Positioning non-residential uses closer to the noise source in mixed use developments.

#### **Built fabric**

- Insulating and soundproofing doors, walls, windows, floors and ceilings;
- Sealing air gaps around windows;
- Double glazing;
- Including architectural fins (where appropriate); and
- Laminated glass.

#### **Landscaping and amenity areas**

- Incorporating planting, landscaping, fencing/barriers and solid balconies to reflect sound.

4.5 Our preference for controlling noise:

- Begins with attempting to reduce noise at its source;
- Then to separate the development (or at least the sensitive parts e.g. habitable rooms) from the source or to use noise barriers; and

- Finally construction materials such as acoustic glazing should be used.

- 4.6 When you consider measures to minimise noise and vibration you also need to take into account our policies on design and crime prevention. You should consider the implications of noise and vibration at the beginning of the design process to enable prevention or mitigation measures to be designed into the scheme. Poorly designed schemes will not be acceptable.
- 4.7 Proposals will be expected to include appropriate attenuation to alleviate or mitigate the impact of noise and vibrations to an acceptable level, as set out in policy *DP28 – Noise and vibration* of the Camden Development Policies. Where appropriate, the Council will consider the cumulative impact of noise sources (for example, air conditioning units).
- 4.8 Everyday domestic activities can also generate noise, e.g. communal entrances and roof terraces. Sufficient sound insulation must be provided between dwellings to prevent the transmission of noise between them, particularly in conversions where new partition walls are often deficient in terms of insulation.

### **Ways to mitigate noise emitted by your development**

#### **Engineering**

- Reducing the noise emitted at its point of generation (e.g. by using quiet machines and/or quiet methods of working);
- Containing the noise generating equipment (e.g. by insulating buildings which house machinery and/or providing purpose-built barriers around the site); and
- Protecting any surrounding noise-sensitive buildings (e.g. by improving sound insulation in these buildings and/or screening them by purpose-built barriers).

#### **Layout**

- Ensuring an adequate distance between source and noise-sensitive buildings or areas; and
- Screening by natural barriers, buildings, or non-critical rooms in the development.

#### **Administrative**

- Limiting the operating time of the source;
- Restricting activities allowed on the site; and
- Specifying an acceptable noise limit.

- 4.9 If your proposal could result in noise and vibration that would cause an unacceptable impact to nearby uses or occupiers, or proposes sensitive uses near a source of noise or vibration and cannot be adequately attenuated then planning permission is likely to be refused.

Developments will be assessed against the thresholds set out in policy DP28.

### **How will the Council manage the impact of noise and vibration?**

- 4.10 Detailed acoustic/noise and vibration information in the form of a report will be required if your development proposes:
- The installation of plant, ventilation or air conditioning equipment;
  - A use that will create significant noise (e.g. new industry, nightclub)
  - A noise-sensitive development in an area where existing noise sources are present (e.g. an existing industrial site, busy road, railway line);
  - A use that will generate a significant amount of traffic.

#### **Noise sensitive developments**

Those developments located near sources of noise, including housing, schools and hospitals as well as offices, workshops and open spaces.

- 4.11 The list above is a guide only and you may need to provide noise and vibration information for other developments depending on the circumstances of the site or proposal.
- 4.12 The appropriate amount and detail of information required will depend on the specific circumstances of your proposal. At a minimum you will be expected to provide the following information to support your application:
- Description of the proposal;
  - Description of the site and surroundings, a site map showing noise and vibration sources, measurement locations and noise receivers;
  - Background noise levels;
  - Details of instruments and methodology used for noise measurements (including reasons for settings and descriptors used, calibration details);
  - Details of the plant or other source of noise and vibration both on plan and elevations and manufacturers specifications;
  - Noise or vibration output from proposed plant or other source of noise and vibration, including:
    - Noise or vibration levels;
    - Frequency of the output;
    - Length of time of the output;
    - Features of the noise or vibration e.g. impulses, distinguishable continuous tone, irregular bursts;
  - Manufacturers' specification of the plant, supporting structure, fixtures and finishes;

- Location of neighbouring windows (and use if applicable);
- Details of measures to mitigate noise or fume emissions and vibration;
- Details of any associated work including acoustic enclosures and/or screening;
- Cumulative noise levels of all the proposed and existing units;
- Hours/days of operation.

4.13 Where appropriate the Council will seek a legal agreement to control or reduce noise levels where this is unlikely to be met through the use of a condition attached to a planning permission.

### Further information

PPG24	Planning Policy Guidance Note 24: Planning and Noise provide Government guidance on noise. This guidance defines four Noise Exposure Categories (A-D) and outlines what should be done if your proposal falls into one of these categories. Advice is also provided on how to address noise issues and secure amelioration methods through the planning system. <a href="http://www.communities.gov.uk/publications/planningandbuilding/ppg24">www.communities.gov.uk/publications/planningandbuilding/ppg24</a>
DEFRA	The Department of Food, Environment and Rural Affairs provide a number of publications on noise and noise related issues. <a href="http://www.defra.gov.uk">www.defra.gov.uk</a>
Camden Council website	Camden's Environmental Health web pages provide strategic information on noise in Camden including the results of monitoring that has taken place <a href="http://www.camden.gov.uk/noise">www.camden.gov.uk/noise</a> Also see <i>Camden's Guide for Contractors working in Camden</i> on the Camden website.
The Mayor's Ambient Noise Strategy	This provides details on the Mayor of London's approach to reducing noise in London. <a href="http://legacy.london.gov.uk/mayor/strategies/noise/docs/noise_strategy_all.pdf">http://legacy.london.gov.uk/mayor/strategies/noise/docs/noise_strategy_all.pdf</a>

## 6 Daylight and sunlight

### KEY MESSAGES:

- We expect all buildings to receive adequate daylight and sunlight.
- Daylight and sunlight reports will be required where there is potential to reduce existing levels of daylight and sunlight.
- We will base our considerations on the Average Daylight Factor and Vertical Sky Component.

6.1 Access to daylight and sunlight is important for general amenity, health and well-being, for bringing warmth into a property and to save energy from reducing the need for artificial lighting and heating. The Council will carefully assess proposals that have the potential to reduce daylight and sunlight levels for existing and future occupiers.

6.2 This guidance relates to:

- Camden Core Strategy policy CS5 - *Managing the Impact of Growth and Development*;
- Core Strategy policy CS14 - *Promoting high quality places and conserving our heritage*; and
- Policy DP26 – *Managing the impact of development on occupiers and neighbours* of the Camden Development Policies.

DP26 sets out how the Council will protect the quality of life of building occupiers and neighbours by only granting permission for development that does not cause harm to amenity.

### **When will a daylight/sunlight report be required?**

6.3 The Council expects that all developments receive adequate daylight and sunlight to support the activities taking place in that building.

6.4 A daylight and sunlight report should assess the impact of the development following the methodology set out in the most recent version of Building Research Establishment's (BRE) "Site layout planning for daylight and sunlight: A guide to good practice". Reports may be required for both minor and major applications depending on whether a proposal has the potential to reduce daylight and sunlight levels. The impact will be affected by the location of the proposed development and its proximity to, and position in relation to, nearby windows.

### WHAT DOES THE COUNCIL REQUIRE?

The Council will require a daylight and sunlight report to accompany planning applications for development that has the potential to reduce levels of daylight and sunlight on existing and future occupiers, near to and within the proposal site.

Daylight and sunlight reports should also demonstrate how you have taken into consideration the guidance contained in the BRE document on passive solar design; and have optimised solar gain. Please refer to the BRE guidance on daylight and sunlight.

- 6.5 While we strongly support the aims of the BRE methodology for assessing sunlight and daylight we will view the results flexibly and where appropriate we may accept alternative targets to address any special circumstances of a site. For example, to enable new development to respect the existing layout and form in some historic areas. This flexible approach is at the Council's discretion and any exception from the targets will be assessed on a case by case basis.

### Daylight

- 6.6 We will aim to minimise the impact of the loss of daylight caused by a development on the amenity of existing occupiers and ensure sufficient daylight to occupiers of new dwellings taking in account overall planning and site considerations. If your proposal will have an unreasonable impact on amenity the planning application will be refused. When assessing daylight issues, we will use the guidelines and methods contained in the BRE's *Site layout planning for daylight and sunlight: A guide to good practice*.
- 6.7 There are two quick methods that can be used to assess access to daylight:

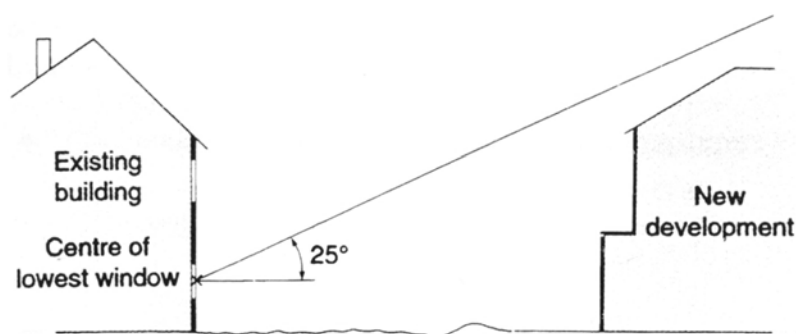
#### Daylight to new development

- project a 25 degree line, starting 2m above ground level from a wall of your proposed development;
- if none of the existing surrounding buildings extend above this line, then there is potential for good daylighting to be achieved in the interior of your new development.

#### Daylight to existing development

- project a 25 degree line from the centre of the lowest window on the existing building;
- if the whole of your new development is lower than this line then it is unlikely to have a substantial effect on the daylight enjoyed by occupants in the existing building.



**Section**

Source: BRE, Site layout planning for daylight and sunlight: A guide to good practice.

- 6.8 For either test, if buildings extend above the 25 degree line a more detailed test needs to be carried out to fully assess either the loss of daylight in existing buildings or the level of daylight achievable in the new development. The two most common measurements of daylight of the more detailed test are the Vertical Sky Component (VSC) and the Average Daylight Factor (ADF).

**Vertical Sky Component**

The amount of light striking the face of a window

- 6.9 The Vertical Sky Component is expressed as a ratio of the maximum value of daylight achievable for a completely unobstructed vertical wall. The maximum value is almost 40%. This is because daylight hitting a window can only come from one direction immediately halving the available light. The value is limited further by the angle of the sun. This is why if the VSC is greater than 27% enough sunlight should be reaching the existing window. Any reduction below this level should be kept to minimum.
- 6.10 Windows to some existing rooms may already fail to achieve this target under existing conditions. In these circumstances it is possible to accept a reduction to the existing level of daylight to no less than 80% of its former value. Any greater reduction than this is likely to have a noticeable affect on amenity. If this occurs then applications may be refused.

**Average Daylight Factor**

Average Daylight Factor is a measure of the level daylight in a room. It can be used to establish whether a room will have a predominantly daylit appearance. It provides light levels below which a room should not fall even if electric lighting is provided.

- 6.11 The Average Daylight Factor can be used as a measure to determine whether a room will receive adequate daylight (expressed as a percentage). The ADV takes into account the:
- net glazed area of windows;

- the total area of the room surfaces (ceiling, floor, walls, and windows);
  - the average reflectance; and
  - the angle of visible sky.
- 6.12 If a predominately daylit appearance is required, then the daylight factor should be 5% or more if there is no supplementary electric lighting, or 2% or more if supplementary electric lighting is provided. This figure should be as high as possible to enable occupiers to rely on as much natural light and not use artificial lighting, but as a minimum for dwellings the figures should be 2% for kitchens, 1.5% for living rooms and 1% for bedrooms.
- 6.13 These minimum figures may not be applicable when measuring the impact of new buildings on existing dwellings as the simple preservation of minimum ADFs will not necessarily be seen as an indication of acceptability, especially if the VSC demonstrates a significant worsening in daylight levels. For existing dwellings the Council will consider the overall loss of daylight as opposed to the minimum acceptable levels of daylight. As the BRE guidance suggests, the readings will be interpreted flexibly as their aim is to support rather than constrain natural lighting. However, daylight is only one of the many factors in site layout design. Therefore, when applying these standards in Camden, we will take into consideration other site factors and constraints.
- 6.14 The calculation of the VSC and the ADF is complex. For full details on how these calculations are carried out you should refer to the most up to date version the BRE's "Site layout planning for daylight and sunlight: A guide to good practice". For more complex and larger developments we will expect a daylight study to be submitted with the planning application showing the windows that will be affected and provide before development and post development figures for VSC and ADF.
- 6.15 Other methods can be used to measure daylight and these can be incorporated in daylight and sunlight reports, where necessary, as a supplement to VSC and ADF measurements, such as the No Sky Line (NSL) test contained within BRE guidance.

### **Sunlight**

- 6.16 The design of your development should aim to maximise the amount of sunlight into rooms without overheating the space and to minimise overshadowing.

**WHAT DOES THE COUNCIL EXPECT?**

New developments should be designed to provide at least one window to a habitable space facing within 90 degrees of south, where practical. This window should receive at least 25% of Annual Probable Sunlight Hours, including at least 5% of Annual Probable Sunlight Hours between 21 September and 21 March, where possible.

**Annual Probable Sunlight Hours**

The annual amount of sunlight a window receives in an average year.

- 6.17 The BRE's "Site layout planning for daylight and sunlight: A guide to good practice" provides guidance on access to sunlight in relation to:
- site layout, building orientation and overshadowing for new buildings;
  - protecting sunlight to existing buildings, and
  - new and existing gardens and open spaces.
- 6.18 Design for access to sunlight will be specific to the orientation of your site, and the specific design and uses within your proposed development. You should follow the detailed design requirements recommended in the "Sunlighting" section of the BRE document. The Council recognises that not all of the guidance contained within the BRE document, particularly orientation, can be adhered to in all developments due to the dense and constrained urban nature of Camden.

**Other considerations****Right to Light**

- 6.19 The right to light is a legal right which one property may acquire over the land of another. If a structure is erected which reduces the light to an unobstructed property to below sufficient levels this right is infringed. A right to light can come into existence if it has been enjoyed uninterrupted for 20 years or more, granted by deed, or registered under the Rights of Light Act 1959. Planning permission does not override a legal right to light, however where a right to light is claimed, this is a matter of property law, rather than planning law. The Council will have no role or interest in any private dispute arising and it will be for the owner or occupier affected to seek a legal remedy.

**Supporting documents**

- 6.20 For further information on daylight and sunlight please refer to:
- Building Research Establishment (BRE). Site layout planning for daylight and sunlight: A guide to good practice.
- Copies of this are available directly from BRE.

BRE Bookshop, 151 Roseberry Avenue, London, EC1R 4GB  
020 7505 6622  
brebookshop@emap.com  
[www.constructionplus.co.uk](http://www.constructionplus.co.uk)

## 7 Overlooking, privacy and outlook

### KEY MESSAGES:

- Development are to be designed to protect the privacy of existing dwellings;
- Mitigation measures are to be included when overlooking is unavoidable;
- Outlook from new developments should be designed to be pleasant;
- Public spaces benefit from overlooking as natural surveillance.

- 7.1 This section aims to ensure that when designing your development you successfully consider the potential impact on the privacy and outlook of neighbouring properties.
- 7.2 This guidance relates to Core Strategy policy CS5 Managing the Impact of Growth and Development and Core Strategy policy CS14 Promoting high quality places and conserving our heritage.
- 7.3 Policy *DP26 – Managing the impact of development on occupiers and neighbours* of the Camden Development Policies outlines how the Council will protect the quality of life of occupiers and neighbours by only granting permission for development that does not cause harm to amenity.

### Overlooking and privacy

- 7.4 Development should be designed to protect the privacy of both new and existing dwellings to a reasonable degree. Spaces that are overlooked lack privacy. Therefore, new buildings, extensions, roof terraces, balconies and the location of new windows should be carefully designed to avoid overlooking. The degree of overlooking depends on the distance and the horizontal and vertical angles of view. The most sensitive areas to overlooking are:
- Living rooms;
  - Bedrooms;
  - Kitchens; and
  - The part of a garden nearest to the house.

### WHAT IS GOOD PRACTICE?

To ensure privacy, there should normally be a minimum distance of 18m between the windows of habitable rooms of different units that directly face each other. This minimum requirement will be the distance between the two closest points on each building (including balconies).

- 7.5 Where this standard cannot be met we may require you to incorporate some of the following design measures into your scheme to ensure

overlooking is reduced to an acceptable level. Design measures to reduce the potential for overlooking and the loss of privacy include:

- Careful consideration of the location of your development, including the position of rooms;
- Careful consideration of the location, orientation and size of windows depending on the uses of the rooms;
- Use of obscure glazing;
- Screening by walls or fencing; and
- Screening by other structures or landscaping.

7.6 Where landscaping is used as a method of screening, arrangements for ongoing maintenance should be put in place and this may be secured by a planning condition.

7.7 Public spaces and communal areas will benefit from a degree of overlooking due to the increased level of surveillance it can provide.

### **Outlook**

7.8 Outlook is the visual amenity enjoyed by occupants when looking out of their windows or from their garden. How pleasant an outlook is depends on what is being viewed. For example, an outlook onto amenity space is more pleasant than an outlook across a servicing yard. You should design developments so that the occupiers have a pleasant outlook. You should screen any unpleasant features with permanent landscaping.

7.9 When designing your development you should also ensure the proximity, size or cumulative effect of any structures do not have an overbearing and/or dominating effect that is detrimental to the enjoyment of their properties by adjoining residential occupiers. You should carefully consider the location of bin or cycle stores if they are in close proximity to windows or spaces used by occupiers.

7.10 You should take particular care if your development adjoins properties with a single aspect over your development.

7.11 You should note that the specific view from a property is not protected as this is not a material planning consideration.

### **Further information**

*Better Places to Live: By Design - A companion guide to PPG3* (ODPM) makes number of design recommendations which recognise the importance of privacy in the home.

*Perceptions of Privacy and Density in Housing* report available from Design for Homes; 0870 416 3378 or [www.designforhomes.org](http://www.designforhomes.org). This report highlights some of the issues facing households living at higher densities, and the implications for future design of buildings.

## 8 Construction management plans

### KEY MESSAGES:

- Construction management plans are required for developments that are on constrained sites or are near vulnerable buildings or structures;
- They are essential to ensure developments do not damage nearby properties or the amenity of neighbours.

- 8.1 The purpose of this guidance is to give details on how construction management plans can be used to manage and mitigate the potential impacts of the construction phase of a development.
- 8.2 All construction and demolition work will cause at least some noise and disturbance. Where construction impact is particularly significant Camden will ensure it is managed through a legally binding construction management plan.
- 8.3 This guidance relates to Core Strategy Policy CS5 Managing the impact of growth and development and policies DP20 Movement of goods and materials, and DP26 Managing the impact of development on occupiers and neighbours of the Camden Development Policies.

### When does this guidance apply?

- 8.4 This guidance applies to all development proposals which, having regard to the nature of the surrounding area, are likely to give rise to significant noise and other disturbance during construction. Details on the circumstances in which the Council will expect construction management plans are set out within this guidance.

### How should construction management plans be prepared?

- 8.5 Camden's planning policies make it clear that the effect on local amenity and the highway network from construction and demolition is a material planning consideration. Construction management plans are used to set out the measures a developer should take (both on-site and off-site) in order to reasonably minimise and manage the detrimental effects of construction on local amenity and/or highway safety. Usually Camden will secure construction management plans through a Section 106 Agreement, although sometimes for less complicated schemes they may be secured by using a condition attached to planning permission.
- 8.6 Whilst construction management plans are a 'planning led' document they will incorporate mechanisms controlling planning considerations that overlap with other regulatory regimes (particularly highways and environmental protection). Hence, most construction management plans will be an umbrella document managing all impacts of the demolition, excavation and construction process.



- 8.7 Besides ensuring measures under these different regimes are coordinated in one document, construction management plans represent a proactive way of dealing with construction issues. They encourage developers to work with the Council and local people in managing the construction process with a view to ensuring that problems do not arise in the first place.

**Circumstances Camden will expect a construction management plan**

- 8.8 Whether a construction management plan is required for a particular scheme will be assessed on a case by case basis, although the Council will usually require a construction management plan for larger schemes (i.e. over 10 residential units or 1,000sq m of new commercial floorspace). However, occasionally a relatively large development will have comparatively little impact on its neighbourhood.
- 8.9 Conversely, small schemes on confined or inaccessible sites can have very significant impacts, particularly where the construction process will take place over a number of months (or even years) or outside normal working hours. When assessing smaller developments, special regard should be had to on-site factors that would seriously exacerbate the impact of the development works on the surrounding area. These could include development in residential areas, in close proximity to a school or a care home or very narrow or restricted site access (e.g. development in a mews with no footways). Regard will also be had to the nature and layout of a site. It will be much more difficult to fully absorb or contain the effects of demolition and construction in terms of noise, dust vibration etc within the boundaries of a small constrained site. Furthermore, lack of on-site space for plant, storage of materials and loading and unloading of construction may mean that construction effects will inevitably take place close to the boundary and spill out on to the highway network – a particular issue in much of Camden.
- 8.10 The types of schemes where a CMP will usually be appropriate include:
- Major developments (and some larger scale non major developments);
  - Development where the construction process has a significant impact on adjoining properties particularly on sensitive uses;
  - Developments which give rise to particular 'on-site' issues arising from the construction process (e.g. large scale demolition or complicated or intrusive remediation measures);
  - Basement developments;
  - Significant developments involving listed buildings or adjacent to listed buildings;
  - Developments that could seriously affect wildlife;
  - Developments that could cause significant disturbance due to their location or the anticipated length of the demolition, excavation or construction period;

- Development where site specific issues have arisen in the light of external consultation (where these are supported by objective evidence); and
- Development on sites where constraints arising from the layout or size of the site impact on the surrounding road network.

### **Contents of a construction management plan**

- 8.11 Any construction management plan will manage on-site impact arising from demolition and construction. It will also seek to establish control over construction traffic and how this integrates with other construction traffic in the area having regard to the cumulative effect.
- 8.12 A Section 106 or planning permission securing a construction management plan will contain provisions setting out in detail the measures the final version of the construction management plan should contain. Most construction management plans will be umbrella documents managing all impacts of the demolition, excavation and construction processes. This would include (but is not limited to) issues such as:
- Dust, noise and vibration on site and off site;
  - Traffic management highways safety and highways congestion;
  - Protection of listed buildings (if relevant);
  - Stability of adjacent properties;
  - Protection of any off-site features that may be damaged due to works;
  - Protection of biodiversity and trees; and
  - Preserve the amenity of surrounding residential and other sensitive uses.
- 8.13 A construction management plan is often split into two elements. The first element will be focussed on controlling environmental impacts, pollution and other non-highway related impacts arising from the scheme, having regard to the requirements of the Council's Considerate Contractor Manual and best practice guides from the GLA. In particular this will seek to control hours of operation and monitor and manage air quality, noise, dust and other emissions of other pollutants and location of equipment. The second element will be focussed on traffic control with a view to minimising disruption, setting out how construction work will be carried out and how this work will be serviced (e.g. delivery of materials, set down and collection of skips), with the objective of minimising traffic disruption and avoiding dangerous situations for pedestrians and other road users.
- 8.14 Sometimes the Section 106 will link the construction management plan with a requirement to convene a working group to act as a forum for the developer to meet with local residents and businesses to deal with construction issues as they arise.

- 8.15 Construction management plans will also have to be consistent with any other plans required for the development. For example, a Site Waste Management Plan, which is a legal requirement for works over a certain size which may require the re-use or recycling of materials on-site and therefore the construction management plan will have to reflect that space will be required to sort, store and perhaps crush or recycle materials.
- 8.16 The construction management plan should include the following statement:  
 “The agreed contents of the construction management plan must be complied with unless otherwise agreed with the Council. The project manager shall work with the Council to review this construction management plan if problems arise in relation to the construction of the development. Any future revised plan must be approved by the Council and complied with thereafter.”

### **Transport considerations**

- 8.17 The details contained within a construction management plan will relate to the nature and scale of the development, however, in terms of assessing the impact on transport the plan should demonstrate that the following has been considered and where necessary the impacts mitigated:
- a) Start and end dates for each phase of construction;
  - b) The proposed working hours;
  - c) The access arrangements for vehicles;
  - d) Proposed routes for vehicles between the site and the Transport for London Road Network (TLRN). Consideration should also be given to weight restrictions, low bridges and cumulative effects of construction on the highway;
  - e) Sizes of all vehicles and the frequency and times of day when they will need access to the site, for each phase of construction;
  - f) Swept path drawings for any tight manoeuvres on vehicle routes to the site;
  - g) Details (including accurate scaled drawings) of any highway works necessary to enable construction to take place;
  - h) Parking and loading arrangements of vehicles and delivery of materials and plant to the site;
  - i) Details of proposed parking bays suspensions and temporary traffic management orders;
  - j) Proposed overhang (if any) of the public highway (scaffolding, cranes etc);
  - k) Details of any temporary buildings outside the site boundary, or overhanging the highway;
  - l) Details of hoardings required or any other occupation of the public highway;

- m) Details of how pedestrian and cyclist safety will be maintained, including any proposed alternative routes (if necessary), and any banksman arrangements;
- n) Details of how traffic associated with the development will be managed in order to reduce congestion;
- o) Arrangements for controlling the movements of large/heavy goods vehicles on and in the immediate vicinity of the site, including arrangements for waiting, turning and reversing and the provision of banksmen, and measures to avoid obstruction of adjoining premises.
- p) Details of any other measures designed to reduce the impact of associated traffic (such as the use of construction material consolidation centres);
- q) Details of how any significant amounts of dirt or dust that may be spread onto the public highway will be cleaned or prevented;
- r) Details of any Construction Working Group that may be required, addressing the concerns of surrounding residents, as well as contact details for the person responsible for community liaison on behalf of the developer, and how these contact details will be advertised to the community;
- s) A statement confirming registration of the site with the Considerate Constructors Scheme;
- t) How the servicing approach takes into consideration the cumulative effects of other local developments with regard to traffic and transport;
- u) Provision for monitoring of the implementation of the CMP and review by the council during the course of construction works;
- v) Any other relevant information with regard to traffic and transport; and

### **Air quality and climate change considerations**

- 8.18 A method statement should be prepared and adopted as part of the construction management plan to minimise gaseous and particulate matter emissions generated during the Construction Phase. The following best practice measures shall be included in the method statement:

- Techniques to control PM<sub>10</sub> and NO<sub>x</sub> emissions from vehicles and plant;
- Techniques to control dust emissions from construction and demolition;
- Air quality monitoring; and
- Techniques to reduce CO<sub>2</sub> emissions from construction vehicles.

### **How will we secure construction management plans?**

- 8.19 Generally a Section 106 agreement (rather than a condition) is the most appropriate mechanism for securing a construction management plan. For larger schemes or developments on constrained sites within heavily

built-up areas where building activities could materially affect the highway construction management plans will always be secured through Section 106s. While the use of conditions is normally preferred to Section 106 Agreements, conditions can only be used to control matters on land within the developer's control. The range of matters typically covered by a CMP, particularly in relation to highways, mean that a Section 106 Agreement will be necessary in most cases.

- 8.20 The level of detail contained in a typical Section 106 also lends itself to the tailored, site-specific approach Camden uses for construction management plans. However, the use of a condition to secure a construction management plan may be sufficient for sites where the building activities associated with the build out can be totally accommodated within the site itself, particularly where these are smaller schemes.

## 11 Open space, outdoor sport and recreation facilities

### KEY MESSAGES:

- If your scheme is over a certain size it is expected to make a contribution towards the provision of public open space in the borough;
- Our priority is for the provision of public open space on-site, therefore it is important this is taken into account at the design stage of your scheme;
- Other forms of public open space contributions could be provision off-site or as a payment in lieu.

- 11.1 This guidance gives details of how the Council expects development to provide for a variety of public open space, outdoor sport and recreation facilities. It sets out:
- Which developments are expected to make provision for open space, outdoor sport and recreation opportunities;
  - The amount of open space we expect;
  - The type of open space and outdoor sport and recreation facilities we expect;
  - How we will calculate the open space expected for a specific development; and
  - The Council's priorities for how open space, outdoor sport and recreation facilities will be provided.

- 11.2 This guidance primarily relates to:

#### Core Strategy Policies:

- CS5 – Managing the impact of growth
- CS15 – Protecting and improving our parks and open spaces and encouraging biodiversity

#### Development Policies:

- DP26 – Managing the impact of development on occupiers and neighbours
- DP31 – Provision of, and improvements to, open space and outdoor sport and recreation facilities.

### **Which developments are expected to contribute towards open space, outdoor sport and recreation facilities?**

- 11.3 As set out in paragraph 31.6 the Camden Development Policies document you will need to make a contribution to the provision of these facilities in the borough if your development falls within the following categories:

- Five or more additional dwellings;
- Student housing schemes creating an additional 10 or more units/rooms or occupiers; and
- Developments of 500sq m or more of any floorspace that are likely to increase the resident, worker or visitor populations of the borough.



**How much open space do we expect?**

- 11.4 Development Policy *DP31 – Provision of, and improvements to, open space and outdoor sport and recreation facilities* sets out the amount of open space to be provided by developments as follows:

**Figure 2. Amount of open space to be provided by land use**

Development type	Open space provision
Residential (all types)	9 sq m per occupier
Commercial development	0.74 sq m per worker

- 11.5 Non-residential developments for higher education are considered to generate requirements per occupier (including employees and students) at the same rate as commercial developments.

**What types of open space, outdoor sport and recreation facilities will we expect?**

- 11.6 Open space standards relate specifically to public open space. The Council acknowledges the private amenity space and other private open land can reduce pressure on the use of public open space. However public open spaces provide opportunities for social interaction and a focus for community activities. Private spaces cannot be used as a substitute for public open space.



- 11.7 Public open space includes a wide variety of different facilities that are available to the public:
- Green amenity spaces, including natural and semi-natural spaces;
  - Active spaces for outdoor sport and recreation and for children's play; and
  - Civic spaces.
- 11.8 Green amenity spaces can be formal or informal parks and gardens or other landscaped areas, which provide areas of passive recreation for all age groups and attractive green areas within the urban environment. They are intended to be attractive spaces for people to enjoy using or viewing. This type of open space can include areas of natural or semi-natural green spaces, which support wildlife conservation and biodiversity and promote environmental education and awareness.
- 11.9 Active spaces are areas of grassed or artificial surfaces providing opportunities for sport and recreation together with ancillary facilities such as changing rooms and flood lighting. These include playing pitches, courts, greens, athletic tracks and Multi Use Games Areas (MUGAs). Formal recreation areas may be stand-alone facilities or may form part of a larger open space (e.g. the tennis courts and bowling greens at Hampstead Heath).
- 11.10 Civic spaces are hard surfaced areas designed for pedestrians, such as piazzas, which often provide a setting for civic buildings.
- 11.11 Given the amount of hard surfaces in Camden, our priority will generally be for green spaces, especially in the south of the borough. Paragraphs 11.12 to 11.17 give more details of specific types of public open space.

### **Children's play space and young people's recreation space**

- 11.12 These are formal or informal areas designed to engage children or young people. Formal spaces are designated areas for children and young people containing a range of facilities and an environment that has been designed to provide focused opportunities for outdoor play. There are three categories of formal children's play space defined by the National Playing Fields Association (NPFA).
1. LAP - Local Area for Play;
  2. LEAP - Local Equipped Area for Play;
  3. NEAP - Neighbourhood Equipped Area for Play.
- 11.13 Informal spaces are less well defined areas and can be incorporated into smaller spaces such as local footpaths where wide enough or town centre spaces. It involves incorporating features that children can play with such as fountains or objects to climb.
- 11.14 Contributions to children's play space and young people's recreation space can include formal and informal areas. We must be satisfied that any informal space has been sufficiently designed to meet the requirements of children and young people.

### **Natural and semi-natural green spaces**

- 11.15 These include sites and areas formally recognised for their nature conservation value such as Sites of Special Scientific Interest, Sites of Nature Conservation Importance and Local Nature Reserves as well as other areas with biodiversity such as gardens, parks and open spaces.
- 11.16 In exceptional circumstance, generally in areas deficient in nature conservation sites, we may consider the inclusion of a biodiverse green roof, brown roof or green wall as a contribution towards natural and semi-natural green spaces in the borough. For more information about areas of deficiency please see Appendix A to this section. For more information about green roofs, brown roof and green walls please see Camden Planning Guidance 3 – Sustainability.

### **Allotments and Community Gardens**

- 11.17 Allotments and community gardens provide opportunities for people to grow food as part of the long term promotion of sustainability, health and social inclusion.

### **What type of open space, outdoor sport and recreation facilities are expected for specific development types?**

- 11.18 For this guidance, and in line with *Camden's Open space, Sport and Recreation Study Update 2008* we have identified the following five broad categories of open space:
- Public amenity open space;
  - Children's play space and young people's recreation space;
  - Natural and semi-natural green space;
  - Allotments and community gardens; and
  - Outdoor sport and recreation.
- 11.19 We recognise that not every type of development will generate a need for all types of open space, outdoor sport and recreation facilities. For example, housing for older people will not generate demand for children's play space. Figure 3 sets out the types of open space that are likely to be needed for various types of development.

**Figure 3. Type of open space to be provided by development**

	<b>Amenity open space</b>	<b>Children's playspace</b>	<b>Natural green-space</b>	<b>Outdoor sport facilities</b>	<b>Allotments / Community gardens</b>
Self-contained homes (Use Class C3)	✓	✓	✓	✓	✓
Student housing	✓	x	✓	✓	x
Housing for older people	✓	x	✓	x	✓
Commercial	✓	x	✓	✓	x

Source: adapted from Camden Open Space, Sport and Recreation Study Update 2008.

- 11.20 The requirement for 9 sq m of public open space per residential occupier and 0.74 sq m of public open space per employee/ student (commercial/ higher education developments) should generally be divided into different types of open space approximately as set out in Figure 4.
- 11.21 In Camden the potential to add to outdoor sports facilities for adults is limited. Provision for outdoor sports will be sought within the overall requirement of 9 sq m per residential occupier where an opportunity for provision arises. Where a development provides public facilities for outdoor sports these will reduce the requirement for other types of open space.
- 11.22 The Camden Open Space, Sport and Recreation Study Update 2008 derived a separate standard for allotments of 0.9 sq per residential occupier. The study indicated that additional space to grow food could only be provided by taking a flexible approach including community gardens, roof gardens, temporary use of vacant sites and converting parts of existing open spaces. Although the standard is not included within the 9 sq m overall requirement, paragraph 31.7 of the Camden Development Policies document indicates that allotments and community gardens are a Council priority. Provision will be sought wherever an opportunity arises, and will be considered to reduce the requirement for other types of open space.

**Figure 4. Break down of open space by type of provision**  
**Residential Developments (all types)**

Type of open space	Provision per adult	Provision per child
Amenity open space	5 sq m	4 sq m
Children's playspace (where applicable)		2.5sq m
Natural green space	4 sq m	2.5 sq m

**Commercial / higher education (non-residential)**

Type of open space	Provision
Amenity open space	0.4 sq m per person
Natural green space	0.34 sq m per person

**How we will calculate the open space expected for a specific development**

- 11.23 Figure 5 below shows the figures we will use to assess open space requirements for individual residential, commercial and higher education developments. The figures are based on the break down of open space requirements in Figure 4 and the occupancy rates recommended by the Camden Open Space, Sport and Recreation Study Update 2008. The occupancy rates are given in Appendix B to this section.

**Figure 5. Open space required for specific developments**

Self-contained homes in Use Class C3	Amenity open space	Children's play space	Natural green space	Total
One bedroom home	6.5 sq m		5.2 sq m	11.7 sq m
Two bedroom home	9.2 sq m	0.6 sq m	7.2 sq m	17.0 sq m
Three bedroom home	12.8 sq m	2.9 sq m	9.5 sq m	25.2 sq m
Four bedroom home	14.1 sq m	3.6 sq m	10.2 sq m	27.9 sq m
<b>Student housing, hotels and hostels</b>				
Single room	5.0 sq m		4.0 sq m	9.0 sq m
Double room	10.0 sq m		8.0 sq m	18.0 sq m
<b>Commercial/ higher education development</b>				
Per 1,000 sq m gross external area	21.6 sq m		17.9 sq m	38.9 sq m

- 11.24 Appendix D sets our worked examples showing the open space required for a number of different development types and sizes.

## How public open space will be provided

11.25 There are three ways in which you can make a contribution to public open space in Camden:

1. On site provision of new public open space;
2. Off site provision of new public open space;
3. Providing a financial contribution in lieu of direct provision.

## On site provision of new public open space

11.26 If your development is located in an area deficient in public open space or with an under provision of public open space we expect provision of new public open space on the development site (see Appendix A to this section and Core Strategy Map 7). This is in accordance with paragraph 31.7 of the Camden Development Policies document. Paragraph 31.7 and accompanying Table 1 also set out other developments that are expected to provide open space on-site. Some on-site provision is expected for residential development adding 60 or more homes and commercial development adding 30,000 sq m or more.

11.27 The amount and type of public open space that can be achieved on-site will be determined by the size of the site. Where children's play facilities are required as a result of the development, priority should be given to the provision of these facilities. On sites already covered by development, and where appropriate access may have to be restricted to the occupiers of the building, the provision of a roof garden as a contribution to public open space may be considered. If a roof garden is to be considered as public open space, as a minimum it should be able to be used by all the occupants of the building.

11.28 Any new public open space that is provided as part of your development should be:

- Large enough to cater effectively for the intended users;
- Designed to be fully accessible, where possible;
- Designed in consultation with the Council's Open space team; and
- Practical to maintain.

11.29 Where you are required to make a contribution to public open space we will ensure that the type of open space you provide best meets the needs of the occupiers or users of the development. You should consider designing your open space carefully to enable different types of open space to be located together or adjacent to each other to complement the overall provision of open space, sport and recreation opportunities.

11.30 We will expect new open space provision to be publicly accessible, however in exceptional circumstances, for example where an existing open space is in private ownership or already has restricted access we may accept an alternative access arrangement.

### **Off site provision of new public open space**

- 11.31 Where a site cannot provide public open space on-site, the preferred option will be provision of new suitable open space off-site. Once again this is especially important where a site does not have access to existing open space in accordance with the distance thresholds (see Appendix A to this section). The new provision should be within the distance threshold for the type of public open space to be provided. For example, if a developer is to provide a children's play area of 100 sq m this should be provided within 50 m walking distance of the development, if amenity open space is to be provided, this should be a maximum of 280 m from the development. If the developer is to provide for a new formal recreation area such as a multi-use games area, this should be provided within 1,200 m of the development.
- 11.32 We will accept the provision of public access to an existing open space that currently has restricted access as a contribution to off-site public open space provision.

### **Providing a financial contribution in lieu of direct provision**

- 11.33 The Council may agree to accept financial contributions in place of direct provision of new public open space where the development site is too small to incorporate on-site open space and the densely built up character of Camden prevents direct provision of off-site public open space. Financial contributions may be used for:
- The creation of an area of public open space, including buying additional land or leasing it at a nominal rate;
  - Improving access to existing public open space;
  - Opening up access to existing private open space;
  - Fit out of a new or existing open space, or some elements of the open space; and
  - Qualitative improvements to existing open space.
- 11.34 Financial contributions may be pooled to create, fit out, improve or provide access to open space. For example, where the Site Allocations Document indicates that new public open space is required on a development site, contributions from other developments within 280 m may be pooled to facilitate the creation of the new public open space.
- 11.35 Financial contributions are calculated on the basis of the costs and requirements set out in Figure 6.. We will aim to spend the collective amount in the proportions set out in Figure 6 and within the same ward as the contributing development where possible. However individual financial contributions will be spent on priorities identified in:
- Camden's open space, sport and recreation study update 2008;
  - Camden's open space strategy;
  - Camden's biodiversity action plan;
  - Camden's play strategy;
  - Camden's sport strategy;

- Individual park management plans.

11.36 A financial contribution is based on the:

- Capital cost of providing new public open space;
- Cost of maintenance for the first 5 years; and
- Cost for the open space team to administer the contribution and design schemes.

**Figure 6. The financial contributions**

	<b>Capital cost</b>	<b>Maintenance</b>	<b>Design and admin</b>
<b>Self-contained homes in Use Class C3</b>			
One bedroom home	£385	£386	£46
Two bedroom home	£663	£561	£80
Three bedroom home	£1,326	£832	£159
Four bedroom home	£1,537	£921	£184
<b>Student housing, hotels and hostels</b>			
Single room	£297	£297	£37
Double room	£593	£594	£71
<b>Commercial/ higher education development</b>			
Per 1,000 sq m	£1,265	£1,284	£152

- 11.37 These aggregate contributions are based on provision of public open space, natural green space and (where applicable) children's play space. Specific contributions to allotments and community gardens and to outdoor sport and recreation provision will be sought on a case by case basis depending on whether there are opportunities to add to provision or are local facilities that need to be maintained.
- 11.38 The calculation of the aggregate contributions is set out in Appendix C to this section. Appendix C includes break down of the capital cost by open space type. This may be needed for developments where a proportion of the open space requirement is met on site or where adequate open space of some types is already available locally.
- 11.39 Payments for maintenance and design and administration are explained in paragraphs 11.45 to 11.50. They have not been aggregated with capital costs as payments will sometimes be required need to be calculated separately (eg where open space will be provided by the developer but maintained by the Council. The Council may also wish to draw separately on funds for capital works, funds for maintenance and funds for design and administration.
- 11.40 The contributions may be adjusted upwards or downwards according to the particular circumstances of the development. They provide a starting



point for negotiations between the Council and developers. The scale of financial contributions will be reviewed and updated as appropriate.

- 11.41 Appendix D to this section sets out worked examples showing the contributions required for a number of different development types and sizes.

### **Providing a combination of open space provisions**

- 11.42 Your development may contribute to public open space through one of the ways listed above or by a combination of them. To determine the amount and type of public open space you are expected to provide, either on-site or off-site we will consider the:

- Type and size of the existing public open space provision within the distance threshold of your development; and
- Size and likely users of your development.

- 11.43 For example, if you propose a residential development located within 280 m of a small local park you may not be required to contribute to amenity open space, but may still be required to contribute to children's play facilities or a formal recreation area if suitable facilities do not exist within the distance threshold of the development.

- 11.44 In all cases a legal agreement will be required to secure the ongoing use of the open space provided as public open space, or to secure the financial contribution in lieu of direct provision.

## **Maintenance**

### **On or off-site provision**

- 11.45 Where you provide a contribution towards public open space outdoor sport or recreation facilities (either on-site or off-site), the Council will need to be satisfied that it has been properly laid out and completed and that suitable contractual arrangements for its long-term maintenance have been put in place. If you provide new public open space (either on-site or off-site) you will be expected to transfer the space to the Council to maintain and retain for such use.
- 11.46 Where your new public open space is to be transferred to us, you will normally be required to remain responsible for its maintenance for an initial establishment period of 5 years. After this time, we will take full responsibility for the maintenance of that public open space.

### **Financial contribution**

- 11.47 If you make a financial contribution in lieu of direct provision, whether it is for substantial qualitative or accessibility improvements to existing sites already maintained by the Council or for the provision of a new public open space, we will expect you to provide a commuted sum for the maintenance of these facilities for a period of five years.
- 11.48 Where your new public open space is not to be transferred to the Council a commuted sum for maintenance will not be required. However,

if you choose to retain control of your public open space, we will need to be sure that adequate provision for the maintenance and access of that public open space is in place.

- 11.49 In ALL cases a legal agreement will be required to secure the maintenance of public open space over a defined period or to secure the financial contribution in lieu of direct maintenance.

### **Design and administration**

- 11.50 For payments in lieu of providing public open space, on-site or off-site payments we will also require a 12% contribution towards the costs of our open space team to administer the financial contribution and to plan and design works within our open spaces.

### **Further information**

Open Space, Sport And Recreation Study	Camden's open space, sport and recreation study update 2008 provides an assessment of open space, sport and recreation provision and demand in the borough. <a href="http://www.camden.gov.uk/planning">www.camden.gov.uk/planning</a>
Biodiversity Action Plan	Camden's Biodiversity Action Plan provides Camden's priorities for improving our greenspaces and biodiversity. <a href="http://www.ukbap-reporting.org.uk/plans/lbap.asp">www.ukbap-reporting.org.uk/plans/lbap.asp</a>
PPS17	Planning Policy Guidance 17 – Planning for open space and its companion guide provide policy and guidance for the provision of open space including the quantitative and qualitative considerations. <a href="http://www.communities.gov.uk">www.communities.gov.uk</a>
Mayor of London's Supplementary Planning Guidance	The Mayor of London's Supplementary Planning Guidance Providing for children and young people's play and informal recreation provides guidance and examples of how to incorporate space for children and young people. <a href="http://legacy.london.gov.uk/">http://legacy.london.gov.uk/</a>

## Appendix A

### Public Open Space Deficiency

Figure 7 shows the maximum distance that people can reasonably be expected to travel on a regular basis to use different types of open space. Amenity open space and children's play space should be available within easy walking distance of the development to which they relate. People are generally willing to travel further to use recreation areas providing outdoor sport facilities or to larger parks.

**Figure 7. Distance threshold for different types of public open space**

Type of public open space	Minimum size (where applicable)	Distance from development to public open space
Public amenity open space		280m*
Formal recreation area		1.2 km
<b>Play Space</b>		
LAP	100sq m	50m*
LEAP	400sq m	280m*
NEAP	1000sq m	500m*
Natural greenspace	Any	500m
Allotments and community gardens	Any	Any

\*This distance is the actual walking distance, taking into account local circumstances, such as the location of entrance gates, street patterns, the severance effects of railway lines or heavy traffic flows that could all reduce the accessibility of open spaces.

(Based on Guide to preparing Open Space Strategies: Best practice guidance of the London Plan, Mayor of London, 2002)

Camden Core Strategy Map 7 shows areas of the borough that are deficient in public open space.

#### AREAS DEFICIENT IN PUBLIC OPEN SPACE

Areas more than 280m walking distance away from a public open space with a multi-functional role, that is a space over 0.25ha (2,500sq m).

Core Strategy policy CS13 also refers to areas with an under-provision of open space. These are areas with access to open space, but the provision is not sufficient to meet the level of local need due to the number of children, dwelling density, and social disadvantage in the area. These are shown in Figure 4.4 of Camden's Open Space, Sport and Recreation Study Update.

Both components are needed to ensure that everyone is within an appropriate distance of public open space based upon their needs and to ensure that people are not prevented from accessing that open space as a result of prohibitive costs. Contributions to open space will be

encouraged within the distance thresholds for the particular type of open space to be provided.

Paragraph 15.18 of Camden's Core Strategy indicates that residents and visitors further than 1 km away from a metropolitan or borough Site of Nature Conservation Importance (SNCI) are considered to have poor access to the natural environment. Core Strategy Map 8 shows all areas greater than 500 m from an SNCI as deficient in access to nature conservation areas.

**AREAS DEFICIENT IN NATURE CONSERVATION SITES**

Areas more than 500m walking distance away from a Borough or Metropolitan level Site of Nature Conservation Interest.

**Appendix B**

**Occupancy rate by development type**

The Camden Open Space, Sport and Recreation Study Update 2008 recommends calculating occupancy rates and child yields on the basis of the London Housing Survey 2002 and DMAG briefing 2005/25. The occupancy rates are shown in Figure 8.

**Figure 8. Occupancy rate for C3 homes based on the London Housing Survey and DMAG briefing 2005/25**

<b>Self-contained homes in Use Class C3</b>	<b>Total persons</b>	<b>Children (average)</b>	<b>Adults (net)</b>
One bedroom home	1.3	0.04*	1.3
Two bedroom home	1.9	0.25	1.65
Three bedroom home	2.8	1.15	1.65
Four bedroom home	3.1	1.44	1.66

Source: Camden Open Space, Sport and Recreation Study Update 2008.  
\*The average child yield for a one bedroom home equates to 1 child per 25 homes, which would not generate a meaningful play space requirement, and has been treated as 0.

Occupancy rates for student housing, hotels and hostels are assumed to be one person per single bedroom and two people per double bedroom.

The study recommends assuming an employee density of one worker per 19 sq m (gross external area) for commercial floorspace. This generates an occupancy rate of 52.6 employees per 1,000 sq m (gross external area). Non-residential developments for higher education are considered to generate the same number of occupants (including employees and students) as commercial developments.

## Appendix C

### Calculation of financial contributions

This appendix shows how we have calculated the financial contributions for provision or enhancement of public open space.

In addition to this capital cost, you will be expected to pay a commuted sum to cover:

- Maintenance of the facility and open space provision over a 5 year period; and
- Designing the new open space works and administering the financial contribution by Camden's open space team.

**Figure 9. Capital cost of provision**

Type of public open space	Capital cost
Amenity open space	£46.22 per sq m
Children's play space and young people's recreation space	£199.48 per sq m
Natural and semi-natural greenspace	£16.42 per sq m
Allotments/Community Gardens	£32.50 per sq m

Source: Camden Open Space, Sport and Recreation Study Update 2008

Figure 5 sets out the break down of open space requirements for developments of specific sizes. The capital costs have been aggregated in accordance with Figure 5 as set out in Figure 10.

**Figure 10. Calculation of financial contribution to capital cost**

<b>Capital cost per square metre</b>	<b>Amenity open space £46.22 psm</b>	<b>Children's play space £199.48 psm</b>	<b>Natural green space £16.42 psm</b>	<b>Total (amenity space + play space + green space)</b>
<b>Self-contained homes in Use Class C3</b>				
One bedroom home: space required	6.5 sq m		5.2 sq m	
Space required x cost per square metre	£300		£85	£385
Two bedroom home: space required	9.2 sq m	0.6 sq m	7.2 sq m	
Space required x cost per square metre	£425	£120	£118	£663
Three bedroom home: space required	12.8 sq m	2.9 sq m	9.5 sq m	
Space required x cost per square metre	£592	£578	£156	£1,326
Four bedroom home: space required	14.1 sq m	3.6 sq m	10.2 sq m	
Space required x cost per square metre	£652	£718	£167	£1,537
<b>Student housing, hotels and hostels</b>				
Single room: space required	5 sq m		4 sq m	
Space required x cost per square metre	£231		£66	£297
Double room: space required	10 sq m		8 sq m	
Space required x cost per square metre	£462		£131	£593
<b>Commercial/ higher education development</b>				
Space required per 1,000 sq m	21.0 sq m		17.9 sq m	
Space required x cost per square metre	£971		£294	£1,265

### Contributions to maintenance costs

In addition to capital costs, the Council has established a maintenance cost of £6.60 per square metre per year, based on the 2006 Parks and Open Spaces Budget, plus inflation.

The standard length of time developers should provide for maintenance of new and enhanced public open space is 5 years.

Commuted sums for maintenance of public open space are calculated as follows: open space requirement (sq m) x £6.60 x 5. This equates to £33 per square metre of open space required.

### Contributions to the cost of design and administration

Design and administration costs have been assessed as 12% of the capital cost of the open space provision or contribution.



## Appendix D

### Worked Examples

#### Worked Example 1:

##### Public open space provision for self-contained homes (C3)

A residential development of 16 new homes provides the following mix of dwelling sizes: 3 x 1-bedroom, 8 x 2-bedroom, 4 x 3-bedroom and 1 x 4-bedroom. The open space requirement can be calculated as follows:

Home size	No of homes	x open space requirement per home (sq m) from Figure 5	= total requirement (sq m)
One bedroom home	3	11.7	35.1
Two bedroom home	8	17.0	136.0
Three bedroom home	4	25.2	100.8
Four bedroom home	1	27.9	27.9
Total for all homes	16		299.8

The total open space requirement for this 16 home scheme would be approximately 300 sq m.

#### Worked Example 2:

##### Public open space provision for non-residential development

An office development provides 1,500sq m of additional floorspace. The open space requirement can be calculated as follows:

Additional floorspace	÷ 1,000 to give floorspace in thousands of sq m	x open space requirement per 1,000 sq m from Figure 5	= total requirement (sq m)
1,500 sq m	1.5	38.9	58.35

The total open space requirement for this additional non-residential floorspace would be approximately 60 sq m.

#### Worked Example 3:

##### Payment in lieu of open space provision for non-residential development – capital costs

As per example 2, an office development provides 1,500 sq m of additional floorspace. The payment in lieu of open space provision can be calculated as follows:

<b>Additional floorspace</b>	<b>÷ 1,000 to give floorspace in thousands of sq m</b>	<b>x capital cost per 1,000 sq m from Figure 6</b>	<b>= total payment for capital costs</b>
1,500 sq m	1.5	£1,265	£1,897.50

The payment in lieu of open space provision for this additional non-residential floorspace based on capital costs would be £1,897.50. However, we would also expect payments towards maintenance and design and administration – see example 5.

#### **Worked Example 4**

##### **Payment in lieu of open space provision for student housing – capital costs**

A student housing scheme provides 30 single rooms and 10 double rooms. The payment in lieu of open space provision can be calculated as follows:

<b>Bedroom type</b>	<b>No of bedrooms</b>	<b>x capital cost per bedroom from Figure 6</b>	<b>= total payment for capital costs</b>
Single	30	£297	£8,910
Double	10	£593	£5,930
Total for all bedrooms	40		£14,840

The payment in lieu of open space provision for this student housing based on capital costs would be £14,840. However, we would also expect payments towards maintenance and design and administration – see example 5.

#### **Worked Example 5**

##### **Payment in lieu of open space provision for self-contained homes (C3) – all costs**

A residential development of 5 new homes provides the following mix of dwelling sizes: 1 x 1-bedroom, 3 x 2-bedroom, 1 x 3-bedrooms. The total payment in lieu of open space provision can be calculated in 4 stages

**Stage 1 – Capital costs**

Home size	No of homes	x capital cost per home from Figure 6	= total payment for capital costs
One bedroom home	1	£385	£385
Two bedroom home	3	£663	£1,989
Three bedroom home	1	£1,326	£1,326
Total for all homes	5		£3,700

The payment in lieu of open space provision for this 5 home scheme based on capital costs would be £3,700.

**Stage 2 – Maintenance costs**

Home size	No of homes	x maintenance cost per unit from Figure 6	= total payment for maintenance
One bedroom home	1	£386	£386
Two bedroom home	3	£561	£1,683
Three bedroom home	1	£832	£832
Total for all homes	5		£2,901

The payment in lieu to cover maintenance of new or enhanced open space for this 5 home scheme would be £2,901.

**Stage 3 – Design and administration costs**

Home size	No of homes	x design and administration cost per unit from Figure 6	= total payment for design and administration
One bedroom home	1	£46	£46
Two bedroom home	3	£80	£240
Three bedroom home	1	£159	£159
Total for all homes	5		£445

The payment in lieu to design and administration for new or enhanced open space for this 5 home scheme would be £445.

**Stage 4 – Sum of all costs**

The three separate types of costs will not usually be aggregated for the Council's purposes (see paragraph 11.39). However, for the guidance of developers, the three costs can be added together.

In this example, the total cost to the developer would be:

Capital costs	£3,700
+ maintenance costs	£2,901
+ design and administration costs	£445
<b>= grand total</b>	<b>£7,046</b>



Camden Planning Guidance

# Transport

London Borough of Camden

CPG 7



## CPG7 Transport

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# 1 Introduction

## What is Camden Planning Guidance?

- 1.1 We have prepared this Camden Planning Guidance to support the policies in our Local Development Framework (LDF). This guidance is therefore consistent with the Core Strategy and the Development Policies, and forms a Supplementary Planning Document (SPD) which is an additional “material consideration” in planning decisions. This new guidance will replace the Camden Planning Guidance 2006, updating advice where appropriate and providing new guidance on matters introduced or strengthened in the LDF.
- 1.2 The Camden Planning Guidance covers a range of topics (such as housing, sustainability, amenity and planning obligations) and so all of the sections should be read in conjunction, and within the context of Camden’s LDF.

## Transport in Camden

- 1.3 Camden benefits from excellent transport provision with international and national rail links, numerous tube stations and a large number of bus routes providing accessibility within Camden, to the rest of London and beyond. However, being a located in central London, the borough also faces considerable transport challenges, including congestion and poor air quality.

## What does this guidance cover?

- 1.4 This guidance provides information on all types of detailed transport issues within the borough and includes the following sections:
  1. Assessing transport capacity
  2. Travel Plans
  3. Delivery and Servicing Management Plans
  4. Car free and car capped development
  5. On-site car parking
  6. Vehicle access
  7. Streets and public spaces
  8. Cycling facilities
  9. Minicab offices
- 1.5 This guidance supports the following Local Development Framework policies:

## Core Strategy

- CS11 Promoting sustainable and efficient travel
- CS16 Improving Camden’s health and well-being

**Development Policies**

- DP16 The transport implications of development
- DP17 Walking, cycling and public transport
- DP18 Parking standards and limiting the availability of car parking
- DP19 Managing the impact of parking
- DP20 Movement of goods and materials
- DP21 Development connecting to the highway network
- DP32 Air quality and Camden's clear zone

## 5 Car free and car capped development

### KEY MESSAGES

- We expect car free development in the borough's most accessible locations and where a development could lead to on-street parking problems
- Legal agreements will be used to maintain car-free and car-capped development over the lifetime of a scheme

- 5.1 This section explains further the terms car-free and car-capped development, as referred to in the Camden Core Strategy and Camden Development Policies, the mechanisms that are needed to secure them, and the circumstances in which it will be appropriate for the Council to refuse additional dwellings that are not car free or car capped.
- 5.2 It relates to Core Strategy Policy CS7 – *Promoting sustainable and efficient travel* and policies DP18 – *Parking standards and limiting the availability of parking* and DP19 – *Managing the impact of parking* of the Camden Development Policies.

#### **Car-free development**

A development which has no parking within the site and occupiers are not issued with on-street parking permits

#### **Car-capped development**

A development which has a limited amount of on-site car parking, but no access to on-street parking permits.

- 5.3 Car-free and car capped development is successful in Camden because most of the borough has very good access to public transport services. Levels of car ownership are low compared with London generally, and choosing not to own a car can be an attractive lifestyle option. The guidance in this section covers:
- What car free development is, and where it is sought;
  - What car capped development is, and where it is sought;
  - Implementation of off-street parking restrictions for car-free and car-capped development, including partial provision of car free and car capped development, and maintaining the on-street parking rights of existing occupiers;
  - Meeting the parking needs of disabled people.

### **When we expect car free and car capped housing**

- 5.4 Car free and car capped requirements apply to developments in particular locations and circumstances:
- we expect car free development in the Central London area, our town centres and other areas with high public transport accessibility (see Development Policy DP18);

- we will also expect car free development where the creation of a new access could lead to on-street parking problems where the loss of kerb space creates unacceptable parking pressure. Refer to Development Policy DP21, and the Access section of this guidance for more information);
  - Car capped development applies to schemes that would have an unacceptable impact on on-street parking conditions or highway management and safety through the introduction of new units with access to on-street parking permits (see Development Policy DP19).
- 5.5 Car-free or car-capped housing may be sought wherever development involves the creation of one or more additional dwellings – whether newly built, or created by a conversion or change-of-use.
- 5.6 Non-residential development can potentially involve car-free or car-capped designation if it creates a new non-residential address or involves a change-of-use that would otherwise increase the demand for car parking. This reflects the operation of the parking permit scheme, where permits relate to individual addresses.

### **Car free development**

- 5.7 Car-free development is development that does not have any car parking. No parking is provided or allowed on the site (except parking designated for disabled people), and all of the dwellings or units created are not entitled to on-street car parking permits. Where we seek car free development our parking standards do not apply as no parking is allowed.
- 5.8 Camden Development Policy DP18 states that we will expect development to be car free in the Central London Area, the town centres of Camden Town, Finchley Road/ Swiss Cottage, Kentish Town, Kilburn High Road and West Hampstead, and other highly accessible areas.
- 5.9 'Highly accessible areas' are considered to be areas with a public transport accessibility level (PTAL) of 4 and above. The PTAL of a specific site can be established using Transport for London's Planning Information Database website pages, which can be found at: <http://webpid.elgin.gov.uk/>.
- 5.10 Car free development will also be required where the creation of an access to allow off-street parking would reduce the availability of on-street parking (see also section 6 of this guidance on vehicle access), or would otherwise cause problems relating to highway management or safety. Policy DP19 of the Camden Development Policies states that we will resist developments that would harm on-street parking conditions or harm highway safety.

### **Car capped development**

- 5.11 Car-capped development is development in which all of the dwellings or units created are not entitled to on-street car parking permits, although some or all of the dwellings or units created may have a parking space

on the site, in accordance Camden's parking standards (see policy DP18 and Appendix 2 of the Camden Development Policies). It therefore differs from car free development because some on-site car parking is allowed, in line with Camden's parking standards.

- 5.12 Car capped development is sought in developments that are not in the locations listed in paragraph 4.7 above, where additional off-street spaces can be accommodated within the development without harming highway or on-street parking conditions, but where additional on-street car parking is not considered acceptable.

### **Circumstances where additional on-street car parking is not acceptable**

- 5.13 There are parts of the Borough where increasing competition for on-street parking through introducing additional premises with on-street parking rights is not acceptable. This is generally the case in the Central London Area, but also in many other areas where the parking spaces available cannot meet existing demand. This has implications for queuing and congestion, illegal parking, and highway safety. In these circumstances, if a developer will not enter into an agreement to designate the additional development as car-free or car-capped, planning permission will not be given.
- 5.14 In considering the ability of available on-street parking to accommodate the impact of additional development, we will have regard to the cumulative effect of proposals in the area, including unimplemented and partly implemented schemes already granted planning approval.
- 5.15 Our Parking and Enforcement Plan provides regularly updated permit data, which is used to establish levels of on-street parking pressure on each of the borough's roads. This information will be used when considering the acceptability of applications that would involve the potential allocation of additional on-street parking permits to the future occupiers of new development.

### **Implementation of on-street parking restrictions for car-free and car-capped development**

- 5.16 The whole of Camden has controlled parking and, in principle, is appropriate for car-free or car-capped development. On most days, most parking spaces on residential streets are only available to people holding a parking permit issued by the Council. In Controlled Parking Zones we can restrict access to on-street car parking because we can control the issuing of parking permits.

#### **Controlled Parking Zones**

Designated areas in regulations control how parking may be used on different sections of the street and at different times.

- 5.17 In order to be able to maintain car-free and car-capped development over the lifetime of a scheme, the developer will be required to enter into

a legal agreement under Section 106 of the Town and Country Planning Act 1990 (as amended), which would permanently remove the entitlement to an on street parking permit for each home created:

- 5.18 The legal agreement requires the owner of the development to inform incoming occupiers that they are not eligible to obtain a parking permit for on-street parking, or to purchase a space in a Council-controlled car park. This part of the legal agreement stays on the local search in perpetuity so that any future purchaser of the property is informed that occupiers are not eligible for parking permits.

### **Maintaining on-street parking rights of existing occupiers**

- 5.19 Existing parking rights can normally be retained on development sites, where it can be demonstrated that existing occupiers are to return to the address when it is completed. This is common where an existing dwelling or block is being extended or subdivided. It can also occur where a change-of-use brings a site or property into residential occupation.
- 5.20 If a development is to have new occupiers, existing parking rights will not apply, and the Council will apply its car-free / car-capped policies as set out in Development Policies DP18 and DP19.

### **Meeting the needs of disabled people**

- 5.21 Car-free development and car-capped development should be designed taking into account the needs of disabled car users. Blue Badge holders are able to use parking spaces in Controlled Parking Zones without a parking permit. Minimum parking standards apply to parking for people with disabilities, and 1 parking space for people with disabilities is required per 10 general-purpose dwellings (see Appendix 2 of the Camden Development Policies document). In addition, where car-free and car-capped developments contain wheelchair housing, the Council will expect a parking space to be provided for each wheelchair dwelling. Where a resident in need of a reserved disabled parking space moves into a development with no off-street spaces, the Council will consider a request for a designated disabled space on-street in the same way whether the development is formally car-free or not.

### **Further information**

- 5.22 In addition the guidance above regard should also be had to Camden's Parking and Enforcement Plan (2004), which provides further information on our approach to managing parking in the borough.



## 9 Cycling facilities

### KEY MESSAGES

This section includes guidance on:

- The implementation of our minimum cycle parking standards for new development;
- The design and layout of cycle parking; and
- Cycle hire and cycle stations.

9.1 This section provides guidance on meeting cycle parking standards in an effective way, so that cycle parking is convenient and secure, and users of a development are more likely to use bicycles to travel to and from the site.

9.2 It relates to Core Strategy Policy CS11 – *Promoting sustainable and efficient travel* and policies DP17 – *Walking, cycling and public transport* and DP19 – *Parking standards and limiting the availability of parking* of the Camden Development Policies. It should be read in conjunction with Development Policies Appendix 2 – Parking standards.

### When does this apply?

9.3 This guidance applies to:

- Applications which involved the creation of one or more additional dwellings;
- Applications which proposed additional floorspace of 500 sq m or more; and
- Applications which are likely to significantly increase the demand for people to cycle to the site.

### How do we implement our cycle parking standards?

9.4 Numerical standards for cycle parking spaces are introduced by policy DP18 of the Camden Development Policies, and set out in detail in Development Policies Appendix 2. These standards are applied at a threshold of 500 sq m in most cases. Throughout the standards, the stated number of spaces relates to the number of bicycles to be accommodated, not to the number of stands.

9.5 Where a development crosses the threshold, requirements apply to the entire floorspace, not only the floorspace above the threshold. For example, at a new leisure development, 1 visitor cycle parking space per 250 sq m is required from a threshold of 500 sq m. This means that no requirement applies to a facility of 400 sq m, but 4 visitor spaces are required for a facility of 1,000 sq m.

9.6 Thresholds and standards are given as a gross floor area (GFA) relating to the development as a whole, and are not intended to be applied

separately to individual units where a development is subdivided into smaller units. Thus, space for cycles may be required for small premises (under 500 sq m) which form part of a larger development.

- 9.7
- Table 6.3 of the London Plan sets out additional cycle parking standards and states that additional cycle parking provision will be required for larger (C3) residential units.

**Location, design and layout of off-street cycle parking**

- 9.8
- Cycle parking should be provided off-street, within the boundary of the site. Cycle parking needs to be accessible (in that everyone that uses a bike can easily store and remove a bike from the cycle parking) and secure (in that both wheels and the frame can easily be locked to the stand). Security is a critical concern in the location, design, enclosure and surveillance of all cycle parking. The table below provides detailed guidance on the location, design and layout of cycle parking for various groups of cyclists.

**Location of off street cycle parking**

<p><b>General</b></p> <ul style="list-style-type: none"><li>• Cycle parking outside buildings should be positioned near entrances and where frequent surveillance is possible. For short stays, the parking should be sited within 25 metres of building entrances. For stays of over an hour, the parking should be sited within 50 metres of building entrances.</li><li>• All cycle parking, including all parts of the parked cycles, should be clear of routes needed for pedestrian movement.</li><li>• The route to cycle parking from street level should be step free. cycle parking inside buildings should be at the entrance level of the building or accessible by a ramp or lift from street level that can accommodate a bike.</li></ul>
<p><b>Parking for visitors</b></p> <p>Parking for visitors should be clearly visible or clearly signed from the public highway, and should be near building entrances</p>
<p><b>Parking for employees (and other long stay parking)</b></p> <p>Parking for employees (and other long stay parking) should be provided either within the building, or otherwise protected from the weather. Consideration should be given to providing lockers and showers for cyclists. For larger development this would be expected and would be a requirement of a Travel Plan (see section 2 of this guidance concerning Travel Plans).</p>
<p><b>Parking for residents</b></p> <p>Parking for residents should be within the building. Parking for a resident may take the form of a space within an individual dwelling provided that the space is close to the door of the dwelling, and access to the dwelling is level, or by a ramp or lift that can accommodate a bike.</p>

## Design and layout of cycle parking: Sheffield and “Camden” cycle stands

The Council recommends the use of either “Camden” or Sheffield for the provision of off-street cycle parking, as they meet the Council’s requirements in terms of accessibility and security, provided they are laid out correctly.

- The “Camden” stand is a new form of Sheffield Stand, which is now used for all new cycle parking installed on Camden’s public highway. Developers are encouraged to use it in place of the Sheffield stand, although the Sheffield stand is still acceptable. The Council’s Public Realm and Transport team can advice on purchasing “Camden” stands as they are not as widely available as the Sheffield stand.
- The Sheffield Stand is the most common type of cycle stand used in the public highway. It is recommended for use along with Josta two-tier cycle parking;

Annex 1 provides more detailed guidance on the design and layout of “Camden”, Sheffield and Josta stands.

We are willing to consider other forms of cycle parking, however you must meet our accessibility and security requirements, details of which can be obtained from the Council’s Public Realm and Transport team. Generally, designs that require cycles be lifted into place or provide insufficient opportunity to lock the cycle will not be acceptable.



## The London Cycle Hire Scheme

- 9.9 The London Cycle Hire Scheme is a public bicycle sharing scheme for short journeys in and around central London. Users can pick up a bike from a docking station, use it for short journeys, then drop it off at any docking station, ready for the next person.
- 9.10 Whilst the cycle hire scheme is currently focused around central London, the Mayor of London is investigating its expansion. The Camden Core Strategy states that we will seek to ensure that the scheme is extended to key destinations across the borough, including our town centres (see Core Strategy paragraph 11.13).
- 9.11 Where appropriate, developments close the area covered by the London Cycle Hire Scheme will be expected to contribute towards the scheme,

where justified as a result of increased trips generated. Contributions could include:

- a financial contribution towards cycle hire facilities. The amount sought will be based on the number of additional trips that are generated by the scheme;
- provision of space on-site to accommodate new cycle hire docking stations, in larger developments where there is space and the location is suitable. Transport for London (TfL) is producing a set of guidance for developers regarding specifications and design requirements for docking stations due to be released in 2011.

- 9.12 Contributions sought will relate both to the individual impact of a scheme and to any cumulative impact of a number of schemes in the same area.

### **Cycle stations**

- 9.13 Cycle stations provide a secure managed area for cycle parking. The Camden Core Strategy promotes the provision of cycle stations as part of an effort to increase the availability of cycle parking in the borough (see paragraph 11.13 of the Core Strategy), and we intend to create a network of publically accessible cycle stations across the borough.

- 9.14 We will seek the provision of cycle stations in locations where it will be possible to attract a sufficient number of users. Suitable locations include:

- town centres and the central London area;
- transport interchanges;
- large commercial developments;
- residential areas - linked to new and existing residential development of a suitable scale; and
- larger health and education facilities.

- 9.15 Where developments generate an increased level of activity they will be expected to provide contributions towards the provision and maintenance of nearby cycle stations, in order to mitigate the effects of the increased number of journeys.

- 9.16 We will also seek on-site provision of cycle stations as part of larger developments in suitable locations. On-site provision of cycle stations can incorporate a development's cycle parking requirements for visitors (as set out in our parking standards), but should also include extra provision for the wider public. Parking provision for employees and residents of a development, as set out in our parking standards, should be provided separately in order to ensure that they retain the appropriate number of spaces to meet the demand that they generate.

### **Design of cycle stations**

- 9.17 As a minimum, cycle stations should incorporate indoor, sheltered standard cycle parking (e.g. Camden or Sheffield type cycle stands) with

controlled access to the indoor area, and lighting. Cycle stations can incorporate a variety of other features including automated cycle locks, changing facilities, lockers, toilets and showers. Access to and from the cycle station by bike must be safe and convenient and accounted for within the space.

- 9.18 The Camden Cycle Stations Programme - Review of Best Practice (March 2009) provides information on best practice in the provision of cycle stations. Features that contribute to a successful cycle station include:

- Being located not more than 100m from the target destination, with shorter stays requiring shorter distances;
- Good surveillance by staff, other users and passers-by.
- Effective maintenance and management
- Clear and unambiguous signing to and within the cycle station.

### **Further information**

- 9.19 In addition to the guidance provided in Annex 1 below (which includes details on the layout of off-street cycle parking), reference may also need to be made to the Camden Streetscape Design Manual. The manual contains dimensions for on-street cycle parking and the widths required for unobstructed pedestrian routes.

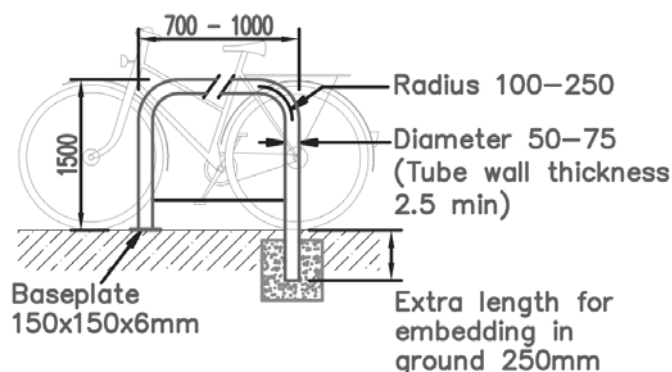
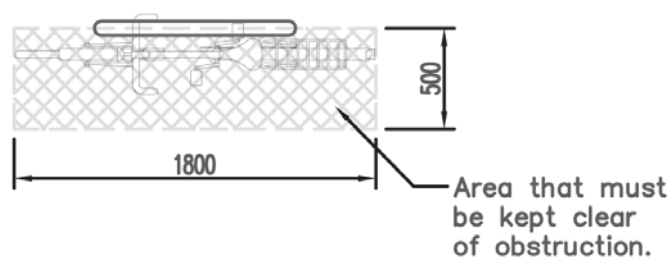
- 9.20 Other supporting documents include:

- Forthcoming TfL Design and specification of cycle hire scheme
- Forthcoming TfL Guidance on Cycle Stations
- Camden Cycle Stations Programme - Review of Best Practice (March 2009)

- 9.21 London Cycle Network Design Manual (London Cycle Network Steering Group, March 1998)

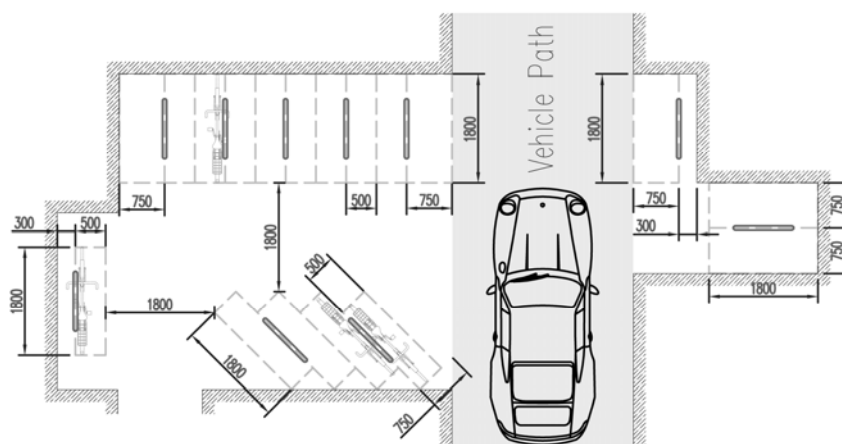
### **Annex 1 – Sheffield Stand Cycle Parking**

- 9.22 This Annex describes in detail how to lay out Sheffield stands. It also can also be applied to the layout of “CaMden” stands.
- 9.23 The "Sheffield Stand" refers to a common design of cycle parking made from a tubular steel loop, approximately 50mm to 75mm in diameter, that is fixed to the ground (either bolted through a baseplate or set in concrete). Each Sheffield Stand can accommodate two bicycles, one either side, provided there is sufficient clearance next to the stand and sufficient circulation space so all cycle parking spaces can be accessed
- 9.24 The CaMden Stand is similar to the Sheffield Stand but is in the shape of a rounded “M” rather than a simple loop. This is designed to encourage users to lock both wheels and the frame to the stand, rather than just the top tube / frame.

**Figure 3. Sheffield Stand Elevation****Figure 4. Sheffield Stand Plan**

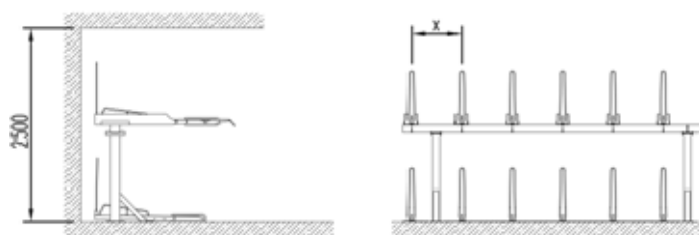
- 9.25 For adjacent stands, an area of at least 1800mm by 500mm next to the stand (measured from the centre line of the tube), must be kept clear for each cycle parking space to allow room for the cycle and working space for locking the bike to the stand. However, if a stand is next to a physical obstruction, such as a wall or a vehicular path, there must be at least 750mm between the stand and the physical obstruction to enable both sides of the stand to be used. If a stand is to be placed close to a wall or other physical obstruction so that only one side of it can be used (i.e. only one cycle can be locked to it), there must be at least 300mm between the stand and the physical obstruction.
- 9.26 Aisles around the cycle store must be at least 1800mm in width. An example cycle store showing various layout options is shown below. Note that the area to be kept clear does not actually have to be marked on the ground, but is shown in outline for clarity.

Figure 5. Cycle stand siting

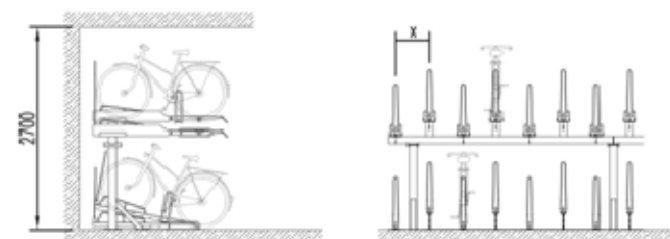


### Josta Two-tier Cycle Parking

- 9.27 The Josta two-tier cycle parking system (or similar) is generally able to accommodate approximately twice as many cycles per square meter of floor space as Sheffield stands. It also still meets the Council's requirements for accessibility and security, but requires a ceiling height of at least 2500mm.
- 9.28 With a ceiling of at least 2500mm the stands can be placed 650mm apart, i.e.  $X = 650\text{mm}$  in the diagram below.

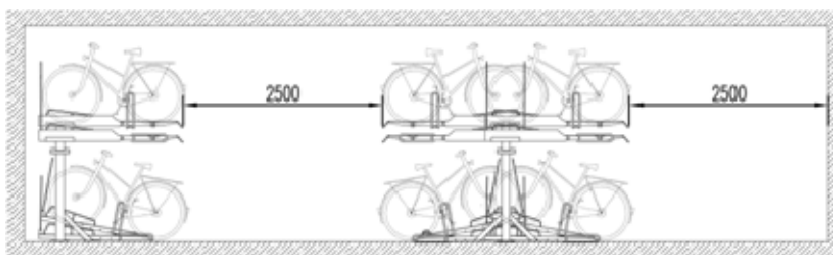


- 9.29 With a ceiling of at least 2700mm the stands can be placed 400mm apart, i.e.  $X = 400\text{mm}$  in the diagram below.

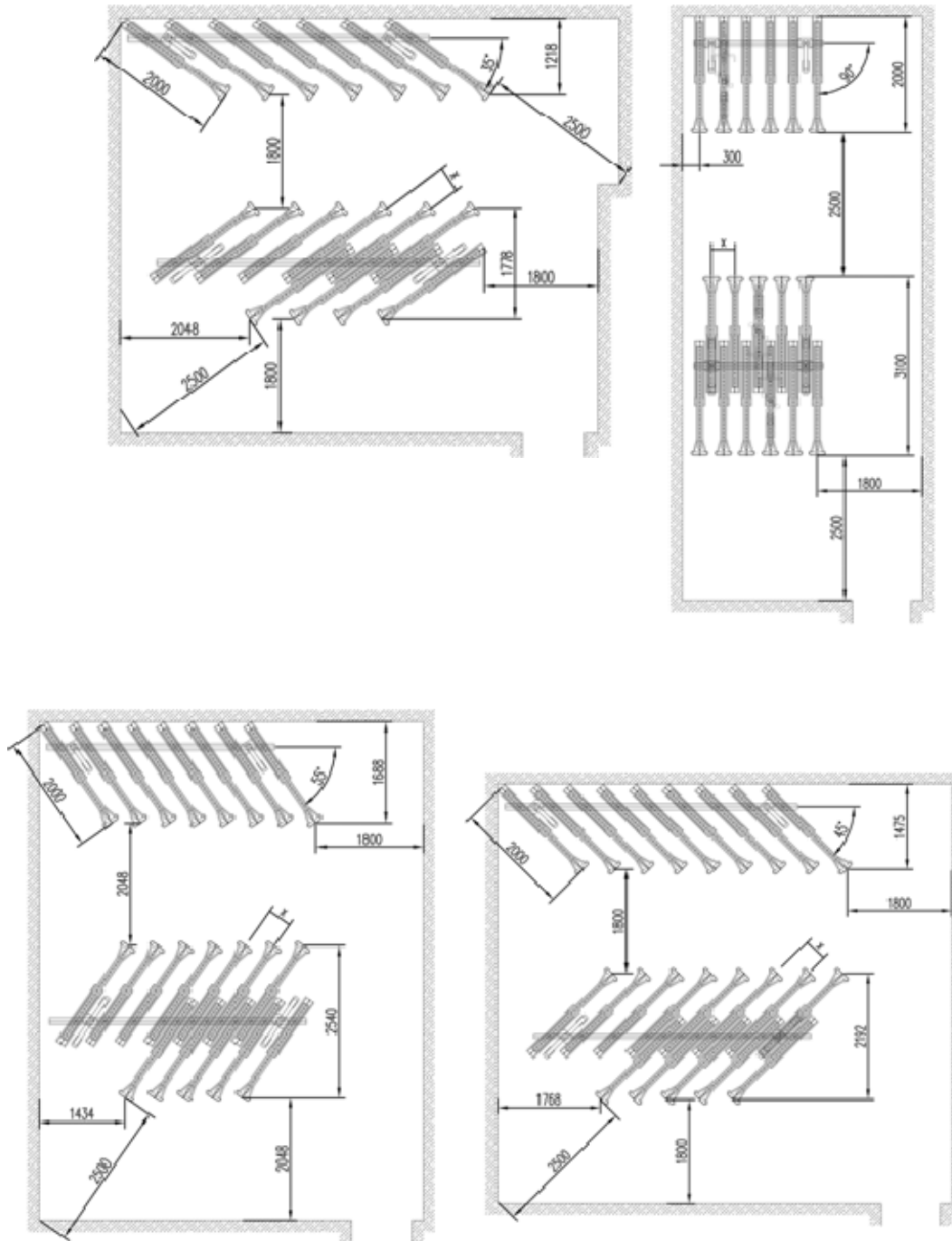


- 9.30 In order to enable the top tier to be used, at least 2500mm of clearance in front of the stand, measured on a line at the same angle at which the top tier stands are extended (see diagrams below), is required between rows of stands, walls or other obstructions.





- 9.31 The Josta stands can be arranged at different orientations (angles) provided there is 2500mm of clearance in front of the rack to remove cycles from the top tier (as described above) and aisles around the cycle store at least 1800mm in width. Examples, with minimum distances are shown below. “X” indicates the spacing between stands, which depends on the ceiling height as described on the previous page.

**Figure 6. Josta Stand minimum siting dimensions**



Camden Planning Guidance

# Planning Obligations

London Borough of Camden

CPG 8



## CPG8 Planning obligations

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# 1 Introduction

## What does this guidance cover?

- 1.1 The purpose of this guidance is to provide an indication of what may be required when the Council considers that a development proposal needs a planning obligation to be secured through a legal agreement. Planning obligations can be used positively and to address some of the negative impacts of development which would otherwise make a development unacceptable.
- 1.2 Planning obligations are normally secured under Section 106 (S106) of the Town and Country Planning Act 1990. However, the Government currently intends to introduce a Community Infrastructure Levy (CIL) in order to secure infrastructure funding from individual developments. This is intended to operate alongside the Section 106 system and will be explained further below.
- 1.3 The use of planning obligations is an important tool in ensuring the delivery of necessary infrastructure to support the Local Development Framework. They will be used to ensure that the strategic objectives of the LDF Core Strategy and Development Policies are met through requirements attached to individual development proposals.
- 1.4 The use of planning obligations is specifically required through policy CS19 - *Delivering and monitoring the Core Strategy* although a whole range of individual Development Policies may be used to justify an obligation, particularly those relating to affordable housing, sustainability and transport. This guidance is intended to provide general advice on how planning obligations operate. Large scale developments generally have more significant and complex obligations attached to them, but obligations may also be applied to small scale developments to achieve measures such as car free housing or to manage the impacts of construction.

## When will it apply?

- 1.5 This guidance applies to all development where proposals are likely to be subject to planning obligations under Section 106 of the Town and Country Planning Act 1990 (as amended). In dealing with planning applications, local planning authorities consider each proposal on its merits and reach a decision based on whether the application accords with the development plan, unless material considerations indicate otherwise. Where applications do not meet these requirements, they may be refused.
- 1.6 In some instances, however, it may be possible to make acceptable development proposals which might otherwise be unacceptable, through the use of planning conditions (see Department of the Environment Circular 11/95) or, where this is not possible, through planning obligations. Where there is a choice between imposing conditions or entering into a planning obligation a condition will be used.

## 4 Community facilities

- 4.1 Community facilities include childcare facilities, educational and training facilities, healthcare facilities, policing facilities, youth facilities, libraries, community halls, meeting spaces, places of worship, public conveniences and other uses in Use Class D1 that provide a service to the local community. Leisure facilities include cinemas, music venues, theatres, leisure centres, indoor and outdoor sports facilities and other similar uses.
- 4.2 Core Strategy policy CS10 – Supporting community facilities and services, sets out the Council's overarching approach to protecting and providing the community facilities that meet the needs of Camden's growing population. Development Policy DP15 – Community and leisure uses helps to deliver the Core Strategy by providing information about the detailed approach that will be taken to protect existing community and leisure facilities and the expectation that schemes which create additional demand for community facilities to make an appropriate contribution towards community facilities on-site or close to the development.



### **Educational contributions from residential developments**

- 4.3 Camden is a relatively small built up borough, with few opportunities for large scale housing developments. Whilst the number of children likely to be housed in individual schemes for new housing is often relatively small, the cumulative impact of these developments upon the Borough's existing education places is significant, and each new dwelling created in the Borough places increased pressure upon education places and costs.
- 4.4 It is generally accepted that schools should not operate at 100% capacity as it is important to retain some level of surplus capacity to enable parental preference to be exercised. Surplus places are also required to cover fluctuations in the numbers of children requiring places due to, for example, the numbers and location of homeless families being temporarily housed, cross boundary movements, new statutory



requirements to include nursery provision which will affect some primary capacity and redevelopment of 'windfall sites'.

- 4.5 All residential development (Class "C3" of the Town and Country Planning Use Classes) including new build, change of use and conversion where the scheme results in a net increase of five or more dwelling units will normally be expected to provide a contribution towards education provision (except for those categories of development set out below).
- 4.6 The contribution sought will always be proportional to the number and size of dwellings proposed. Contributions will not be sought for single-bedroom or studio dwellings, as these are unlikely to provide accommodation for children. Where a scheme includes a mix of single-bedroom and larger units a contribution will only be sought for the larger units.
- 4.7 Contributions will also not be required from certain other types of residential accommodation:
  - Student housing schemes (provided there is no child yield);
  - Specialist elderly housing and Housing in Multiple Occupation (e.g. for young, single people) which will not accommodate children; and
  - Affordable housing for rent or intermediate housing provided by a registered social landlord secured via planning obligations where the Council has 100% Council nomination rights where such accommodation generally houses children already resident and educated in the borough.
- 4.8 The contributions sought will not vary by the location of the development within the Borough as it is difficult to predict the age of children who will actually occupy new housing; because they may move through the Borough's education sectors, and because educational need arises and is planned for at Borough level. Figure 1 on page 23 shows the level of contribution sought for different sized units.
- 4.9 The contribution required from the development as a whole is calculated by multiplying the number of units of each size (excluding one bedroom units or units within the categories set out above), by the potential child yield and then the contribution required by each unit.
- 4.10 Education contributions will be used to improve capacity and expand education provision to accommodate additional children. Examples include providing additional education places, adapting and extending educational buildings and facilities (including nursery and reception classes), providing new schools or educational buildings, or purchasing new equipment required to meet additional demands. Funds may also be used for extra curricular facilities where local pressures arise e.g. related sports and after school clubs and play centres.
- 4.11 Contributions may also be built up over time and pooled in order to optimise their benefits and, until mainstream funding, grants and other revenue sources "catch up" with increased pupil numbers, may be

sought to pump prime initial revenue and maintenance costs. The Council will continue to monitor the situation in relation to education places and Borough capacity, and will update this guidance should the situation alter significantly in relation to supply of education spaces and facilities.

**Figure 1. Calculation of education contributions**

Unit type	Child yield per unit [1] [2]	Education sector [3]	Child yield by education sector	Child yield by sector	DCSF costs per school place [4]	Contribution by education sector	Total contribution per unit [2]
<b>2 bed</b>	0.14	<b>Primary</b>	0.50	0.07	£ 14,830	£ 1,038	
		<b>Secondary</b>	0.38	0.0532	£ 22,347	£ 1,189	
		<b>6th Form</b>	0.12	0.0168	£ 24,236	£ 407	
						£ 2,634	<b>£ 2,213</b>
<b>3 bed</b>	0.40	<b>Primary</b>	0.50	0.2	£ 14,830	£ 2,966	
		<b>Secondary</b>	0.38	0.152	£ 22,347	£ 3,397	
		<b>6th Form</b>	0.12	0.048	£ 24,236	£ 1,163	
						£ 7,526	<b>£ 6,322</b>
<b>4+ bed</b>	1.36	<b>Primary</b>	0.50	0.68	£ 14,830	£ 10,084	
		<b>Secondary</b>	0.38	0.5168	£ 22,347	£ 11,549	
		<b>6th Form</b>	0.12	0.1632	£ 24,236	£ 3,955	
						£ 25,589	<b>£ 21,494</b>

1. Based on information collected through the Camden Survey of New Housing 2002-2008.

2. Reduced by 16.6% to take account of children whose schooling is not met by Camden and the fact that the survey covers 15 year bands whereas schooling only covers 14 year bands.

3. Information taken from Camden School Organisation plans indicates that the balance of children and young people in Camden schools is split between the education sectors in these proportions.

4. Based on the Department for Education and Skills (DfES) established cost of education places in schools taken from 2008/2009. The new department of education has yet to update these figures and new cost figures will be incorporated into this formula as appropriate.

**Example A**

Conversion and extension of a large single family dwelling house to create:

- 2 x 1 bedroom units
- 2 x 2 bedroom units
- 2 x 3 bedroom units

This scheme results in a net increase of five units (and therefore requires a contribution as the threshold is net five or more units). No Child Yield will be presumed for one of the 3-bedroom units as the previous house may have previously been occupied by children. No contributions will be sought from the one-bedroom flats

2 x 2 bedroom flats	2 x £ 2,213	= £ 4,426
1 x 3 bedroom flat	1 x £ 6,322	= £ 6,322
Total		= £ 10,748

**Example B**

New build scheme providing 30 units comprising:

- 8 x 1 bedroom units (4 affordable)
- 16 x 2 bedroom units (8 affordable)
- 4 x 3 bedroom units (2 affordable)
- 2 x 4 bedroom units (1 affordable)

No Child Yield would be presumed for the 8 one-bedroom units. No contribution will normally be sought from affordable housing units (as long as they are secured and protected through a planning obligation and have 100% local authority nomination rights).

8 x 2 bedroom units	8 x £ 2,213	= £ 17,704
2 x 3 bedroom units	2 x £ 6,322	= £ 12,644
1 x 4 bedroom units	1 x £ 21,494	= £ 21,494
Total		= £ 51,842



### **Other Community facilities**

- 4.12 There are a number of community centres and recreation facilities including meeting halls and spaces, libraries and indoor sports halls across Camden, and such centres provide an important component of daily life for a significant section of the population. These can help to enhance quality of life, improve personal health and well being, deliver a sense of community and help to reduce crime.
- 4.13 New residential or commercial development which generates or attracts significant numbers of people to an area may require new provision or lead to an increased demand on existing community facilities near to a site. The provision of these facilities is important in supporting new growth as recognised in planning policies.
- 4.14 Depending on the scale of development, an appropriate level of provision or contribution towards existing or new facilities may be sought and will be determined by considering the likely increase in demand for community facilities resulting from a development and the effect that this will have on existing provision.
- 4.15 Obligations and contributions will not generally be sought for developments of less than 10 residential units or 1,000sq m of floor space. The requirements for community facilities generated by developments will vary and contributions will be sought on the basis set out in the table on page 26.
- 4.16 In exceptional cases where a community facility is to be lost as a result of a development, or a development generates the need for increased facilities the Council will normally expect it to be provided on the development site. Where this is not possible the Council will seek a financial contribution based on the cost of provision of a replacement facility. In cases where a community facility is provided or a contribution is made, the Council will prescribe a specification for the building to facilitate the occupation by community groups, which may include subsidised rents.

**Figure 2. Contributions towards community facilities**

Development	Contribution	Use of funds
General needs housing - developments including market and affordable housing which will result in an increase of 10 or more residential units where onsite community facilities are not provided	£980 per bedroom[1]	Funds are used by Camden Regeneration and Partnerships Team to contribute to improvement to community buildings and facilities within the vicinity of the development.  Funds may be combined with other funds (including lottery and charitable funds) to increase the value of the community benefit obtained.
Student housing and hostels which will result in an increase of 10 or more student bedspaces. The Council will make as assessment looking at the number of units and whether onsite facilities are provided	<b>Onsite</b> A minimum of 1 sq m per bedroom of indoor community space to be provided as common rooms, quiet study area, indoor sports facility[2]  <b>Offsite</b> Where facilities are not provided £980 per bedroom[3] will be required (or a pro rata contribution where on site insufficient).	Funds are used to improve facilities in the vicinity of the development which would be relevant to students living in the scheme, including indoor sports, libraries and community centres where they provide services relevant to young adults
Major mixed use or commercial developments (more than 1,000 sq m) where on site community facilities are not provided	Contributions will be negotiated on a case by case basis relating to the needs generated by the development.	Funds will be used to improve facilities in the vicinity of the development site.

1. Requirement per bedspace = 0.2 sq m x £4,900 per sq m = £980

One bedspace generates the need for 0.2 sq m multi-purpose community space (derived from the Camden Infrastructure Study, based on average space requirement per 1000 people used by 8 local planning authorities in the south east. Similar figure (0.16 sq m per person) can be derived from assessment that 1000 people require 1/3 of a community centre and assuming average 500 sq m GIA)

Build cost per square metre of community facilities is £4,900 (derived from actual build cost including fees and VAT of extensions at five Camden community buildings 2008 – 2010)

2. Most student housing schemes in Camden include some onsite amenity space. No space standards exist for community use provision in student accommodation. 1sq m is a minimum standard for onsite provision based on an analysis of existing student accommodation schemes in Camden.

3. As per build costs for general needs housing

### **Contributions to healthcare**

- 4.17 New development can lead to an increase in demand for new health care provision and put pressure on existing facilities and capacity to meet the health care needs of local residents, workers and visitors to the borough. It is appropriate for those carrying out major new development in Camden to make a contribution towards the provision of health care, particularly local primary health care, if development generates or increases pressures on existing facilities.
- 4.18 This contribution could be financial and is likely to be pooled with similar contributions. For schemes of more strategic importance or involving the replacement of health facilities, it may involve the direct (re)provision of health facilities within or near a proposed development site.
- 4.19 To assess and establish an appropriate level and type of obligation including financial contributions to mitigate any health care impacts, the Council will consult with a range of statutory healthcare providers in the area to identify the healthcare needs likely to be generated by a development.
- 4.20 It will also have regard to the model commissioned by the NHS Healthy Urban Development Unit (HUDU) and produced by Matrix Research and Consultancy ([www.healthyurbandevelopment.nhs.uk](http://www.healthyurbandevelopment.nhs.uk)). The HUDU model is designed to forecast at a high level the health demand that might result from a new residential development and subsequent cost of provision. Obligations and contributions will not generally be sought for developments of less than 50 residential units but local circumstances will need to be assessed, e.g. loss of health facilities.
- 4.21 In schemes of more strategic importance where significant numbers of visitors or workers are going to be generated, in addition to a new residential population, there will be a need for developers to carry out an assessment of the health implications of the development and its impact on local health services.

## 5 Design

- 5.1 The Council's planning policies seek to ensure that Camden's places and buildings are attractive, safe, healthy and easy to use. Core Strategy policy CS14 - *Promoting high quality places and conserving our heritage* requires development to be of the highest standard of design that respects local context and character, including improving the spaces around buildings and achieving high quality landscaping in schemes. More information about our detailed approach to the design of new developments and alterations and extensions can be found in Development Policy DP24 - *Securing high quality design*.
- 5.2 The Core Strategy also sets out our approach to other matters related to design, such as tackling climate change through promoting higher standards (CS13), the importance of community safety and security (CS17) and protecting amenity from new development (CS5). Further guidance on design is contained in our Camden Planning Guidance 1 – Design

### Landscaping

- 5.3 There is a general need for more greenery in the borough and to enhance wildlife habitats in the urban environment. Planning obligations may be required for landscaping and planting if the potential impacts of a development on nearby parks and other green spaces are substantial enough to require mitigation measures.
- 5.4 Landscaping is an essential element of design. If high quality landscaping cannot be provided on-site or enhancements carried out to affected landscaping of value, either on or off site, works in kind or a financial contribution may be required by way of a legal agreement for the appropriate compensatory or mitigating landscaping works.
- 5.5 The Council will specify the scope of the requisite measures and will calculate the cost of new planting, new features and associated works based on the cost of implementation by Council contractors. As part of a Section 106 Agreement the Council may require a developer to submit for approval a landscape management plan setting out measures and standards in relation to the management and maintenance of affected wildlife habitats and/or landscapes.

### Works to streets, highways and public realm

- 5.6 A whole range of developments may require works to be carried out to the surrounding streets and public spaces to ensure that the site can be safely accessed, and to allow a new development to properly and safely function. Some works may also need to be carried out to mitigate the impacts of development and could include the following:

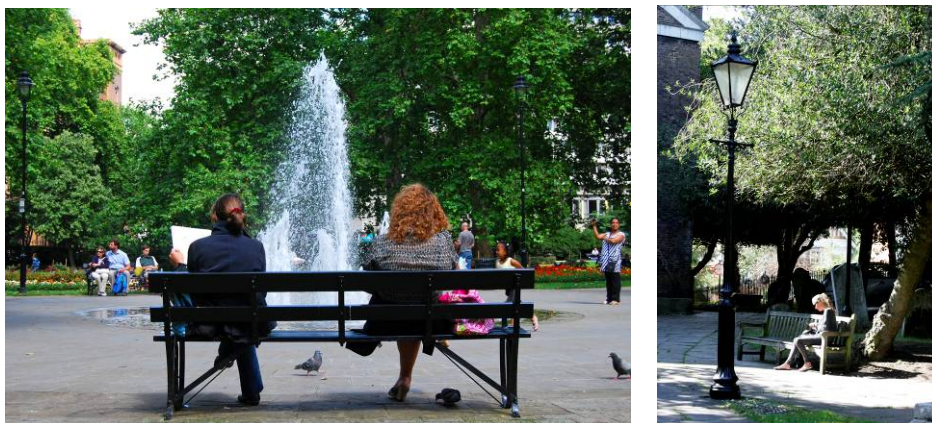


### **Site accessibility improvements**

- a connection to a public highway;
- alterations and improvements to junctions;
- new or improved footways and pedestrian facilities;
- new or improved cycle routes and cycle stands;
- new traffic islands/refuges;
- pavement reinstatement and resurfacing;
- new or improved crossings and traffic control signals;
- crossovers;
- road closures / stopping up;
- road realignment and/or widening;
- bridge works;
- traffic reduction and calming measures e.g. clear zone strategy, “Home zones” and “safer routes to schools” initiatives;
- parking management schemes/revisions to a CPZ;
- Traffic Regulation Orders, e.g. loading areas;
- shopmobility and scootability schemes (loan of scooters or electric wheelchairs to assist movement in the area around a home or destination from the initial point of arrival); and
- works and improvements to canals and waterways.

### **Public space improvement hard and soft landscaping treatment**

- retention, repair and reinstatement of historic surface treatments;
- making access to new development easier and safer for disabled people;
- trees on streets, public or private open spaces;
- street furniture (in some cases removal/rationalisation of street furniture would be appropriate);
- improved street lighting;
- associated signage;
- public art – either within public areas or on private land visible from the street;
- CCTV;
- associated drainage works;
- specific site related conservation area enhancement; and
- specific area initiatives, e.g. town centre improvements, canal towpath improvements.



### Highway works

- 5.7 The Council, as the local highways authority, is responsible for the maintenance, safety and quality of the borough's roads and highways and other adopted public spaces. It will determine how highway and/or other related works should be designed and implemented, in consultation with developers, to ensure that they are carried out in accordance with Council procedures and standards. Developers should refer to the Council's Streetscape Design Manual. (Note: the Transport for London Road Network is the exception where TfL are the highway Authority).

### Level plans

- 5.8 The design of any development needs to take account of the surrounding topography and in particular the levels of site where it adjoins the public highway. The Council will not adjust highway levels to meet accesses that do not sit at the required level. It will be a requirement of a Section 106/278 agreement for the developer to submit level plans to the Council for approval prior to implementation. These plans will need show existing and proposed levels for channel, top of kerb, back of footway and any other features of relevance. They will also need to clearly show that any accesses or adjoining open areas will match the back of footway levels required.

### Agreement of highway works

- 5.9 There are two main ways for public highways works on Borough Roads to be undertaken through a section 106 / 278 obligation. The Council can design and carry out these works at the developer's expense; or the developer can (with the Council's agreement) design the works themselves to a specification set by the Council. The Council will then undertake these works at the developer's expense. Occasionally where very minor works are involved, the Council may allow the developer to undertake the works on the Council's behalf (under Council supervision).
- 5.10 In both cases, the Council will exercise control over the design of the works and be involved in the implementation of the scheme. Any works

which will or may affect the structural integrity of the highway requires approval and inspection by the Engineering Service's structural engineers. Works may be subject to a formal Approval in Principle under highways legislation. For more information and advice please contact the Council's Engineering Service on 020 7974 5138.

- 5.11 In very limited circumstances (e.g. where a Borough Road is not maintainable at the public expense, or in large scale developments), a scheme could be designed and implemented by the developer, although the Council's Engineering Service would still need to instruct and approve the scheme. The Council will always have the right to intervene (at the developer's expense) if any works are not to the Council's reasonable satisfaction.
- 5.12 For planning applications located on or affecting GLA roads (Transport for London Network - TLRN), the local planning authority will consult with Transport for London regarding the suitability of the proposed scheme. Where the development would involve an alteration to or a new access onto the TLRN, Transport for London has ultimate responsibility for indicating what is acceptable.
- 5.13 The particular approach to be followed will need to be agreed with the Council before the obligation can be completed. In all cases the works will need to be completed within an agreed timescale. In some situations where highway works are necessary to allow the development to commence, the works will need to be completed before the works approved by the planning permission are started though in many circumstances any highways or public realm works will tend to follow on from the main construction.

#### **Payment for highways works**

- 5.14 The Council will secure payment of required works by preparing an estimate (including fees) for the scheme that the developer will be required to pay before commencing development. It is inevitable that, sometimes, unforeseen costs can arise during more detailed design and implementation. The agreement can provide for a subsequent adjustment to be made if actual costs exceed the amount paid, up to a maximum figure, usually agreed through the planning obligation.
- 5.15 The Council will provide an indicative cost of the proposed works prior to the determination of the application and this will be included in the agreement. On completion of the works the Council will certify how much money was expended in undertaking the works.
- 5.16 If the expenditure exceeds the contribution paid through the s106 agreement, the Council will require the developer to pay the excess amount. An option may be for developers to pay a one-off negotiated returnable bond or contingency sum in addition to the estimated cost, the size of which will be based on the nature, scale and risk associated with the particular works (e.g. up to 60% as per HM Treasury Green Book guidance).

- 5.17 If the contribution is not fully utilised and the agreement of the developer or landowner has not been obtained so that funds can be spent on complementary and similar works in the vicinity of the site, then the Council will repay any unspent monies.
- 5.18 Scheme costings include design, supervision and contract fees will be indexed linked from the date the agreement is signed. The developer will also be required to pay the Council's costs in respect of any necessary traffic management orders or other appropriate costs related to the works.
- 5.19 In occasional situations, it may be appropriate for other accountable parties to implement works or expend funds under the supervision of the Council. Examples of this may include works to canals/waterways or other areas of land over which the Council does not have control.

### **Public Art**

- 5.20 The Council encourages the use of public art, either as a permanent or temporary feature, within the urban design process. Public art can be a catalyst for improved environmental quality by upgrading and animating public space, enhancing local character and identity through helping create a 'sense of place', and promoting better visual 'legibility' of the local area by contributing to more recognisable and distinctive places and townscape.
- 5.21 Public art can also serve as an emblem of civic pride or corporate image. It can further improve the marketability of a property and add to the process of urban regeneration. In this sense public art can be seen, both in the short and long term, to add value to a development and to enhance the visual quality of an area.
- 5.22 Examples could include painting, sculpture, photography, film and video, projections, installations, murals, tapestry, decorative ironwork, glass engravings, street and performance art, and elements integral to buildings and surrounding public spaces themselves. Many developers will be committed to public art and high quality design and will positively incorporate public art plans and works when new major developments are being designed and commissioned.



- 5.23 A new development, particularly one which is large enough to attract significant numbers of visitors or to change its context, may be expected to incorporate public art as part of the necessary measures proposed to enhance public spaces and the surrounding townscape. Public art initiatives may be provided or funded either through the use of section 106 agreement or planning conditions.
- 5.24 The Council will only seek a planning obligation in circumstances which are appropriate and directly related to the proposed development, and where it is not possible to deal with the matter through the imposition of a planning condition. The circumstances where an agreement may be required will be determined by factors such as the precise location, nature and scale of a development, taking into account the nature of the site, the scale of associated public realm schemes and the extent of public accessibility.

### **Community Safety**

- 5.25 Achieving community safety in all new developments is an important objective for the Council which is reflected in Core Strategy policy CS17 – Making Camden a safer place. Crime preventive design is an important aspect of achieving community safety and should be considered from the earliest stages of a development proposal and integrated into the design. More information on designing safer environments is provided in CPG1 – Design, chapter 09. Designing safer environments.
- 5.26 Where an otherwise acceptable development could have potentially negative impacts on local community safety, either through its uses or hours of operation, or its design, the Council will require the developer to undertake or fund appropriate and related works or measures to minimise these impacts, which will be secured through a Section 106 Agreement.
- 5.27 Developments of the following types may require a planning obligation to address community safety issues:
- New proposals (generally those considered “major” or over 1000 square metres) for leisure facilities and venues including uses such as gyms, leisure centres and cinemas that are likely to operate late at night. Any development proposals for entertainment venues will be expected to contribute to improving local safety (e.g. through CCTV coverage);
  - Most cafes, restaurants, public houses and clubs with late night opening (generally those that could hold 100 or more people). With applications for new licensed premises (including clubs), the use of security measures around entrances and vicinity management may be required. This will be especially important in the areas identified as having relatively high levels of crime;
  - Major town centre and high street developments including retail, hotel, office and mixed use developments that may be open into the



night and/or are substantial enough to generate significant increases in visitor numbers and use of local public transport facilities;

- Major residential developments (over 10 units) that suffer from poor public transport accessibility and/or poor pedestrian routes and linkages to public transport facilities, local shops and community facilities;
- Developments located in the vicinity of a canal or waterway; and
- Developments that have specific user or design requirements, such as secured rear servicing, that have implications for the quality of pedestrian routes and streets (e.g. high, blank walls and blank elevations).

5.28 Planning obligations (which could take the form of financial or non-financial agreements) may be sought to address a range of issues including:

- Improving and creating safer routes for pedestrians directly serving and in the vicinity of the development;
- Improving and creating safer routes for cyclists directly serving and in the vicinity of the development;
- Improvement or provision of lighting to established or proposed pedestrian routes and cycle routes to make them safer;
- Rerouting of or controlling access to underused and potentially dangerous paths and links such as subways and alleyways which serve a limited purpose;
- Improvements to housing estates in the vicinity of the development at risk of an increase of Anti social behaviour and crime as a result of it;
- Environmental improvements that contribute towards improving safety in town centres, Central London areas and other areas affected by a development, e.g. landscaping works to improve visibility and removing areas of concealment;
- Improvements to the accessibility, safety and quality of transport infrastructure and facilities serving the development;
- Works to improve the accessibility and safety of waterways and towpaths in the vicinity of the development;
- Community initiatives which may form one strand of crime prevention e.g. youth projects, provision of community safety officers/street wardens;
- Safety improvements to existing or proposed public facilities and car parks where new developments may be located; and
- Providing new and supplementing existing CCTV schemes including management and maintenance.

5.29 The provision of local management plans including community safety management plans to manage the impact of the development on the surroundings. This could include plans for the construction and/or post construction phases of the development.

## Development involving heritage assets

- 5.30 Camden has a rich architectural heritage with many special places and buildings from many different eras in the area's history. These places and buildings add to the quality of our lives by giving a sense of local distinctiveness, identity and history. Core Strategy policy CS14 - *Promoting high quality places and conserving our heritage* and Development Policy DP25 – *Conserving Camden's Heritage* recognise our responsibility to preserve and enhance the Borough's heritage assets. Further guidance on how these policies will be applied is provided in Camden planning Guidance 1 – Design, in particular chapter 2 - Heritage.



- 5.31 Many of the potential impacts of development on historic buildings and in archaeological priority and conservation areas can be covered through design and by conditions on the planning permission, for example the need to carry out surveys or the storage and restoration of artefacts. Some objectives for building and area conservation or archaeology may not be satisfactorily controlled by a condition. Where impacts are off-site, or involve a particularly sensitive or complex programme of works, involving phasing, the Council may require implementation of these measures through a Section 106 Agreement. This would be in accordance with policy DP25.
- 5.32 Depending on the nature of the scheme, the Council may require a developer to:
- put measures in place so that work can be stopped if the developer finds some archaeological artefacts during construction;
  - provide, implement and maintain a suitable historic landscape management plan;
  - draw up a listed building or conservation maintenance, repair and/or management plan;
  - provide and implement a restoration scheme for historic buildings and features perhaps to a set timescale and an agreed specification;
  - provide and financially support an information centre including the resourcing of staff;



- carefully record, remove, store, display and maintain specifically identified artefacts or remnants from demolition as part of a new development or in another location;
- safeguard in perpetuity an area containing significant remains and incorporate it into the design of the scheme and allow and manage public access;
- undertake and complete specified works prior to implementation or occupation of any new or enabling development; and
- carry out related surveys.

5.33 A financial contribution or works in kind may also be required for a range of works. For example:

- to secure the investigation and protection of archaeological remains and ancient monuments in advance of development;
- to investigate, record and remove any archaeological finds and/or allow and manage public access;
- to reinstate and repair historic features (such as streetlights, bollards and surfaces, such as granite setts, cobblestones and York stone paving) directly affected by the development and its construction impacts;
- off-site improvements, for example installing new paving, lighting or bollards to complement and enhance conservation areas and existing features and, furniture and surface materials; and
- improvements and enhancement of canals and other industrial heritage feature.

## 6 Affordable housing and housing in mixed-use development

- 6.1 The Council will use planning obligations to secure the provision of:
- an appropriate proportion of housing in mixed-use developments; and
  - an appropriate proportion of affordable housing in residential and mixed-use developments.
- 6.2 Contributions to housing and affordable housing may be required under Development Policy DP1 – *Mixed-use development* and Development Policy DP3 – *Contributions to the supply of affordable housing*. Policies DP1 and DP3 indicate that the contributions should normally be made on the development site that generates the policy requirement, but the policies provide for off-site contributions in a limited set of circumstances, and these contributions may exceptionally take the form of a payment in lieu.
- 6.3 CPG2 Housing sets out all the Council's usual arrangements for the provision of housing and affordable housing through policies DP1 and DP3, and housing in mixed-use, particularly section 1 Affordable housing and housing in mixed-use development. CPG2 gives guidance on providing housing and affordable housing on-site and off-site, including the use of planning obligations. Paragraphs 2.68 to 2.88 set out the limited circumstances where on off-site contribution may be accepted and the exceptional circumstances where this may take the form of a payment in lieu.
- 6.4 This section of the guidance provides guidance on how payments in lieu of housing/ affordable housing are calculated, but does not provide guidance on any other aspects of policy DP1 and policy DP3. To find out whether a payment in lieu might be acceptable, please also refer to paragraphs 2.68 to 2.88 of CPG2 Housing.



- 6.5 In summary:
- payments-in-lieu will only be accepted under exceptional circumstances where provision cannot practically be made on site

and the applicant demonstrates that no alternative site is available in the area;

- payments-in-lieu of housing and payments-in-lieu of affordable housing will be pooled into an affordable housing fund and used to assist provision of affordable housing
- where a payment-in-lieu at the level anticipated by this guidance would not be viable, arrangements for financial viability appraisal apply, as set out in paragraphs 2.59 to 2.67 of CPG 2 Housing; and
- where development proposals involve a shortfall of the housing or affordable housing required under Policies DP1 or DP3, the Council may negotiate a payment in lieu of the unmet requirement.

### **How the payment levels have been set**

- 6.6 The Council has commissioned research on standard payment-in-lieu figures for housing and affordable housing based on the Camden Affordable Housing Viability Study 2009. The first part of this research (published as the Payments in Lieu Working Paper 2010 – see the evidence base and monitoring section of our Local Development Framework pages at [www.camden.gov.uk/ldf](http://www.camden.gov.uk/ldf)) compared the residual value of a range of market housing development types with and without the affordable housing element sought by Development Policy DP3. These comparisons show the additional value created by omitting affordable housing from the development. This has been converted to a payment per square metre of on-site affordable housing sought.
- 6.7 The second part of the research (published as the Mixed Use PIL Working Paper 2011 – see the evidence base and monitoring section of our Local Development Framework pages at [www.camden.gov.uk/ldf](http://www.camden.gov.uk/ldf)) compared the residual value of a range of Central London office developments with and without the housing element sought by mixed-use Development Policy DP1. These comparisons show the additional value created by omitting housing from the development. This has been converted to two figures for payment per square metre of on-site housing sought, one for small floorspace additions and one for larger floorspace additions (for these larger schemes the housing sought would include affordable housing).

### **The payment levels**

- 6.8 The three discrete payment levels are set out in the table below. One level applies to residential schemes where a contribution to affordable housing is sought under Development Policy DP3. Two payment levels apply to non-residential schemes where a contribution to housing is sought under mixed use Policy DP1. The higher level applies to larger non-residential schemes which would also trigger an affordable housing requirement under Policy DP3. The higher figure takes account of the impact of affordable housing on viability, so it is not necessary to combine the different payment levels.

- 6.9 All figures are expressed as £ per square metre (gross external area). The figures are applied to the **on-site** target for housing/ affordable housing. They should not be applied to the total or additional floorspace of the proposed development, or to the off-site target for affordable housing.

**Figure 3. Housing/ affordable housing payment levels**

Development type/ policy requirement	Level of payment in lieu
Market residential scheme/ affordable housing policy DP3	£2,650 per sq m x on-site target for affordable housing
Non-residential with less than 2,000 sq m additional floorspace (gross external area)/ mixed-use policy DP1	£700 per sq m x on-site target for housing
Non-residential with 2,000 sq m additional floorspace or more (gross external area)/ policies DP1 and DP3	£1,350 per sq m x on-site target for housing

- 6.10 The payment levels in Figure 3 for non-residential schemes have been derived on the basis of developments that omit *all* types of housing requirement (under DP1 and DP3), and are based on costs and values for office developments. These figures may not be appropriate for a large non-residential scheme that only omits affordable housing, or where the primary use is a non-office use such as retail or a hotel. Where the type of development proposed is substantially different from the developments used to set the payment levels, or the payment levels indicated in Figure 3 would not be viable, the Council will:
- apply the arrangements for financial viability appraisal set out in paragraphs 2.59 to 2.67 of CPG2 Housing; and
  - negotiate a payment on the basis of the financial viability of the particular development.
- 6.11 For a primarily residential scheme with a non-residential element of less than 1,000 sq m gross, if the Council agrees that a payment in lieu of affordable housing is appropriate, the level of payment will be guided by policy DP3 and the figure of £2,650 per sq m of on-site target for affordable housing.

**GROSS EXTERNAL AREA**

Calculations in this guidance are based on Gross External Area (GEA). This is generally the total area of every floor in the building including common areas and external walls. Payment-in-lieu figures have been calculated on that basis.

Floorspace measurements are sometimes provided which exclude common areas and exterior walls of the building (this often applies to flats), or just exclude the exterior walls (this often applies to houses). Where a figure for Gross External Area including common areas is not available, the Council will consider using a conversion factor to assess the housing/ affordable housing requirement and to calculate the payment in lieu.

- To convert to GEA where common areas and exterior walls have been excluded - multiply by 1.25.
- To convert to GEA where only exterior walls have been excluded – multiply by 1.053.

A fuller explanation of the terms Gross External Area and Gross Internal Area is given in paragraph 2.25 of CPG2 Housing.

**How to calculate affordable housing payments under policy DP3**

6.12 Where the payment is in lieu of affordable housing under Development Policy DP3, calculations of the payment will proceed in accordance with CPG2 Figure 2 and paragraphs 2.31-2.32 and 2.35, as follows:

- the capacity of the site will be assessed and be converted into a percentage target for on-site affordable housing;
- the percentage target for on-site affordable housing will in turn be assessed and converted into a floorspace figure (GEA);
- the target for off-site affordable housing floorspace will be multiplied by the payment per square metre figure of £2,650.

6.13 Please refer to CPG2 for full details of the factors which influence capacity and on-site affordable housing target. In summary:

- assessment of capacity is based on the number of additional homes proposed and the gross floorspace addition including common areas;
- capacity is assessed as the number of additional homes proposed or 1 home per additional 100 sq m (gross), whichever is the greater;
- capacity is rounded to the nearest whole number;
- the on-site affordable housing target is assessed as 10% where capacity is 10 additional homes plus 1% for every further increase of capacity by 1 home, up to a target of 50% where capacity is 50 additional homes.

**Figure 4. Example calculations:  
payments in lieu of affordable housing under policy DP3**

<b>Example 1</b> 21 additional homes with a built floorspace of 1,750 sq m gross	Site capacity = 21 homes
Percentage target for on-site affordable housing	= 21%
Floorspace target for on-site affordable housing	= 1,750 x 21% = 367.5 sq m
Payment-in-lieu of affordable housing	= 367.5 sq m x £2,650 = £973,875
<b>Example 2</b> 22 additional homes with a built floorspace of 2,360 sq m gross	Site capacity = 24 homes
Percentage target for on-site affordable housing	= 24%
Floorspace target for on-site affordable housing	= 2,360 x 24% = 566.4 sq m
Payment-in-lieu of affordable housing	= 566.4 sq m x £2,650 = £1,500,960

#### **How to calculate housing payments under policy DP1**

6.14 Where the payment is in lieu of housing under Development Policy DP1, calculations of the payment will proceed as follows:

- the additional floorspace proposed will be multiplied by the 50% target for on-site housing to produce a floorspace target (GEA);
- where the additional floorspace proposed is less than 2,000 sq m (GEA)
  - the on-site housing floorspace target is less than 1,000 sq m (GEA)
  - consequently no contribution to affordable housing would be sought under policy DP3
  - the target for on-site housing floorspace will be multiplied by the payment per square metre figure of £700;
- where the additional floorspace proposed is 2,000 sq m (GEA) or more
  - the on-site housing floorspace target is 1,000 sq m (GEA) or more
  - consequently an on-site contribution to affordable housing would be also be expected under policy DP3
  - the target for all on-site housing floorspace will be multiplied by the higher payment per square metre figure of £1,350.

**Figure 5. Example calculations:  
payments in lieu of housing under policy DP1**

<b>Example 1</b>	
Total floorspace addition	= 800 sq m
Target for on-site housing	= 800 x 50% = 400 sq m
Affordable housing sought?	No
Payment level	£700 psm
Payment-in-lieu of market housing	= 400 sq m x £700 = £280,000
<b>Example 2</b>	
Total floorspace addition (NB an on-site housing contribution would be required unless there is clear evidence that off-site provision is more appropriate)	= 2,400 sq m
Target for on-site housing	= 2,400 x 50% = 1,200 sq m
Affordable housing sought?	Yes
Payment level	£1,350 psm
Payment-in-lieu of all housing	= 1,200 sq m x £1,350 = £1,620,000



## 7 Sustainability

- 7.1 Promoting a sustainable Camden is an integral element of our Local Development Framework strategy. Core Strategy policy CS13 - *Tackling climate change through promoting higher environmental standards* sets out a key part of our overall approach to tackling climate change, which includes promoting higher environmental standards in design and construction.
- 7.2 Core Strategy policy CS13 states that the Council will have regard to the costs and feasibility of measures to tackle climate change within developments (paragraph 13.4). This approach also applies to policy DP22. We will also take into account the cumulative costs of not responding to the need to mitigate and adapt to climate change as well as the long term cost savings, such as on energy and water bills, to future occupiers. Measures to tackle climate change are integral in the development process and are a priority of the Council, therefore, they should not be seen as 'add-ons'. They are an essential element of sustainable development. For further information on ways to achieve carbon reductions and more sustainable developments please refer to Camden Planning Guidance note 3 – Sustainability.



### **Biodiversity/habitats;**

- 7.3 Planning obligations may be used to require developers to carry out works to secure or reinstate existing habitat features, enhance existing features, create new features or to undertake habitat creation schemes. In those very exceptional cases where a developer cannot protect an ecological habitat adjacent to or within the boundaries of the site and in other respects the development is acceptable they will be required to provide an alternative compensatory measure of equal or greater value. These measures could be land off-site on which the Council or other responsible agency can carry out works and recover the reasonable costs from the developer, or assistance in enlarging or enhancing existing nature conservation assets and habitats and make provision for maintenance of the site.

- 7.4 A planning obligation may also be appropriate where additional monitoring or survey work is considered necessary to confirm that relevant environmental measures have been implemented successfully. Some developments may result in increased activity and affect the value of areas of nature conservation merit adjacent to or within the site. In certain circumstances legal agreements may be appropriate to restrict types and hours of activities and development rights. They may also be used to control access so as not to damage or harm existing features and to make proper provision for the long-term maintenance of directly affected sites

### **Sustainable Design and Construction**

- 7.5 Policy DP22 – *Promoting sustainable design and construction* contributes towards delivering the strategy in policy CS13 by providing detail of the sustainability standards we will expect development to meet. Meeting the requirements for sustainable design and construction is often achieved in the detailed design or construction phases. Normally, requirements for environmental design will be dealt with using conditions, but in some circumstances, a Section 106 agreement may be required to secure an environmental assessment of the proposed development carried out by an impartial assessment body or a sustainability plan to provide and maintain the highest environmental standards of development.
- 7.6 If they cannot be implemented through the approved design or satisfactorily secured through conditions, the following design features may be specified through a sustainability plan required to be submitted as part of a s106 Agreement:
- energy efficient design measures;
  - renewable energy facilities;
  - waste and recycling storage facilities;
  - water retention and recycling facilities;
  - heating or cooling systems;
  - internal water consumption levels; and
  - materials sourcing proportions.
- 7.7 Other specific management plans may normally be required through a condition of a planning approval. However, some proposals or aspects of a proposal might generate a requirement for a management plan to deal with some of the following issues, depending on the scale, nature and location of the scheme:
- waste management;
  - energy including renewable energy on site and energy efficiency;
  - facilities management;
  - construction and demolition;
  - water efficiency;

- Sustainable Drainage Systems (SUDs)
- community safety;
- contamination;
- hazardous substances; and
- biodiversity.

This list is not exhaustive, and the requirements will be relevant, proportionate and related to the specific nature and potential impacts of the development proposed.

- 7.8 Camden Planning Guidance 3, Sustainability provides further detail on the appropriate standards for different types of development – BREEAM, Ecohomes or the Code for Sustainable Homes. A Section 106 Agreement may be used by the Council to require the developer to carry out and submit a post-construction review to ensure that the development has met the criteria which were approved earlier as part of the estimate and design stage assessments. The Council will not permit occupation of the development until a satisfactory post-construction review has been provided and any issues identified in that review have been satisfactorily addressed

### **Decentralised energy networks**

- 7.9 Developments are expected to connect to a decentralised energy network and use the heat, unless developers can demonstrate it is not technically feasible or financially viable. Developers should use guidance in CPG3 – Sustainability chapter 5, to determine whether connection to a decentralised energy network, a combined heat and power plant or a contribution towards a decentralised energy network will be expected.
- 7.10 Where appropriate s106 agreements will be used to secure:
- the installation of CHP/CCHP and the generation and use of energy;
  - details that ensure the plant and its operation is carbon dioxide efficient with regards to operating hours, compatibility with the need (amount and timing) for heat, and requirements for a heat store;
  - details that ensure the design of the heating system is compatible with any nearby decentralised energy network;
  - the export of heat, cooling and/or electricity;
  - development use heat, cooling and or electricity from a decentralised energy network;
  - sufficient space is provided for future plant, heat exchanges, connection points to either generate, export and take heat, cooling and/or electricity; and
  - a financial contribution towards future decentralised energy networks.

7.11 The financial contribution expected will be in line with the following table taken from CPG 3 - Sustainability (chapter 5):

Size of development	Residential (per dwelling) or per 300sq m of non-residential floorspace
Over 20 storeys	£2,800
8-20	£2,500
5-7	£2,800
3-4	£4,100
2-3	£5,300
Single dwelling houses or Single storey commercial developments	£8,600

Source: Community energy: Urban planning for a low carbon future

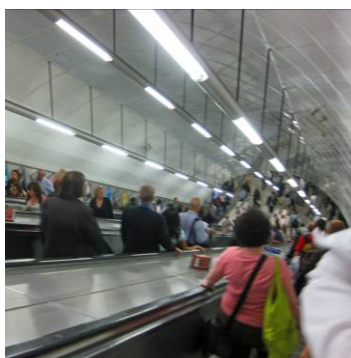
## 10 Transport

### **Car free and car capped housing**

- 10.1 In order to encourage use of other types of transport and reduce parking stress the Council will use legal agreements to make development car free or car capped. This will limit the number of new residents from being able to obtain on-street parking permits.
- 10.2 Agreements will require the owner of the property to inform the Council's Planning Obligations officer in writing of the official postal address of the property and to clearly identify the car free units before the development is occupied. The owner will also be required to inform any occupants of the property of any car free restrictions. Please refer to the Guidance note on car free and car capped developments for an explanation why the Council imposes these restrictions.
- 10.3 Once planning permission is granted which includes a car free restriction, a copy of the agreement will be passed to the Council's permit issuing team who will maintain a record of properties excluded from obtaining a parking permit. In cases where part of the property is subject to a car free restriction no parking permits will be issued until the owner or developer has clarified in writing with the Council's Planning Obligations officer the official postal address of the property and identified the unit(s) to which the car free restriction applies.

### **Travel plans**

- 10.4 The Council may use legal agreements to require travel plans to manage the impacts of the development where these measures are deemed necessary to control the impacts of the development. A contribution may be sought to cover the staff costs for overseeing the implementation of these plans. Please refer to guidance note on Travel Plans and Transport Assessment for further information



## Public transport contributions

### a) Contributions towards Crossrail

- 10.5 The collection of funds for Crossrail is required under Policy 6.5 of the London Plan 2011 (Funding Crossrail and other strategically important transport infrastructure) which states that:

*In view of the strategic regional importance of Crossrail to London's economic regeneration and development, and in order to bring the project to fruition in a suitably timely and economic manner, contributions will be sought from developments likely to add to, or create, congestion on London's rail network that Crossrail is intended to mitigate. This will be through planning obligations, arrangements for the use of which will be established at strategic level, in accordance with relevant legislation and policy guidance.*

- 10.6 In July 2010 Supplementary Planning Guidance was published by the Mayor explaining how the system will operate. In Camden it is that all office, retail and hotel development schemes in Central London and the Euston and Kings Cross Opportunity area which add more than 500sq m of floorspace will need to pay a charge. The charging rates and land uses are given in the table below and there will be a 20% reduction on charges paid before March 2013.

Use	Rate per sq m
Office	£137
Retail	£88
Hotels	£60

- 10.7 Applicants are recommended to consult the final Crossrail Supplementary Planning Guidance Note which can be viewed on the Greater London Authority web site. The charge will be collected by Camden on behalf of the Mayor. The negotiation of the contribution towards Cross Rail will be carried out having regard to Policy 8.2 in the 2011 London Plan.

### b) Other public transport contributions

- 10.8 Where public transport provision is not adequate to serve a development (in terms of capacity, frequency, reliability, boarding points, access to boarding points and vehicles), the Council may seek a contribution to public transport provision. This will be assessed through the transport assessment. Please see guidance note on Assessing transport capacity.
- 10.9 The Council will therefore consider mechanisms such as those listed below to reconcile development proposals with the public transport services which will serve them:



- seeking contributions to existing provision so that they can serve the development better (examples could include enhancing pedestrian routes to stops, providing shelters, better seating and real-time information at stops, or increasing service frequencies); and
- seeking contributions towards pooled funds to be used towards a particular provision or type of provision once accrued funds are adequate (examples could include funds for bus priority measures extending some distance along a route, for an extension to a route, or for a co-ordinated series of measures across an area to make public transport safer at night).

- 10.10 The Council will generally consider seeking contributions towards facilities that assist the use of public transport services which have an existing or proposed boarding point within a convenient walking distance of the development. For bus services, a convenient walking distance is generally up to 400 metres. For rail services, a convenient walking distance is generally up to 800 metres.

### **Pedestrian, cyclist and environmental improvements**

- 10.11 Developments that lead to an increase in trips in the borough have a cumulative impact on Camden's transport network, particularly the public transport network and pedestrian flows. To help mitigate this impact, the Council may seek contributions to improve provision for pedestrian and cyclists as well as making the public realm more accessible and attractive.
- 10.12 Therefore for larger developments (above 1,000 sq m), the Council may seek contributions toward pedestrian, cyclist and environmental improvements in the local area in addition to any works which might be required to integrate the development with the surrounding public highway network. The Council will seek flexibility in the S106 to allow funds to be spent on an agreed range of relevant transport projects. This will allow co-ordination with other projects in the area, which may have a variety of funding sources.



## 11 Provision of public open space

- 11.1 Many developments by the extent and nature of their occupancy will lead to an increase demand for and use of public open spaces. The protection and improvement of these spaces and the provision of new open spaces in Camden is encouraged by policies CS15 and DP 31 of the LDF.
- 11.2 CPG 6 Amenity sets out the detailed guidance on how public open space should be provided in new developments. In summary, the Council's preference is:
1. On site provision of new public open space;
  2. Off site provision of new public open space;
  3. Providing a financial contribution in lieu of direct provision.
- 11.3 Where developments cannot realistically provide sufficient open space to meet the needs of their occupants on or off site the Council will ask a financial contribution. The contribution will be used to improve existing public open spaces or towards the provision of new public open spaces. The Council may seek to coordinate contributions with sites identified Parks Improvement Plan and Biodiversity Action plan provided that these relate to impacts generated by the development.
- 11.4 The contribution will be based on:
- capital cost of providing new public open space;
  - cost of maintenance for the first 5 years; and
  - cost for the open space team to administer the contribution and design schemes.

**Figure 6. The financial contributions**

	Capital cost	Maintenance	Design and admin
<b>Self-contained homes in Use Class C3</b>			
One bedroom home	£ 385	£ 386	£ 46
Two bedroom home	£ 663	£ 561	£ 80
Three bedroom home	£ 1,326	£ 832	£ 159
Four bedroom home	£ 1,537	£ 921	£ 184
<b>Student housing, hotels and hostels</b>			
Single room	£ 297	£ 297	£ 37
Double room	£ 593	£ 594	£ 71
<b>Commercial/ higher education development in the Central London Area</b>			
Per 1,000 sq m	£ 1,265	£ 1,284	£ 152

11.5 Please refer to CPG 6 Amenity for the full explanation and worked examples.