Camden Planning Guidance

Design

London Borough of Camden

CPG 1

July 2015

Camden

CPG1 Design

1 Introduction....5
2 Design excellence....9
3 Heritage....15
4 Extensions, alterations and conservatories....25
5 Roofs, terraces and balconies....35
6 Landscape design and trees....45
7 Shopfronts....57
8 Advertisements, signs and hoardings....73
9 Designing safer environments....79
10 Recycling and Waste Storage....89
11 Building services equipment....97
12 Artworks, statues and memorials....101

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 an 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 in 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).

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.

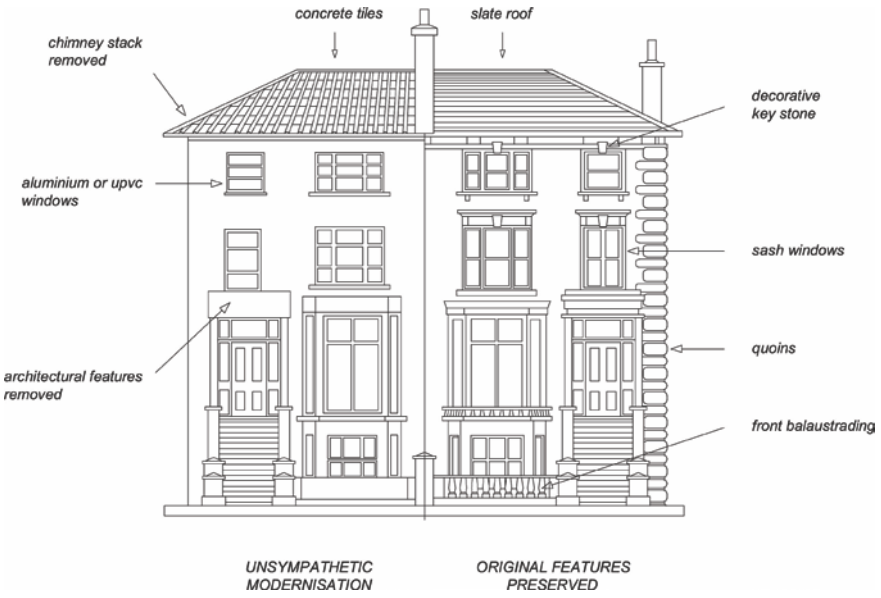
External pipework

- 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:

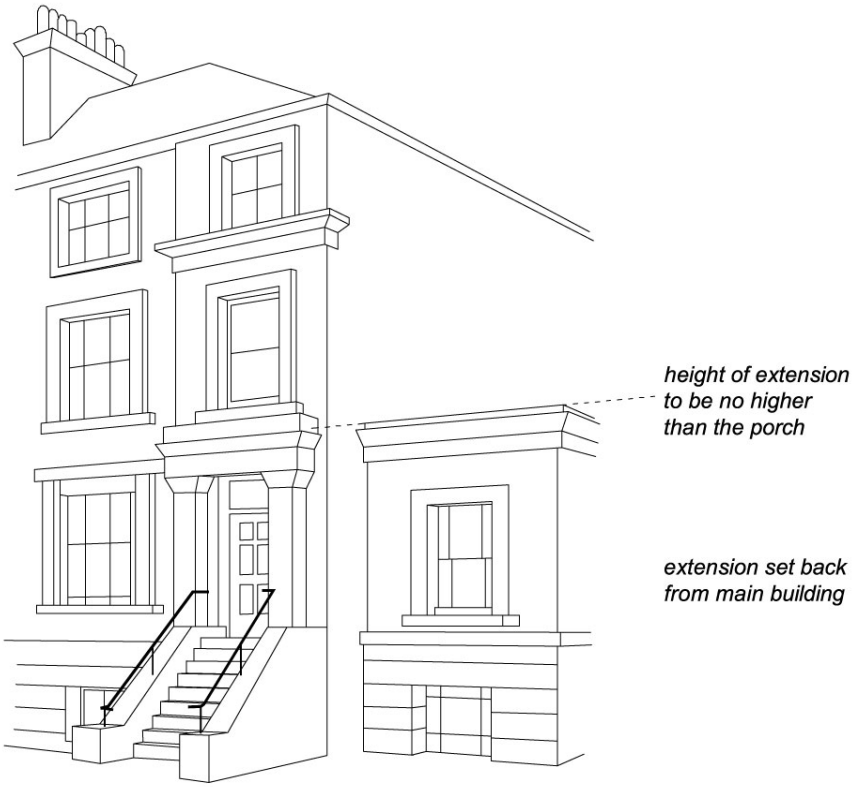
- be no taller than the porch; and
- set back from the main building.

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.

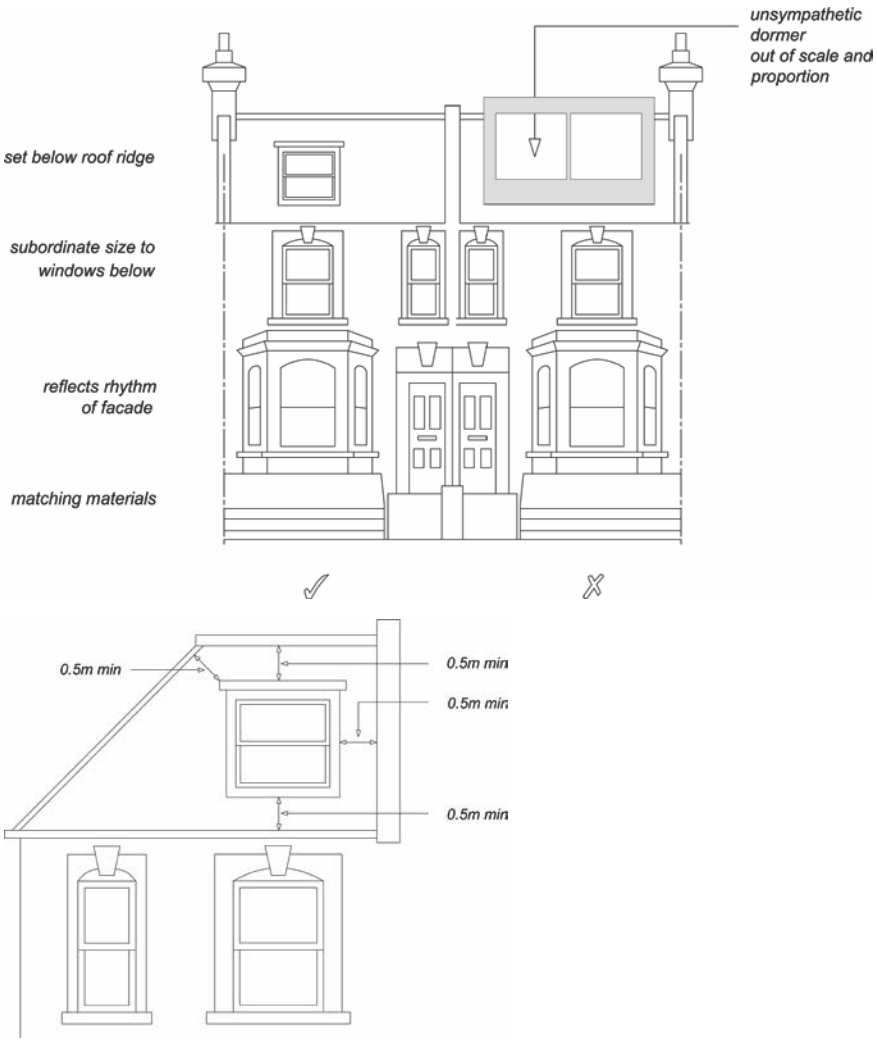
c) Dormers should not be introduced where they interrupt an unbroken roofscape.

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



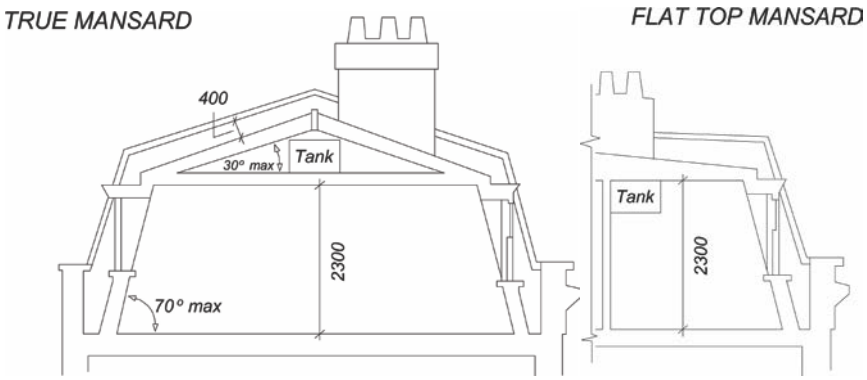
5.12 See CPG2 Housing (Residential development standards chapter) for further information, particularly the section on ceiling heights.

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

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

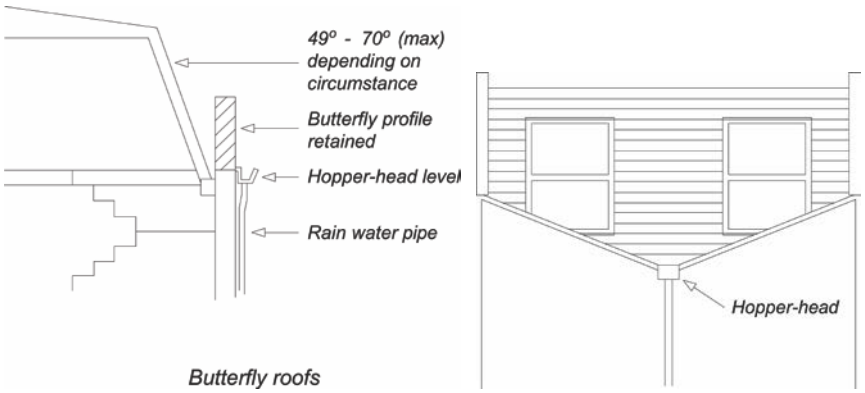
as is possible. (See also guidance on dormer windows and roof lights). Dormer windows or roof lights should be confined to the lower slope.

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 un-cluttered 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

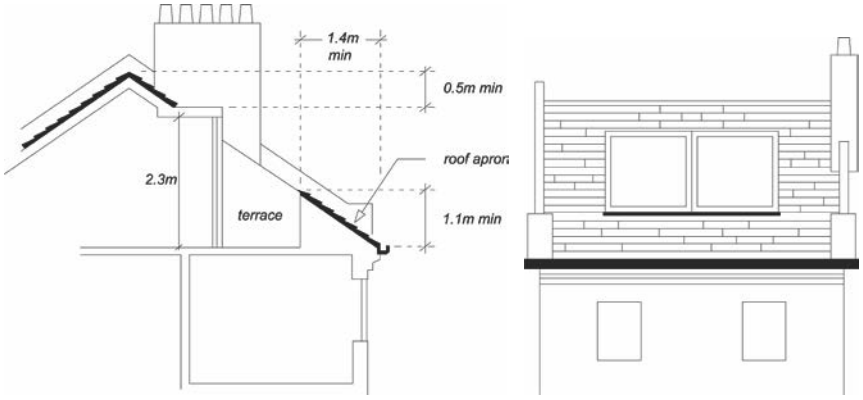
5.25 A terrace provided at roof level should be set back behind the slope of a pitched roof in accordance with Figure 7, or behind a parapet on a flat roof. A terrace should normally comply with the following criteria:

- 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).

Camden Planning Guidance

Housing

CPG 2

London Borough of Camden

July 2015

Camden

CPG2 Housing

1 Introduction.....5
2 Affordable housing and housing in mixed use development 7
3 Student Housing.....48
4 Residential development standards.....59
5 Lifetime Homes and Wheelchair Housing.....69
6 Development involving net loss of homes.....81

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

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.

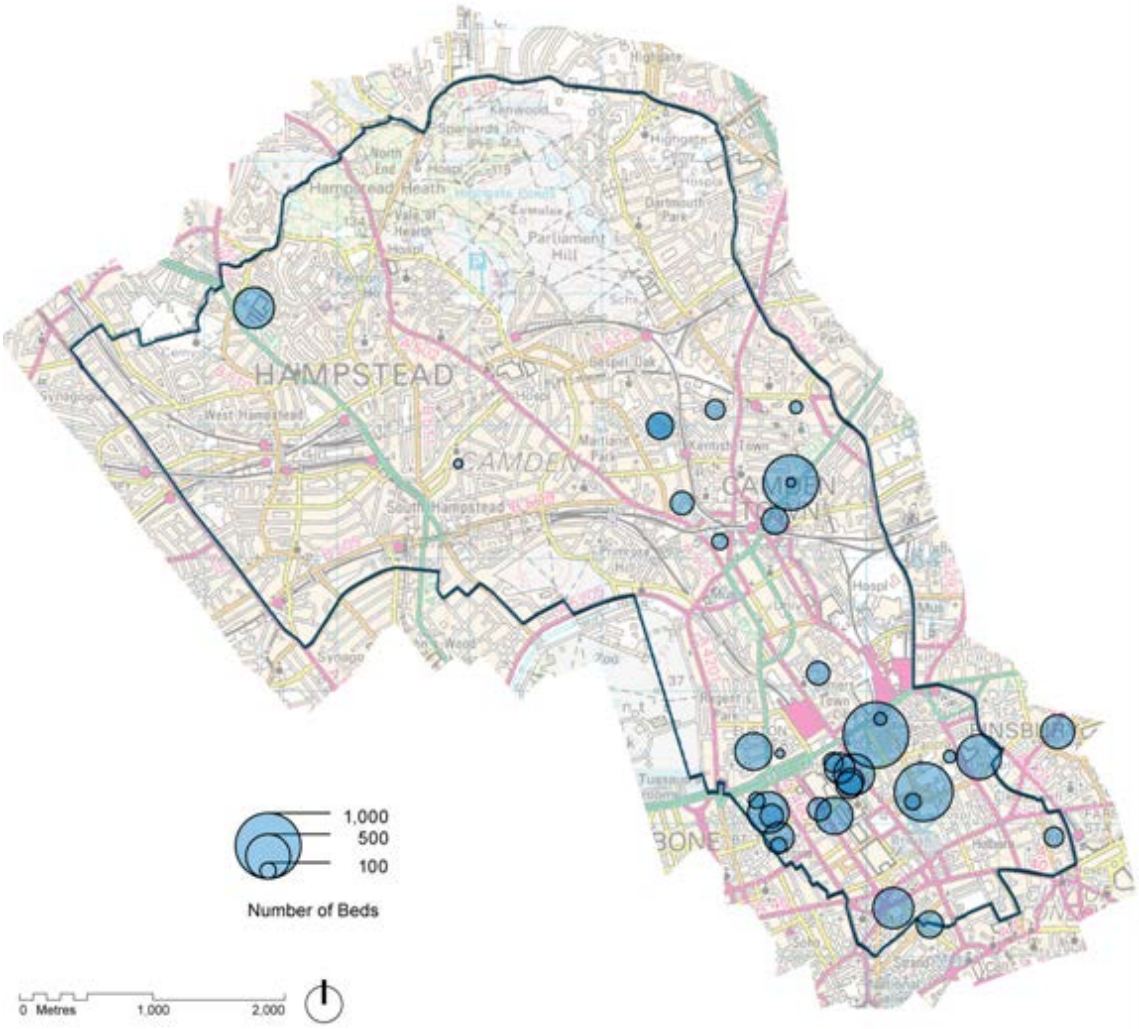
3.37 Where provision of facilities likely to be used by students is inadequate in the local area, we will seek a financial contribution to be used to provide or improve these types of community, leisure or open space facilities in the vicinity of the development.

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	• 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

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	
Frognal 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

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 to1200mm 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 90º turns) should have a clear unobstructed width of at least 1200mm and internal door clear opening widths of at least 800mm. To facilitate a 180º turn a corridor with 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 opened from a seated position. Controls should be located no higher that 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 than 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

Lifetime Homes www.lifetimehomes.org.uk
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)
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)
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)
Building Regulations 2010 Approved Document M - Access to and Use of Buildings (known as Part M)
British Standard BS 8300:2009+A1: 2010 Design of buildings and their approaches to meet the needs of disabled people – Code of Practice (BSI)
British Standard BS 9999:2008 Code of Practice for Fire Safety in the Design, Management and Use of Buildings (BSI)
Camden Council Housing Adult and Social Care 'Camden Wheelchair Housing Design Brief 2013' http://www.camden.gov.uk/ccm/content/housing/housing-policy-and-strategies/camden-wheelchair-design-guide/camden-wheelchair-design-guide.en

Camden Planning Guidance

Sustainability

CPG 3

London Borough of Camden

July 2015

Camden

CPG1 Sustainability

1 Introduction 5
2 The energy hierarchy 7
3 Energy efficiency: new buildings 11
4 Energy efficiency: existing buildings 21
5 Decentralised energy networks and combined heat and power 31
6 Renewable energy 43
7 Water efficiency 55
8 Sustainable use of materials 59
9 Sustainability assessment tools 67
10 Brown roofs, green roofs and green walls 73
11 Flooding 79
12 Adapting to climate change 85
13 Biodiversity 89
14 Local food growing 109

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.

1.2 The Council adopted CPG3 Sustainability on 6 April 2011 following statutory consultation. This document has been subject to two updates:

- 4 September 2013 to clarify the guidance in Section 9 related to the Code for Sustainable Homes, and
- 17 July 2015 to update a number of sustainable design standards and targets.

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 as well as sustainability (such as design, housing, amenity and planning obligations) and so all of the sections should be read in conjunction, and within the context of Camden's LDF.

What is this sustainability guidance for?

1.4 The Council is committed to reducing Camden's carbon emissions. This will be achieved by implementing large scale projects such as installing decentralised energy networks alongside smaller scale measures, such as improving the insulation and energy performance of existing buildings.

1.5 This guidance provides information on ways to achieve carbon reductions and more sustainable developments. It also highlights the Council's requirements and guidelines which support the relevant Local Development Framework (LDF) policies:

- CS13 - *Tackling climate change through promoting higher environmental standards*
- DP22 - *Promoting sustainable design and construction*
- DP23 - *Water*

What does the guidance cover?

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

8 Sustainable use of materials

KEY MESSAGES

Reduce waste by firstly re-using your building, where this is not possible you should implement the waste hierarchy

The waste hierarchy prioritises the reduction, re-use and recycling of materials

Source your materials responsibly and ensure they are safe to health.

8.1 This guidance relates to Core Strategy policy CS13 - T*ackling climate change through promoting higher environmental standards* in design and construction. It encourages developments to be sustainable: through the choice of appropriate materials which will assist in minimising energy needs both during construction and occupation periods and by making efficient use of resources.

8.2 It also relates to Development Policy DP22 - *Promoting sustainable design and construction which* encourages developments to conserve energy and resources through the use of recycled and renewable buildings materials.

8.3 This guidance shows how you can minimise the use of resources through your choice of materials to limit the environmental impact of developments. You can achieve this by focusing on the sustainable (re)use of existing materials as far as possible before considering introducing new materials. There are 5 key measures:

1. Managing existing resources;
2. Specifying materials using the Building Research Establishment's Green Guide to Specification;
3. Ensuring that materials are responsibly sourced;
4. Minimising the harmful effects of some materials on human health; and
5. Ensuring that specified materials are robust and sensitive to the building type and age.

Managing existing resources

8.4 Most development sites have existing materials which can be re-used, recycled or obtained from nearby development sites. You should always look for options to sensitively re-use, refurbish, repair and convert buildings, rather than wholesale demolition (see Camden Development Policies paragraph 22.4). This will reduce the amount of resources used and will help reduce construction waste.

8.5 Where the retention of a building or part of a building is not possible, you should aim to tackle the quantity of waste produced - from the demolition phase through to the construction phase – through the use of the waste hierarchy.

WHAT WILL THE COUNCIL EXPECT?

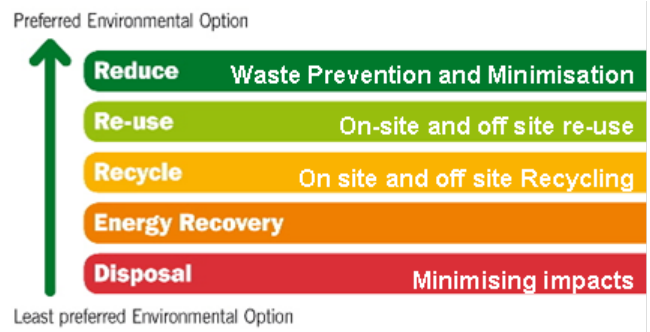
All developments should aim for at least 10% of the total value of materials used to be derived from recycled and reused sources. This should relate to the WRAP Quick Wins assessments or equivalent as (highlighted in the waste hierarchy information section below). Special consideration will be given to heritage buildings and features to ensure that their historic and architectural features are preserved.

Major developments are anticipated to be able to achieve 15-20% of the total value of materials used to be derived from recycled and reused sources.

The Waste Hierarchy

8.6 The 'waste hierarchy' ranks the different ways in which waste can be treated so that it limits the amount of resources used and waste generated. You are to justify the use of (existing) resources and materials in your development through the implementation of the waste hierarchy below to minimise waste generated during the demolition and construction process.

Figure 8. The waste hierarchy



8.7 In line with the waste hierarchy, during the construction phase, our preferred approach is:

1. the use of reclaimed materials;
2. the use of materials with higher levels of recycled content; and
3. the use of new materials.

8.8 Similarly, in demolition you should:

1. prioritise the on site reuse of demolition materials;
2. recycle materials on site recycling, then off site recycling; and
3. the least preferred option - disposal to landfill.

Reduce

8.9 Reducing waste is the preferred option and at the top of the waste hierarchy – this means the Council prefers you prevent waste being produced in the first place rather than recycle or dispose waste that is

produced. You should focus on opportunities for waste reduction from the outset, at the earliest stages of design, as well as through better methods of purchasing and ways of working, for example by ordering the right amount of materials for the job.

8.10 Where demolition is necessary, you and your contractors are encouraged to:

- safely remove the most valuable or more contaminating materials and fittings for later re-use or processing before work commences.
- optimise the reuse and recycling of demolition materials - the Council strongly encourages the use of the Demolition Protocol where substantial demolition is proposed (over 1000 square meters). In general the protocol is a 'demolition waste audit' - a process that describes the percentage of the materials present on a site which can be reused/recycled (either in the development site or one nearby). For further detailed guidance on the Demolition Protocol (2003), refer to: Institute of Civil Engineers (ICE) and London Remade: www.londonremade.com
- You are to demonstrate that the most significant opportunities to increase the value of materials derived from recycled and reused content have been considered. A good way of achieving this aim at no additional construction cost is to use the Waste and Resources Action Programme (WRAP) by selecting the top ten WRAP Quick Wins or equivalent, and implement the good practice guidance highlighted: www.wrap.org.uk
- Building contractors are legally required to produce Site Waste Management Plans (SWMP) for all projects with an estimated construction cost of over £300,000. A Site Waste Management Plan provides a framework for managing waste in line with the hierarchy by identifying types and quantities of materials for re-use/recycling to reduce the amount of waste produced by construction projects. For further guidance see the WRAP NetWaste tool which has a site waste management plan function: www.wrap.org.uk
- The WRAP Quick Wins assessment can form part of a development's Site Waste Management Plan.
- Designing for deconstruction (rather than demolition) is strongly encouraged. Deconstruction is the dismantling of a structure in the reverse order in which it was constructed, which means that the materials that were put on last are removed first.
- From the outset, new buildings should be designed with the prospect of future deconstruction being implementable. This process will facilitate the segregation and extraction of materials that could be carefully removed intact during redevelopment, and then re-used/recycled wherever possible.
- You are encouraged to incorporate a 'material salvage phase', in which construction and surplus materials are recovered from the site. Additionally, materials should be segregated into categories, e.g.

timber waste, metal waste, concrete waste and general waste – to aid re-use or recycling.

8.11 Only once all the 'Reduce' options have been considered, should you consider the other waste options.

Re-use

8.12 Re-using materials (either onsite/off-site) is defined as putting resources/materials to an alternative use so that they are not wasted and disposed of. This can be done during the design, procurement and construction phases of a development by, for example:

- identifying and segregating materials already on site for re-use in the new development, such as:
  - bricks, concrete
  - internal features – historic fireplaces, timber floorboards, doors
  - metal frames, plastics, granite
  - sub-soil, top soil;
- using the BRE Smart Waste www.smartwaste.co.uk management plan tool. This is an on line template contractors can use to input data on the amount and type of waste and have it sorted by the management tool;
- making materials not reused on site available for reuse elsewhere. Consider the exchange/sale/donation of construction site materials to waste recovery businesses, such as: BRE Materials Information Exchange (www.bre.co.uk); Waste Alert North London's Waste Exchange service (www.wastewatch.org.uk , etc. These specialists can sort the waste materials into various types and then find businesses that can reuse/recycle them.

Recycling

8.13 Recycling materials (either onsite/off-site), is the preferable solution only when waste minimisation 'reduce' or reuse are not feasible. The recycling of materials enables them to be made into something new). Every opportunity should be taken to recycle materials, this can be done by, for example:

- identifying and segregating materials for recycling, such as:
  - metals and high value materials
  - timber, plasterboard, packaging
  - concrete crushed and re-used for concrete aggregate;
- using the BRE Smart Waste www.smartwaste.co.uk , mentioned above
- considering 'take-back' schemes with suppliers for materials and packaging. This where suppliers take back any materials not used as well as any packaging the materials are delivered in

- making materials not reused on site available for reuse elsewhere, as discussed above.

Disposal

8.14 Disposal is the least preferred waste management approach. Developers should only consider disposal of materials and waste after all of the above approaches have been carried out. Disposal generally involves burying the materials in a landfill or burning it at high temperatures in an incinerator. Where disposal is the only option for the materials developers should:

- identify materials that are contaminated and cannot be reused and arrange for their safe and legal disposal by the authorised waste management;
- remove all toxic and hazardous materials from a development site in accordance with any relevant legislation, unless they are integral to the structure or a feature to be retained, and any harm to environmental or public health should be mitigated;
- limit waste disposal to minimise the amount of land fill tax that needs to be paid.

Using the BRE Green Guide to Specification

8.15 You are encouraged to use the BRE Green Guide which provides guidance on how to make the best environmental choices when selecting construction materials and building components. The Green Guide ranks, materials and components on an A+ to E rating scale – where A+ represents the best environmental performance / least environmental impact, and E the worst environmental performance / most environmental impact.

8.16 In new-build and development projects with either - 500sq m of any floorspace or more or 5 dwellings or more - you should seek to achieve an area weighted average of A+ to B for the major building elements (roof, external walls, floor finishes, internal partitions and windows) in accordance with the BRE Green Guide to Specification. For further guidance see the sections on BREEAM assessments in section 9 of this guidance which sets out standards for developments to meet in the Materials category. For further guidance on BRE Green Guide to Specification: www.bre.co.uk

Responsible Sourcing

8.17 You should specify materials from suppliers who participate in responsible sourcing schemes such as the BRE BES 6001:2008 Responsible Sourcing Standard. All timber specified should be sourced from schemes supported by the Central Point of Expertise for Timber Procurement such as Forest Stewardship Council (FSC) accreditation (which ensures that the harvest of timber and non-timber products maintains the forest's ecology and its long-term viability). The use of

responsible sourcing can contribute towards attaining the BREEAM credits but a clear audit trail will need to be provided to gain these credits. For further guidance on responsible sourcing of materials: http://www.bre.co.uk/

'Healthy' materials

8.18 The Council recommends the use of environmentally sensitive building (non-toxic) materials and avoiding the use of materials or products that produce VOC (volatile organic compounds and formaldehyde) which can affect human health. For current controls on VOC's see the link below. The use of 'healthy' material options can contribute towards attaining the BREEAM credits but a clear audit trail will need to be provided to gain these credits.

Historic materials

8.19 In projects that involve the refurbishment of heritage buildings (those built before 1919) or those in conservation areas, materials should be specified in line with the following hierarchy:

- Reclaimed materials should be matching and appropriate to the building type/area (original construction time/period) and sufficiently robust in their performance not to compromise building function;
- Materials with a low environmental impact as determined by the BRE Green Guide to Specification subject to approval from Conservation Officers and provided those materials do not compromise the performance (thermal, structural or otherwise) of the existing building; and
- When selecting insulation materials for older buildings, preference should be given to natural fibre based materials that prevent moisture retention in the building fabric.

How will the Council secure the sustainable use of materials?

Design and Access Statement

8.20 As part of the Design and Access Statement for your development, you will be expected to describe how the development has considered materials and resources. This statement should provide an explanation of the opportunities for the selection and sourcing of sustainable materials that have been considered in the proposal, and the reasons for the sourcing choices made. Your statement should also detail which existing materials on the site are to be re-used as part of your development or made available for re-use elsewhere.

Construction Management Plan (CMP)

8.21 A Construction Management Plan will be required to support many developments and will help manage on site impact arising from demolition and construction processes. The types of schemes where a CMP will usually be appropriate include:

- major developments;
- basement developments;
- developments involving listed buildings or adjacent to listed buildings; and
- For a full list see Development Policy DP26 - *Managing the impact of development on occupiers and neighbours*, paragraph 26.10 and the relevant sections on Construction management plans in CPG4 Basements and Lightwells, CPG6 Amenity, and CPG8 Planning Obligations.

A set of minimum standards and a template Construction Management plan is available on the Council's website.

Site Waste Management Plan (SWMP)

8.22 Where a 'site waste management plan' (SWMP) is required (in projects with an estimated construction cost of over £300,000) it should include a pre-demolition audit of materials completed by a qualified professional and submitted with an application, in accordance with the Demolition Protocol. The audit must show what materials can and will be reused. If a full audit cannot be provided with the application, it should be submitted to and approved by the Council prior to commencement of works on site. Therefore the Construction Management Plan (where required) will have to reflect that space will be required to sort, store and perhaps crush/recycle materials as part of the SWMP. This link into the WRAP NetWaste tool has a site waste management plan function: www.wrap.org.uk/construction/tools_and_guidance/net_waste_tool

Planning obligations and Section 106

8.23 Meeting the requirements for sustainable design and construction is often achieved in the detailed design or construction phases. Normally, requirements for environmental design will be dealt with using conditions, but in some circumstances a Section 106 agreement may be required to secure an environmental assessment of the proposed development carried out by an impartial assessment body or a sustainability plan to provide and maintain the highest environmental standards of development.

8.24 If a proposal generates a requirement for a management plan such as a SWMP or CMP (as discussed above) but cannot be implemented through the approved design or satisfactorily secured through conditions, they may be secured as part of a Section 106 Agreement. The requirements will be relevant, proportionate and related to the specific nature and potential impacts of the development proposed. The associated costs to the Council of any post-planning decision assessments, verification, or monitoring in relation to these and other related sustainability and energy plans shall be met by the developer.

Further information

Sustainable Design and Construction	The London Plan Supplementary Planning Guidance, Mayor of London www.london.gov.uk
BREEAM	BRE Environmental Assessment Method www.breeam.org
BRE Smart Waste	An on-line site waste management plan tool. It's a template contractors can use to input data. www.smartwaste.co.uk
Materials	For Materials Information Exchange and Architectural salvage and surplus building materials: • Architrader - www.architrader.com • SALVO - www.salvomie.co.uk/ • Waste Exchange - www.wasteexchange.net To find out how you can use more recycled and reclaimed products and building materials see www.ecoconstruction.org. There is a searchable database of available products on this website with information about the manufacturing processes of the products and their compositions, as well as contact details of suppliers. Design for deconstruction – principles of design to facilitate reuse and recycling, B Addis (2003) CIRIA Best Practice Guidance C607.
Volatile Organic Compounds	For current controls on avoiding VOCs and using healthy materials, see: British Standard (BS) regulates UFFI quality, limits the product's use and limits ingress of formaldehyde vapour into buildings (BS: 5617, 5618 (1985)). A BS Institution standard (BS 5669 part I (1989), BS 1142 (1989)) regulates the formaldehyde content, together with test methods that must be used to assess formaldehyde levels in particle boards and fibreboards.