

'Checklist' for consideration of residential conversions applications

Note: Policies with the prefix 'CS' are adopted Core Strategy policies and policies with the prefix 'DM' are adopted Sites and Detailed Policies Document policies.

Checklist 1	(CS18, DM8): Any external alterations must be carried out sympathetically, respecting the physical character of the area.	✓
Checklist 2	(DM4, DM9, DM10): Extensions must achieve acceptable residential amenity for existing and new occupiers plus respect the character of the existing house and area ensuring outside amenity space is not unacceptably reduced.	✓
Checklist 3	(DM8): Any residential conversion must contribute to achieving an appropriately mixed and sustainable community by providing an acceptable housing mix, ensuring that, as appropriate, single family housing remains the dominant form of dwelling in the vicinity of the application and ensuring there is not a detrimental impact on the physical character of the area.	✓
Checklist 4	(DM10): An appropriate level of private outdoor space will be expected.	✓
Checklist 5	(DM4, DM8): Issues such as those below need to be taken into account in any residential conversions application: • privacy and overlooking, • access to sunlight and daylight, • visual dominance and overbearing effects of a development, • noise and disturbance, • crime and safety.	✓
Checklist 6	(DM8): The property to be converted to a flat or large HMO should have four or more bedrooms or measure more than 120 square metres gross. When calculating the floor area of the property the measurement should be based on the external dimensions as at 1 st July 1948 or when built (whichever is the later).	✓
Checklist 7	The Local Planning Authority will consider applications for house conversions including both HMOs and flats against the Council's adopted minimum internal floorspace standards as set out at Appendix 1.	✓
Checklist 8	(DM4, DM8): It will be necessary to ensure appropriate sound insulation between proposed and neighbouring units before a converted property is occupied.	✓
Checklist 9	(DM4, DM8): Proposed layouts should avoid locating living rooms, bathrooms and kitchens next to, above, or below	see 8

	proposed and neighbouring bedrooms. Instead, the 'stacking' of rooms of a similar type is preferable.	
Checklist 10	(DM4, DM8): Habitable rooms, such as living rooms and bedrooms, should benefit from an external window. The provision of natural light and ventilation is a legal requirement under Environmental Health legislation.	✓
Checklist 11	(DM4, DM8): Proposals for self-contained units, solely within a basement, will normally be permitted where this unit would benefit from dual aspect*, an acceptable outlook** and sufficient headroom***.	N/A
Checklist 12	(DM8): Proposals which seek to convert attic/ loft space will normally be permitted where the attic/loft space would benefit from sufficient headroom and is incorporated into a self-contained unit which is split over two floors of accommodation.	N/A
Checklist 13	(CS18, CS24): Parking standards for all residential conversions should be in accordance with the Council's adopted 'Revised Parking Standards and Design' (2011) SPD.	Sustainable Location.
Checklist 14	HMOs located within a street where a residents' parking permit scheme operates will not be entitled to on-street car parking permits. The same restrictions may apply to new flats in such streets, see the 'Revised Parking Standards and Design' SPD.	N/A.
Checklist 15	(CS7, CS18, DM8, DM9): Removal of boundary treatment to accommodate parking or access to parking will not be permitted where it makes a valuable contribution to the character of the area.	N/A
Checklist 16	(CS24, DM4, DM8): The provision of outdoor cycle storage should have a secure, covered and convenient location. The storage area should be lockable with provision to secure bicycles within it.	✓
Checklist 17	(CS18, DM8): Sufficient and suitable refuse containers should be provided within the curtilage of the application building which are easily accessible for all occupants of the house and the refuse collectors and ensuring they are sympathetically located with regard to their visual impact.	✓
Checklist 18	(CS5): Where possible, a level access from the public highway to the building's principal entrance should be provided or retained.	✓
Checklist 19	(CS9, CS16, CS20, CS29, DM3, DM6): Developers should compensate for loss or damage created by a development and mitigate any impact caused. A planning obligation to secure a financial or other contribution towards physical or social infrastructure improvements may be sought.	N/A

Checklist 20	The Council can serve an Enforcement Notice where conversion works have been carried out without planning permission. This action can result in the unauthorised works being removed (or the unauthorised use discontinued) and the building/ use being reinstated. Non-compliance with the provisions of an enforcement notice constitutes a criminal offence.	Noted
Checklist 21	Early discussions with a Building Control Officer will improve the internal layout of the scheme and may avoid the need for external fire-escapes (which may require planning permission in their own right).	Noted
Checklist 22	The HMO team should be contacted about Environmental Health matters.	Noted
Checklist 23	(DM8): At least one unit of accommodation created should be suitable for family occupation with a minimum of two bedrooms.	N/A
Checklist 24	Where a proposal incorporates a family sized unit, that unit should have direct access to a useable area of private, rather than communal, garden space.	N/A
Checklist 25	(DM8): A standard of one communal room for every 4-6 bedrooms (depending on the size of the bedroom) will be provided, which will have acceptable amenity standards and appropriate access for all residents.	✓
Checklist 26	(DM8): A proper agreement may be required to ensure acceptable management of all communal parts of the HMO.	✓

**A unit with dual aspect is one which provides residents with an outlook in two different directions.*

*** An acceptable outlook is one that, for example, provides residents with a view of a garden area and/ or the sky and is not restricted to narrow light wells and associated retaining walls.*

****There is no statutory minimum requirement for ceiling heights, although Building Regulations requires a 2.0 metres headroom clearance for staircases. It is, nevertheless, generally recommended that residential accommodation should have a 'good practice' minimum floor to ceiling height of 2.15 metres. This standard will be applied to the principal rooms of accommodation, which include kitchens, bathrooms and living rooms. This will prevent cramped residential accommodation.*