

**Completed 'Checklist' for consideration of residential conversions applications relating to 2 The Grove, Reading, Berkshire RG1 4RB**

| <b>Checklist No:</b> | <b>Description of criteria:</b>                                                                                                                                                                                                                                                                                                                                            | <b>Our Assessment:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| Checklist 1          | (H8, H9, CC8, EN1, EN3, EN4): Any external alterations must be carried out sympathetically, respecting the physical character of the area.                                                                                                                                                                                                                                 | <p>The property has the benefit of planning approvals firstly which were to extend the property to the rear, with conversion of the loft space and for the conversion to a flatted development under planning reference PL/21/1869, as this was the acceptance of the building for use for Multiple occupancy albeit for flats.</p> <p>The same scheme was resubmitted to allow the extensions, but to keep the property as a single dwelling and not to convert to flats, under planning reference PL/26/0643.</p> <p>Planning approval PL/26/0643 is being implemented and is shell complete.</p> <p>This criteria of the checklist item 1 is therefore met.</p>                                                                                                                                                                                                                                                                                                                                     |
| Checklist 2          | (CC8, H9, H10, EN1, EN3, EN4): 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.                                                                                                                                 | <p>The implemented extensions will remain within the approved "existing" footprint of the property, and no further loss will therefore be incurred by way of a ground floor extension.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Checklist 3          | (H8): 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. | <p>The existing use of the property is a C3 use.</p> <p>In line with the Residential Conversion SPD an assessment has been conducted on the surrounding properties to ensure that the mix of the housing in the areas, remains as far as possible.</p> <p>From the information available at the time of the assessment, it was found that there are only 2No other HMO dwellings within a 50m radius of the application site registered with the Councils HMO register, and no others have formal planning permission or an application in place for lawfulness to use as HMO's.</p> <p>Therefore, the impact to the character of an area is not an issue with the addition of this property for HMO use.</p> <p>The application property is outside of the Councils Article 4 direction area for HMO's and therefore the use of the property as an HMO is accepted as part of the Permitted Development rules available to the property, albeit the applicant is seeking to establish a 7 bedroom</p> |

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| Checklist No: | Description of criteria:                                                                                                                                                                             | Our Assessment:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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|               |                                                                                                                                                                                                      | larger HMO, for designation to a Large HMO "Suis Generis" user class.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Checklist 4   | (CC8, H8)): A proposal for conversion should not result in a dwellinghouse being located directly between two HMOs                                                                                   | The property is an end of terrace dwelling and therefore does not have any other existing HMO uses either side of its neighbours, or for that matter across the road from the dwelling.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Checklist 5   | (H10)): An appropriate level of private outdoor space will be expected.                                                                                                                              | <p>The property benefits from a typical size of plot for the area and has a larger than average for the street amount of garden space at the rear.</p> <p>Policy H10 seeks to provide an appropriate balance between parking and amenity space.</p> <p>The council's requirement for off street parking is at the ratio of 0.25 spaces per bedroom, which would equate to 1.75No spaces for the proposed 7No bedrooms.</p> <p>The applicants are seeking to provide 2No off street parking spaces as part of the application proposal with access at the end of the garden, and if accepted would be happy to apply for a dropped kerb to be constructed to allow access to these spaces.</p> <p>If this is not accepted, then there is scope to accept zero parking due to the proximity of the dwelling to local shopping and access to the Reading Town Centre all being within a walking distance.</p> <p>bins and cycle storage has already been accepted as part of the previous planning approvals and this would remain in this instance.</p> |
| Checklist 6   | <p>(CC8, H8)): Issues such as those below need to be taken into account in any residential conversions application:</p> <ul style="list-style-type: none"> <li>· privacy and overlooking,</li> </ul> | <p>Privacy and Overlooking:</p> <p>The proposal has permissions in place which have been implemented prior to the submission of this application and does not seek any additional windows to accommodate the conversion of the building to an HMO</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

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| Checklist No: | Description of criteria:                                                                                                                                                                     | Our Assessment:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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|               | <ul style="list-style-type: none"> <li>· access to sunlight and daylight,</li> <li>· visual dominance and overbearing effects of a development,</li> <li>· noise and disturbance,</li> </ul> | <p>The proposal does not seek any further external changes.</p> <p>Internal alterations so that the accommodation, bedrooms and shower rooms have already been completed prior to the submission of the application.</p> <p>No further impact to neighbours is necessary to implement the use as a 7 Bedroom HMO.</p> <p>As a result, there would be no change to any existing levels of overlooking which could potentially occur and existing levels of privacy would therefore be retained.</p> <p>The internal arrangements ensure that suitable privacy levels are achieved for future occupiers, with each bedroom and bathroom facility being separately accessed via shared hallways.</p> <ul style="list-style-type: none"> <li>· Access to sunlight and daylight:<br/>The proposals make acceptable provisions for access to sunlight and daylight, with all rooms in the property having the benefit of receiving natural light via existing windows.</li> <li>· Visual dominance and overbearing effects of a development:<br/>The appearance of the property will remain unaffected by the proposals on the basis that no further external changes are sought. The nature of the building, which will have only undergone very limited extensions since its history and is to remain in its current form is not considered 'overbearing'.</li> <li>· Noise and Disturbance:<br/>Given the size of the property and number of existing bedrooms in the current C3 use it is considered that there will only be a minimum increase in activity. The property is a</li> </ul> |

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| Checklist No: | Description of criteria:                                                                                                                                                                                                                                                                                                | Our Assessment:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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|               | <ul style="list-style-type: none"> <li>crime and safety.</li> </ul>                                                                                                                                                                                                                                                     | <p>terraced plot and has impact on only one adjoining neighbour to the left of the application plot.</p> <ul style="list-style-type: none"> <li>Crime and safety:<br/>The proposal is for the provision of a 7-bedroom HMO. Each bedroom would be lockable, in addition to the main access doors of the property. It is considered that these provisions are suitable to protect future occupiers against crime and to ensure a safe living environment.</li> </ul>                                                                                                                                                                                                                                                    |
| Checklist 7   | <p>(H8): 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 1st July 1948 or when built (whichever is the later).</p> | <p>The proposal is for an HMO of 7 bedrooms. If used as a single-family house, it could be reasonably concluded to be a 3-bedroom property, H8 therefore is relevant to this application property, on the basis of bedrooms, and where the existing footprint floor area would measure 116m<sup>2</sup> which is short of the 120m<sup>2</sup> by approximately 4m<sup>2</sup>.</p> <p>It should be noted however that the principle of more than one dwelling has been tested and approved by way of the extant planning approval for the conversion to flats, and therefore there is an established precedence which accepts such a change of use, where the use as an HMO would also be implied to be accepted.</p> |
| Checklist 8   | <p>(CC8, H8): Internal floorspace and headroom should be provided in all forms of residential resulting from conversions to allow for a high quality of life. The nationally prescribed space standards provide a good basis for assessment.</p>                                                                        | <p>It is considered that each of the proposed bedrooms are of an acceptable size. The internal space standards contained in Appendix 1 set out that;</p> <ol style="list-style-type: none"> <li>the floor area for a shared kitchen shall not be less than 7 sq. metres and not more than two floors distant from any user;</li> <li>where cooking facilities are provided in a separate room each bedroom must be a minimum of: <ol style="list-style-type: none"> <li>6.5 sq. metres if occupied by one person,</li> <li>10.5 sq. metres if occupied by two persons.</li> </ol> </li> </ol>                                                                                                                          |

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| Checklist No: | Description of criteria:                                                                                                                                                                                                            | Our Assessment:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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|               |                                                                                                                                                                                                                                     | The bedrooms will be occupied by one person in each bedroom and where double rooms potentially by a couple but in reality, by a single person, so all exceed the necessary standards.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Checklist 9   | (CC8, H8): It will be necessary to ensure appropriate sound insulation between proposed and neighbouring units before a converted property is occupied.                                                                             | The existing property already has suitable sound insulation in place to ensure acceptable levels of amenity for neighbouring units.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Checklist 10  | (CC8, H8): Acceptable proposals for layouts will avoid locating living rooms, bathrooms and kitchens next to, above, or below proposed and neighbouring bedrooms. Instead, the 'stacking' of rooms of a similar type is preferable. | <p>The pre-existing property had room arrangements that were already having an impact of stacking, as the living areas were already set below the 1<sup>st</sup> floor bedrooms.</p> <p>The new arrangement as per the implemented planning approval, has remove the front ground floor room as a living room, and has this room used as a bedroom, so the stacking of rooms will be removed where the living and kitchen accommodation with be set in the newly extended ground floor at the rear of the building. improved in this arrangement.</p> <p>Communal lounge, kitchen, one bedroom and w.c. facilities are provided on the ground floor. The configuration of the house means it is necessary for bedrooms to be provided next to bathrooms to ensure there is enough bathrooms to serve all the occupiers. The proposed layout has been carefully considered to provide the most appropriate solution for the property</p> |

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| Checklist No: | Description of criteria:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Our Assessment:                                   |
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| Checklist 11  | (CC8, H8): Habitable rooms, such as living rooms and bedrooms, will include an external window. The provision of natural light and ventilation is a legal requirement under Environmental Health legislation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | This requirement has been achieved for all rooms. |
| Checklist 12  | <p>(CC8, H8): 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***.</p> <p><i>*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 2.3 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.</i></p> | This is not relevant for this property            |

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| <b>Checklist No:</b> | <b>Description of criteria:</b>                                                                                                                                                                                                                       | <b>Our Assessment:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| Checklist 13         | (H8): 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.   | <p>Policy H8 appears to only consider headroom in the case of self-contained flats and not HMOs.</p> <p>The proposals is for the use of the loft space as bedrooms as part of a single dwelling proposed for use as an Suis Generis large HMO, and not a self-contained unit, so is not relevant</p> <p>However, the floor area measurements are calculated at a minimum height from the floor of 1.5m, and lower spaces are either voids, or are discounted as useable space.</p> |
| Checklist 14         | (H8, TR5): Parking standards for all residential conversions should be in accordance with the Council's adopted Revised Parking Standards and Design SPD (2011) or any successor.                                                                     | <p>There is an opportunity for 2No off street parking spaces at this property. This is mentioned in checklist 5 above.</p> <p>The applicants are aware that as the road has controlled parking, that no new parking permits would be available to the future occupiers, albeit they would be at liberty to apply as a new application but at the council's discretion.</p>                                                                                                         |
| Checklist 15         | 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. | As per checklist item 14 above.                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Checklist 16         | (CC7, H8, H9, EN1, EN3, EN4): 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                                                     | See checklists 5 and 14 above, where if accepted would need the partial removal of the fence to allow cars to enter the rear garden of the property.                                                                                                                                                                                                                                                                                                                               |

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| Checklist 17         | (TR5, CC8, H8): 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.                                                                                                                 | It is noted that a similar application recently accepted the storage of cycles in the back garden of that property, and it is proposed that a secure locked cycle store is to be placed at the rear garden as shown on the site plans. |
| Checklist 18         | (H8, H10, H11, EN1, EN4): 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. | As per item 17 above for cycles, and as per item 5 for bins.                                                                                                                                                                           |
| Checklist 19         | (CC7): Where possible, a level access from the public highway to the building's principal entrance should be provided or retained.                                                                                                                                                                             | The property does not have the benefit of an existing ramped access to the front door allowing for level access, but this is to be provided as part of the proposals for this application.                                             |
| Checklist 20         | (EN1): Proposals that would alter a listed building in a way that affects its character or appearance as a building of special architectural or historic interest will require listed building consent and will protect and where possible enhance the significance of the listed building.                    | The property is not a listed building or is not within a conservation area.                                                                                                                                                            |
| Checklist 21         | (CC9, H3, TR1, EN9, H3, H6): 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.                                  | A conversion to an HMO of an existing dwelling would not require contributions to infrastructure and is assumed not to be relevant to this situation.                                                                                  |

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| Checklist 22         | 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. | <p>The applicants are aware that the use of the building cannot come into use as an large HMO where an Article 4 directive is in place but this would not be a issue at this property, and the larger HMO with the 7<sup>th</sup> bedroom would only come into use should planning permission be gained as part of this application.</p> <p>Therefore, the submission this application to both seek permission to accept the criteria as being demonstrated and at the same time alter the internal spaces as part of the same application.</p> |
| Checklist 23         | 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).                                                                                                                                                   | The internal arrangements are being proposed to include protected escape routes in the case of an emergency and will have all of the alarms and detection in place to comply with the Building Regulations and fire safety requirements.                                                                                                                                                                                                                                                                                                        |
| Checklist 24         | The HMO team should be contacted about Environmental Health matters.                                                                                                                                                                                                                                                                                            | The applicants are aware that they should first seek formal permission to convert the property to an HMO, and once this is accepted will formally register it as part of their obligations via the HMO application process.                                                                                                                                                                                                                                                                                                                     |
| Checklist 25         | (H8) for conversions to flats: At least one unit of accommodation created should be suitable for family occupation with a minimum of two bedrooms.                                                                                                                                                                                                              | This item is not relevant to this application for an HMO use.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Checklist 26         | (H8) for conversions to sui generis HMOs: 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.                                                                                                                | The room sizes and common areas are compliant with that for a Suis Generis HMO.                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

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| Checklist 27  | for conversions to sui generis HMOs: A proper agreement may be required to ensure acceptable management of all communal parts of the HMO. | As item 26 above. |