

Camden Planning Guidance

Design

London Borough of Camden

CPG **1**



July 2015

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. The Council adopted CPG1 Design on 6 April 2011 following statutory consultation. This document was updated in 2013 to include Section 12 on artworks, statues and memorials, and updated in 2015 to revise the guidance for recycling and waste storage. Details on these updates and the consultation process are available at camden.gov.uk/cpg.
- 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. Introduction
2. Design excellence
3. Heritage
4. Extensions, alterations and conservatories
5. Roofs, terraces and balconies
6. Landscape design and trees
7. Shopfronts
8. Advertisements, signs and hoardings
9. Designing safer environments
10. Waste recyclables storage
11. Building services equipment
12. Artworks, statues and memorials

- 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
- DP29 Improving access
- 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, however these should be laid to ensure a suitable level accessible surface is provided. 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, accessible, 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. 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: conservation areas designation, appraisal and management (2011) Building in Context, English Heritage/CABE, 2002. Seeing History in the View (2011) Good Practice Advice 3- Settings and Views (2015)
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.

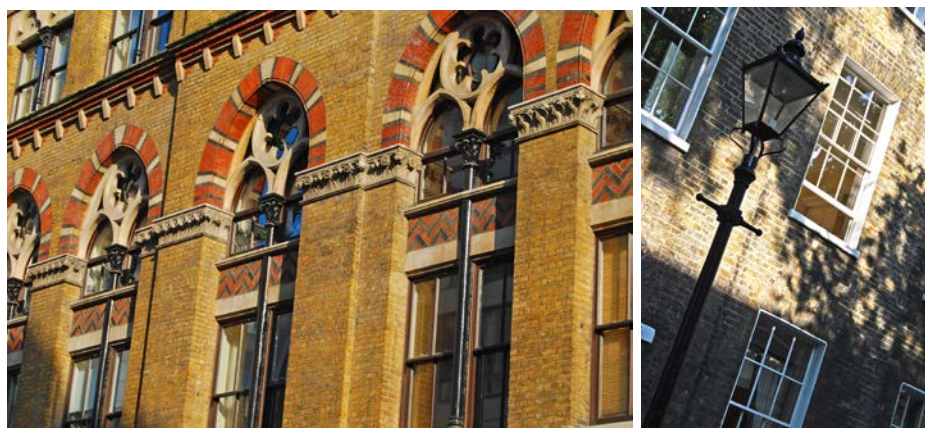
- We will only permit development within conservation areas that preserves and enhances the character and appearance of the area
- Our conservation area statements, appraisals and management plans contain more information on all the conservation areas
- Most works to alter a listed building are likely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

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.

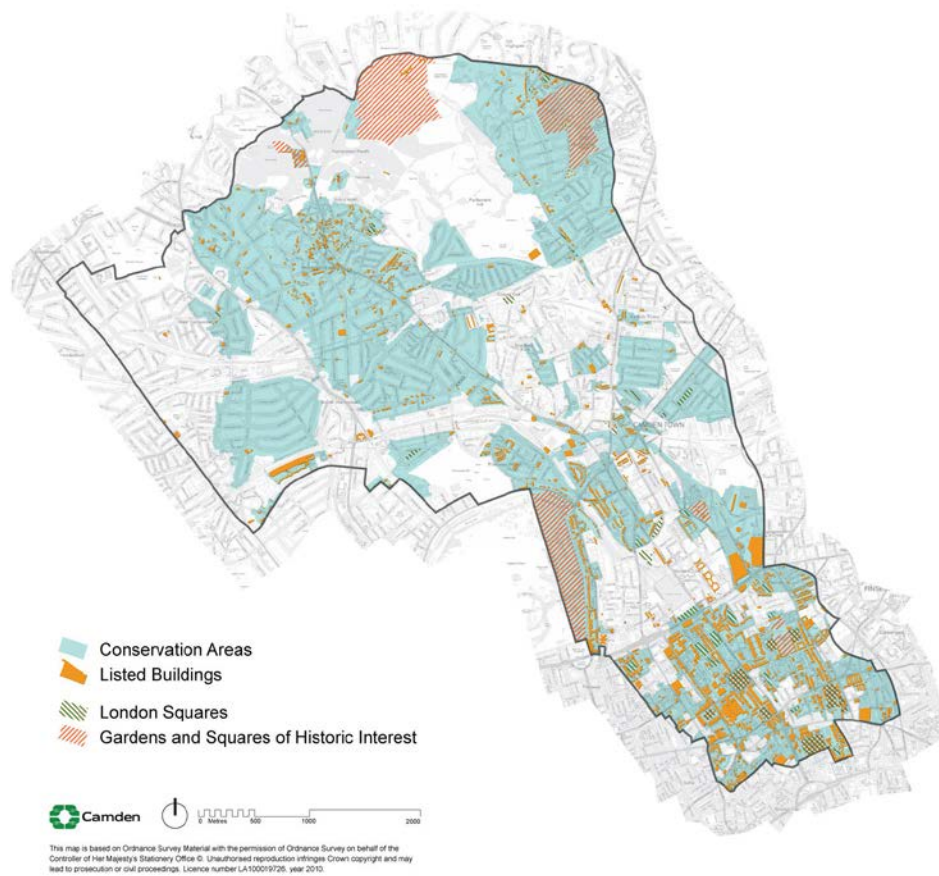


Conservation Areas

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 and on English Heritage's website 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 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/

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

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.

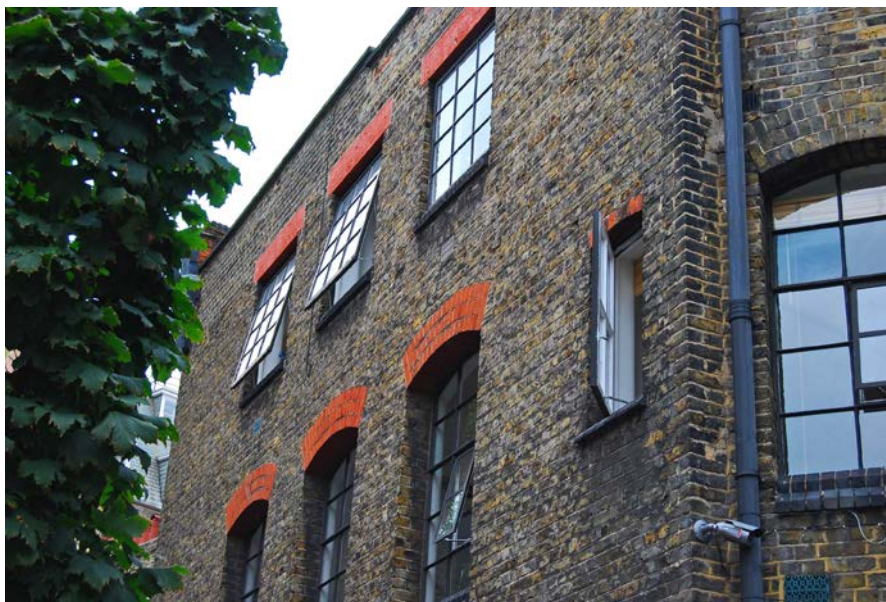
- 3.21 Some 'like for like' repairs and maintenance do not require listed building consent. However, where these would involve the removal of historic materials or architectural features, or would have an impact on the special architectural or historic interest of the building, consent will be required. 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



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"> Planning Policy Statement (PPS) 5 Planning for the historic environment – CLG, 2010 <p>If you want guidance implement this national policy, it is provided in:</p> <ul style="list-style-type: none"> PPS5, Planning for the Historic Environment, The Government's Statement on the Historic Environment for England, and The Historic Environment Planning Practice Guide
English Heritage	<p>www.englishheritage.org.uk</p> <p>Guidance on heritage assets:</p> <ul style="list-style-type: none"> Guidance on Conservation Area Appraisals, 2006 – English Heritage; Guidance on Management of Conservation Areas, 2006 – English Heritage; Climate Change and the Historic Environment (2008); and Heritage at Risk Register - English Heritage http://risk.english-heritage.org.uk/2010.aspx <p>Guidance on sustainability measures in heritage buildings:</p> <ul style="list-style-type: none"> Energy Conservation in Traditional Buildings Climate Change and the Historic Environment <p>There is also an online resource dedicated to climate change and the historic environment, available at:</p> <ul style="list-style-type: none"> www.englishheritage.org.uk/climatechangeandyourhome <p>Guidance on accessibility:</p> <ul style="list-style-type: none"> Easy access to Historic Buildings, 2012 Easy access to Historic Landscapes, 2013
Energy Saving Trust	www.est.org.uk

4 Extensions, alterations and conservatories

KEY MESSAGES

- Alterations should always take into account the character and design of the property and its surroundings.
- Windows, doors and materials should complement the existing building.
- Rear extensions should be secondary to the building being extended.
- You can make certain types of minor alterations without planning permission (see below) external alterations.

4.1 This guidance provides advice to those seeking to alter or extend a residential property, including the erection of conservatories. The principles of this guidance also apply to extensions and alterations to other types of property. It expects high quality design that respects and enhances the character and appearance of a property and its surroundings, and also covers matters such as outlook, privacy and overlooking.

4.2 This guidance 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?

4.3 This guidance applies to all proposals for alterations and extensions to residential properties, although some aspects will be relevant to alterations and extensions to other types of buildings.

4.4 You can make certain types of minor changes to your property without needing to apply for planning permission. These are called "permitted development rights", and further details can be found on the planning portal website www.planningportal.gov.uk or by contacting the Council. In some conservation areas, Article 4 directions have been introduced which have removed certain permitted development rights. Details of Article 4 Directions, including where they apply in Camden can be found in the Conservation and Urban Design section of our website www.camden.gov.uk.

4.5 In addition to this guidance, you should also make reference to chapters on Heritage, Design excellence and Roofs, Terraces and balconies, in this CPG. If your property is situated within a conservation area then you should also refer to the relevant Conservation Area Statement, Appraisal or Management Plan, which sets out detailed guidelines for development in a particular area. Many of these are available on our website.

Guidance for all extensions and alterations

External alterations

- 4.6 The good practice principles set out below and the general design considerations for residential façades shown in Figure 1 – ‘Alterations to Residential Façades’ should be followed when undertaking external alterations. A façade is the front or face of a building.

Good practice principles for external alterations

- 4.7 Alterations should always take into account the character and design of the property and its surroundings. A harmonious contrast with the existing property and surroundings may be appropriate for some new work to distinguish it from the existing building; in other cases closely matching materials and design details are more appropriate so as to ensure the new work blends with the old.

Windows

- Where it is necessary to alter or replace windows that are original or in the style of the originals, they should be replaced like with like wherever possible in order to preserve the character of the property and the surrounding area. New windows should match the originals as closely as possible in terms of type, glazing patterns and proportions (including the shape, size and placement of glazing bars), opening method, materials and finishes, detailing and the overall size of the window opening.
- Where timber is the traditional window material, replacements should also be in timber frames. uPVC windows are not acceptable both aesthetically and for environmental reasons, including their relatively short lifespan and inability to biodegrade. Similarly, where steel is the traditional window material, steel replacements will be sought wherever possible, see also CPG3 Sustainability (Sustainable use of materials chapter), which gives guidance on the use of sustainable materials).
- Reference should be made to the Building Research Establishment's (BRE) Green Guide to Specification when sourcing replacement window frames.
- Where the original glazing bars are highly detailed and intricate, or contain stained glass or leaded panes these should be retained and repaired. See also the Camden leaflet *A Guide to Windows (2006)*, which is available on our website, for advice on secondary glazing and other ways to improve energy efficiency while retaining attractive original features.
- Where windows are replaced they should have the lowest 'U-value' feasible.
- Listed building consent will be required for replacement windows, secondary glazing and double-glazing in listed buildings.
- In conservation areas original single-glazed windows often contribute to the character and appearance of the area, and should be retained

and upgraded. There may however be some instances where double-glazing can be installed in a design that matches the original, for instance sash windows or casements with large individual pane sizes, or in secondary glazing. In such cases, the window frame and glazing bars of the replacement windows should match the existing.

- Further guidance on window alterations and the effect that this can have on energy efficiency and protecting heritage assets can be found on English Heritage's 'Climate Change and your Home' website: www.climatechangeandyourhome.org.uk

Doors

- Where you are looking to replace doors their design should match the dimensions, proportions, joinery details, panelling and glazing of the original. Where timber replacement doors are proposed the timber should be sustainably sourced.
- Characteristic doorway features, such as porches, such be retained where they make a positive contribution to the character of groups of buildings.

Materials

- Wherever possible you should use materials that complement the colour and texture of the materials in the existing building, see also CPG3 Sustainability (Sustainable use of materials chapter). In historic areas traditional materials such as brick, stone, timber and render will usually be the most appropriate complement to the existing historic fabric; modern materials such as steel and glass may be appropriate but should be used sensitively and not dominate the existing property.
- Materials for alterations should weather well, so their ageing process contributes positively to the character of the building, and the site's wider context.
- Original surface finishes should be retained or replicated wherever possible, as they are usually central to the architectural design / character treatment of a building. These may cover the entire building or façade (such as stucco facing), the roof elements (such as roof tiles and roof ridges), highlight specific features (such as windows or doors) or act as decorative elements (such as ironwork or terracotta panels).
- When repairing existing wall finishes, the composition of the original material (such as plaster, stucco or render) should be determined, the defective area cut out and a replacement material of identical chemical composition applied and properly bonded. Concrete repairs are generally non-original and unsympathetic to historic buildings, and can damage bricks, and should be replaced with a more traditional lime-based finish.
- The insulating quality of materials should be considered, along with their embodied energy (the energy used in manufacture) and the potential for re-use and recycling.

- Alterations or repairs to brickwork or stonework should match the original in all respects while satisfying the needs of durability and maintenance. This should include matching the original bond, mortar colour and texture. Retention of any existing pointing is encouraged wherever possible.
- Samples of brick type and mortar colour will normally be required to be submitted to the Council as part of any application.
- Painting, rendering or cladding of brickwork will normally be resisted, as it is often unsightly and can damage the appearance of a building by obscuring the texture and original colour of the façade. Painting, rendering or cladding may also trap moisture, which can cause major damp problems in the masonry.

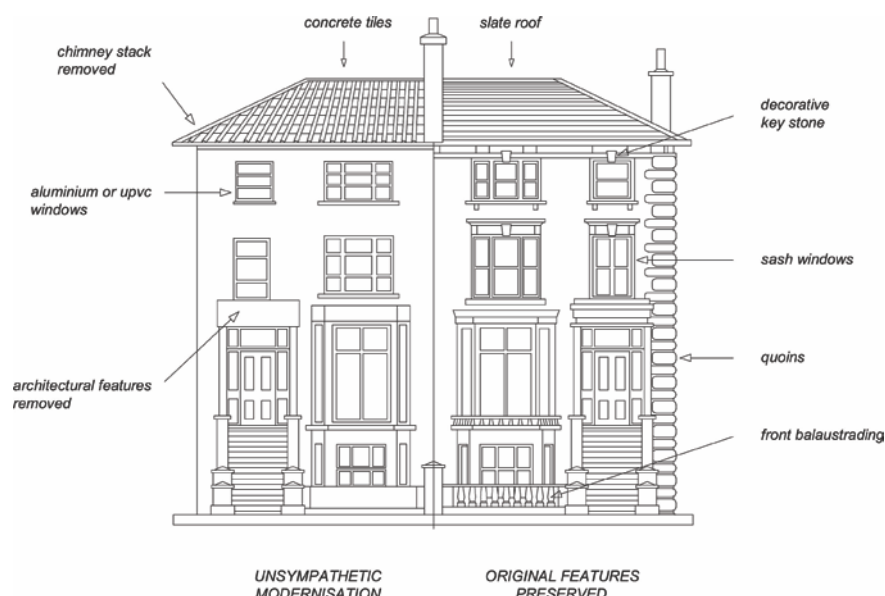
External pipework

- Original external pipework and guttering should be repaired or reinstated in a like-for-like manner, where possible. In the case of historic buildings, cast iron replicas of original pipework are preferable to uPVC pipes. New pipework should be restricted to the side and rear elevations of buildings to avoid spoiling the appearance of the principal façade and should be grouped together and located in a discrete position.

Scale

- 4.8 Extensions should be subordinate to the original building in terms of scale and situation unless the specific circumstances of the site, such as the context of the property or its particular design, would enable an exception to this approach. More detailed guidance on design considerations is contained within CPG1 Design (Design excellence chapter).

Figure 2. Alterations to residential facades



Rear extensions

- 4.9 A rear extension is often the most appropriate way to extend a house or property. However, rear extensions that are insensitively or inappropriately designed can spoil the appearance of a property or group of properties and harm the amenity of neighbouring properties, for example in terms of outlook and access to daylight and sunlight.

General principles

- 4.10 Rear extensions should be designed to:
- be secondary to the building being extended, in terms of location, form, scale, proportions, dimensions and detailing;
 - respect and preserve the original design and proportions of the building, including its architectural period and style;
 - respect and preserve existing architectural features, such as projecting bays, decorative balconies or chimney stacks;
 - respect and preserve the historic pattern and established townscape of the surrounding area, including the ratio of built to unbuilt space;
 - not cause a loss of amenity to adjacent properties with regard to sunlight, daylight, outlook, overshadowing, light pollution/spillage, privacy/overlooking, and sense of enclosure;
 - allow for the retention of a reasonable sized garden; and
 - retain the open character of existing natural landscaping and garden amenity, including that of neighbouring properties, proportionate to that of the surrounding area.
- 4.11 Materials should be chosen that are sympathetic to the existing building wherever possible (see also CPG3 Sustainability on Sustainable use of materials).

Height of rear extensions

- 4.12 In order for new extensions to be subordinate to the original building, their heights should respect the existing pattern of rear extensions, where they exist. Ground floor extensions are generally considered preferable to those at higher levels. The maximum acceptable height of an extension should be determined in relation to the points outlined in paragraph 4.10 above. In cases where a higher extension is appropriate, a smaller footprint will generally be preferable to compensate for any increase in visual mass and bulk, overshadowing and overlooking that would be caused by the additional height.
- 4.13 In most cases, extensions that are higher than one full storey below roof eaves/parapet level, or that rise above the general height of neighbouring projections and nearby extensions, will be strongly discouraged.

Width of rear extensions

- 4.14 The width of rear extensions should be designed so that they are not visible from the street and should respect the rhythm of existing rear extensions.
- 4.15 In addition, the rear of some buildings may be architecturally distinguished, either forming a harmonious composition, or visually contributing to the townscape. The Council will seek to preserve these where appropriate. Some of the Borough's important rear elevations are identified in conservation area statements, appraisals and management plans.

Side extensions

- 4.16 Certain building forms may lend themselves to side extensions. Such extensions should be designed in accordance with the general considerations set out above in paragraph 4.10. Side extensions should also:
- be no taller than the porch; and
 - set back from the main building.
- 4.17 In many streets in the north of the Borough houses have mature rear gardens that can often be seen through gaps between buildings, softening the urban scene and providing visual interest. The infilling of gaps will not be considered acceptable where:
- significant views or gaps are compromised or blocked;
 - the established front building line is compromised;
 - the architectural symmetry or integrity of a composition is impaired;
 - the original architectural features on a side wall are obscured; or
 - access to the rear of a property is lost.
- 4.18 Where a property is located in a conservation area, reference should be made to the relevant conservation area statements, appraisals and management plans, which often identify important gaps and vistas where infilling would be inappropriate.

Figure 3. Side extensions

Conservatories

4.19 Conservatories should normally:

- be located adjacent to the side and rear elevations of the building;
- be subordinate to the building being extended in terms of height, mass, bulk, plan form and detailing;
- respect and preserve existing architectural features, e.g. brick arches, windows etc;
- be located at ground or basement level. Only in exceptional circumstances will conservatories be allowed on upper levels;
- not extend the full width of a building. If a conservatory fills a gap beside a solid extension, it must be set back from the building line of the solid extension; and
- be of a high quality in both materials and design.

4.20 Conservatories should not overlook or cause light pollution to neighbouring properties, including to those in flats above. In order to minimise overlooking, opaque lightweight materials such as obscured glass may be necessary on façades abutting neighbouring properties. Also, in order to minimise light pollution, solid lightweight materials, one-way glass or obscured glass may be required.

- 4.21 Further guidance is contained within CPG4 Protecting and improving quality of life (Light Pollution chapter).

Development in rear gardens and other open land

- 4.22 The construction of garden buildings, including sheds, stand-alone green houses and other structures in rear gardens and other undeveloped areas, can often have a significant impact upon the amenity, biodiversity and character of an area. They may detract from the generally soft and green nature of gardens and other open space, contributing to the loss of amenity for existing and future residents of the property.
- 4.23 Large garden buildings may also affect the amenity value of neighbours' gardens, and if used for purposes other than storage or gardening, may intensify the use of garden spaces.
- 4.24 Development in rear gardens should:
- ensure the siting, location, scale and design of the proposed development has a minimal visual impact on, and is visually subordinate to, the host garden
 - not detract from the open character and garden amenity of the neighbouring gardens and the wider surrounding area
 - use suitable soft landscaping to reduce the impact of the proposed development
 - ensure building heights will retain visibility over garden walls and fences
 - use materials which complement the host property and the overall character of the surrounding area. The construction method should minimise any impact on trees (also see Landscape design and trees chapter in this CPG), or adjacent structures
 - address any impacts of extensions and alterations upon water run-off and groundwater flows, both independently or cumulatively with other extensions, and demonstrate that the impact of the new development on water run-off and groundwater flows will be negated by the measures proposed. Reference should be made to CPG3 Sustainability (Flooding chapter).
- 4.25 Pockets of privately owned land make important contributions to the character of certain parts of the borough, both in established neighbourhoods and areas of new development, creating village greens, informal verges, set backs for established structures or settings for listed buildings. Building on such areas will generally be discouraged.
- 4.26 Where any type of development, either in a rear garden or on private land that forms part of a public space, may be appropriate in principle, a full assessment should be made prior to the commencement of the development to avoid any potential impact upon trees or other vegetation in the surrounding area. This assessment may be required as part of an application for planning permission.

Further information

- 4.27 The following professional bodies provide further guidance and advice on buildings and design matters:
- Royal Institute of Chartered Surveyors (RICS); and
 - Royal Institute of British Architects (RIBA).

5 Roofs, terraces and balconies

KEY MESSAGES

Roof extensions fall into two categories:

- Alterations to the overall roof form; or
- Smaller alterations within the existing roof form, such as balconies and terraces.

When proposing roof alterations and extensions, the main considerations should be:

- The scale and visual prominence;
- The effect on the established townscape and architectural style;
- The effect on neighbouring properties

- 5.1 This guidance provides advice on roof alterations and extensions and on proposals for balconies and terraces. The Council will seek to ensure that roof alterations are sympathetic and do not harm the character and appearance of buildings or the wider townscape in the borough.
- 5.2 This guidance replates primarily to Development Policies DP24 Securing high quality design and DP25 Conserving Camden's Heritage.

When does this apply?

- 5.3 This guidance applies to all planning applications involving roof alterations, roof extensions, balconies and terraces, and is particularly relevant to residential properties.
- 5.4 For properties in conservation areas, reference should also be made to the relevant conservation area statements, appraisals and management plans. These describe the area and its special character and contain specific area-based advice.
- 5.5 Where buildings are listed, reference should also be made to planning guidance on Heritage.

Roof alterations and extensions – general principles

- 5.6 Proposals to alter and extend roofs fall into two categories: those that are accommodated within the existing roof form, such as dormer windows and roof lights, and those which alter the overall roof form, such as the construction of mansard roofs.
- 5.7 Additional storeys and roof alterations are likely to be **acceptable** where:
- There is an established form of roof addition or alteration to a terrace or group of similar buildings and where continuing the pattern of development would help to re-unite a group of buildings and townscape;

- Alterations are architecturally sympathetic to the age and character of the building and retain the overall integrity of the roof form;
- There are a variety of additions or alterations to roofs which create an established pattern and where further development of a similar form would not cause additional harm.

5.8 A roof alteration or addition is likely to be **unacceptable** in the following circumstances where there is likely to be an adverse affect on the skyline, the appearance of the building or the surrounding street scene:

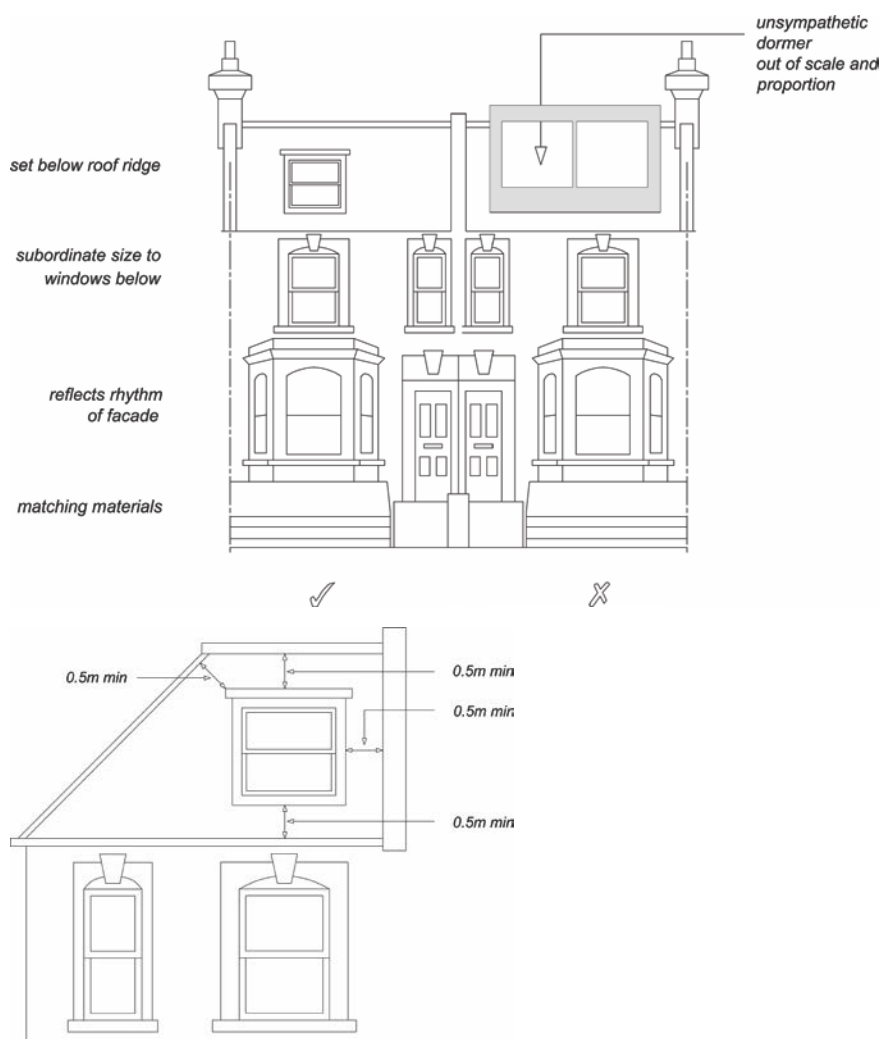
- There is an unbroken run of valley roofs;
- Complete terraces or groups of buildings have a roof line that is largely unimpaired by alterations or extensions, even when a proposal involves adding to the whole terrace or group as a co-ordinated design;
- Buildings or terraces which already have an additional storey or mansard;
- Buildings already higher than neighbouring properties where an additional storey would add significantly to the bulk or unbalance the architectural composition;
- Buildings or terraces which have a roof line that is exposed to important London-wide and local views from public spaces;
- Buildings whose roof construction or form are unsuitable for roof additions such as shallow pitched roofs with eaves;
- The building is designed as a complete composition where its architectural style would be undermined by any addition at roof level;
- Buildings are part of a group where differing heights add visual interest and where a roof extension would detract from this variety of form;
- Where the scale and proportions of the building would be overwhelmed by additional extension.

5.9 Materials, such as clay tiles, slate, lead or copper, that visually blend with existing materials, are preferred for roof alterations and repairs. Where roofs are being refurbished, original materials such as keyhole ridge tiles or decorative chimney stacks and chimney pots should be reused. Replacement by inappropriate substitutes erodes the character and appearance of buildings and areas.

5.10 Where the principle of an additional storey is acceptable, the more specific guidance set out below will apply. This advice is supplemented by more specific area-based advice as set out in the Council's conservation area statements, appraisals and management plans which set out our approach to preserving and enhancing such areas. Many of these appraisals and management plans are available for download on our website, or are available as hard copies from our Planning reception.

Roof dormers

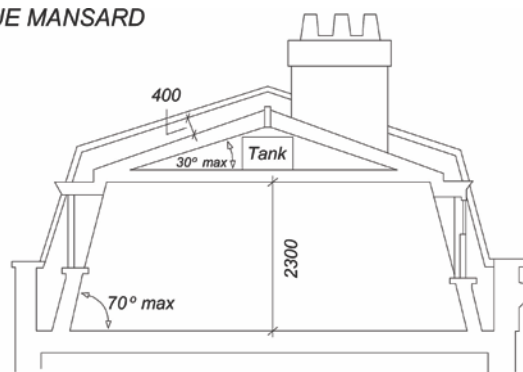
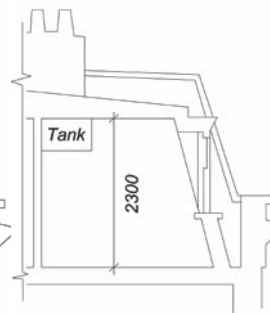
- 5.11 Alterations to, or the addition of, roof dormers should be sensitive changes which maintain the overall structure of the existing roof form. Proposals that achieve this will be generally considered acceptable, providing that the following circumstances are met:
- a) The pitch of the existing roof is sufficient to allow adequate habitable space without the creation of disproportionately large dormers or raising the roof ridge. Dormers should not be introduced to shallow-pitched roofs.
 - b) Dormers should not be introduced where they cut through the roof ridge or the sloped edge of a hipped roof. They should also be sufficiently below the ridge of the roof in order to avoid projecting into the roofline when viewed from a distance. Usually a 500mm gap is required between the dormer and the ridge or hip to maintain this separation (see Figure 4). Full-length dormers, on both the front and rear of the property, will be discouraged to minimise the prominence of these structures.
 - c) Dormers should not be introduced where they interrupt an unbroken roofscape.
 - d) In number, form, scale and pane size, the dormer and window should relate to the façade below and the surface area of the roof. They should appear as separate small projections on the roof surface. They should generally be aligned with windows on the lower floors and be of a size that is clearly subordinate to the windows below. In some very narrow frontage houses, a single dormer placed centrally may be preferable (see Figure 4). It is important to ensure the dormer sides (“cheeks”) are no wider than the structure requires as this can give an overly dominant appearance. Deep fascias and eaves gutters should be avoided.
 - e) Where buildings have a parapet the lower edge of the dormer should be located below the parapet line (see Figure 4).
 - f) Materials should complement the main building and the wider townscape and the use of traditional materials such as timber, lead and hanging tiles are preferred.

Figure 4. Dormer windows

- 5.12 See CPG2 Housing (Residential development standards chapter) for further information, particularly the section on ceiling heights.
- 5.13 The presence of unsuitably designed new or altered dormers on neighbouring properties will not serve as a precedent for further development of the same kind.

Mansard Roofs

- 5.14 Mansard roofs are a traditional means of terminating a building without adding a highly visible roof. This form is acceptable where it is the established roof form in a group of buildings or townscape.

Figure 5. Mansard Roofs**TRUE MANSARD****FLAT TOP MANSARD****True Mansard**

Lower slope is at a steeper angle than the upper, and the upper slope is visible

Flat topped Mansard

Upper slope of a pitch below 5° or totally flat

- 5.15 Mansard roofs are often the most appropriate form of extension for a Georgian or Victorian dwelling with a raised parapet wall and low roof structure behind. Mansard roofs should not exceed the height stated in Figure 5 so as to avoid excessive additional height to the host building. They are often a historically appropriate solution for traditional townscapes. It should be noted that other forms of roof extensions may also be appropriate in situations where there is a strong continuous parapet and the extension is sufficiently set back or where they would match other existing sympathetic roof extension already in the terrace.

Parapet wall

A low wall or railing that is built along the edge of a roof, balcony or terrace for protection purposes.

Cornice

The topmost architectural element of a building, projecting forward from the main walls, originally used as a means of directing rainwater away from the building's walls.

- 5.16 The three main aspects to consider when designing a mansard roof extension are its:
- pitches and profile;
 - external covering; and
 - windows.
- 5.17 The lower slope (usually 60-70°) should rise from behind and not on top of the parapet wall, separated from the wall by a substantial gutter. Original cornice, parapet and railing details should be retained and where deteriorated or lost, should be incorporated into the design of new roof extensions. Visible chimney stacks should be retained and increased in height, where necessary. Only party walls with their chimney stacks and windows should break the plane of the roof slope, and should be accommodated in a sensitive way and be hidden as far

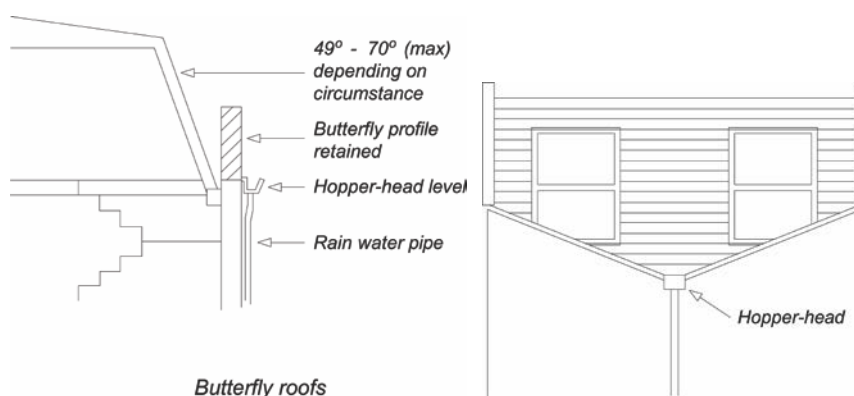
as is possible. (See also guidance on dormer windows and roof lights). Dormer windows or roof lights should be confined to the lower slope.

- 5.18 Roofing materials should be of the highest quality because of their significant visual impact on the appearance of a building and townscape and the need to be weather-tight. Natural slate is the most common covering and this should be laid with a traditional overlap pattern. Artificial slate or felt are not acceptable roof coverings in conservation areas. Where a roof in a conservation area is being re-covered, the choice of covering should replicate the original, usually natural slate or clay tile.

Valley or Butterfly roofs

- 5.19 On buildings with a 'valley' or 'butterfly' roof if a mansard extension is considered acceptable in terms of the guidance in paragraphs 5.7 and 5.8 of this chapter, then the parapet should be retained. The new roof should start from behind the parapet at existing hopper-head level, forming a continuous slope of up to a maximum of 70° (see Figure 6). In this context, it is usually more appropriate to introduce conservation-style roof lights, which are flush with the roof slope, rather than dormers. Terraces and additional railings will not usually be acceptable.

Figure 6. Butterfly roofs



Hopper head level

The level at which the 'hopper head' (a square or funnel shaped receptacle to connect rainwater or waste pipes to a down-pipe) is positioned.

Other roof additions

- 5.20 On some contemporary buildings a less traditional form of roof addition may be more appropriate. In such cases, proposals should still have regard for the following general principles:
- The visual prominence, scale and bulk of the extension;
 - Use of high quality materials and details;

- Impact on adjoining properties both in terms of bulk and design and amenity of neighbours, e.g. loss of light due to additional height;
- Sympathetic design and relationship to the main building.

Roof lights

- 5.21 Roof lights can have an adverse impact upon the character and appearance of buildings and streetscapes. This occurs where they are raised above the roof slope rather than being flush with the roof profile, or where they are an incompatible introduction into an otherwise uncluttered roofscape, or where they conflict with other architectural roof elements, e.g. gables and turrets.
- 5.22 Roof lights should be proportioned to be significantly subordinate both in size and number and should be fitted flush with the roof surface. Some properties, particularly listed buildings and those within conservation areas with prominent roof slopes may be so sensitive to changes that even the installation of roof lights may not be acceptable.

Balconies and terraces

- 5.23 Balconies and terraces can provide valuable amenity space for flats that would otherwise have little or no private exterior space. However, they can also cause nuisance to neighbours. Potential problems include overlooking and privacy, daylight, noise, light spillage and security.
- 5.24 Balconies and terraces should form an integral element in the design of elevations. The key to whether a design is acceptable is the degree to which the balcony or terrace complements the elevation upon which it is to be located. Consideration should therefore be given to the following:
- detailed design to reduce the impact on the existing elevation;
 - careful choice of materials and colour to match the existing elevation;
 - possible use of setbacks to minimise overlooking – a balcony need not necessarily cover the entire available roof space;
 - possible use of screens or planting to prevent overlooking of habitable rooms or nearby gardens, without reducing daylight and sunlight or outlook; and
 - need to avoid creating climbing opportunities for burglars.

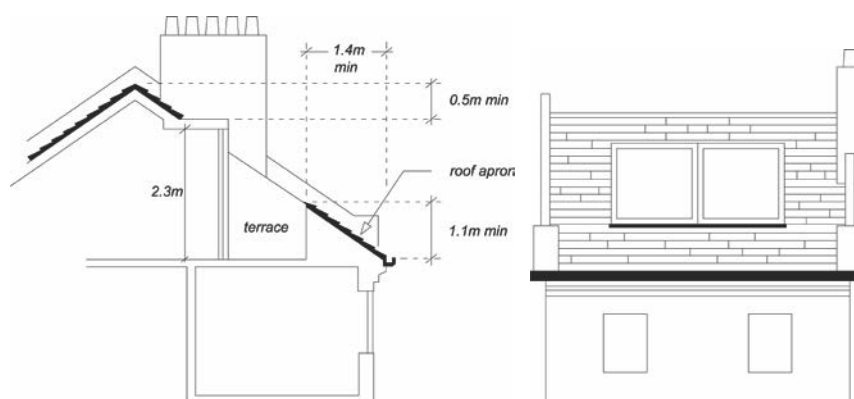
Roof Level

- 5.25 A terrace provided at roof level should be set back behind the slope of a pitched roof in accordance with Figure 7, or behind a parapet on a flat roof. A terrace should normally comply with the following criteria:
- The dimensions of the roof should be sufficient to accommodate a terrace without adversely affecting the appearance of the roof or the elevation of the property.
 - A terrace will only normally be acceptable on the rear of properties. It is normally inappropriate to set back a mansard to provide a terrace.

- It should not result in the parapet height being altered, or, in the case of valley/butterfly roofs, the infilling of the rear valley parapet by brickwork or railings.
- Any handrails required should be well set back behind the line of the roof slope, and be invisible from the ground.
- It should not result in overlooking of habitable rooms of adjacent properties.

- 5.26 When a terrace is provided within the slope of a pitch as in Figure 7, the adjacent tiles or slates should be kept unbroken above the eaves. The width of the terrace should be no wider than a dormer opening. A terrace may be acceptable behind an existing parapet. Where the height of the parapet is less than 1.1m, a railing will be required to fulfil Building Regulations.

Figure 7. Roof terraces



Building services equipment

- 5.27 New building services equipment and water tanks should be accommodated within the envelope of the building and its siting should be considered as part of the overall design (see chapter on Building services equipment in this CPG). Building services equipment includes, but is not limited to, heating and cooling systems, ventilation and extraction systems and associated ducting for electricity, communications and plumbing.

Green roofs

- 5.28 We encourage the incorporation of green roofs into schemes where appropriate in design terms (see chapter on Green roofs and walls in CPG3 Sustainability). You should contact the Council to confirm whether planning permission is required for green roofs. Planning permission is not required on flat roofs which are concealed by a parapet.

Solar panels

- 5.29 We encourage the installation of solar panels into schemes and for some properties these will not need planning permission. You should

contact the Council and visit the Planning Portal website www.planningportal.gov.uk to confirm whether planning permission is required for solar panels. Solar panels should be sited so as to maximise efficiency but minimise their visual impact and glare, for example utilising valley roofs and concealed roof slopes. Reference should be made to CPG3 Sustainability (Energy Efficiency: existing buildings and Energy Efficiency: new buildings chapters).

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?

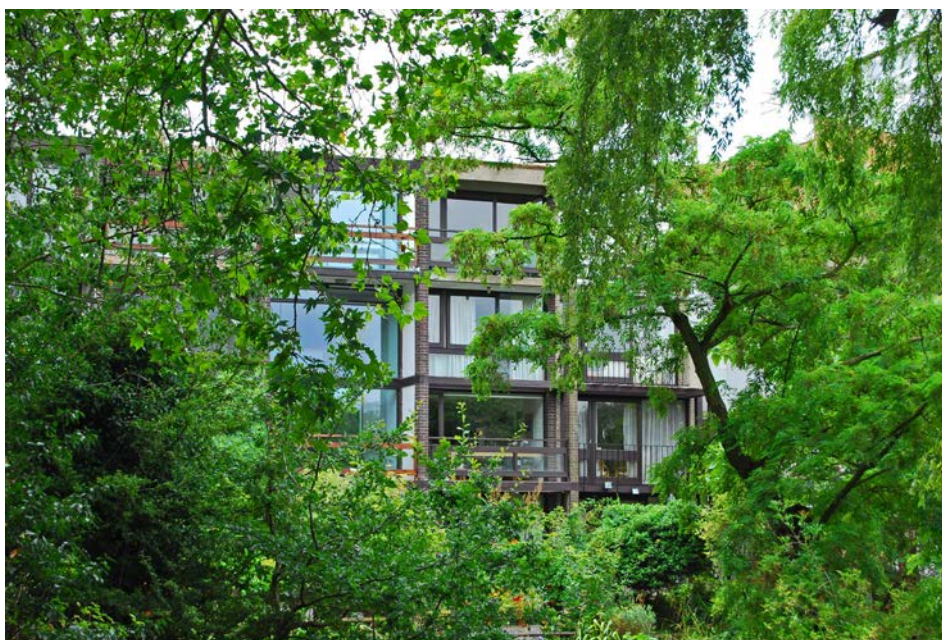
Benefits of retaining vegetation and trees

- 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 and for a list of arboricultural consultants visit www.trees.org.uk, www.charteredforesters.org and www.consultingarboristssociety.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.
- 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. 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);
 - the use of salvaged and re used materials, where appropriate; and
 - all paving to be level and accessible where used by pedestrians, this needs careful consideration where the use of historic materials is proposed.
- 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).

7 Shopfronts

KEY MESSAGES

Shopfront alterations should respect the detailed design, materials, colour and architectural features of the shopfront and building itself.

This section provides information on how to deal with the five key shopfront features:

- Shopfront components,
- Signs and lighting,
- Blinds and canopies,
- Security shutters,
- Cash machines.

- 7.1 Well designed shopfronts increase the attractiveness of a building and the local area and can have an impact on commercial success by increasing the attraction of shops and shopping centres to customers. This is particularly important in town centres and the character and appearance of where conservation area and listed buildings. On the other hand, insensitive shopfront design can harm the appearance and character of buildings and shopping areas
- 7.2 This guidance relates to Core Strategy Policy – CS14 – Promoting High Quality places and Conserving Our Heritage and Development Plan Policies – DP30 – Shopfronts – and to planning applications for new shopfronts and alterations for existing.



When does this guidance apply?

General

- 7.3 This guidance applies to all applications which may materially alter the external appearance of a building or any element of the historic environment and therefore may require planning permission, or conservation area or listed building consent.

- 7.4 You will generally need planning permission for:
- a new shopfront;
 - alterations to an existing shopfront including awnings and canopies, external security shutters, blinds, grilles and security measures; and
 - change of use will generally require planning permission.
- 7.5 Planning permission is not normally required for routine maintenance works, such as redecoration or straightforward repairs. For further detailed guidance check with the Council.
- 7.6 Any alterations (or replacement) of shopfronts that form part of a listed building will require Listed Building Consent and will need to be consistent with the age and style of the building. For further information see the chapter 3 Heritage of this CPG. More stringent controls will apply for the following works:
- re-painting a shopfront in a different colour,
 - installing a security alarm or extractor fan,
 - altering the shop interior,
 - installing blinds or shutters, and
 - advertisements.
- 7.7 Conservation Area Consent is required for the proposed complete or substantial demolition of any building in a conservation area. This includes the removal of a shopfront or of any feature that gives character to a building. In assessing applications to alter shopfronts within conservation areas special attention will be given to the desirability of preserving and enhancing the character and appearance of the Conservation Areas (for further information see chapter 3 Heritage of this CPG).
- 7.8 For shops in conservation areas, reference should also be made to the relevant Conservation Area Statement/Conservation Area Appraisal & Management Strategy (there are 39 in total). These describe the area and its special character and include guidelines that provide the framework for development proposals in the area and the appraisals contain audits of shopfronts of merit.
- 7.9 Advertisement consent is a separate procedure that applies to the display of advertisements on shopfronts. You can find further guidance in the document Outdoor advertisements and signs: A guide for advertisers (CLG, 2007) and chapter 8 'Advertisements, signs and hoardings' of this CPG).

BUILDING REGULATIONS APPROVAL

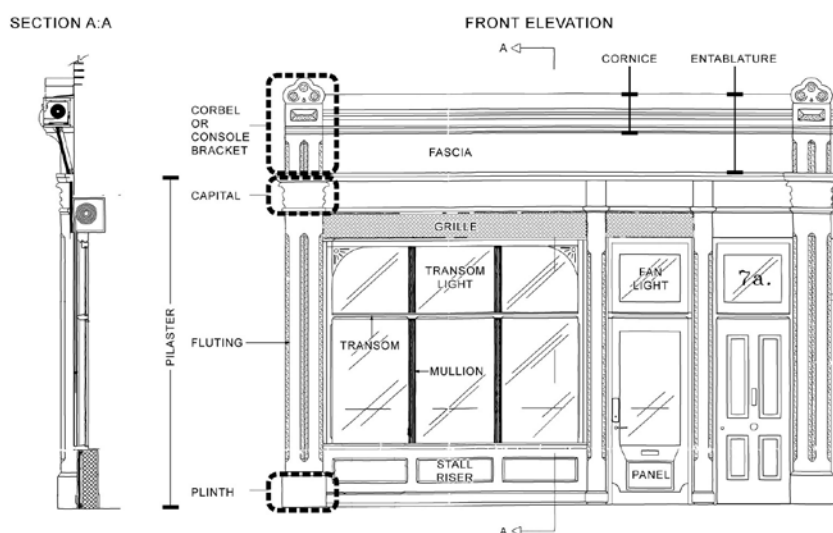
You need building regulations approval for all work which alters the shop's structure, entrance arrangement, changes its fire escape, or affects the level of access currently provided.

Guidance for Shopfronts

Design and appearance of shopfronts

- 7.10 The basic architectural features that make up shopfronts are illustrated in Figure 8.

Figure 8. Shopfront elements



General principles

- 7.11 Shopfront alterations should respect the detailed design, materials, colour and architectural features of the shopfront and building itself, the following will need to be considered:
- Historic, locally distinctive or characteristic shopfronts which contribute to the townscape should be retained. In some cases the reinstatement of missing features will be encouraged.
 - New shopfronts should be designed as part of the whole building and should sensitively relate to the scale, proportions and architectural style of the building and surrounding facades.
 - Shopfronts forming part of a larger new development should be considered as an integral part of the overall design.
 - Standardised “house-style” frontages may have to be amended in order to harmonise with the surrounding context and respect the building, particularly in conservation areas and for listed buildings.
 - All shopfronts should be designed to provide access into the premises for all.

Key shopfront components

- 7.12 The following are key shopfront design components you need to consider when making alterations to an existing shopfront:

Window Displays

- The window display is the main visual element of a shopfront. Shop frontages should be largely glazed to maintain a window display rather than creating a solid frontage (including obscured glass) which will be discouraged.
- On traditional shopfronts large expanse of undivided glass should be avoided. Vertical glazing bars (mullions) should be used to subdivide large windows to help visually relate the shopfront with the upper elevations of the building.

Entrances

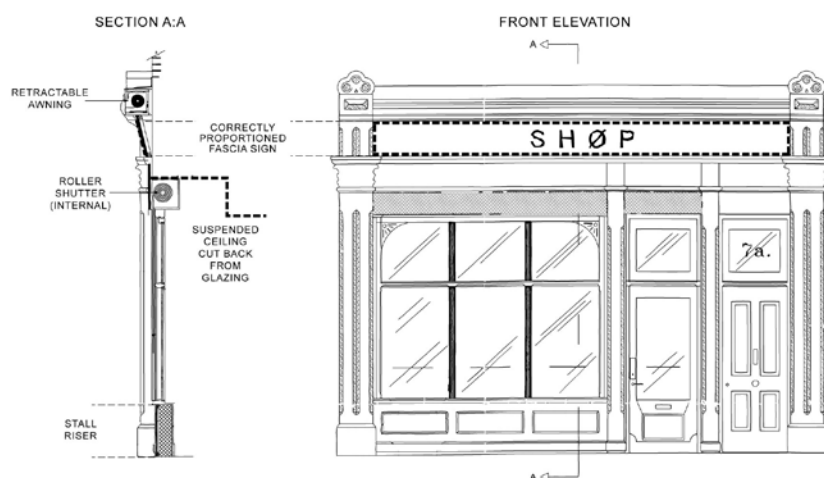
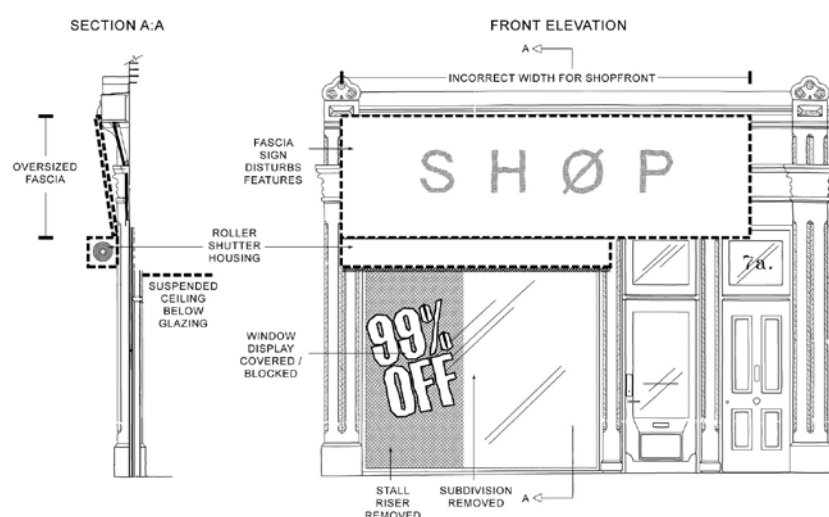
- The design of the door should be in keeping with the other elements of the shopfront. The solid bottom panel should align with the stallriser. The top of the door should align with the transom.
- Decorative tiling should be retained.
- All new build shop units and shopfronts should be designed to be fully accessible to everyone.
- In the case of existing buildings, particularly where a new shop front is proposed, the following guidance should be followed:
 - Shops that have a change in level from pavement to shop floor surface can usually incorporate ramped access into or within the shop. Exceptions preventing a ramped area to be created may include the presence of structural beams or floor slabs..
 - Entrance doors should be accessible to all, particularly wheelchair users and people with limited manual dexterity. 1000mm minimum clear door width in new buildings and 775mm door width in existing buildings where a new shop front or alterations to a shop front are proposed.
- to ensure that services are reasonably accessible to disabled people refer to Camden Planning Guidance on Access for all.

Shopfront recess

- Where there is an existing shopfront recess - often found in older traditional shopfronts e.g. listed buildings and conservation areas - they should be retained.
- Traditional horizontally-operated lattice security gates can in some cases be employed to protect recessed shop entrances, but they should not extend across windows. On traditional shopfronts, removable timber or metal lattice style shutters is often more appropriate.
- New recesses in shopfronts will be strongly discouraged due to their potential for attracting anti-social behaviour.

Fascias

- The fascia should be of a suitable size and proportion in relation to the building and should not normally extend above the cornice or below the capital as it would upset the overall balance and proportions of a shopfront or parade (see Figure 9 and Figure 10).
- Fascia signs should not obscure or damage existing architectural features. Deep box fascias which project beyond the shopfront frame should be avoided.
- Lettering on fascia signs should be proportionate to the scale of the shopfront. To aid identification, fascia signs should include the street number of the premises.
- Where a shopfront and fascia extend across two or more shop unit bays, the removal of intervening pilasters are not acceptable as it would:
 - weaken the frame's visual support to the upper floors; and
 - disrupt the character and rhythm of a shopping frontage created by the widths of individual shopfronts.
- Lettering on fascia signs should be proportionate to the scale of the shopfront. Main fascias should also be of a suitable size and proportion in relation to the building and should sit between cornice and shopfront itself and should not project above or below the cornice level obscuring upper floor or shop windows.
- Fascia and box signs should not obscure or damage existing architectural features.

Figure 9. Good shopfront section and elevation**Figure 10. Inappropriate shopfront section and elevation**

Pilasters

- New pilasters are preferably placed in line with solid wall, not windows above, to emphasise their function. This is particularly important in the case of shopping frontages on sloping sites where existing stepped profiles of fascias and stallrisers should be preserved or reintroduced wherever possible.

Stallrisers

- Stallrisers consist of solid elements below shop windows. They form a base to the shopfront display, and prevent the glazing from being damaged or soiled.
- Stallrisers should be retained and generally incorporated to any new shopfront on a period buildings.

- Where stallrisers are provided, they should be at least 300mm high or to the top of the pilaster base or door panel and faced in appropriate materials for the context. They should not provide ledges that can be sat upon. Glazing should be brought to the front of a stallriser.

Colour and materials

- Materials should be chosen for their durability and appropriateness to their location. Traditional materials such as timber, stone and render are the most appropriate for new shopfronts, particularly for listed buildings and in conservation areas.
- More contemporary materials such as colour-coated steel, aluminium and bronze instead of timber may be appropriate in some circumstances.
- Existing glazed brickwork or tiling should be retained.
- Colour schemes for shopfronts and in particular the projecting framework should be carefully considered, particularly in conservation areas and for listed buildings.
- Proposals should be accompanied by full details of materials, finishes and colours (or sample and specification cards).

Folding shopfronts

- Folding shopfronts are not generally acceptable, particularly those on historic buildings such as listed buildings and those in Conservation Areas. When open, they erode the appearance of the shopfront, creating a visual void, and can increase disturbance to neighbouring properties, particularly in the case of food and drink premises. When closed they appear as a row of doors rather than a shopfront. This creates a heavier appearance than a shopfront mullion and reduces the area of glass in the shopfront.

Lightwells / grilles

- Pavement lights or small lightwells covered with metal grilles are typically found in front of shopfronts. These provide light into the areas beneath whilst allowing shoppers close inspection of the window display.
- Creating open lightwells with railings in front of a shopfront is not generally acceptable as it prevents window shopping and disrupts the building's relationship to the rhythm of the street. This is also the case if the shopfront has been converted into residential accommodation.

Advertisements and signs

- 7.13 Shops and businesses need to ensure that their name and other details are clearly displayed on their premises and, as a result, signs are among the most prominent forms of advertising on buildings. However, signs that are unsympathetically designed can cause significant harm to the building and the local townscape. Signs should relate well to the

character, scale and architectural features of the building and respect their local context.

- 7.14 Properties should only have one main fascia sign and one ancillary projecting or hanging sign per street frontage, although two projecting signs may be appropriate in cases of large shopfronts stretching across two or more shop units. Too many adverts/signs on a property contribute to visual clutter and can detract from the appearance of the street scene.

Projecting and hanging signs

- 7.15 Projecting and hanging signs should normally be level with the fascia rather than below or above it. They should be positioned to the side of the shopfront at fascia level.
- 7.16 Signs at upper floor levels will be discouraged. Advertising for upper floor premises by lettering on windows or by suspended banners on large frontages will only be considered acceptable where advertising a specific event for a temporary period.
- 7.17 Advert signs - including those on canopies/blinds, should:
- be considered as an integral part of a shopfront or building, designed in from the outset with new structures;
 - be in harmony with the existing building, and neighbouring ones, in terms of their proportions, design and materials;
 - See Camden Planning Guidance on Advertisements, signs and hoardings.

Canopies, awnings and blinds

- 7.18 Blinds can add colour and interest to the street scene. However, it is important to ensure that they do not dominate a shopfront or shop parade.

Canopy

A decorative structure providing a sheltered walk to the entrance of a building.

Awning

A sheet of canvas or synthetic fabric hung above a shopfront as protection against rain or sun

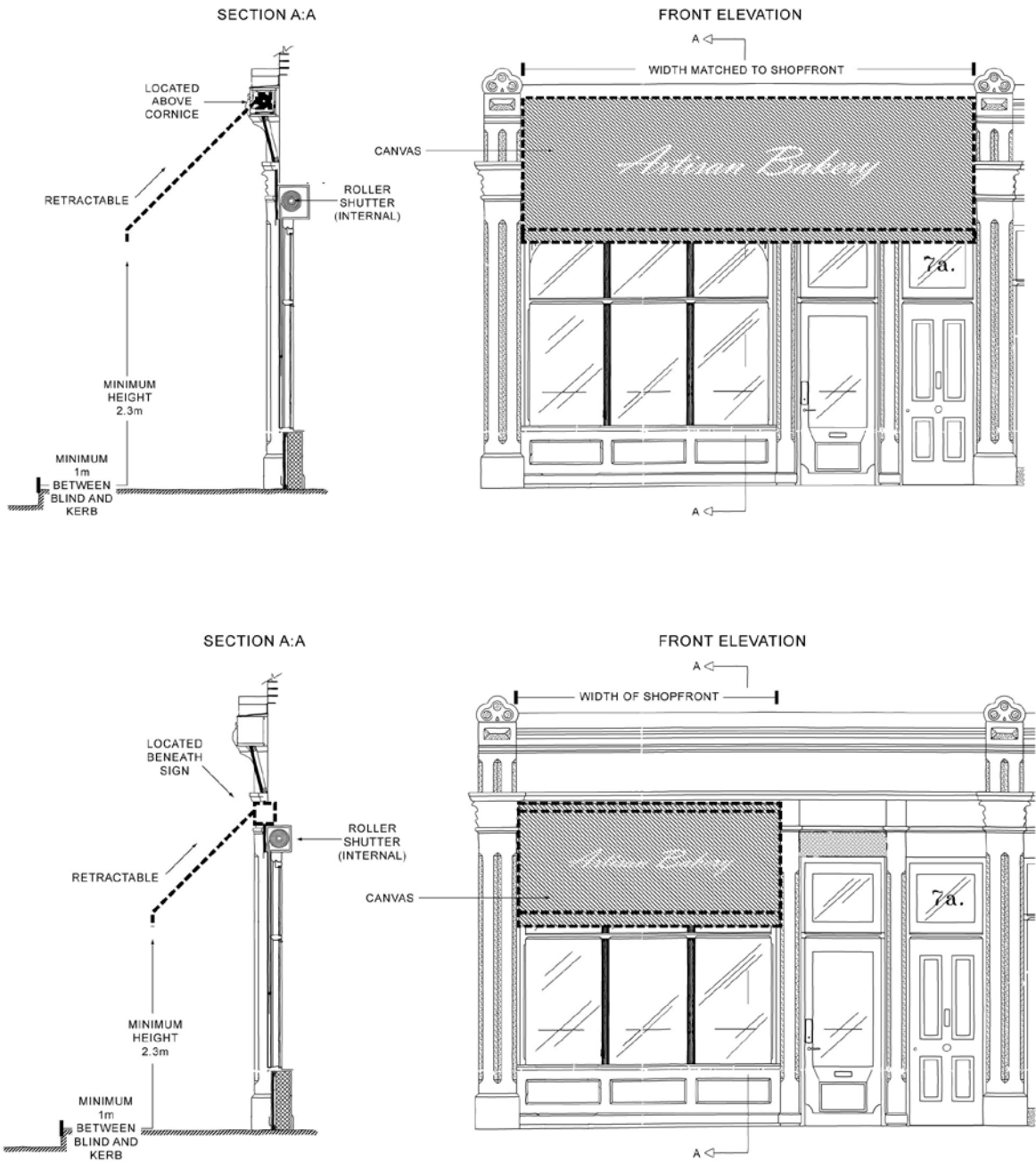
Blind

A structure of canvas or other material stretched used to keep sun or rain off a shop window.

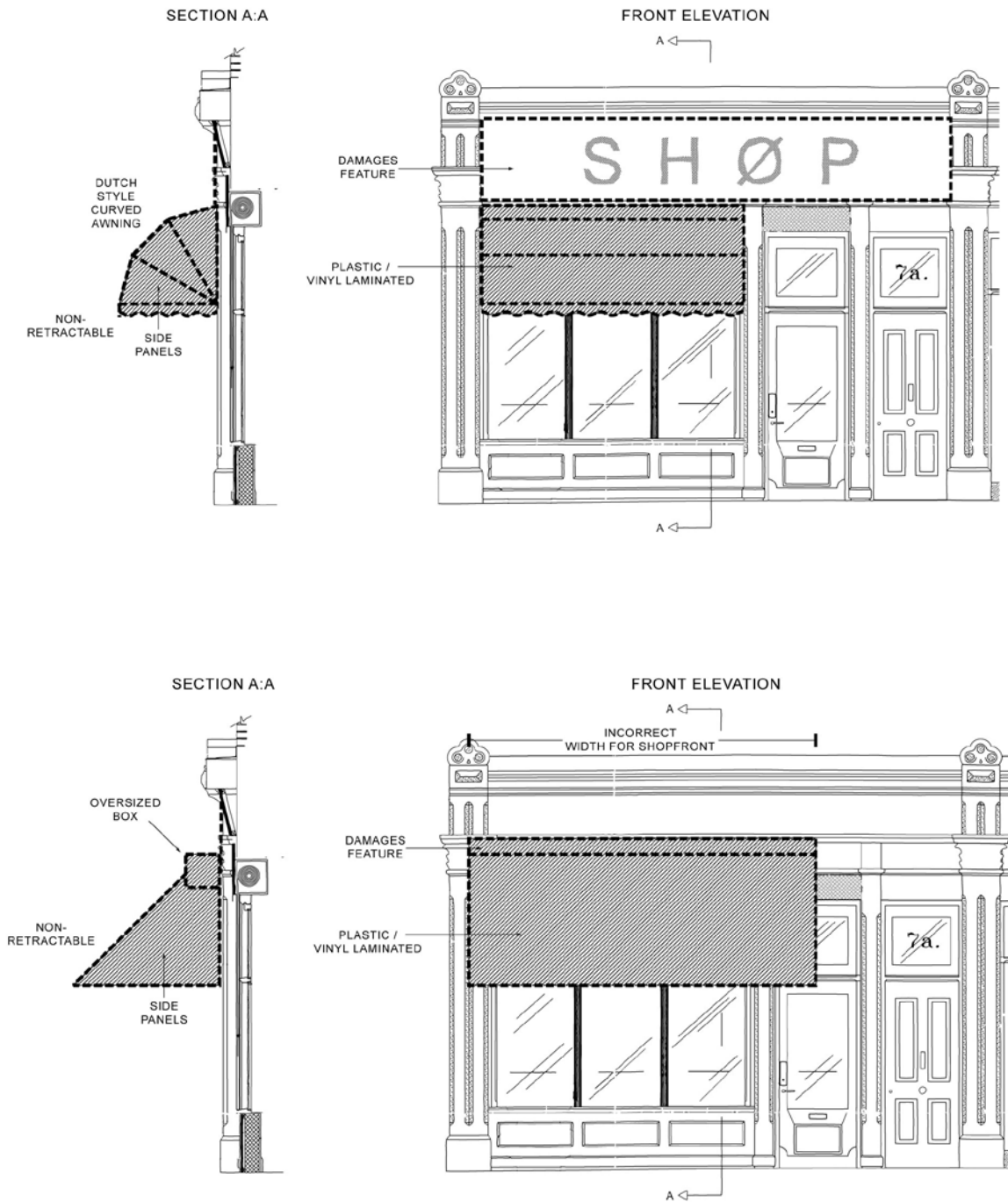
7.19 Shopfront canopies and blinds are only likely to be acceptable where they are:

- retractable;
- traditional canvas;
- blind box integrated with the overall design;
- attached between the fascia and shopfront; and
- be flush with the fascia level.

Figure 11. Appropriate ways to install shopfront awnings



Inappropriate ways to install shopfront awnings



Retractable

- 7.20 Retracting awnings and blinds do not normally require planning permission, although they may require advertisement consent in certain cases. They should not:
- obscure or damage the fascia and other important features of the shopfront and buildings;
 - have discordant and over-dominant shapes, but be appropriate in position, design and materials to the character and scale of both the shopfront, building and locality.

Fixed

- 7.21 Fixed canopies, require planning permission. Acrylic / plastic “Dutch blinds”, or similarly reflective materials will be strongly discouraged, due to their bulk and materials and the resulting visual clutter.

Materials

- 7.22 Canvas blinds are often characteristic features of historic shopfronts and should therefore be retained or replaced using a similar design – acrylic or plastic blinds are not normally suitable.

Signage

- 7.23 Canopies or blinds with signage (a letter or words for advertising purposes or not), they are treated as advertisements and therefore advertisement consent will be required rather than planning permission (See chapter 8 ‘Advertisements, signs and hoardings’ in this CPG).
- 7.24 In general all blinds should be designed and installed to:
- ensure public safety;
 - incorporate a minimum of 2.3 metres between the bottom of the blind and the pavement; and
 - incorporate a minimum of 1 metre between the blind and the kerb edge.

Shopfront security

- 7.25 Security shutters can be visually unattractive and create a 'dead', hostile appearance (especially out of opening hours), which can affect the commercial viability of an area and harm the pedestrian experience.
- 7.26 These guidelines offer suggest the most appropriate means of providing security protection while minimising impacts on the appearance of the shopfront, the building and the character of the area.

Shutters

- 7.27 The Council strongly encourages internal rather than external shopfront security measures. Other forms of enhanced shopfront security should

be considered instead of external shutters. For example, improved internal lighting, alarm systems, the use of toughened or laminated glass, etc. In cases where external measures (shutters, grilles or alarm boxes, etc) are proposed they would only be permitted where they do not harm the character of shopfronts, such as internal brick bond grilles or collapsible gates.

- 7.28 External security shutters will normally require planning permission, whilst internal shutters normally do not. Where internal shutters are installed they should be set back to leave a window display. In the case of listed buildings, the installation of any shopfront security measures, external or internal, will require listed building consent. On listed buildings, there will be a presumption against the use of external security shutters and grilles in favour of internal.
- 7.29 Where an external shutter is proposed it may only be considered acceptable provided it is integrated into the shopfront in terms of design, materials and colour. External measures should avoid using solid roller shutters. This includes the 'pin-hole' versions that rely upon internal illumination for any transparent effect. These designs have negative environmental impacts including:
- obscuring the shopfront and hiding window displays;
 - attracting graffiti;
 - preventing natural surveillance;
 - creating a hostile and unsafe appearance in streets and shopping centres; and
 - being visually unattractive.

Shutter boxes

- 7.30 Shutter boxes should be discrete and should not project forward of the fascia or obscure any architectural features. They should be concealed wherever possible, for example set behind or within the fascia panel, the guide rails concealed within the frame of the shopfront and shutter should be close onto the stallriser.

Grilles

- 7.31 Roller grilles are preferable to solid or pin-hole shutters as they provide security without obscuring window displays and allow views of the shop interior, which enhances surveillance and security.

Removable grilles

- 7.32 Removable or collapsible grilles can be used internally or externally and in both cases allow a certain degree of visibility. These only require planning permission if installed externally. However, listed building consent will also be required for internal grilles in listed buildings.
- 7.33 Removable grilles are expected to remain in place only outside trading hours and should be stored inside at all other times. Any fixings should

be discretely placed and must not harm architectural features or mouldings.

- 7.34 Where there is a recessed entrance it is preferable to install 'Concertina style gate between the openings.

Finishes

- 7.35 All grilles and shutters should have an acceptable finish. They should be coloured (painted, powder coated or stove enamelled) to match the rest of the shopfront, including signs. Uncoated shutters, galvanised steel, a milled finish or anodised aluminium are not considered acceptable finishes. In the exceptional cases where solid shutters are acceptable, original designs by artists will be encouraged provided they respect their location, particularly in Conservation Areas.

Burglar Alarms

- 7.36 Burglar alarm devices must be sited so that they are both adequately visible as a deterrent but do not detract from the visual character of the shopfront.

Cash machines

- 7.37 Cash machines require planning permission and, in the case of listed buildings, listed building consent. Illuminated advertising for cash machines should be discreet and is subject to advertisement consent.
- 7.38 Cash machines (also known as cash points and ATMs) are only likely to be acceptable provided they are:
- treated as an integral part of a building's design wherever possible;
 - not dominant in the shop display frontage in terms of size or materials;
 - positioned sensitively and not be located where queuing could cause problems;
 - with minimal amount of display material;
 - located on the busiest elevation of a building to reduce the risk of robbery;
 - fully accessible to disabled people in both location and detailed arrangement; and
 - in existing bank buildings of traditional design they are most successfully inserted into existing stone recesses or beneath window bays.

Further information

- 7.39 English Heritage has also prepared guidance on heritage assets within:
- English Heritage – ‘Easy Access to Historic Buildings’ 2012 - www.english-heritage.org.uk
 - English Heritage – ‘Easy Access to Historic Landscapes’ 2013 - www.english-heritage.org.uk
- 7.40 For further guidance on how to make shopfronts more accessible to all users as well as disabled users, see:
- The Disability Rights Commission publication “Making access to goods and services easier for disabled customers: A practical guide for businesses and other small service providers
 - BS 8300:2009+A1:2010 ‘Design of buildings and their approaches to meet the needs of disabled people’ – Code of Practice’ (BSI)
 - Inclusive Mobility – A guide to best practice on Access to Pedestrian and Transport Infrastructure, 2005 (Dept for Transport).

8 Advertisements, signs and hoardings

KEY MESSAGES

In general, the most satisfactory advertisements are those which take into account:

- the character and design of the property;
- the appearance of the surroundings; and
- the external fabric of the building.

- 8.1 The purpose of this guidance is to provide advice on the design and siting of advertisements so that they contribute positively to the appearance and character of an area. All advertisements affect the appearance of the building, structure or place where they are displayed, to the extent that they can sometimes be the most dominant feature in an urban setting.
- 8.2 This guidance relates to Core Strategy Policy CS14 Promoting high quality places and conserving our heritage and Development Policies DP24 Securing high quality design and DP30 Shopfronts.
- 8.3 This guidance applies to all advertisements requiring advertisement consent, i.e. those which do not have “deemed consent” under the regulations.

DEEMED CONSENT

This allows the display of certain “specified classes” of advertisement without first having to make an application to the local planning authority

- 8.4 Guidance on advertisements is also contained within Outdoor advertisements and signs: A guide for advertisers (CLG, 2007, www.communities.gov.uk/publications/planningandbuilding/outdooradvertisements). Where advertisements have deemed consent and do not require formal advertisement consent the guidance in this document should still be applied as a matter of good practice. Reference should also be made to chapter 7 Shopfronts, in this guidance, and the Fact Sheet on Estate agent boards.

What advertisements and signs are acceptable?

- 8.5 Good quality advertisements respect the architectural features of the host building and the character and appearance of the surrounding area. As a general guide, the most satisfactory advertisements are those which take into account the character and design of the property, its surroundings and alter the external fabric of the building as little as possible.

All advertisements

- 8.6 Advertisements and signs should respect the form, fabric, design and scale of the host building and setting. All signs should serve as an

integral part of the immediate surroundings and be constructed of materials that are sympathetic to the host building and the surrounding area. Interesting and unique styles of advertisements and signs will be considered acceptable where they are compatible with the host buildings and surrounding environment.

- 8.7 Generally advertisements will only be acceptable at fascia level or below. Advertisements above fascia level can appear visually obtrusive and unattractive and, where illuminated, they can cause light pollution to neighbouring residential properties. If an advertisement is required at high level for a specific business use then this will usually be restricted to non illuminated images on windows.

Fascia

Runs horizontally across the ends of the roof rafters, below the lower edge of the roof.

- 8.8 Advertisements will not be considered acceptable where they impact upon public safety, such as being hazardous to vehicular traffic (e.g. block sight lines, emit glare) or pedestrian traffic (e.g. disrupt the free flow of pedestrian movement).
- 8.9 Advertisements in conservation areas and on or near listed buildings require detailed consideration given the sensitivity and historic nature of these areas or buildings. Any advertisements on or near a listed building or in a conservation area must not harm their character and appearance and must not obscure or damage specific architectural features of buildings.

Advertising on street furniture

Street furniture

A collective term for objects on streets and roads, including benches, bollards, post boxes, phone boxes, streetlamps, traffic lights, traffic signs, bus stops etc

- 8.10 Free standing signs and signs on street furniture will not normally be accepted where they contribute to visual and physical clutter and create a hindrance to movement along the pavement or pedestrian footway.

Illumination

- 8.11 The illumination levels of advertisements should be in accordance with the standards set by the Institute of Lighting Engineers Technical Report Number 5 (Second Edition).
- 8.12 The type and appearance of illuminated signs should be sympathetic to the design of the building on which it is located. The method of illumination (internal, external, lettering, neon, etc) should be determined by the design of the building. Illuminated signs should not be flashing or intermittent, whether internal or external.

- 8.13 Externally illuminated signs should be unobtrusively sized and sited. Spotlights and trough lights should be fixed and sized as discreetly as possible. Corporate designs involving internally illuminated signs may need to be modified where they are considered unsuitable, especially in residential areas, or conservation areas, or on listed buildings.

Trough lighting

An enclosed sign lighting unit using high powered fluorescent tubes.

- 8.14 To ensure that an advertisement does not become unduly dominant in the streetscene, disturb adjoining residents at night, or cause safety hazards to drivers, consideration should be given to the:

- intensity of illumination;
- surface area to be illuminated; and
- positioning and colours.

- 8.15 Internally illuminated box signs are discouraged. Generally, the internal illumination of individual letters, rather than the whole fascia or projecting sign on a shopfront, will be more appropriate.

Hoardings

Hoarding

A billboard or large outdoor signboard.

- 8.16 Where advertisement consent is required for the display of hoardings, the following guidance will be applicable:
- 8.17 Advertisement hoardings or posters will not usually be acceptable in predominantly residential areas and will be carefully controlled in conservation areas and on or near listed buildings to ensure that they do not detract from the area's and building's character and appearance. However, if an area has a mix of uses or is predominantly in commercial use some poster or hoarding advertising may be acceptable where they satisfactorily relate to the scale of the host building or feature and its surroundings. They should be designed and positioned as an integral feature of the building. Some guidelines on when hoardings will not be considered acceptable include:
- in locations where they may prevent or significantly damage views or obscure light;
 - where they are forward of the face of adjoining buildings;
 - where they project above roof ridge/eaves level;
 - where they obscure architectural features or landmarks (including windows or window recesses); and
 - on side walls where they would be unduly dominant.
- 8.18 Temporary poster hoardings used to screen buildings or construction sites while work is being carried out have deemed consent under the 2007 Regulations (please refer to Class 8 in the regulations for specific

details) for commercial, industrial or business uses only. This deemed consent is not available for any residential development and is also not available in conservation areas.

- 8.19 The impact of illumination will be taken into consideration and where it is considered to be a nuisance or out of character with the area then it will not be considered acceptable.

Shroud / banner advertisements

Shroud advertisement

Large scale advert, covering an entire building elevation, often used to shield construction work.

- 8.20 Shroud advertisements come in a range of forms but are generally large-scale and can cover the entire elevation of a building. As a result of the scale and size of shroud advertisements their appearance can create a conflict with the surrounding environment and the streetscene and, where the advertisement partially obscures a building, the visual appearance of the building itself. However, they can help to shield unsightly construction work.
- 8.21 Conservation areas and listed buildings are particularly sensitive to these types of advertisements as they can appear overwhelming, and disrupt the appearance of a high quality built environment. Therefore, given the scale and size of shroud advertisements these types of advertisement proposals will only be considered acceptable primarily in commercial areas and only where they screen buildings under construction, alteration or refurbishment. If considered acceptable they will be allowed for a temporary period and should be removed on completion of the works should they be sooner than the approved period. Longer consents will require additional advertisement consent.
- 8.22 Shroud on scaffolding will only be permitted where:
- The scaffolding covers the entire elevation of the building and the netting on the scaffolding contains a 1:1 image of the completed building which is undergoing construction work (scaffolding is only to be erected for the purposes of carrying out building works and will be removed upon completion of the works); and
 - The advertisement covers no more than 20% of each elevation and is not fragmented. The advertisement must also respect the architectural form and scale of the host building. Where shroud and banner advertisements are considered acceptable on listed buildings or in conservation areas the advertisement should not cover more than 10% of each elevation and should not be fragmented. The location of the advertisement on the shroud will depend on the character of the local built form and the nature of views within it.
 - In some highly sensitive locations or where the building plays a particularly important role in the appearance of the area, a visual representation of the building that is shrouded may be considered necessary to mitigate any harm to the appearance of the area.

8.23 Banner advertisements on buildings will only be permitted where:

- They relate to landmark or unique buildings, such as festival venues, museums, and do not detract from the appearance and form of the host building or the surrounding environment.
- In some commercial areas flags or banners may be considered a suitable form of display. Within residential areas, conservation areas, and on or near listed buildings we will be primarily concerned with safeguarding the amenity, character and appearance of these areas and buildings and therefore it is unlikely that such advertisements will be supported.

8.24 NB: The erection of a banner or shroud advertisement may require a specific licence from our Highways Management Team. If advertisement consent is granted for a banner or shroud, this does not indicate that a licence will also be granted. The Highways Management Team should be contacted for more information. For information on licences please contact the Camden Highways Management Team.

Designing out crime

A method of minimising crime by designing or organising the environment in such a way that the opportunity for crime is reduced and potential offenders feel exposed and uncomfortable.

- 9.6 Good urban design will significantly reduce opportunities for crime and anti social behaviour. Security features should be considered early in the design process as it can be more difficult to incorporate features in a sensitive way at a later stage. It is important to take a proactive approach at an early stage to reduce risks and opportunities for crime and ASB to occur, rather than relying on reactive measures such as CCTV, which should be used as part of a package of measures to reduce crime. Incorporating designing out crime features into a development should complement other key design considerations. High quality architecture and design should still be achieved.
- 9.7 You should consider:
- good urban design principles, including active frontages to buildings and interesting and innovative design treatments that can reduce the need for physical barriers;
 - using a local assessment of design to ensure that places are both well connected and secure;
 - the effect of designing against crime on properties adjacent to and in the vicinity of a development, and the personal safety of people who will use the locality; and
 - avoiding a 'fortress approach' as it tends to be unattractive and can result in an oppressive environment for both residents and passing pedestrians.

Active frontage

Building frontages which add interest and life to public spaces, through the use of doors and windows or shopfronts and lively uses.

- 9.8 We expect developments to reflect the considerations contained within the publication Safer Places – The Planning System and Crime Prevention (ODPM April 2004). This identifies seven attributes of sustainable communities that are particularly relevant to crime prevention. Therefore, we expect the following elements to be considered in planning proposals:

Access and movement	to, from and within any development
Structure	layout, type and design of buildings, and of public space
Surveillance	maximisation of overlooking, lighting, the promotion of active frontages and through the introduction of crime prevention measures
Ownership	clear delineation between public, communal, semi-private and private space
Physical protection	strengthening of the security of building in order to reduce or minimising the risk of attack or theft
Activity	compatible mix of uses and attractiveness and sustainability of any public realm components
Management and maintenance	inclusion of details of management and maintenance systems where appropriate

- 9.9 We require a crime impact assessment as part of the Design Statement to be included with all applications of 10 residential units or more or for sites of 1000 sq m or more. This should demonstrate that any impact on crime and antisocial behaviour has been considered, addressed and where appropriate designed out. For smaller schemes it will be expected that designing against crime principles will be incorporated into the scheme. These designing against crime principles are set out in Safer Places: The Planning System and Crime Prevention, ODPM, 2004.

Design Statement:

Documents that explain the design thinking behind a planning application. They should show that you have thought carefully about how everyone will be able to use the places you want to build.

Addressing Community Safety Concerns

- 9.10 To enhance community safety, we would like to see developments consider:
- maximising accessibility by encouraging usage of safe routes to, from and through developments;
 - the design and layout of pedestrian, cycle and vehicular routes into and within the site, including how these integrate with existing patterns; and
 - lighting and the use of CCTV where appropriate, accessibility and ease of movement through a development scheme, which can enhance overlooking, thereby reducing the opportunity for crime and anti-social behaviour and increasing perceptions of personal safety.

Movement and Gating

- 9.11 Gating can be seen as a solution to problems of crime and anti social behaviour. Gating and other ways of restricting access to developments

can have a divisive effect on communities, creating separate residential areas and often necessitating long alternative routes. It can create and reinforce negative perceptions of an area and for these reasons gating should be seen as a last resort.

- 9.12 We expect that developments will demonstrate the accepted principles of good urban design as laid out by the Commission for Architecture and the Built Environment (CABE) in 'By Design', a companion guide to Planning Policy Statement 1, which sets out the 7 objectives of urban design. One of these that is particularly relevant to movement and gating is "Ease of movement – a place that is easy to get to and move through. To promote accessibility and local permeability by making places that connect with each other and are easy to move through, putting people before traffic and integrating land use and transport."
- 9.13 We will not support applications for restricting access to, from or gating of, the public highway or designated open spaces that are currently accessible to the public. All applications which seek to reduce access to, from or through the public spaces will need to:
- explain clearly the rationale for the reduction in access and be able to demonstrate that it is an appropriate solution, which minimises negative impacts in, adjacent to and in the vicinity of the development;
 - provide evidence of anti-social behaviour and crime to support the proposed restricted access; and
 - demonstrate the alternative steps they have taken to address the problems.
- 9.14 We will consider whether the proposed restriction will:
- have an adverse impact on accessibility in the local area by reducing the opportunity for local people to use established routes. For further information refer to CPG4 Protecting and improving the quality of life (Access for all chapter);
 - result in the loss of natural surveillance by neighbours and passers-by thereby increasing the opportunity for crime and anti-social behaviour;
 - necessitate long alternative routes to take account of the proposed restriction;
 - have an adverse impact on the community cohesion and security of the local environment by creating separate residential areas;
 - have an unacceptable adverse impact on the safety or perception of safety adjacent to and in the vicinity of the development;
 - prevent the type of anti-social behaviour crime evidenced by the applicant; and
 - prevent unauthorised entry into the development.
- 9.15 In all cases we will consider time limiting permissions for gating, thereby allowing flexibility should any incidents of crime and anti-social behaviour decrease.

- 9.16 Rather than gating we wish to see developments enhance community safety by maximising accessibility through encouraging the usage of routes to, from and through development. Good design, lighting, the use of CCTV where appropriate and public accessibility can reduce the opportunity for crime and anti-social behaviour.

Licensed premises and alcohol related violence

- 9.17 Licensed premises, because of their nature can be the location of alcohol related violence. This can be limited by good design, employing open layouts and maximising natural surveillance where possible. Where an application is received for alterations to new or existing licensed premises, we will seek to:
- maximise visibility into the premises by ensuring, where possible, clear glass is used on all street elevations; and
 - reduce the number of entry points to a minimum.

Recesses

Recesses

Set-backs in the line of building frontages.

- 9.18 Recesses, including recessed doorways, can provide the opportunity for anti-social behaviour and can have an impact on crime and the perception of crime.
- 9.19 In consultation with our Building Control Service and the Fire Authority, opportunities can be taken to reduce the number of emergency exit doors within recesses or minimise their impact. Bringing the doors forward should be investigated when schemes are being designed, by:
- allowing the doors to open inwards, where there are 60 users or less of emergency exit doors and it is not a licensed premises;
 - allowing the door to continue to open outwards if there is a private forecourt which it can open onto. Measures must be put in place to divert pedestrians away from the opening arc of the doors; and
 - allowing for the outward opening of the door where there are 60 or more users and the footway is very wide.
- 9.20 Where bringing the doors forward is deemed unacceptable, it should be ensured that:
- the recess is no deeper than 600mm or no greater than required for the opening of the door within the recess;
 - the edges of the recess are angled to improve visibility;
 - transparent elements are incorporated into the door;
 - the recess is widened so that it does not create hidden spaces; and
 - where appropriate and if the building is unoccupied for periods of time, open-weave grille shutters or collapsible gates are installed, to be opened when the building is occupied.

- 9.21 In all circumstances, overlooking of the recess should be maximised where possible by considering replacing the emergency exit door with an all glazed or top half glazed door with thick laminated glass. An open weave grille can be installed internally for additional security. Further guidance is contained within chapter 7 Shopfronts, in this guidance.

Walls and fences

- 9.22 Careful consideration should be given to walls and fences, or other boundary treatments. If boundary walls are used in certain locations, where anti-social behaviour is identified as a problem, they should not have a flat horizontal top, which is inviting to sit on. Angled tops could be used to avoid the wall being used as an informal seat. Further guidance is contained within chapter 6 Landscape design and trees, in this guidance.

Public realm and street furniture

Street furniture

A collective term for objects and pieces of equipment installed on streets and roads, including benches, bollards, post boxes, phone boxes, streetlamps, traffic lights, traffic signs, bus stops etc

- 9.23 Well designed street furniture and public art in streets and public places can contribute to a safe and distinctive urban environment. Street furniture should not obstruct pedestrian views or movement or be positioned to encourage anti social behaviour.
- 9.24 All features within public space and elements of street furniture should be designed to make a positive contribution to community safety and discourage anti-social behaviour. Careful consideration should therefore be given to their location and detailed design.

Cash machine boxes

- 9.25 Cash Machine boxes are stand-alone structures located on the footway, which house Automatic Teller Machines (ATMs). We will refuse the siting of these in areas of high crime. Permission will only be granted where the police designing out crime advisors believe that it would not act encourage crime or interrupt important sightlines. Where they are allowed, the design should ensure maximum visibility into and through the proposed structure. Please see chapter 7 Shopfronts, in this guidance for further information.

Telephone boxes

- 9.26 Although we have only limited and discretionary control over the siting and appearance of public call boxes, we are consulted on the siting of new telephone boxes on the public highway. In all cases we will request that the provider demonstrates the need for the siting of the new facility. In certain areas of the Borough, public call boxes can be seen as crime generators and in these areas we will consider whether the proposed location will have an impact on crime levels.

- 9.27 All new phone boxes should have a limited impact on the sightlines of the footway. The size of the box or other supporting structure that the phone box is in should be minimised to limit its impact on the streetscene and to decrease the opportunities for crime and anti-social behaviour. There should be a minimum footway width of 2m adjacent to the phone box. Designs which are dominated by advertising space are not acceptable. Any advertising should not be placed where it significantly reduces natural surveillance or CCTV coverage of, or into, the call box. Designs should seek to maximise views into and through the phone box and along the footway.

Lighting

- 9.28 Good lighting can have a number of benefits, including:
- enhancing the built environment by increasing the potential for natural surveillance;
 - reducing the opportunity for criminal activity to take place;
 - where crime does occur, increasing the likelihood of it being challenged and/or reported; and
 - ensuring that CCTV footage is of sufficient quality to assist in the detection of crime.
- 9.29 Where used inappropriately, however, it can result in light pollution which is intrusive and can have an impact on residential amenity. It can also result in pooling of light which means that pedestrians walk from areas well lit to those with little light. This impacts on their perceptions of their own safety and can influence the way in which they use their environment.
- 9.30 We will seek to encourage good quality lighting provision in all developments to use metal halide lamps or the equivalent and high quality refractors where appropriate to maximise the perception of colour and increase the controllability of where light falls. This will encourage uniformity of light provision. Uniformity of light is very important in people's perception of how well an environment is lit and has a greater impact than absolute lighting levels. It is also necessary for people with sight impairments, whose eyes adjust to different light levels more slowly than fully sighted people. Lighting should be designed so as to minimise glare and reflection problems.

Metal halide lamp

A type of light source used in a variety of applications which produces a large amount of quality light without being a huge, bulky light bulb.

- 9.31 Where lighting is provided to increase on-site security, this should not have an adverse effect on the perception of lighting levels in areas adjacent to the site and where possible should enhance this provision.
- 9.32 Mounting of lighting should be considered to ensure that it is resistant to vandalism and does not act as a climbing aid.

Landscaping

- 9.33 Where landscaping is created it can be important to consider sightlines as the landscaping matures. There may be a requirement for a maintenance agreement to ensure that planting as it matures does not impact on sightlines or CCTV coverage.

Maintenance

- 9.34 How an area is maintained can have a major impact on people's perceptions of crime and anti-social behaviour. Where a development creates public space we may seek to agree a management and maintenance plan with the applicant.

Car parks

- 9.35 Applications for car parks should demonstrate that they are well lit and secured in order to discourage anti-social behaviour. Underground car parks in particular should be securely designed and access limited to users.

Anti-terrorism

- 9.36 Terrorism can pose a very real threat in some areas of the borough. It is beyond the scope of this document to deal with these threats in detail but we will work with counter terrorism security advisors (CTSAs) on a case by case basis. Where appropriate the principles of the Government guidance, *Crowded Places: The Planning System and Counter-Terrorism* should be applied.

Conservation Areas and Listed Buildings

- 9.37 Incorporating designing out crime features into a development should complement other key design considerations such as the character and appearance of conservation areas and listed buildings. Measures for designing out crime will require careful consideration in these often more sensitive settings and some may not be considered appropriate within conservation areas or within the setting of a listed building. In these cases imagination should be used to come to a sensitive alternative solution.

Design and access statements

- 9.38 In situations where crime and anti-social behaviour is a concern, applicants should demonstrate within Design and Access Statements their understanding of the local issues relating to crime, and how the design will address them. In these situations, Design and Access statements should outline:
- Current levels of crime and anti-social behaviour in the immediate area;
 - Activity levels in the streets and public spaces at all times of the day and night;

- The extent of natural surveillance of neighbouring properties, streets and public spaces; and
- Any other relevant local characteristics.

Further information

9.39 For further guidance on designing against crime:

- Safer Places: The Planning System and Crime Prevention, ODPM, 2004.

Guidance on standards for waste storage

- 10.7 This section provides detailed guidance on the requirements for both internal and external recycling and waste facilities to ensure designs allow sufficient space for the storage of recyclable material and waste in developments. To encourage occupants to recycle, 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 recyclables and waste collection. The designs for recycling and waste facilities need to provide sufficient internal and external storage areas for each unit, ensuring:
- that internal space is provided for recycling and refuse storage, comprising adequate space for a recycling receptacle (typically a green reusable box or bag), food waste caddy, and waste bin for non-recyclables. Kitchens and utility rooms are generally the most appropriate locations;
 - there is external storage for mixed (commingled) recyclables, organic kitchen waste and non-recyclable waste, providing space for the following:
 - a free-standing 140l or 240l wheelie bin for the storage of commingled recycling;
 - a free-standing kitchen waste caddy;
 - seasonal storage of garden waste i.e. in large hessian sacks;
 - a free-standing receptacle for the storage of refuse (should the developer or resident wish to purchase one, as the Council does not currently provide containers for refuse);
 - for details of container dimensions please see Figure 13, below.

Residential development of 7 dwellings or more

- 10.9 Collection services for developments with 7 or more residential dwellings vary depending on the individual circumstances of the premises. 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 should be used.
- 10.10 Where communal facilities are required (i.e. the dwellings will share central recycling and refuse bins), the following steps should be followed:
- 10.11 The table below can be used to calculate the total volume of all waste and recycling generated in a week:

Size of household	Number in development	Projected Weekly Waste per household	Waste produced from all households
Studio / one bedroom	A	100 litres	$A \times 100 = W$ litres
Two bedroom	B	170 litres	$B \times 170 = X$ litres
Three bedroom	C	240 litres	$C \times 240 = Y$ litres
Total Weekly Waste Arising			$W+X+Y = Z$ litres

- 10.12 If there are more than six households in a block of flats we recommend the use of bulk bins. The standard Eurobins we use have a capacity of 1,100 or 1,280 litres. The minimum required can be calculated as below:

$$\text{Number of bulk bins required} = \frac{(Z) \text{ litres (from Table 1)}}{1,100 \text{ litres (volume of bulk bin)}}$$

- 10.13 Provision of bins should at least be split equally between refuse and recycling including provision for food waste – e.g. if a building requires 4.5 x 1,100l bins, 2 should be for refuse and 2 for dry recycling, plus a 660l bin for food waste.

Space requirements

- 10.14 Internal storage: Bulk bins must be placed on smooth impervious material that is 100 mm thick to withstand the weight. If multiple bins are needed they are better kept in an enclosure. This discourages non-residents from using the bins and also improves the aesthetics of the development. The dimensions of bulk bins are given in the table below.

Figure 13. Storage containers and dimensions

Container Type	Use	External dimensions mm (H x W x D)
55l green box	Storage of mixed dry recycling by households without space for a wheelie bin. Can be stored internally or externally, collected from the kerbside.	350 x 390 x 585
45l reusable green bag	Storage of mixed dry recycling by households without space for a wheelie bin. Can be stored internally or externally, collected from the kerbside	350 x 300 x 450
7l kitchen caddy	Internal storage of food waste. Contents are then transferred to a larger outdoor caddy or communal food waste bin.	252 x 252 x 229
23l kitchen caddy	External storage and collection of food waste by households with a kerbside collection	405 x 320 x 400
90l white sack	Seasonal external storage of compostable garden waste	450 x 450 x 450
140l wheelie bin	External storage and collection of mixed dry recycling by households with a kerbside collection.	1070 x 580 x 550
240l wheelie bin	External storage and collection of mixed dry recycling by households with a kerbside collection	1070 x 580 x 740
500l Eurobin	Communal external storage and collection of food recycling for households with communal collections	1145 x 1305 x 745
1100l Eurobin	Communal external storage and collection of mixed dry recycling and refuse for households with communal collections	1370 x 1260 x 990

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

- 10.15 Residents should not be expected to carry their waste more than 30 metres in the horizontal distance from their front door to the bin store.
- 10.16 The enclosure or chamber should be large enough to allow clearance of 150 mm between each bin and the walls.
- 10.17 There should be space in front of the bins to allow residents to easily access the bins when depositing waste.
- 10.18 If multiple bins are used then there should be sufficient space to rotate the bins in between collections.

- 10.19 The walls should be made from an impervious, non-combustible material that ideally has a fire resistance of one hour when tested to BS 476-21.
- 10.20 If a gate or door is added to the enclosure or chamber it should be metal, hardwood or softwood clad with metal. Ideally it should have a fire resistance of 30 minutes when tested to BS 476-22. The door frame should allow clearance of 150 mm either side of the bin, when it is being pulled out for collection. The door frame should be rebated into the reveals of the opening. There should be a latch or clasp to hold the door open while the collection process takes place.
- 10.21 Arrangements should be made for the cleansing of the bin stores with water and disinfectant. A hose union tap should be installed for the water supply. Drainage should be by means of trapped gully connected to the foul sewer. The floor of the bin store area should have a suitable fall (no greater than 1:20) towards the drainage points.
- 10.22 If the chambers are inside the building they should have a light. The lighting should be a sealed bulkhead fitting (housings rated to IP65 in BS EN 60529:1992).
- 10.23 Internal bin chambers should have appropriate passive ventilators to allow air flow and prevent unpleasant odours. The ventilation must be fly and vermin proofed and near to either the roof or floor, but away from the windows of dwellings.

Access for collections

- 10.24 Collectors should not have to cart a bulk bin more than 10 metres from the point of storage to the collection vehicle.
- 10.25 The gradient of any path that the bulk bins have to be moved on should ideally be no more than 1:20, with a width of at least 2 metres, and the surface should be smooth.
- 10.26 If the storage area is raised above the area where the collection vehicle parks, then a dropped kerb is needed to safely move the bin to level of the collection vehicle.
- 10.27 The roadway the vehicle parks on should be able to accommodate the weight and size of a 26 tonne vehicle.

Non-residential and commercial buildings

- 10.28 Occupiers of commercial premises are legally obliged to make an arrangement with either the Council or a licensed waste carrier for the collection of the waste produced from the premises.
- 10.29 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. Further information can be found on the Council's website:
<http://camden.gov.uk/ccm/content/environment/waste-and-recycling/commercial-waste/duty-of-care.en>

- 10.30 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 14: External Storage Requirements 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.
- 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 a summary of external waste storage requirements see Figure 14

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

Since 1st January 2006 developments that generate food waste have had 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

Location Requirements

- 10.31 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 14. External storage requirements

	External storage area features:	Less than 6 residential units	7 or more residential units	Non-residential (commercial) Development
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"> • allocation of additional external storage space in the future, e.g. additional bins, • composting facilities - in residential development with a garden or landscaping, • provision of onsite storage for bulky waste (i.e. furniture) items and potential opportunities for re-use of these items. 		✓	
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

- 10.32 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
- 10.33 For schemes that create 7 or more dwellings, or includes a non-residential component, the applicant must consult Camden's Planning Department 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 should be provided with the application.
- 10.34 For large proposals, or for proposals with complex waste separation or collection arrangements, a management plan might be required as a condition of approval.
- 10.35 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.

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 www.camden.gov.uk/waste</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 www.wasterecycling.org.uk</p> <p>For free environmental guidance for small and medium-sized enterprises, see Environment Agency (NetRegs) www.environment-agency.gov.uk/netregs/default.aspx</p>

- plant and machinery on roofs should not be visible from the street, public vantage points or from immediately adjacent buildings;
- the design and materials used for plant, machinery and ducting, as well as for ancillary structures such as screening, where located on the exterior of the building, must be consistent with those of the building; and
- where possible, plant and machinery should be designed in such a way that does not lead to issues of safety and security.

Amenity

- 11.8 Where ducting, plant or machinery are required on the outside of a building they must not obscure access to daylight and sunlight, or provide any nuisance for occupants of the development or adjacent buildings.
- 11.9 Plant and machinery with moving parts must be separated or insulated from occupants and neighbours who are likely to be sensitive to noise disturbance. Techniques to achieve this separation include the use of flexible ducting, or resilient mountings for structure-borne plant and machinery.
- 11.10 Where mechanical or passive ventilation is required to remove odour emissions, the release point for odours must be located above the roofline of the building and, where possible, adjacent buildings.

Sustainability

- 11.11 Plant and machinery, particularly where located on roofs, must not preclude the installation of required onsite renewable energy facilities in the proposal. Consideration must also be given to the possibility of future renewable energy installations.

Conservation areas and listed buildings

- 11.12 Special consideration should be given to the installation of plant, machinery and ducting on listed buildings and in conservation areas. Fewer external solutions are likely to be appropriate in these locations. Installations must be in keeping with the design and materials of the building. Listed building consent is likely to be required for works to a listed building.

Other considerations

- Access to plant and machinery must be provided to allow for convenient and safe servicing and replacement of installations;
- Machinery must be properly installed and maintained to ensure that impacts are properly mitigated and the situation does not deteriorate over time with continued operation.
- Plant and machinery should be located as close as possible to their end use, e.g. boilers should be located near to the hot water or

heating users, to minimise use of ducting materials, loss of resource and visual blight.

- Disused plant, machinery and ducting must be removed from the exterior of buildings before replacements can be installed. Only in exceptional circumstances will these be allowed to remain.

12 Artworks, statues and memorials

KEY MESSAGES

Applications for artworks, statues or memorials are only likely to be acceptable if they:

- meet the requirements of Camden's corporate guidance 'New statues, memorials and artworks in parks, open spaces and the public highway in Camden' and
- protect and enhance the local character and historic environment and contribute to a harmonious and balanced landscape design.

It may be inappropriate to site any artworks and memorials in some locations for contextual or historic reasons.

Background

- 12.1 Camden is receiving an increasing number of applications for artworks, statues and memorials and there is a limited and reducing supply of suitable locations in the public realm and parks and gardens to accommodate new works. This guidance sets out the minimum requirements that Camden expects for applications for public art and all commemorative works including statues and memorials.

Prior to submitting a planning application

- 12.2 Before applying for planning permission you should ensure your proposal meets the requirements of the corporate guidance, you should secure all the relevant permissions, and arrange sufficient funding including for ongoing maintenance. Details of this should be provided as part of your planning application.

Corporate guidance

- 12.3 LB Camden has prepared corporate guidance entitled 'New statues, memorials and artworks in parks, open spaces and the public highway in Camden'. The guidance sets out what the council expects for artworks and memorials in the borough. The corporate guidance includes the following principles:
- **Site specificity and context:** The subject of an artwork, statue or memorial must have a clear historical or conceptual connection to the proposed location.
 - **20 year principle:** At least 20 years after the death of an individual or the date of the event should elapse before an artwork, statue or memorial is erected in commemoration.
 - **Protected areas:** Artworks, statues and memorials should not be sited in spaces which already have a high concentration of other artworks, statues or memorials. LB Camden Parks and Open Spaces have surveyed key artworks, statues and memorials across the borough

and identified areas where any further development of artworks, statues and memorials is unlikely to be appropriate. These have been identified in site survey documents for Council owned or managed land and also through mapping of the density (saturation) of artworks, statues and memorials across the entire borough. We are unlikely to grant permission for new artworks, statues or memorials where identified as inappropriate in site surveys or in areas mapped as having a high saturated or existing works.

- **Quality:** Statues and memorials must be of the highest quality, from an artist who has been selected through a robust and transparent selection process.

- 12.4 The Council will not grant planning permission for artworks, statues and memorials which are not generally in line with the corporate guidance.

Permissions and other legislation

- 12.5 Prior to applying for planning permission you should have all relevant permissions includes permission from the land owner and from leaseholders and managers of the land.

- 12.6 You should have regard to other legislation including:

- The Highways Act 1980: works affecting the public highway will require consent of the highway authority.
- Public Statues (Metropolis) Act 1854: Section 5 requires consent of the Secretary of State for Culture, Media and Sport, although this is generally provided as a matter of course if the scheme receives planning permission.
- The London Squares Preservation Act 1931 and Public Statues Act 1884 may be relevant to your proposal.

Funding

- 12.7 You should ensure you have made arrangements for the ongoing maintenance of an artwork, statue or memorial. If the artwork, statue or memorial is on Council owned or managed land you are likely to be required to arrange funding to provide to the Council for maintenance of the work in perpetuity. If the work is on private land you are likely to have to be required to provide a maintenance plan as part of planning permission. You may be required to enter a legal agreement (such as s106 Agreement) to secure these measures.

Planning Permission

When is planning permission required?

- 12.8 Depending on the size and location, construction or installation of an artwork or memorial may be constitute development under the Town and Country Planning Act 1990 and therefore require planning permission. Artworks or memorials which are outside or will materially alter the appearance of an area or building will generally require planning

permission. Any artworks or memorials on the interior of a building and which do not materially alter the outside appearance of the building are unlikely to require planning permission. If an artwork or memorial forms part of a larger development it should form part of the planning application for the entire scheme. Listed building consent will be required for any work to which affects the special architectural or historic character of a listed building or structure including internal or external alterations.

Assessment of applications for artworks and memorials

- 12.9 Applications for planning permission for memorials and artworks will be assessed against the National Planning Policy Framework, Council's Local Development Framework (LDF) Core Strategy and Development Policies planning policy documents, the relevant Conservation Area Appraisal and Management Plan (if in a Conservation Area), and Camden Planning Guidance.

High quality design

- 12.10 Core Strategy CS14 'Promoting high quality places and conserving our heritage' requires development to be of a high standard of design and respect local character. CS14 promotes high quality landscaping and works to streets and public spaces.
- 12.11 Core Strategy CS15 'Protecting and improving our parks and open spaces and encouraging biodiversity' states that Camden will protect and improve its parks and open spaces.
- 12.12 Development Policy DP24 'Securing high quality design' requires all development to be of the highest standard of design, and expects developments to consider the character, setting, context, form and scale of neighbouring buildings, the quality of materials used, natural features and landscaping. The policy encourages outstanding design in contemporary or traditional styles. The policy requires development to consider existing rhythms, symmetries and uniformities in the townscape, the compatibility of materials and their texture, tone and colour, the contribution of a design to views and vistas, and the wider historic environment and features.
- 12.13 This Camden Planning Guidance document sets out further design considerations, refer to page 7 for general guidance on design and refer to page 43 for guidance on landscape design and trees.

Conservation of heritage

- 12.14 Core Strategy CS14 'Promoting high quality places and conserving our heritage' requires development to respect local character and requires development to preserve and enhance heritage assets including historic parks and gardens.
- 12.15 Development Policy DP25 'Conserving Camden's heritage' requires development take account of conservation area statements, appraisals

and management plans. Development will only be permitted within conservation areas which preserves and enhances the character and appearance of that area. The policy requires the preservation of trees and garden spaces which contribute to the character of the conservation area and protects parks and gardens of Special Historic Interest and London Squares.

- 12.16 If the artwork of memorial is in a Conservation Area you must refer to the relevant Conservation Area Appraisal and Management Plan which are available on www.camden.gov.uk.
- 12.17 This Camden Planning Guidance document sets out further heritage considerations, refer to page 13.

Crime prevention through design

- 12.18 Core Strategy CS17 'Making Camden a safer place' requires developments to demonstrate that they have incorporated design principles which contribute to community safety and security and promotes safer streets and public areas. This may include through design, lighting and management.
- 12.19 This Camden Planning Guidance document sets out further heritage considerations, refer to page 77.

Further considerations for artworks and memorials

- 12.20 In line with the LDF Core Strategy and Development Policies as summarised above new artworks and memorials will only be permitted where they preserve and enhance the character of the local area, historic environment and heritage assets. Further planning considerations of particular relevant to artworks, statues and memorials are set out below.

Landscape design and over-saturation

- 12.21 New artworks or memorials should only be sited where they contribute to a harmonious and balanced landscape design. Many of the public spaces in Camden particularly open spaces in Central London have limited opportunities for siting of new artworks or memorials. The existing and historic design of spaces must be respected and new structures should not be imposed where they would not complement or improve this existing landscape design. New artworks or memorials are unlikely to be acceptable in locations where there are a number of existing artworks or memorials. Siting of artworks and memorials should also take consideration of the corporate priority to keep the spaces free of clutter to allow unimpeded pedestrian access and for aesthetic considerations.

Historic and thematic context

- 12.22 Artworks and memorials will only permitted where appropriate in terms of the history, context and purpose of a site. The history or context of a

space may make siting of artworks or memorials inappropriate even when it may be acceptable from design or aesthetic considerations. If a location (for example a garden or square) has been traditionally free from artworks or memorials the introduction of a piece can shift the emphasis and meaning of that space from being an open space in its own right to that of a landscaped setting for an artwork, statue or memorial. Due to the impact they have in changing the character of a space artworks, statues or memorials which form the centrepiece or focus to a space, particularly higher profile spaces such as Central London Squares are unlikely to be acceptable in all but exceptional circumstances (for example where there is overwhelming public support for a person or event of national importance). In line with the National Planning Policy Framework great weight will be given to the conservation of heritage assets and development leading to substantial harm to the significance of a designated heritage asset will be refused, unless it can be demonstrated that the substantial harm or loss is necessary to achieve substantial public benefits that outweigh that harm or loss.

Temporary artworks and memorials

- 12.23 Temporary memorials provide a focus for community commemoration while being significantly less costly and time consuming to establish. Planning permission may still be required for temporary structures and you should contact to the Council at an early stage for advice.

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Camden Planning Guidance

Housing

London Borough of Camden

CPG 2



July 2015

CPG2 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. The Council formally adopted CPG2 Housing on 6 April 2011 following statutory consultation. The Camden Planning Guidance documents (CPG1 to CPG8) replace Camden Planning Guidance 2006.
- 1.2 This document (CPG2 Housing) has been subject to two updates:
- 4 September 2013 following statutory consultation in November to December 2012, and
 - 17 July 2015 following statutory consultation in March to April 2015.
- Details on these updates and the consultation process are available at camden.gov.uk/cpg.
- 1.3 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

- 1.4 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.
- 1.5 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:
- Affordable housing
 - Student housing
 - Residential Space standards
 - Lifetime homes and wheelchair housing
 - Development involving net loss of homes
- 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 and affordable rented housing and intermediate 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 will the Council 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 introduced changes to national planning practice guidance in relation to affordable housing thresholds and seeking affordable housing where vacant floorspace is developed for housing ("*vacant building credit*"). The Council is considering the implications of these changes and how they will operate in conjunction with Camden Development Policies 2010. This guidance will therefore continue to be subject to review as the need arises.

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

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. Registered Providers include the Council, housing associations, housing trusts and cooperatives. In this guidance, the term housing associations is used to refer to all Registered Providers other than the Council.

- 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 Commissioning and 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 2.60 and 2.61 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 National Planning Policy Framework (NPPF) – Annex 2 The NPPF indicates that affordable housing should:
- be provided to households whose needs are not met by the market, and
 - be provided to households who are eligible for affordable housing, taking into account local incomes and local house prices, and
 - remain at an affordable price for future eligible households unless arrangements are in place for subsidies to be recycled into alternative affordable housing provision.
- 2.12 Three types of affordable housing are defined in the NPPF– these are **social rented housing**, **affordable rented housing** and **intermediate housing**.
- 2.13 **Social rented housing** is primarily housing managed by local councils and housing associations. The cost of social rented housing is controlled through target rents set by a national rent regime. Other affordable housing providers may manage social rented housing under the same rental arrangements.
- 2.14 **Affordable rented housing** is housing managed by local councils and housing associations and let to households who are eligible for social rented housing. Rents are set on a scheme-by-scheme basis and are guided by local market rents rather than a national rent regime.
- 2.15 The NPPF indicates that rents should not exceed 80% of the local market rent (including service charges where they apply). In practice, most affordable rented housing in Camden has rents significantly below 80% of market rents. The Mayor's Housing Supplementary Planning Guidance (November 2012) stresses that the maximum percentage will not apply in all schemes or to all units within a scheme. The SPG also indicates that on average family units will be around target rent levels for social rented housing.
- 2.16 Camden Core Strategy 2010-2025 and Camden Development Policies 2010 do not include affordable rented housing as they were adopted before the new housing product was introduced. To guide operation of Camden's adopted planning policies, we will follow the approach of the

London Plan, and consider social rent and affordable rent together as "social-affordable rented housing". References to social rented housing in the Core Strategy and Development Policies documents will be treated as references to social-affordable rented housing.

- 2.17 **Intermediate housing** is housing that costs more than social housing but less than equivalent market housing. Intermediate 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 housing in Camden has been provided by housing associations, but the NPPF indicates that intermediate 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 housing can include a range of tenures such as:
- rented housing;
 - shared-ownership housing (where occupiers buy a share and rent the remainder);
 - shared equity housing and
 - homes for sale at less than market prices.
- 2.18 Camden controls the cost of intermediate housing taking into account market costs and the eligible income groups set out in the London Plan and the Mayor's annual reviews. Further Alterations to the London Plan published in January 2014 indicated that eligible households were those with incomes of less than £66,000¹ per year, or £80,000¹ for family homes, defined as having three or more bedrooms. The Mayor's Housing Supplementary Planning Guidance (November 2012) noted that the London Plan eligibility figures are expressed in terms of gross household income. The Guidance also advised that Councils should seek intermediate homes that are affordable to households within the full range of incomes below the upper limit, and take account of service charges when considering the cost of affordable housing. The London Plan Annual Monitoring Report 10, 2012-13, notes that the Mayor will monitor the average annual incomes of households moving into intermediate housing against a benchmark of £43,550², or £50,550 for family homes with three bedrooms or more.
- 2.19 Eligible household incomes for intermediate housing are reviewed each year through the London Plan Annual Monitoring Report, which also indicates how the affordability of intermediate housing will be assessed.

1.1

¹ updated to £71,000 per year or £85,000 for family homes in London Plan Annual Monitoring Report 11, 2013-14

² updated to £46,250 in London Plan Annual Monitoring Report 11, 2013-14

The London Plan Annual Monitoring Report 10, 2012-13 indicates that intermediate housing should cost:

- no more than 3.5 times the household income threshold to buy³; and
- no more than 40% of net household income including rent and service charges (with net income assumed to be 70% of gross income).

- 2.20 Camden's Core Strategy recognises that intermediate 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 housing in the sub-section 'What types of affordable housing do we expect?'

Which developments should contribute to affordable housing?

- 2.21 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.
- 2.22 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.
- 2.23 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?).
- 2.24 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 contributing to the number of homes in the scheme (e.g. does it have access to natural light?). We will also take into account any other constraints that would prevent 10 dwellings from being developed, such

1.1

³ the stipulation in the first bullet point no longer appears in London Plan Annual Monitoring Report 11, 2013-14

as where it would be impractical to provide safe vehicle access for 10 dwellings, or inappropriate to subdivide a Listed Building.

- 2.25 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.
- 2.26 The floorspace thresholds relating to Development Policies DP1 and DP3 refer to additions to gross floorspace (and are assessed in terms of Gross External Area – GEA – including each floor, including the thickness of external walls, partition walls and common areas). The policy requirements in policy DP1 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. 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.
- 2.27 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.

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.

- 2.28 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.
- 2.29 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**.
- 2.30 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?

- 2.31 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.

- 2.32 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.
- 2.33 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 1 below indicates how the sliding scale will operate in more detail.
- 2.34 When we assess capacity, we will look at the number of additional homes proposed and the additional built floorspace (GEA). As a minimum, an acceptable development has capacity for the number of additional homes proposed. In terms of floorspace, 1,000 sq m (GEA) of built development is considered to have capacity for 10 dwellings. Each additional 100 sq m (GEA) 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 1. Sliding scale for affordable housing negotiations

Benchmark	Site capacity	Expected affordable housing floorspace
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%
Example	Site capacity	Expected affordable housing floorspace
11 homes with a built floorspace of 925 sq m gross	11 homes	11% x 925 sq m
21 homes with a built floorspace of 1,735 sq m gross	21 homes	21% x 1,735 sq m
21 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
53 homes with a built floorspace of 4,640 sq m gross	50 homes or more	50% x 4,640 sq m

2.35 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).

- 2.36 When negotiating on individual schemes, Camden calculates the proportion of housing in each category (market/ social-affordable rented/ intermediate) 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.
- 2.37 Calculations of the capacity of the site are based on gross floorspace (GEA), including common areas. However, once the GEA has been used to identify the target affordable housing percentage, it is then generally more appropriate to use net internal floorspace when considering the split between market, social rented and intermediate 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 2.27 of this guidance for more detailed definitions of gross and net floorspace.
- 2.38 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.
- 2.39 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?**'
- 2.40 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

- 2.41 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.
- 2.42 As indicated in paragraph 3.26 of our Development Policies document, in schemes with internal communal spaces, the Council does not generally 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. Service charges are often a significant proportion of overall housing costs, particularly in market housing blocks, and can simply be too high for the occupiers of affordable housing to pay. The law ensures that an occupier cannot be required to pay higher service charges to subsidise charges to another occupier receiving the same common services, regardless of tenure. 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

Service charges are levied by landlords to recover the costs they incur in providing services to a dwelling. The charge normally covers the cost of such matters as general maintenance and repairs, insurance of the building and, where the services are provided, central heating, lifts, lighting and cleaning of common areas etc.

- 2.43 Where it is necessary for affordable and market housing to share the same entrances, stairs and lifts, the Council will seek to negotiate service charges sufficiently low for the affordable housing to be available to eligible households. 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. The Council will only take this step where measures to keep service and management charges within affordable limits have been fully explored and found to be impractical. For more information - see the sub-section of this guidance '**Can the affordable housing be provided off-site?**'

Mix of social-affordable rented housing and intermediate housing

- 2.44 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 or affordable rented housing, however we recognise that intermediate 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 (now treated as social-affordable rented housing) and 40% should be intermediate housing. As indicated in paragraphs 2.36 and 2.37 of this guidance, it will generally be appropriate to calculate the split between social-affordable rented and intermediate housing in terms of net internal floorspace.
- 2.45 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 2.14 to 2.16 of this guidance.
- 2.46 Rents for affordable rented housing are set on a scheme by scheme basis. Affordable rented housing should comply with the Government's definition of affordable housing and 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. The Mayor's Housing Supplementary Planning Guidance (November 2012) indicates that providers may wish to charge a lower rent than the relevant Local Housing Allowance (LHA) cap, which is the maximum housing benefit available to most households living in privately rented accommodation. The Council will strongly encourage providers to view the LHA cap as the maximum acceptable affordable rent where the cap is less than 80% of local market rents.
- 2.47 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-affordable rented housing and intermediate 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-affordable rented: 40% intermediate split include:
- providing flexibility for up to 100% social-affordable rented housing or 100% intermediate housing where the overall proportion of affordable housing in the scheme is substantially over 50%;
 - seeking up to 100% social-affordable rented housing where the overall proportion of affordable housing in the scheme is 30% or less;

- providing flexibility for more than 40% intermediate 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-affordable rented housing where high residential land values will make intermediate housing too expensive for the households that need it.

2.48 A number of intermediate housing types have been devised by the Government (most are currently marketed in London via the Mayor's First Steps programme). Camden seeks a variety of intermediate housing to suit different needs. Due to the high market values in Camden and lenders' deposit requirements, it is now rarely possible to develop homes for shared ownership in Camden that would be affordable to households with incomes below the Mayor's eligibility caps. The Council will therefore generally seek intermediate rented housing, rather than shared-ownership housing (where occupiers buy a share and rent the remainder). However, all intermediate housing must comply with the cost requirements imposed by the Government and Mayor as indicated in paragraphs 2.17 to 2.19 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.

FIRST STEPS

First Steps is the official intermediate housing programme from the Mayor of London aimed at helping low and modest income Londoners to buy or rent a property at a price they can afford. Priority is given to housing association and Council tenants and armed forces personnel, followed by local priorities, which may vary from development to development. Camden's local priorities include tenants in social rented housing, people on the waiting list, and first-time buyers with a limited income, such as key workers.

- 2.49 We are particularly keen to promote take up of intermediate housing by tenants of social-affordable rented housing. On the basis of the household incomes of those registering an interest in intermediate housing, Camden will seek to achieve a proportion of the following (these figures are currently under review):
- intermediate 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).
- 2.50 In negotiations on intermediate 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-affordable rented housing, and do not remain vacant due to high costs or a shortage of mortgage finance. We will provide flexibility within legal

agreements to allow different intermediate models to be used depending on demand when the development is completed. We will also provide for intermediate housing to be used as social-affordable rented housing where this would be viable in the context of the overall financial viability of the development and any public subsidy available.

- 2.51 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.
- 2.52 When intermediate housing was first introduced it was often aimed specifically at key workers. Key workers are generally defined as staff of public authorities such as the NHS, teachers, social workers, fire-fighters, the police and the armed forces. The Council will not generally limit occupation of intermediate 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 definition of key workers given in this guidance, varied as necessary to meet the purpose of the proposal (eg for development on NHS land to provide housing for nurses). 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 2.47 of this guidance.

Mix of dwelling sizes

- 2.53 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 guidance in this CPG on Lifetime homes and wheelchair housing. Three other sets of guidance are particularly relevant to affordable housing design:
- The London Plan 2011 sets residential space standards that the Mayor will apply to development of housing in all tenures.
 - Housing with public subsidy in London must comply with the Mayor's London Housing Design Guide (published in interim form in August 2010).
 - Housing Supplementary Planning Guidance November 2012 published by the Mayor of London incorporates elements of the London Housing Design Guide and applies to development of housing in all tenures.
- 2.54 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.

- 2.55 For social-affordable rented housing, we will give high priority to family homes with three or more bedrooms. Market rents in Camden are far beyond the reach of most families in housing need. The Mayor's Housing Supplementary Planning Guidance (November 2012) indicates that on average family units will be around target rent levels. When seeking the maximum reasonable proportion of affordable housing, the Council will encourage the provision of affordable rented housing in accordance with the NPPF definition and give priority to family homes at or around the level of guideline targets for social rents as resources and development viability permit.
- 2.56 Due to the high market values in Camden it is no longer likely to be possible to develop intermediate housing for shared-ownership that has more than one bedroom and remains affordable to households with incomes below the Mayor's eligibility caps. Consequently the intermediate dwelling size priorities set out in the Development Plan document are no longer appropriate. For intermediate housing, we will focus on ensuring that housing is affordable to households who are eligible for intermediate housing and have a range of incomes below the upper limit set by the Mayor. We will not generally seek dwellings with 2-bedrooms or more. More detailed guidance is given in the following Figure 2 and Figure 3.

Figure 2. Mix of social-affordable 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:

- Priority will be given to 3- and 4-bedroom homes at or around the level of guideline targets for social rent.
- Social-affordable 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 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 3. Mix of intermediate housing

Preferred mix:

In order to meet needs while remaining within the cost limits set out in paragraphs 2.17 to 2.19 of this guidance, we expect most intermediate homes in Camden developments to have no more than one bedroom.

- Studio flats – a proportion of studio flats may be acceptable, but we will generally resist development where all the intermediate homes are studio flats
- 1-bedroom homes – a proportion is expected in all schemes
- 2-bedrooms or more– a proportion may be included where it is possible to provide them within the limits of eligible incomes and affordability – such homes are likely to be for intermediate rent rather than shared-ownership

Other objectives:

- 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.

- 2.57 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).

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

How is affordable housing funded?

- 2.59 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 funding role within London is now carried out by the Mayor. 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 Mayor of London (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.

- 2.60 The NPPF 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 private 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.
- 2.61 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.
- 2.62 The Government has reduced the amount of public funding available for affordable housing. This is leading 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.
- 2.63 In some cases, it may be possible to provide intermediate 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 2.47 of this guidance) may be prepared to consider schemes with up to 100% intermediate housing where the overall proportion of affordable housing floorspace in the development is substantially more than 50%. Where intermediate 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?

Policy background to financial viability appraisal

- 2.64 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?**')
- 2.65 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. Where viability will be a key factor influencing the content of development and the extent of planning obligations the Council strongly encourages discussion of viability at the pre-application stage – see paragraphs 2.70 to 2.73 below.
- 2.66 There is a limited amount of government guidance on how development viability should be considered in decision-taking, primarily paragraph 173 of the NPPF and National Planning Practice Guidance (NPPG) ID10 paragraphs 1 to 4 and 16 to 24. Paragraph 2 indicates that there is no single approach to viability assessment, and there is a range of sector led guidance available. The GLA has developed a methodology for financial viability appraisal in London in the form of an annually reviewed Development Control/ Development Appraisal Toolkit, and this is accompanied by detailed Guidance Notes. As well as providing information on the operation of the Toolkit, the Guidance Notes provide more general advice on viability appraisal, and will be used to inform the Council's approach.

What is financial viability appraisal?

- 2.67 The NPPF advises that a viable development should provide competitive returns to a willing landowner and a willing developer. A financial viability

appraisal can be used to explore whether the NPPF test of viability is met by assessing the value of a development, subtracting an assessment of development costs and a competitive developer return, and establishing the remaining land value available to provide a return to the landowner.

- 2.68
- A financial viability appraisal is a balance sheet for the development which enables all scheme costs and revenues to be taken fully into account. The Council expects viability appraisals to generate a 'residual land value'. The residual land value is the sum available to fund land purchase once all scheme revenues and costs have been taken into account, including provision of affordable housing, other planning obligations and the return to the developer but excluding any price already paid for land acquisition. Figure 4 sets out some of the typical inputs used in viability appraisal.
- 2.69
- Schemes are considered to be viable where the residual land value (taking into account the provision of affordable housing and other planning obligations) matches or exceeds a benchmark land value for the site. The benchmark land value represents the competitive price at which a reasonable land owner would be willing to sell their land for development. This value will depend on the particular circumstances of the site (eg whether the land is vacant or occupied, the condition and marketability of any buildings) and the options available. The Council will seek to agree the benchmark value with the applicant, with the assistance of advice from any appointed independent verifier.

Figure 4. Typical inputs to financial viability appraisal

Cost inputs	Revenue inputs
demolition and build costs (supported by an elemental cost plan)	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 and yield (for non-residential floorspace and any proposed private rented residential floorspace)
land finance and holding costs (for the period covering land acquisition/ scheme preparation, planning application and development)	capitalised ground rental income
planning obligations other than affordable housing	
developer's return (non-residential floorspace and market housing)	
contractor's return (affordable housing)	

Before a viability appraisal is submitted

- 2.70
- 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. Discussions should include the scope of viability appraisal, appropriate measures of land value, and the value of affordable housing. Submission of a draft viability appraisal may be appropriate.

- 2.71 Discussions may include 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 that is lawful (having regard to the most recent lawful use and any applicable development orders), or has a current planning consent or has been agreed in principle as a site allocation in an adopted local plan or development plan document
 - 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
- 2.72 At the pre-application stage developers are also strongly encouraged to discuss provision of affordable housing with Registered Providers and the Council's Housing Commissioning and Partnerships Team to inform discussion of likely rents, suitable intermediate housing models and capital values – see also paragraphs 2.7 to 2.10.
- 2.73 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. Where independent verification is likely to be required we will seek to discuss this at the pre-application stage, and we will seek a commitment from prospective applicants to provide the necessary funding. 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.

What form should the viability appraisal take?

- 2.74 Several viability appraisal models are available, and the Council does not insist that a particular model is used. However, the model must generate a residual land value on the basis of an agreed developer return (reflecting project scale, risk and loan requirements - see

paragraph 2.78), and must be capable of being fully interrogated by the Council and any appointed independent verifier. The Council encourages the use of standard viability software. Where a bespoke model is produced for a particular scheme, the Council will expect a fully working electronic copy to be made available so that assumptions can be tested and varied by the Council and any appointed independent verifier. The Council will respect any intellectual copyright existing in a bespoke viability appraisal model and seek to agree with the applicant any arrangements needed to ensure copyright is protected.

- 2.75 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.
- 2.76 As indicated in Core Strategy paragraph 19.17, the Council will expect developers to provide information on viability through an "open-book" approach to the extent that costs and values are known at the time of the appraisal (see also paragraph 2.99 of this guidance). Some of the information required for viability appraisal may be regarded as commercially sensitive. The Council seeks to strike a balance between transparency in decision making and respect for commercial confidentiality. As part of the decision-making process the Council will therefore generally release a report of the independent verification of the financial viability appraisal. As a minimum, this report will include the intended percentage of developer return, the residual land value and the benchmark land value. Other figures in the report may be redacted if they are judged to be commercially sensitive.
- 2.77 If requested, the Council will endeavour to prevent release of any redacted 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.

Inputs to financial viability appraisal

- 2.78 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 meet the following requirements:
- all inputs should be backed up by relevant evidence;

- build costs should be backed up by BCIS data, quotations for building works, an elemental cost plan and detailed specification of the intended fit out, accompanied by any plans and drawings that have been used in formulation of the cost plan but do not otherwise form part of the planning application;
- land finance and holding costs should generally relate to a period starting from when a proposed development scheme is prepared for pre-application discussion with the Council, and continuing until development has been completed – they should not generally include periods when the site has not been in the control of the applicant, periods when the site has been generating a net revenue for the applicant from an existing use, periods when the applicant is not actively seeking to bring the site forward for development (eg if a site is held as part of a land bank), or delays and costs arising from failed appeals;
- land finance and holding cost should relate to an agreed benchmark value for the site where this differs from the price paid, as the price paid may overestimate what can be achieved on the site (see paragraphs 2.82 to 2.89);
- residential sales values should be backed up by analysed evidence of values achieved for comparable new-build homes of similar specification that have recently been completed nearby;
- affordable housing values should be based on evidence including a breakdown of assumptions regarding rent, full market value, initial equity sale, any staircasing assumptions, and anticipated rent charged on unsold equity, accompanied by capitalisation yield and calculations used to derive capital values, and should be backed up wherever practical by offers from Registered Providers that have a nominations agreement with the Council (see also paragraph 2.72);
- the appraisal should express the developer return on the market housing and commercial elements of a scheme as a percentage of their gross development value (GDV) (the capital value of all revenue derived from these elements), although this may be accompanied by other measures of developer return, such as a percentage of costs or internal rate of return (IRR);
- a lower percentage return should be assumed on the affordable housing reflecting the low risk associated with sale to a Registered Provider – this may be incorporated at a blended rate with return on the market housing and commercial elements;
- the percentage developer return should reflect the scale and the risks associated with the project, and the current requirements of lenders – the applicant should justify the percentage selected; and
- cash flows should be modelled wherever appropriate.

2.79 Sensitivity testing should be carried out and submitted as part of each financial viability appraisal to show the potential for the residual value to change significantly as a consequence of relatively small changes in the inputs. In particular, the impact of changes in sales value and build costs

should be tested given the rapid increases in Camden house prices in recent years and emerging concerns about increases in build costs. Where a viability appraisal is independently verified, this should include verification of any sensitivity testing provided by the applicant, and provide additional sensitivity testing where the submitted appraisal is deficient.

- 2.80 The GLA's Development Control Toolkit provides benchmark values for some viability appraisal 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 relevant evidence.
- 2.81 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 5.

Figure 5. Preferred measures of Land Value

Residual Land Value	The value of a development once all scheme costs and revenues have been taken into account, including build costs, professional fees, developer's returns, provision of affordable housing and S106 contributions, but excluding site acquisition cost.
Existing Use Value (or EUV)	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.
Existing Use Value plus a premium (or EUV plus)	The value of a site in its lawful use, as described above, but with an additional premium added as an incentive to the landowner to make the site available for development. Any premium is usually expressed as a percentage of EUV. The scale of any premium will depend on the particular circumstances of the site (eg whether the land is vacant or occupied, the condition and marketability of any buildings and the options available).

- 2.82 The residual land value should be an output of the viability appraisal. As indicated in paragraph 2.69, the Council will consider the development to be viable if the residual land value exceeds a benchmark land value that

provides an incentive sufficient for the landowner to make the site available for development, taking into account the other options available. NPPG notes that these options may include the current use value or its value for a realistic alternative use that complies with planning policy

- 2.83 The Council's preferred measure of land value is existing use value, although other measures of land value may also be considered where they are appropriate. As stated in paragraph 2.69, we will seek to agree the benchmark value with the applicant, with the assistance of advice from any appointed independent verifier, and the starting point for these negotiations should be the Existing Use Value (EUV). In some circumstance (eg where a property is vacant and significant expenditure would be required to return it to use) a residual land value at or around EUV may be sufficient to incentivise development. In other circumstances (eg where a tenant has an unexpired lease and will need to relocate) a premium will be need to be added to the Existing Use Value (EUV plus) to incentivise release of the site.
- 2.84 The NPPG indicates that the incentive needed to bring forward the land will depend on the other options available. Consequently, the GLA Toolkit Guidance Notes state that the level of the premium will depend on site specific circumstances. Following from that, there is no normal or usual percentage to apply as a premium. The Guidance notes a number of appeals in which Existing Use Value has been accepted as the starting point for benchmark land value. In some appeal cases, no premium was held be required, but in others reasonable premiums were held to be 10% or 20% of EuV.
- 2.85 As a broad indication of how benchmark land values will be negotiated, the Council considers that reasonable premiums to apply in different circumstances could be as follows:
- 0-10% for old dilapidated buildings at the end of economic life;
 - up to 20% for a property in a viable existing use; and
 - up to 30% where development would need to fund relocation of an existing activity.
- 2.86 The NPPG also suggests that a realistic alternative use value (AUV) could be the basis for establishing a benchmark, and the Council may consider AUV alongside EUV where appropriate. An AUV is unlikely to be appropriate where it rests on assumptions about what would be granted planning consent, and requires costs and sales values or rents to be established for a hypothetical scheme that has not been worked-up in sufficient detail to be implemented. In accordance with the GLA Toolkit Guidance Notes, the Council therefore considers that the use of AUV as the basis for a benchmark is most likely to be appropriate where there is an alternative lawful use (having regard to the most recent lawful use and any applicable development orders), or there is already a planning consent in place with potential to be implemented, or there is a site allocation in a local plan (such as the Camden Site Allocations

Document 2013) that gives sufficient detail for a realistic alternative proposal to be costed and valued.

- 2.87 The RICS guidance note "Financial Viability in Planning" suggests that the benchmark value should be based on the market value. There is no straightforward methodology for establishing market value, but the RICS guidance and NPPG both indicate the value should reflect development plan policies and all other planning considerations (notably planning obligations and any Community Infrastructure Levy charge). The RICS guidance also places a great deal of emphasis on the sale prices of comparable development sites, and notes that the 'risk-adjusted' value for a site without planning permission will be lower than the current market price for land with permission in place.
- 2.88 The RICS guidance notes that the actual price paid for a site may be used as evidence of market value where the site has recently been acquired/ disposed. However, the guidance warns that land values may change between the date of purchase and the viability appraisal, that developers may overpay due to an overestimate the acceptable development density or an underestimate the necessary planning obligations, and that site assembly may create a synergistic value greater than the components.
- 2.89 The Council considers that the market value and/ or the price paid for a site should be treated very cautiously in establishing a benchmark value as developers will compete for sites by assuming a reduced level of planning obligations – and particularly affordable housing (see also paragraph 2.81). However, the Council may consider market value and/ or price paid alongside Existing Market Value where market value and/ or price paid is supported by clear evidence in the form of a viability appraisal demonstrating that market value has been assessed on the basis of full compliance with planning policy. Transactional evidence may be relevant where:
- it relates to comparable sites nearby;
 - full and relevant details of the transactions are known and publically verifiable; and
 - there is evidence that the stated land values allow for viable development proposals that fully comply with planning policy.
- 2.90 The purpose of the premium referred to in Figure 5 and paragraphs 2.83 to 2.85 is to provide an incentive to a landowner to release the site for development (as a vendor). A separate incentive is provided to the developer (as a purchaser) to carry out the development through a return based on the development process itself, including the land purchase. Once a land transaction has taken place, it is not appropriate for the developer to apply a further premium to the market value or the price paid.
- 2.91 An alternative use value (AUV) cannot provide a meaningful benchmark value unless it represents a financially viable development that would be an option for a landowner to consider. To be financially viable, the

scheme would by definition provide competitive returns to a willing landowner and a willing developer. Consequently it should not be necessary for a further premium to be applied to an alternative use value.

Deferred affordable housing contributions

- 2.92 London Plan policy 3.12 and Camden Development Policy DP3 indicate that the Council should seek the maximum reasonable amount of affordable housing in negotiations relating to residential and mixed-use sites. Many factors can have a significant impact on the maximum viable contribution to affordable housing, including changes to sales values, changes to build costs, changed specifications for materials and finishes and changes to the cost of finance. These factors can change quickly, and changes of a few percentage points can have a significant impact on the viability of a development. For example, house prices have risen sharply each year in Camden since the beginning of 2010. In the year to September 2010, prices had risen by 16.3%, with another 5.2% increase by September 2011, 7.2% higher by September 2012, 11.9% higher by September 2013 and 20.4% higher by September 2014 (source: Land Registry). Significant changes to viability are likely between the grant of planning permission and commencement, and between commencement and completion of the development.
- 2.93 The Council will therefore seek to negotiate deferred affordable housing contributions (similar to 'contingent obligations' referred to in London Plan policy 3.12) for developments where the provision of housing/ affordable housing falls significantly short of targets in Development Policies DP1 and DP3 due to financial viability, and there is a prospect of viability improving prior to completion. The deferred contribution is not a fixed amount, but is capped at the shortfall between the amount of additional housing/ affordable housing proposed and the Council's policy targets. The actual contribution is determined by a further viability appraisal undertaken on an open book basis at an agreed point after approval of the development but before the scheme is fully occupied.
- 2.94 A deferred contribution is only triggered if the further financial viability appraisal shows that there has been sufficient growth in viability. If the residual value of the development exceeds an agreed benchmark site value, then the excess is split equally between the developer and the Council unless the Council's share reaches the cap. Where the cap is reached, the contribution matches the shortfall between housing/ affordable housing provision and the Council's policy targets, and any further growth in the residual value relative to the benchmark site value will pass to the developer in full.
- 2.95 The Council has regard to the arrangements for 'contingent obligations' suggested by the London Plan and the Mayor's SPG. In the particular circumstances of Camden, the Council takes the following approach:
- re-appraisal of viability is expected after implementation when the development is substantially complete; and

- re-appraisal of viability and deferred affordable housing contributions are sought as part of planning obligations for developments that proceed as a single phase, as well as for phased schemes.

2.96 Particular Camden circumstances justifying our approach are set below:

- Given the pace of recent house price rises in Camden (20.4% in the year up to Sept 2014), a re-appraisal of viability immediately prior to commencement would significantly underestimate the ability of the development to contribute to affordable housing, as the sales values for market housing will have increased considerably by the time of completion.
- The pace of Camden house price rises means that even a short-term permissions (such as commencement within 12 months) and a requirement for review only if completion fails to take place within a modest period (such as 18 months from commencement) would allow a scheme to make a significantly smaller contribution to affordable housing than could be supported by the sales values finally achieved.
- Given the type and scale of housing development in Camden, most market and affordable housing is delivered by schemes that proceed as a single phase. The pace of Camden house price rises means that if they are not subject to viability re-appraisal, such schemes will make a significantly smaller contribution to affordable housing than could be supported by the sales values finally achieved.
- In a single phase scheme it is difficult to change the mix of market and affordable housing after implementation, so for single phase schemes in Camden deferred contributions will generally take the form of a payment-in-lieu.
- Many of Camden's development projects take advantage of the particular qualities of the borough to create unique homes at the higher end of the market – examples include developments in historic areas and developments creating views over Central London or Hampstead Heath. Given the uniqueness of such homes, it is exceedingly difficult to identify comparable developments or pertinent values achieved elsewhere, and consequently there is considerable uncertainty over the sales values likely to be achieved. Undertaking viability re-appraisal as close to the end of the development process as possible removes uncertainty as it allows recorded sales values to be used rather than predictions.
- Many of Camden's development projects (particularly those aimed at the higher end of the market) are designed to very high specifications in terms of materials, finishes and decor. High specifications give rise to high build costs that are difficult to confirm by reference to published sources such as BCIS, and are often engineered downwards during implementation. Undertaking viability re-appraisal as close to the end of the development process as possible removes uncertainty as it allows recorded build costs to be used rather than estimates.

- There are concerns that build costs in Camden could rise rapidly in coming years due to the unusually large number of construction projects taking place in Central London, and this uncertainty can also be removed by undertaking a later re-appraisal using recorded building costs.
- The Council's approach has been agreed as a planning obligation for more than ten developments in Camden. At the end of 2014, four of these had been completed, and had paid the full deferred affordable housing contribution, providing more than £13 million to fund additional affordable housing.

2.97 The Council will generally seek to secure the following arrangements for deferred affordable housing contributions in a S106 agreement:

- the deferred affordable housing contribution will take the form of a payment in-lieu to the Council's affordable housing fund
- the maximum contribution will be a payment-in-lieu based on the shortfall against housing/ affordable housing targets, calculated in accordance with CPG8 Planning Obligations
- full details of the agreed financial viability appraisal which guided determination of the application will be recorded
- the benchmark value for the site agreed in that appraisal (in accordance with paragraphs 2.69 and 2.82 to 2.91 of this guidance will be recorded
- at a specific point during the development process we will require a further financial viability appraisal produced on an open book basis – generally this will be either at practical completion, or when a specified number of homes in the development have been sold but there are sufficient unsold homes for sales proceeds to fund the deferred contribution
- the developer will fund an independent verification of the further financial viability appraisal (as indicated in paragraph 2.73 of this guidance)
- following independent verification, the agreed benchmark value will be subtracted from the residual value given in the further financial viability assessment – this calculation will give a negative value or zero (a deficit) or a positive value (a surplus)
- if the calculation shows a deficit, no deferred affordable housing contribution will be required
- if the calculation shows a surplus of less than twice the maximum contribution, then the deferred affordable housing contribution will be half of the surplus
- if the calculation shows a surplus that is twice the maximum contribution or more, then the deferred affordable housing contribution will be capped at the maximum
- following independent verification of the further financial viability appraisal, the Council will give formal notice of the sum required, and payment shall be made within 28 days

- 2.98 Different arrangements may be appropriate in some cases, depending on character and scale of the development. For example:
- Where a phased development is proposed, and improvements in viability could potentially provide additional affordable housing within the development, it may be appropriate to undertake further financial viability assessment earlier in the process.
 - In the case of large developments with a long site preparation and construction period, it may be appropriate to undertake more than one further financial viability assessment.
 - It may occasionally be necessary to vary the formula for calculating surplus or deficit to reflect the particular viability appraisal model being used, but the Council will expect to agree a formula that reflects the principle set out in paragraph 2.94.
 - An adapted mechanism will be necessary where a development will be managed for private rent by an institution.
 - Using a growth model to assess viability may be an appropriate alternative to a deferred contribution in some circumstances where changes in the values and costs are predictable and the growth model will maximise the affordable housing offer at the time an application is determined.
- 2.99 The further financial viability appraisal should comply with all the requirements for financial viability appraisal set out in paragraphs 2.64 to 2.91, including the modelling of cash flows. As indicated in Core Strategy paragraph 19.17, the Council will expect developers to provide information on viability through an "open-book" approach, however the Council will endeavour to prevent release of commercially sensitive information as set out in paragraphs 2.76 and 2.77 of this guidance. Where inputs such as build costs and sales values are based on estimates rather than agreed contracts and transactions on homes within the scheme, we will expect appraisals to use appropriate projections with reference to trends in the requisite segment of the housing market and to sources such as BCIS indices.

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

- 2.100 Our Core Strategy and Development Policies promote mixed-use development and mixed and inclusive communities in line with the Government's NPPF. 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.

- 2.101 The Council will take the project management and implementation costs of off-site contributions into account and will expect there to be a neutral impact on Council expenditure and resources. Obligations may therefore need to include a payment to cover the additional costs of delivery of off-site contributions where such costs fall to the Council.
- 2.102 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. These considerations apply to all sites regardless of size.
- 2.103 The Council will particularly 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. It may not always be practical to include affordable housing within a market development (for example in smaller developments), however prior to considering an off-site contribution the Council will expect developers of all schemes to demonstrate that, on-site provision is not practical having regard to all the considerations referred to in paragraph 2.102 of this guidance.
- 2.104 The NPPF indicates that affordable housing provision should be made on-site unless an off-site solution is robustly justified. To meet this objective, the Council expects all options for on-site affordable housing to be fully explored, even where small developments are involved. Before they submit an application, we will expect applicants to fully consider different arrangements of the site and the scheme to secure the best possible prospect of achieving an on-site affordable housing contribution. In particular, applicants will be expected to show that the following options cannot practically deliver an on-site contribution before off-site solutions will be considered:
- where the site characteristics provide potential for a variety of scheme design and layouts, designing the scheme to provide a separate entrance (or entrances) and stair/ lift core(s) for affordable homes
 - where it is only possible to provide a single entrance lobby and stair/ lift core, designing the communal spaces to ensure that service and management charges are sufficiently low for affordable housing occupiers and providers (see also paragraph 2.42 of this guidance)
 - approaching a range of housing associations and other providers (including the Council) to seek bids for acquisition of on-site affordable homes

- offering flexibility to housing associations and other providers to deliver different types of affordable housing (eg intermediate housing)
- where providing the full affordable housing contribution on-site is not financially viable, providing a reduced affordable housing floorspace on-site
- where an on-site solution is not financially viable, seeking a top-up payment from the Council's affordable housing fund.

Making the contribution on another site

- 2.105 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.
- 2.106 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 6 and Figure 7 below show how the off-site policy requirement can be calculated.
- 2.107 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.
- 2.108 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.

2.109 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 6.

Figure 6. Calculating off-site contributions under policy DP1

Additional 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

Additional floorspace proposed (application site)	= 800 sq m
Housing floorspace required if on-site (application site)	= 400 sq m
Remaining non-residential floorspace addition on-site (application site)	= 400 sq m
Non-residential floorspace addition if principle of off-site housing is agreed (delivery site, with no conversion of non-residential floorspace to housing elsewhere)	= 800 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 (application site, where principle of off-site housing is agreed)	= 800 sq m
Housing floorspace required off-site (delivery site, with no conversion of non-residential floorspace)	= 800 sq m
Non-residential loss off-site through conversion to housing (delivery site)	= minus 400 sq m through conversion to housing
Net non-residential addition (all sites)	= 400 sq m
Net 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 7. 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 2.35 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%

- 2.110 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 2.64 to 2.91 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.
- 2.111 As indicated in paragraph 2.100 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 2.64 to 2.91, 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

- 2.112 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 2.105 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.
- 2.113 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.
- 2.114 The mechanism can also help developers to deliver commercial floorspace or market housing more quickly when demand is strongest.
- 2.115 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.

- 2.116 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.
- 2.117 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 2.100 to 2.104 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.
- 2.118 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 2.105 to 2.109 of this guidance.
- 2.119 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 Council will seek a S106 legal agreement to ensure that where development at an application site is justified by the existence of credits, the development cannot be occupied until the housing/ affordable housing that creates the credits is completed and available for occupation
- 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

- 2.120 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 2.100 to 2.104 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.

- 2.121 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.
- 2.122 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 2.64 to 2.91 of this guidance will apply.
- 2.123 As indicated in paragraph 2.111, financial appraisal mechanisms should not create an incentive towards off-site solutions. In addition to the financial viability appraisal requirements of paragraphs 2.64 to 2.91, 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

- The National Planning Policy Framework (NPPF) provides a definition of affordable housing and sets the framework which local councils use to secure affordable housing from market housing development.
- The London Plan and the Mayor's Housing SPG give guidance on the income groups who are eligible for intermediate housing, and also cap the cost of intermediate housing on the basis of income.
- The London Plan Annual Monitoring Report is used to review annually which income groups are eligible for intermediate housing.

Securing works / conditions / S106

- 2.124 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 is completed and available for occupation, including non-residential development justified by a residential land-use credit agreed in association with a housing development on another site.
- 2.125 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, which homes will be affordable rented housing and which homes will be intermediate housing
 - defining social rented housing in terms of the Government's national rent regime
 - defining intermediate 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 terms of relevant guidance including the NPPF, the London Plan, the Mayor's Housing SPG, and in relation to Local Housing Allowance caps and lower quartile market rents available locally and across the borough
 - identifying social rented, affordable rented and intermediate wheelchair homes
 - arrangements for the development, fitting out and transfer of the affordable housing to an affordable housing provider
 - arrangements for the fitting out/ adaptation of wheelchair homes for occupation by a household containing one or more people who are wheelchair users
 - 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 - including market housing justified by an affordable housing credit agreed in association with affordable housing development on another site

- securing availability of the affordable housing to future eligible occupiers, or securing recycling of public subsidy if the affordable housing is sold.

2.126 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
- making a payment to cover the additional costs of delivery of off-site contributions where such costs fall to the Council
- arrangements for a deferred affordable housing contribution if provision of housing/ affordable housing falls significantly short of targets due to financial viability, and there is a prospect of viability improving prior to completion
- specifying the type of intermediate 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 Implementation Team – 020 7974 5964 – or email planningpolicy@camden.gov.uk
Guidance on our affordable housing priorities and our housing association partners	Camden Council Housing Commissioning and Partnerships Team – 020 7974 2743
Guidance on the pre-planning application advice service	www.camden.gov.uk/ppaa Camden Council Duty Planner Service – Contact Camden - 020 7974 4444

Resources

Affordable Housing Development Control Toolkit and Guidance Notes, GLA 2014	www.london.gov.uk/who-runs-london/mayor/publications/planning/affordable-housing-development-control-toolkit (see Mayor's Priorities - Planning – Publications – February 2014)
Camden Housing Needs Survey Update 2008	www.camden.gov.uk/ldf (see Evidence and Monitoring pages)
Camden Affordable Rent Study 2011	www.camden.gov.uk/housing (see Housing Policies and Strategies – Social Housing Reform)
Housing Supplementary Planning Guidance, Mayor of London, November 2012	http://www.london.gov.uk/who-runs-london/mayor/publications/planning/housing-supplementary-planning-guidance (see Mayor's Priorities - Planning – Supplementary Planning Guidance)
National Planning Policy Framework (NPPF), CLG 2012	https://www.gov.uk/government/publications/national-planning-policy-framework--2 (see GOV.UK - Publications – Policy Papers – Planning and Building - Department of Communities and Local Government – March 2012)
National Planning Practice Guidance, CLG 2013 and subsequent	http://planningguidance.planningportal.gov.uk/

3 Student Housing

KEY MESSAGES

The location and design of student housing should:

- Contribute to creating mixed and inclusive communities across the borough
- Serve higher education institutions in Camden or adjoining boroughs
- Provide a mix of unit types

- 3.1 This section provides detailed guidance on how the Council will manage the growth in student housing to ensure mixed and inclusive communities across Camden as outlined in Core Strategy policy CS6 – *Providing quality homes*, Development Policy DP2 – *Maximising the supply of housing* and Development Policy DP9 – *Student housing, bedsits and other housing with shared facilities*.
- 3.2 This guidance applies to all developments that provide student housing including new build, conversion and change of use. It specifically covers:
- location and concentration;
 - design and facilities;
 - cost and affordability;
 - safety & crime prevention; and
 - access.
- 3.3 Camden's Core Strategy policy CS6 – *Providing quality homes* and Development Policy DP9 – *Student housing, bedsits and other housing with shared facilities* support the development of student housing subject to a number of criteria, including where it:
- will not involve the loss of permanent self contained homes;
 - does not prejudice the supply of self-contained homes, affordable housing and homes for vulnerable and older people;
 - complies with relevant houses in multiple occupation (HMO) standards (see further information below);
 - is accessible to public transport, higher education institutions, shops, services and community facilities; and
 - contributes to mixed and inclusive communities (Development Policy DP9).
- 3.4 Student housing development should also:
- serve higher education institutions in Camden or adjoining boroughs;
 - be located where it is accessible to the institution it serves; and
 - include a range of unit layouts including units with shared facilities (Development Policy DP9).

What issues will the Council consider?

Location and Concentration

- 3.5 The creation of mixed and inclusive communities is an important factor when considering where student housing should be located. Camden acknowledges the contribution higher education institutions and their students make to the economy and to the social mix of an area. However, student housing is often associated with a concentration of relatively short term residents who, by reason of their particular social needs, the unique nature of activity associated with student life and demand for facilities and services can have an unwelcome impact on an established community.
- 3.6 Core Strategy policy CS6 and policy DP9 of the Development Policies support student housing proposals subject to several criteria, including that proposals should not prejudice the supply of self-contained homes, or involve the loss of sites particularly suitable for affordable housing or housing for older or vulnerable people. Development Policy DP2 also resists alternative development of sites particularly suitable for housing, affordable housing or housing for older or vulnerable people.
- 3.7 The Council will resist proposals for student housing developments that would prevent us from meeting the Council's target for delivery of 437 additional self contained homes per year.
- 3.8 The Council will consider the suitability of any site for alternative housing, particularly if it has been identified as one which is suitable for affordable housing or housing for older or vulnerable people. The Council will have regard to:
- the Camden Site Allocations Document; and
 - extant planning permissions that have already secured permanent C3 accommodation.
- 3.9 Camden is home to 11 HEFCE funded Higher Education Institutions (HEIs). A list of HEFCE funded Camden based HEIs can be found at Appendix C. Student housing development should serve a higher education institution based in Camden or one of its adjoining boroughs.
- HIGHER EDUCATION FUNDING COUNCIL FOR ENGLAND (HEFCE)**

This body distributes public money for teaching and research to universities and colleges. In doing so, it aims to promote high quality education and research. HEFCE also plays a key role in ensuring accountability and promoting good practice.
- 3.10 Student housing should be located in areas that are accessible to the institutions they serve. We will have regard to the distances students have to travel from their accommodation to their place of study. We will expect student housing to be located within walking or cycling distance of the institution(s) it serves, or to be accessible by public transport services that have existing or committed capacity to accommodate the

demand generated. Student accommodation should be located no more than a 20 minute walk or cycle away from their place of study.

- 3.11 Student populations are often highly dependant on local public transport routes. Proposals for student housing will be assessed against the adequacy of the local transport provision, including whether there:
- is sufficient capacity on bus and underground routes;
 - are adequate walking and cycle routes; and
 - is adequate provision for servicing.
- 3.12 When considering the location of student housing schemes, the Council will also have regard to:
- existing concentrations of student accommodation in the area as a proportion of the overall population;
 - the wider housing mix in the community; and
 - the impact on residential amenity in the area.
- 3.13 A map outlining the existing concentrations of students across Camden can be found at Appendix A. This map refers to individual schemes and closely grouped developments of 100 bed spaces or more and includes existing halls of residence and proposed student housing with valid planning consent. The Council is aware of numerous smaller sites providing student housing.
- 3.14 When considering the concentrations of students in a single area the Council will have regard to:
- the character of the area (in particular whether the area is of a residential nature);
 - the existing mix of uses; and
 - in particular the impact on any permanent residential occupiers.
- 3.15 The Council will use Census data and records of recent permissions for student housing in the area when assessing the acceptability of concentrations in student housing.
- 3.16 Where proposals for student housing are likely to disturb the balance of the community because of their scale or because of an existing concentration, the Council may seek the provision of self-contained general needs housing on part of the site, including affordable housing, in line with the priorities identified in Core Strategy policies CS1 and CS6 and Development Policy DP2. We will consider schemes on a site by site basis having regard to:
- Census information;
 - Camden's Annual Monitoring Report; and
 - Permissions for student housing schemes in the area.
- 3.17 A table outlining the number of full time students in Camden as a proportion of the overall population by ward is shown at Appendix B.

- 3.18 As outlined above student housing schemes will be considered on a site by site basis, taking into account the specific circumstances of each individual case. As a broad guide the Council will consider the following, alongside the site specific implications of any scheme:
- Where there is an existing concentration of resident students, the Council considers that proposals for student housing may harm the mix and balance of the community if they provide more than 100 bed spaces.
 - Where there is no existing concentration of resident students, the Council considers that proposals for student housing may harm the mix and balance of the community if they provide more than 250 bed spaces.
- 3.19 In some instances it may be appropriate to allow additional student housing schemes in locations where there is an existing concentration of such accommodation. Camden Development Policy DP1 and supporting paragraph 1.9 indicate that where a development adds floorspace of 200 sq m (gross) or more in Central London (excluding Hatton Garden), up to 50% of additional floorspace should be permanent self-contained housing in Use Class C3. However, paragraph 1.9 also notes that where the additional floorspace is provided for an educational institution supported by HEFCE the Council may accept student housing that serves the same institution as an alternative to self-contained housing. Student housing provided in this context should:
- form part of a mixed use development;
 - be located on a site already owned by the HEFCE institution or a provider with an agreement for nominations; and
 - be in close proximity to the institution it serves.
- 3.20 The Council will consider this on the basis that additional accommodation will not:
- exacerbate the existing balance of the student population in the area;
 - place additional demand on public transport;
 - increase the impacts on existing permanent residential communities.

Design & Facilities

- 3.21 To ensure a range of accommodation is available within student housing schemes, including accommodation that will be attractive to groups who would otherwise share private rented accommodation, the Council will expect student housing developments to include a range of:
- clustered study bedrooms with some shared facilities;
 - double units (often suited to post-graduate students); and
 - single units.

- 3.22 The provision of a variety of layouts will also allow for greater flexibility for conversion to permanent self-contained housing if in future the building is no longer needed as student accommodation.
- 3.23 In addition to the basic amenities expected from student accommodation such as washing and cooking facilities, the Council will expect to see common rooms/lounge areas to be provided as part of any development.
- 3.24 For new student housing schemes provided by HEFCE institutions, the Council will also expect development to comply with the Accreditation Network UK (ANUK) 'Code of Standards for Larger Developments' (<http://www.anuk.org.uk/LargeCode/Introduction.asp>). Other student housing schemes are to comply with the Council's HMO standards.

Cost & Affordability

- 3.25 Student housing has the potential to mitigate pressure on the stock of private rented homes in Camden. However, this will only happen if the accommodation provided is genuinely aimed at higher education students in the area. The Council will use design mechanisms (such as seeking cluster flats), conditions or legal agreements, as appropriate to:
- prevent the lease or sale of student accommodation as general market housing,
 - limit term time occupation to students registered at HEFCE funded higher education institutions within Camden or adjoining boroughs, or other institutions as agreed on a case by case basis by the Council
 - control the length of stays (i.e. when more than 90 days) to ensure that any new accommodation can not be used as short term let accommodation.

SHORT TERM LETS:

Accommodation let for periods of less than 90 days as defined by the amended Greater London Council (General Powers) Act 1973.

- 3.26 To ensure new student housing is genuinely attractive to students currently within the private rental market (as outlined in paragraph 9.10 of the Camden Development Policies), the Council will resist schemes that have not identified which institution the students occupying the proposed accommodation will attend.
- 3.27 In line with the above, the Council will seek:
- that the accommodation is operated directly by a Camden based (or adjoining borough) HEFCE funded higher education institution; or
 - a nominations agreement is in place with a specific HEFCE funded institution(s) which ensures that the institution(s) controls admission to the accommodation. In this regard it is important for private providers to have early discussions with HEFCE institutions to ensure the accommodation is designed and built to meet their needs and requirements.

Safety & Crime Prevention

- 3.28 The Council will expect any scheme for student housing to incorporate design measures that promote personal safety and security and reduce crime and the fear of crime, taking into account the Secured by Design principles. Applicants should discuss any scheme with the Metropolitan Police's Crime Prevention Design Advisor at the pre application stage.

SECURED BY DESIGN:

Focuses on crime prevention at the design, layout and construction stages of homes and commercial premises and promotes the use of security standards for a wide range of applications and products.

- 3.29 Design measures may include:
- communal functions placed at the ground floor of the building to retain an active frontage;
 - card-operated access control at a main entrance gate;
 - audio-visual CCTV to increase the level of surveillance;
 - alarmed fire escape doors; and
 - on-site accommodation management.
- 3.30 All internal design and management features are to be included within a submitted Student Management Plan, secured via legal (S106) agreement (see below).

Access

- 3.31 Paragraph 6.6 of Camden Development Policies which requires 10% of housing within any development to be made wheelchair accessible applies. We will expect 1 in 10 student bedrooms to be fully wheelchair accessible, or capable of being fully wheelchair accessible (see Lifetime Homes and Wheelchair Housing guidance).

Use of conditions and legal agreements in student housing schemes

Student Management Plan

- 3.32 A Student Management Plan is to be submitted with any planning application to ensure student welfare and to mitigate the potential impacts of the development on the local community. The Student Management Plan should include details of safety and crime prevention and a 'Code of Conduct'. This shall include details on:
- health and safety standards and procedures;
 - maintenance and repairs;
 - environmental quality;
 - landlord and tenant relationship;
 - student welfare;

- anti-social behaviour and disciplinary procedures; and
- administration, accreditation and compliance procedures.

3.33 With regards to anti-social behaviour, the Student Management Plan should describe a 'student tenancy agreement' including conditions to ensure that students are responsible in their behaviour to respect fellow residents, neighbours and the building, in order to prevent anti-social behaviour. The management plan should describe how the owners will enforce the terms and conditions of the tenancy. Any such plan can build upon any code of conduct provisions set out by the Institution to which the students belong.

3.34 In line with the guidance detailed above the Council will also seek to secure through the S106 agreement:

- the link to a Camden (or adjoining borough) HEFCE-funded institution(s);
- the permanent occupation as student housing; and
- a nominations agreement, or direct operation by a Camden based HEFCE funded HEI.

Energy & Water

3.35 Given that students generally pay a flat service charge for utilities the Council will expect the development to incorporate measures to minimise carbon dioxide emissions in accordance with Camden Core Strategy policy CS13 by minimising energy and water consumption through measures such as:

- metering electricity, heat and water use;
- incorporating energy and water efficient measures such as timers, sensors, flow restrictors, individual controls and energy efficient light bulbs;
- A and A* rated appliances; and
- means of monitoring and feedback/education of occupiers on water and electricity usage.

Community Facilities

3.36 In line with Camden Development Policy DP15, the Council will seek to ensure that any developments that result in any additional need for community, leisure or open space facilities contribute to such facilities in the area. The Council will make an assessment based on:

- the number of student units provided;
- the provision of any on-site community, leisure or open space facilities;
- the provision of any community, leisure or open space facilities provided by the higher education institution the students attend; and
- any identified deficiencies identified in the area.

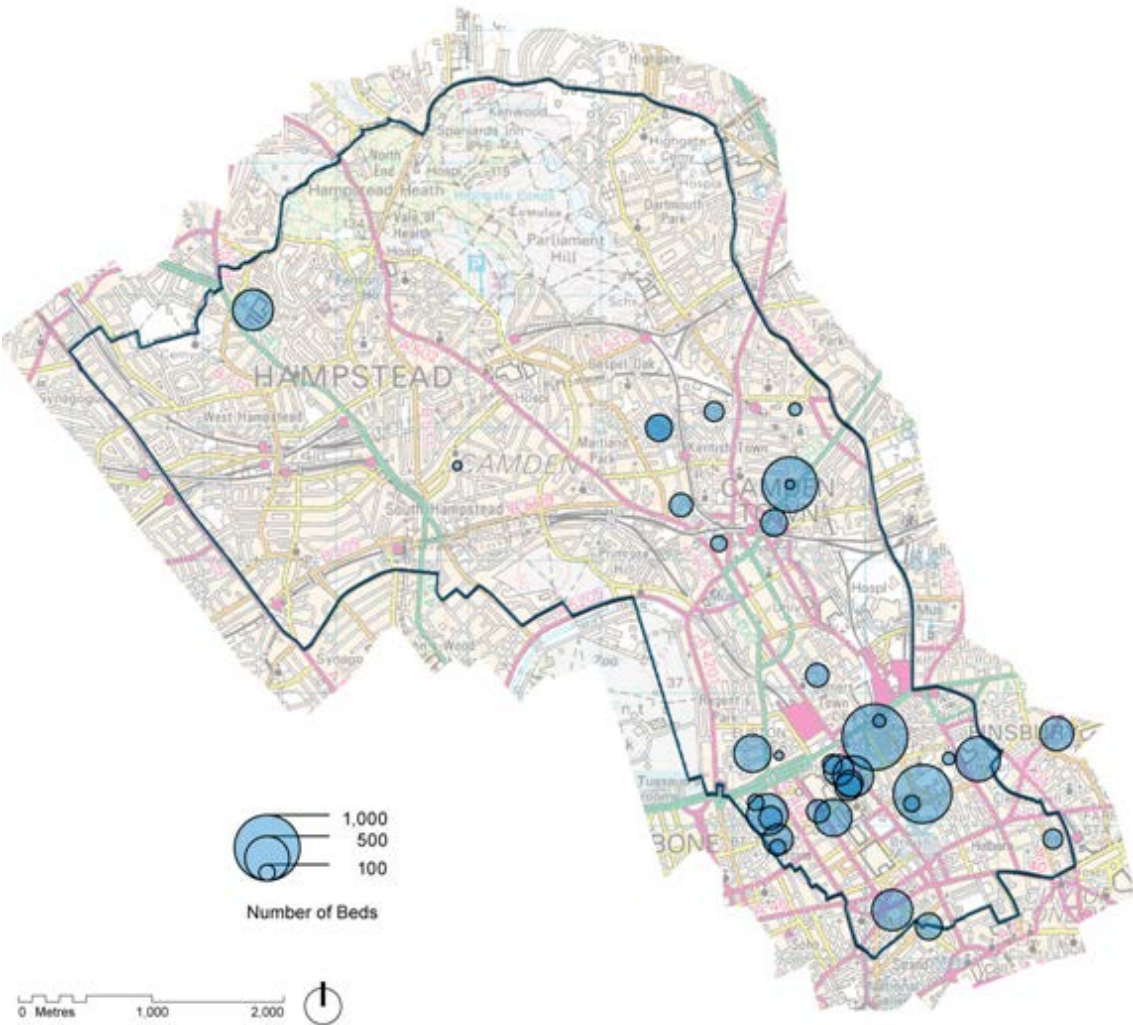
- 3.37 Where provision of facilities likely to be used by students is inadequate in the local area, we will seek a financial contribution to be used to provide or improve these types of community, leisure or open space facilities in the vicinity of the development.

Further information

URS Student Housing in Camden Study (October 2009)	Provides information on existing provision of student housing in Camden and the pipeline of future developments. www.camden.gov.uk/ldf (see Evidence and Monitoring pages)
Census 2001	Provides population figures outlining how many students in full time occupation as a proportion of overall population by Ward.
Camden Annual Monitoring Report	Provides details of housing completions (including student housing) by year. www.camden.gov.uk/ldf (see Evidence and Monitoring pages)
HMO standards	<ul style="list-style-type: none"> • Accreditation Network UK (ANUK) 'Code of Standards for Larger Developments' www.anuk.org.uk/LargeCode/Introduction.asp (accessed April 2011) • Camden HMO Standards www.camden.gov.uk/housing (see Private Sector Housing/ Private Housing Standards pages) • Secure by Design www.securedbydesign.com

Appendix A

Figure 8. Location of Student Housing Schemes in Camden



Source: Camden Planning Development Monitoring
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Appendix B

Full-Time Higher Education Students and Population by Ward

	All resident full-time students age 19 or over 2001*	Share of all Camden resident full-time students age 19 or over 2001*	Usual resident population 2001*	Full-time students age 19 or over as a percentage of usual resident population 2001*	No of resident full-time higher education students 2010/11 [#]	Share of all Camden resident full-time higher education students 2010/11 [#]	Usual resident population 2011 ⁺	Full-time students age 19 or over as a percentage of usual resident population 2011
LB Camden	15,690	100.0%	198,020	7.92	23,495	100.0%	220,338	[Figures will be added when the relevant Census data becomes available]
Belsize	720	4.6%	11,653	6.18	645	2.7%	12,702	
Bloomsbury	2,341	14.9%	9,224	25.38	4,370	18.6%	10,892	
Camden Town with Primrose Hill	606	3.9%	11,574	5.24	855	3.6%	12,613	
Cantelowes	827	5.3%	10,490	7.88	1,795	7.6%	11,925	
Fortune Green	525	3.3%	10,465	5.02	585	2.5%	11,740	
Frognaal and Fitzjohns	882	5.6%	11,632	7.58	820	3.5%	11,986	
Gospel Oak	539	3.4%	10,465	5.15	515	2.2%	11,264	
Hampstead Town	550	3.5%	10,617	5.18	480	2.0%	11,270	
Haverstock	642	4.1%	11,224	5.72	1,000	4.3%	12,364	
Highgate	417	2.7%	10,492	3.97	415	1.8%	10,955	
Holborn and Covent Garden	1,017	6.5%	10,645	9.55	1,725	7.3%	13,023	
Kentish Town	646	4.1%	11,462	5.64	855	3.6%	13,417	
Kilburn	470	3.0%	10,494	4.48	580	2.5%	12,038	
King's Cross	2,622	16.7%	11,413	22.97	3,755	16.0%	11,843	
Regent's Park	1,035	6.6%	11,964	8.65	2,090	8.9%	13,528	
St Pancras and Somers Town	637	4.1%	12,490	5.10	1,595	6.8%	13,818	
Swiss Cottage	686	4.4%	11,663	5.88	755	3.2%	12,900	
West Hampstead	555	3.5%	10,053	5.52	665	2.8%	12,060	

* 2001 Census © Crown Copyright, source tables (Borough and Ward level): ST063 - Economic activity and age of full-time students by and household type and tenure - figures for student numbers include both school pupils and Higher Education students, therefore the table uses figures for students age 19 or over; KS01 - Usual resident population; ST001 - Age by sex and type of resident. Cells in the source tables have been randomly adjusted by ONS to avoid the release of confidential data.

⁺ 2011 Census Key Statistics and Quick Statistics, ONS © Crown Copyright, Open Government Licensed.

[#] HESA © 2012 (restrictions apply) - figures in this table are rounded to the nearest 5.

Appendix C

List of Camden based HEFCE-funded Higher Education Institutions (HEI's)

	Institution	Location
1	Birkbeck College (University of London)	Bloomsbury WC1E 7HX
2	Central School of Speech and Drama (University of London)	Swiss Cottage NW3 3HY
3	Conservatoire for Dance and Drama	Bloomsbury WC1H 9JJ
4	Institute of Education (University of London)	Bloomsbury WC1H 0AL
5	London School of Hygiene and Tropical Medicine (University of London)	Bloomsbury WC1E 7HT
6	Royal Veterinary College (University of London)	Camden Town NW1 0TU
7	School of African and Oriental Studies (University of London)	Bloomsbury WC1H 0XG
8	School of Pharmacy (University of London)	Bloomsbury WC1N 1AX
9	University College London (University of London)	Bloomsbury WC1E 6BT
10	University of London (School of Advanced Study)	Bloomsbury WC1B 5DN
11	University of the Arts	King's Cross Central & Holborn, WC1

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

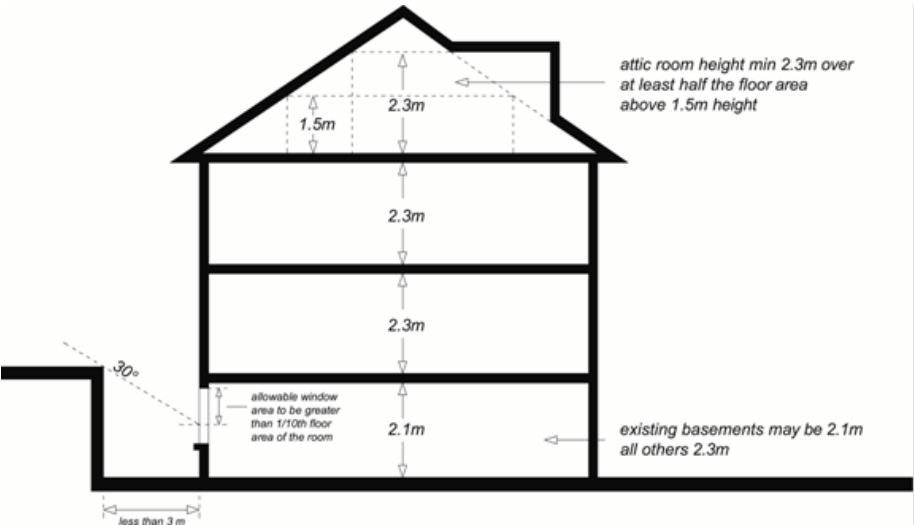
- 4.8 In addition, wherever practical dwellings should be designed to enable greater flexibility in construction design so that they can be capable of some form of extension or adaptation in order to accommodate changing lifestyles and family needs or other social use.
- 4.9 For example design features 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 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 9.
- 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 9. Ceiling heights and natural light for basements



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 (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 (including the sides of lightwells) should not obstruct windows by being closer than 3 metres. Where

this is not achievable, a sufficient proportion of the glazing should be above the point on the window(s) from which a line can be drawn at 30° above the horizontal to pass the top of obstruction. The glazed area above the point should total not less than 10% of the floor area of the room. See Figure 9.

- 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 http://www.london.gov.uk/who-runs-london/mayor/publications/housing/london-housing-design-guide (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"> • For further guidance on how to meet Camden's requirements refer to CPG on Lifetime homes and wheelchair housing. • For good practice guidance specifically on Lifetime Homes www.lifetimehomes.org.uk
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"> • Providing good daylighting and sunlighting within a new development • Safeguarding sunlight and daylight within existing buildings nearby • Protection of daylighting of adjoining land for future development • Passive solar site layout • Sunlighting of gardens and amenity areas
Sustainability	The Council will require all that all buildings are designed to be sustainable, thus reference should also be made to CPG3 Sustainability , 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 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
1. Parking (width or widening capability)	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 Camden Development Policy – DP18 Parking standards 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 www.lifetimehomes.org.uk .
2. Approach to dwelling from parking (distance, gradients and widths)	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.
3. Approach to all entrances	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 www.lifetimehomes.org.uk
4. Entrances	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 www.lifetimehomes.org.uk d) In addition, main entrances should also: e) Have adequate weather protection* f) Have a level external landing.*
5. Communal stairs and lifts	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 www.lifetimehomes.org.uk , 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 www.lifetimehomes.org.uk 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.
6. Internal doorways and hallways	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 www.lifetimehomes.org.uk .
7. Circulation Space	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
8. Entrance level living space	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 www.lifetimehomes.org.uk 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.
9. Potential for entrance level bed-space	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 www.lifetimehomes.org.uk for definition of 'entrance level').
10. Entrance level toilet and shower drainage	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 www.lifetimehomes.org.uk for definition of 'entrance level')
11. Toilet and bathroom walls	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.
12. Stairs and potential through-floor lift in dwelling	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.
13. Potential for fitting of hoists and bedroom / bathroom relationship	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.
14. Bathrooms	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 www.lifetimehomes.org.uk should be provided in every dwelling on the same storey as a main bedroom.
15. Glazing and window handle heights	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.
16. Location of service controls	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 10 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 10. 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 (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 10 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 (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/

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

<p>Lifetime Homes www.lifetimehomes.org.uk</p>
<p>Mayor's guidance at http://www.london.gov.uk/strategy-policy/accessible-london-achieving-inclusive-environment (see Mayor's Priorities - Planning - Accessible London: Achieving an Inclusive Environment - July 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)</p>
<p>Housing Supplementary Planning Guidance (Mayor of London, November 2012) http://www.london.gov.uk/who-runs-london/mayor/publications/planning/housing-supplementary-planning-guidance (see Mayor's Priorities - Planning – Supplementary Planning Guidance)</p>
<p>London Housing Design Guide (Mayor of London, August 2010) www.london.gov.uk/who-runs-london/mayor/publications/housing/london-housing-design-guide (accessed April 2011)</p>
<p>Building Regulations 2010 Approved Document M - Access to and Use of Buildings (known as Part M)</p>
<p>British Standard BS 8300:2009+A1: 2010 Design of buildings and their approaches to meet the needs of disabled people – Code of Practice (BSI)</p>
<p>British Standard BS 9999:2008 Code of Practice for Fire Safety in the Design, Management and Use of Buildings (BSI)</p>
<p>Camden Council Housing Adult and Social Care 'Camden Wheelchair Housing Design Brief 2013' http://www.camden.gov.uk/ccm/content/housing/housing-policy-and-strategies/camden-wheelchair-design-guide/camden-wheelchair-design-guide.en</p>

6 Development involving net loss of homes

KEY MESSAGES

- We will generally resist proposals for redevelopment or conversion of housing that involve the net loss of two or more homes.
- Developments involving the loss of two or more homes may be acceptable in certain circumstances, including the creation of large homes in a part of the Borough that has a relatively low proportion of existing large dwellings.
- We will assess proposals taking into account all relevant material considerations and particularly the history of the site including previous developments and valid planning consents involving the loss of homes.

- 6.1 This guidance relates to Core Strategy policy CS6 – *Providing quality homes* and Development Policy DP2 – *Making full use of Camden's capacity for housing*. It applies to all development that involves the net loss of homes. This guidance does not relate to applications for Lawful Development Certificates.
- 6.2 Camden's Core Strategy indicates that the projected growth in the number of households exceeds the anticipated supply of additional homes. The Council therefore seeks to minimise the net loss of existing homes.
- 6.3 Camden's Development Policies document indicates that the number of conversion and redevelopment schemes each year that involve a loss of homes is sufficient to create a significant cumulative loss and contribute to the shortfall between the additional supply of homes and projected growth in the number of households. Many schemes involve combining 2 or more homes into a single large dwelling, and there is some evidence to suggest that where large homes exist in Camden, they are relatively unlikely to be occupied by large households. In 2001, 47% of the households occupying a home with 5-or-more rooms were one- or two-person households. The proportion of one- or two-person households was 54% for owner-occupied homes with 5-or-more rooms.
- 6.4 The Council does not generally seek to resist schemes combining dwellings where they involve loss of a single home. This provision creates some scope for growing families to expand into an adjoining property. However, the provision can also be used to make successive changes to a property to combine several homes into a single large dwelling. A town house comprising 5 flats (one per floor from basement to 3rd floor) could become one large dwelling through 4 losses of a single flat, reducing the number of occupiers below the capacity of the property, and generating a need for 4 additional homes elsewhere. The floorspace of the large dwelling created in such a scenario would

typically exceed 250 sq m, which is very much greater than the minimum space standards for a 6-person dwelling set out in this guidance and in the London Plan.

- 6.5 The Council will therefore apply Development Policy DP2 to resist a succession of developments that involve combining small homes to create larger homes. When considering planning applications we will take into account all relevant material considerations including the cumulative loss of units created by past changes and the potential for further losses from planning consents that have not expired. We will particularly focus on changes in the same apartment or flat building, or in the same sub-divided town house.
- 6.6 Development Policy DP2 does provide for developments involving the net loss of two or more homes where they would create large homes in a part of the borough with a relatively low proportion of large dwellings. This relates to the six wards listed in paragraph 2.24 of Camden's Development Policies document, namely Bloomsbury, Holborn and Covent Garden, King's Cross, Kilburn, Regent's Park and St Pancras and Somers Town. Census data for 1991 and 2001 shows that in both years fewer than 26% of households in these wards lived in homes with 5 or more rooms. Providing for the development of more large homes in these wards contributes to the objective of creating mixed and inclusive communities set out in the NPPF and policy CS6 of Camden's Core Strategy.
- 6.7 Development Policy DP2 also provides for developments involving the net loss of two or more homes where they would enable sub-standard units to be enlarged to meet residential space standards. We will consider such proposals favourably if existing homes are 20% or more below the space standards and the loss of dwellings is no greater than is necessary to meet the standard.
- 6.8 Development Policy DP2 also provides for developments involving the net loss of two or more homes where they would enable existing affordable homes to be adapted to provide the affordable dwelling-sizes most needed, having regard to severe problems of overcrowding and the high proportion of one-bedroom dwellings in the Council stock.
- 6.9 The Council will keep Camden Planning Guidance under review and will apply this guidance and Development Policy DP2 taking into account all relevant material considerations including the latest information from the 2011 Census, population projections, other evidence relating to housing need and supply, and the impact of changes to national and regional planning policy. We will also take account of the minimum borough annual average housing target set out in the London Plan 2011, monitoring of housing delivery and the NPPF requirement that local planning authorities should plan to meet the full objectively assessed needs for housing.



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