

Housing Design Supplementary Planning Document (SPD) Adopted September 2019



London Borough of Redbridge
Housing Design
Supplementary Planning Document
Adopted September 2019

Contents

1	Introduction	3
	Purpose of the Supplementary Planning Document (SPD)	4
	Status of the SPD	4
	Redbridge Local Plan	5
2	The Planning Process	7
	Getting Started	8
	Design and amenity considerations	8
3	Extensions and Alterations	12
	Overview	13
	Single-storey rear extensions	13
	Two-storey and first- floor rear extensions	14
	Single-storey side extensions	15
	Two storey and first- floor side extensions and corner plots	16
	Roof extensions, loft conversions and other roof alterations	17
	New and Replacement Windows, Doors and Porches	18
	Outbuildings, Rear Gardens and Trees	18
	Boundary Walls, Fences and Hard-Surfacing	18
	Parking	19
	Flood risk and drainage	19
4	Basements	21
	Planning Permission	22
	Construction and Stability Issues, Managing Impact on Neighbouring Properties	23
5	Conversions and Houses in Multiple Occupation (HMOs)	25
	Conversions	26
	Houses in Multiple Occupation (HMOs)	27
28	Licensing	28
	Criteria for Assessing Planning Applications for Houses in Multiple Occupation	29
6	Small Sites Development	30
	Small Sites Overview	31
	Spatial Location of Small Sites Development	32
	Mews development	33
	Infill Development	35
	Backland Development	37
	Exemplar Small Sites Development	39
	Moray Mews, Finsbury Park	39
	Wilderness Mews, Retirement Homes in Kent	40
	Ravens Way Houses, Public Housing in Greenwich, London	41
	Land contamination	42
	The Redbridge Brownfield Land Register	42
	Appendices	43
	Appendix A. Space Standards for HMOs	44
	Appendix B. Facilities for Refuse & Recycling	47

Section One

Introduction

1. Introduction

1.1 Purpose of the Supplementary Planning Document (SPD)

1.1.1 This Supplementary Planning Document (SPD) provides further guidance and information on adopted Redbridge Local Plan (2018) policies in relation to housing development. It sets out clear guidance on its aspirations for housing delivery in the borough from all sources of housing supply, up to and including small sites development (sites up to 0.25ha, and/or 1-25 units).

1.1.2 With a growing population there is a necessity to build more homes. This is reflected in the current housing target set in the Redbridge Local Plan – 17,200 new homes are expected to be delivered in the borough by 2030 through the creation of high quality developments to help meet existing and future housing need. However, meeting the borough’s housing need will become more challenging with the adoption of the emerging London Plan, particularly in relation to the emphasis placed upon small sites intensification.

1.1.3 The Housing Delivery Test (HDT) is one of the most anticipated changes to housing policy that is reflected in the revised National Planning Policy Framework (NPPF, 2018). The ‘test’, which came into place on 1st November 2018, assesses whether Councils are delivering the homes they need, and places a stronger emphasis on escalating housing delivery at a pace not previously seen in Redbridge.

1.1.4 As such, the Council has prioritised raising its profile and building relationships as a mechanism to encourage development in the borough in support of its growth ambitions. This SPD is one of the planning tools that the Council will use to ensure a proactive approach to intensification in the most appropriate

locations in the borough. The revised NPPF also places an important emphasis on design policies, as they are considered instrumental in delivering new homes.

1.1.5 This SPD is one of the ways the Council will seek more innovative ways to deliver the borough’s housing need, through a design led approach.

1.2 Status of the SPD

1.2.1 As an SPD, this guidance does not have Development Plan Document (DPD) status. It expands on existing Local Plan policy and provides detailed guidance to further support it (see fig. 1 below for the current suite of Local Plan documents). It replaces the Householder Design Guide: Supplementary Planning Document (2012).

1.2.2 Development proposals should have regard to this SPD, which is a material consideration when determining planning applications, together with the relevant planning policies in the Redbridge Local Plan (2018), the London Plan (2016) and any relevant London Plan Supplementary Planning Guidance (SPG).

1.2.3 This SPD is a design guide to help householders considering extensions or other domestic alterations, as well as small and medium sized developers seeking to convert properties or develop housing schemes on small sites. It covers all types of housing development offering guidance on:

- What development proposals the Council considers acceptable and what it does not;
- Permitted Development (PD) and Building Regulations and where householders can find more information;
- Extensions, roof alterations, and other domestic development;
- Basement development;

- Conversions and Houses in Multiple Occupation (HMOs), with regard to design and the standards they should adhere to;
- How the Council will consider planning applications where an Article 4 Direction is used to remove permitted development rights for small HMOs; and
- Guidance for small sites development (sites that are 0.25ha in size and/or consist of 1-25 homes), looking at common categories of development, their design issues, and the criteria the Council uses when considering proposals.

1.3 Redbridge Local Plan (March 2018)

- 1.3.1 The Redbridge Local Plan (2018) and the London Plan (2016) provides the planning framework for all development within the borough, and the Council's vision and strategy for the borough over the Plan period. It is a positive strategy for delivering sustainable development and the Council's priorities for growth, and sets out a range of planning policies aimed at delivering thriving places, a dynamic economy, community infrastructure provision, energy efficient housing and the retention of the distinctive neighbourhood character of the borough. The Council's decisions on planning applications are made in line with the Local Plan unless material considerations indicate otherwise.
- 1.3.2 Section 5 of the Local Plan 'Achieving Quality Design' contains key policies relating to good design and enhanced character, including household extensions, basement development and conservation and heritage. The SPD provides further guidance on the key Local Plan policies shown in the in the box opposite.

1.3.3 The guidance aims to encourage high quality design, focusing on scale and dimensions, position and layout, and shows how householders and small and medium sized developers can create additional space and increase densities and respect the character of buildings, streets and neighbourhoods, as well as the amenity of adjoining dwellings. Please note that party wall issues are a civil matter, not a Planning matter. For such issues you are advised to contact a party wall surveyor.

Key Local Plan Policies covered within this document:

- LP6 Dwelling Conversions, Houses in Multiple Occupation and Houses in Multiple Residential Occupation
- LP26 Promoting High Quality Design
- LP29 Amenity and Internal Space Standards
- LP30 Household Extensions
- LP31 Basement Development
- LP32 Sustainable Design and Construction LP33 Heritage
- LP38 Protecting Trees and Enhancing the Landscape

Table 1: Relevant Local Plan Policies

1.3.4 Where relevant, reference has been made in this SPD to policies in the 2016 London Plan, as at the time of adoption of the SPD the new London Plan for 2020 has not been adopted. However, once it has been adopted, when assessing planning applications, officers will consider corresponding new London Plan policies in place of the current London Plan policies referred to in this document.

Local Plan Planning Framework

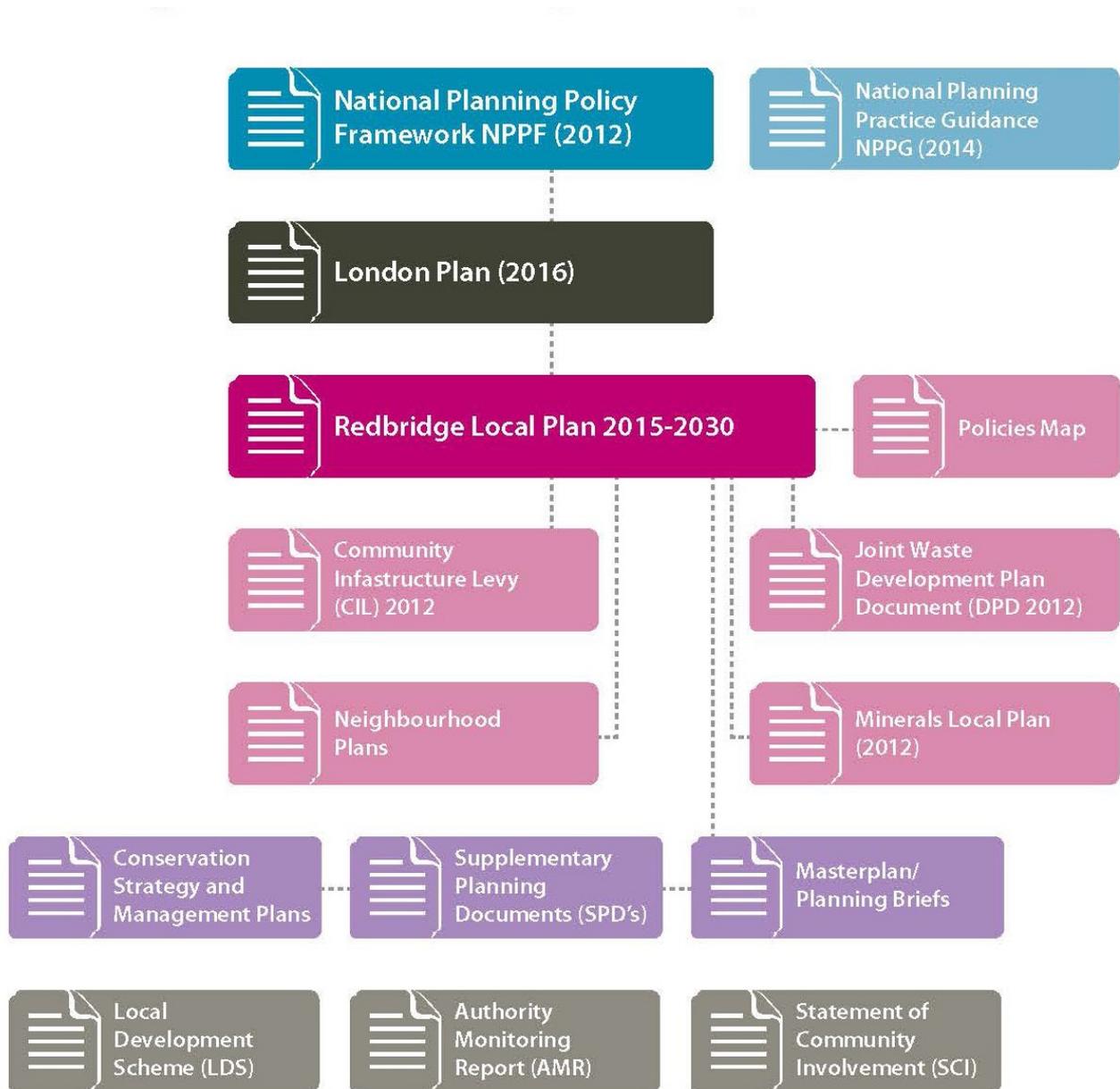


Figure 1: Redbridge Local Plan – Relationship of its Component Documents. This guide is a Supplementary Planning Document and provides additional guidance to support the Local Plan.

Section Two

The Planning Process

2. The Planning Process

2.1 Getting Started

2.1.1 Before you submit your planning application, you can discuss anything you are unsure of with the Council. Whatever your proposal the Council offers two types of advice; you can use the Council's [duty planner appointments](#)¹ service for domestic work to your home, or the [pre-application](#) enquiry service to receive comprehensive feedback on proposals to develop land.

2.1.2 You should consider whether you need permission and if so what type of permission you need for your proposal. As a householder, you have permitted development rights which will include different types of household extensions and alterations that do not require planning permission as they are permitted development under the Town & Country Planning (General Permitted Development) (England) Order 2015. Visit the Communities and Local Government (CLG) [Planning Portal website](#)² to find out if the work you want to carry out on your home is permitted development, and more about your permitted development rights. You can also get written confirmation from the Council as to whether or not your proposal is permitted development by submitting a Certificate of Lawfulness. You can find out more about this service by visiting the Council's [planning and building website](#).³

2.1.3 Please note that some properties have had their permitted development rights removed by way of a condition or an Article 4 Direction. You are advised to check with the Council's Planning Service before doing any permitted development work.

Prior Approval

2.1.4 It is possible for home owners to develop larger extensions than normally permitted through permitted development rights under the householder prior approval notification scheme, unless your property is within a conservation area. You must submit an application to the Council for 'prior approval' and the Council will inform you if prior approval is refused. The scheme only applies to single-storey rear extensions. You can find out more about this by visiting the Planning Portal website.

Planning permission

2.1.5 Any work you wish to carry out on your house that is not permitted development will require planning permission, and you will need to submit a planning application before any work can start. This SPD provides examples of the types of extensions and alterations that the Council considers acceptable.

2.2 Design and amenity considerations

2.2.1 Before drafting proposals for any domestic alterations, householders should consider some key design elements that must be taken into account before submitting planning applications. These are essential considerations that will help protect local character, the amenity and privacy of neighbouring properties, and will also make your proposal more acceptable when seeking planning permission. The following outlines the Council's key design and amenity considerations when assessing all residential applications, and applies to all of the different types of development outlined in this guidance.

¹<https://www.redbridge.gov.uk/planningandbuilding/planning/pre-application-advice/>

² <https://www.planningportal.co.uk/>

³<https://www.redbridge.gov.uk/planningandbuilding/>

Character and design quality

2.2.2 All extensions and alterations should respect the original character of the host property, complement and correspond with the character of neighbouring properties and the street. They should respect and maintain the prevailing urban character and the character of its private spaces (gardens). In order to help achieve this the starting point for all domestic extensions and alterations is that they should be subordinate to the host property/building. Householders should consider and have regard for any [character appraisals](#)⁴ undertaken by the Council for their area, and the 'Redbridge Characterisation Study' (2014)⁵, or any successor document.

2.2.3 It is important to ensure that what is built is of the highest design standards, attention to design quality and site layout is essential with respect to local character. The Council expects developers to use high quality materials as an integral part of design, and again be guided by the appraisals and studies undertaken by the Council when considering character, and by Local Plan Policy LP26 'Promoting High Quality Design' when making proposals for small sites development.

2.2.4 Architecturally, new development need not replicate existing local architectural qualities, but should respect the local context and neighbouring buildings, whilst allowing for innovation that enhances the area.

Privacy and overlooking, visual intrusion and amenity

2.2.5 Proposals should take into account the existing context of the property and its relationship to adjoining properties at the design stage, in order to ensure that development does not cause a

significant loss of privacy or overlooking to neighbours. In designing extensions, it is very important to consider the impact of overall height, depth, and width on the amenity of nearby residents in terms of loss of outlook and increased sense of enclosure.

2.2.6 Where housing development on small sites is proposed the amenity and privacy of neighbouring properties can often become an issue. This can be resolved in a number of ways, including:

- Sympathetic massing and the orientation of a proposal to minimise overlooking
- Angling windows so they do not directly face the windows of existing neighbouring buildings
- Developing courtyards that are inward looking
- The use of obscuring or screening devices, such as staggering windows, perforated screens, louvres, frosted and large rooftop windows that act as light wells, and landscaping treatments that mitigate direct over-looking.

2.2.7 Designs that encourage community socialising and interaction with a focus on communal amenity will be welcomed.

Parking

2.2.8 Where parking is proposed within a development, the following should be considered:

- It should be well integrated in design terms with the development
- On small sites, parking must be provided as on-street, on an internal access road or parking square, or as integral garages in a coach house arrangement
- Large areas of parking to the front of a development is unacceptable

⁴<https://www.redbridge.gov.uk/planningandbuilding/protectedbuildingsandconservationares/>

⁵<https://www.redbridge.gov.uk/planningandbuilding/planningpolicy/localplan/localplanarchive/>

- The Council may require a parking survey to be conducted to demonstrate on-street parking capacity exists
- Where there are high levels of public transport, a lower level of parking provision than the maximum will be considered.

Access and Refuse

2.2.9 Access is important for properties to be serviced with regard to waste, deliveries and emergency vehicle access. Roads or private drives forming part of a fire access must:

- Be at least 3.7m wide between kerbs (or 3.1m at gates or similar short narrowing)
- Have a minimum centre-line bend radius of 6.55 metres (or 7.75m if enclosed by walls)
- Have a minimum headroom of 3.7 metres
- Swept path diagrams, with a 0.3m tolerance for driver error, are likely to be required with planning applications to demonstrate that access is adequate⁶

Sunlight and daylight

2.2.10 When making proposals for extensions, householders should consider the impact on neighbouring properties in terms of sunlight and daylight. Proposals should consider the scale or size of the extension and whether it will obstruct sunlight, daylight and the outlook from windows of neighbouring properties. There is further guidance on how to respect the amenity of neighbouring properties and avoid obstructing their outlook in section 3 of this SPD.

2.2.11 Windows and doors and other materials are important to the overall character of the host building and they should be incorporated within extensions, using the same or similar materials, in order to

maintain the character of the house and the street.

Front and rear gardens and trees

2.2.12 These are an important element of the character of the property, the visual amenity and biodiversity of the locality. Householders should therefore consider the retention of as much soft landscaping in their garden as possible (the Council encourages 60% retention of soft landscaping). Trees within and adjacent to the site should be protected from damage or removal where new extensions are proposed.

Conservation Areas and Listed Buildings

2.2.13 For advice on development in conservation areas, you can access specific guidance from the Council's [Protected Buildings and Conservation Areas⁷](#) webpage, where you can find out if you live in a listed building or a conservation area. If your property is in a conservation area this guidance is of relevance. In many instances there will be a need to protect the specific characteristics of the area that require a much more sympathetic and modest approach to development. You can also find out whether there is an Article 4 Direction in your area affecting your permitted development rights, as well as links to advice from external organisations such as Historic England.

⁶ Design Manual for Roads and Bridges: <http://www.standardsforhighways.co.uk>

⁷<https://www.redbridge.gov.uk/planningandbuilding/>

Planning Application Process

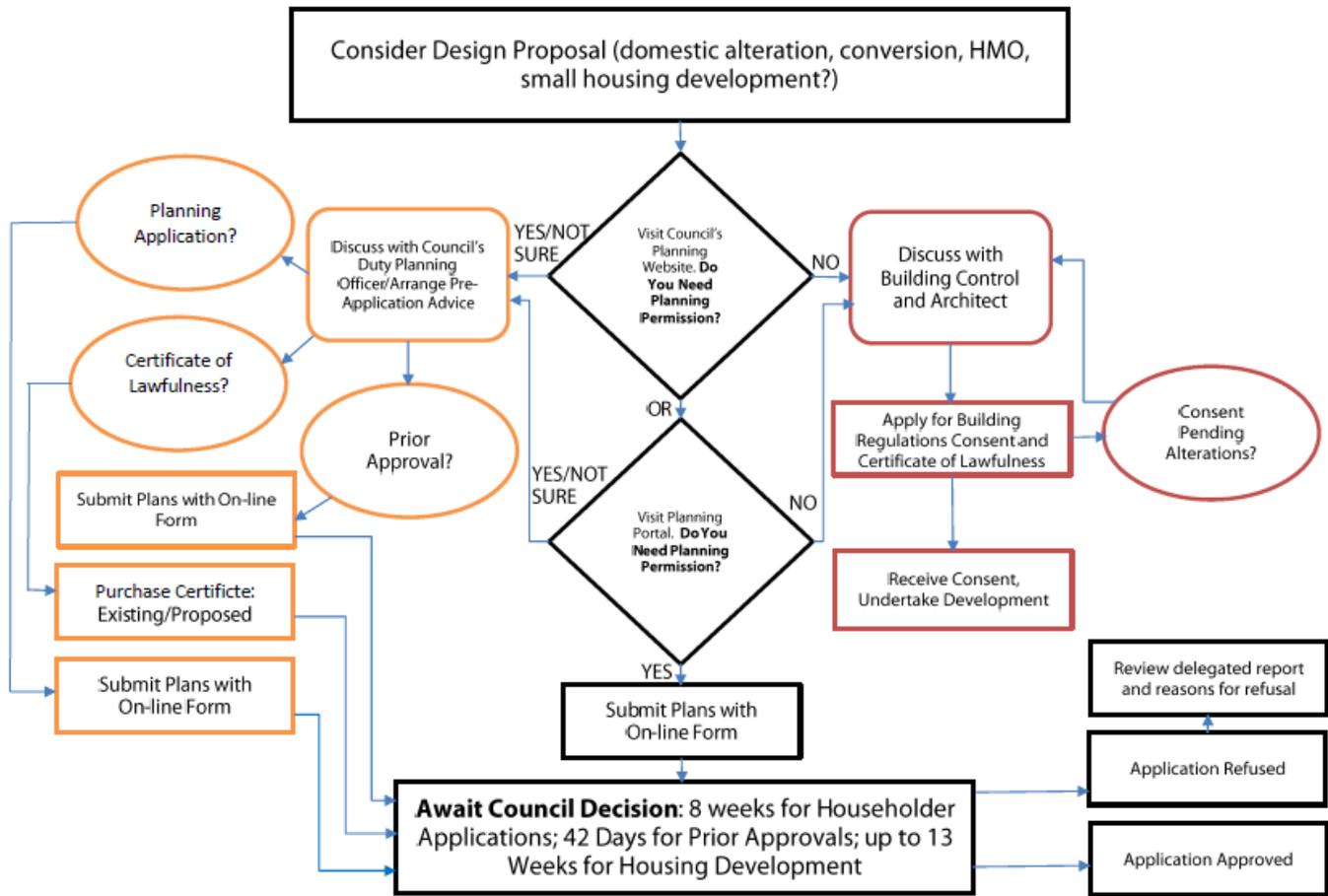


Figure 2: Planning application process

Section Three

Extensions and Alterations



3. Extensions and Alterations

3.1 Overview

3.1.1 This section outlines the type of domestic development that the Council may consider acceptable. The Council will consider each development on its merits on the basis that each property is different.

3.2 Single-storey rear extensions

3.2.1 When intending to undertake a single storey-rear extension, householders must pay careful attention to its size by way of depth and height, and its design and proximity to shared boundaries.

Depth

3.2.2 It is important that single-storey rear extensions do not dominate the host or original property or project too far into the garden from the original rear wall of the house. This is to avoid the extension being overbearing and causing a significant loss of outlook, light, or an increased sense of enclosure. The following measurements are maximum depths and a general rule of thumb for household extensions.

- Terraced house (including end terrace) = 3.5m
- Semi-detached house = 3.5m
- Detached house = 4.5m

3.2.3 In determining the acceptable depth, and if the property has a small rear garden, the need to retain adequate amenity space, as well as sufficient outlook from rear habitable rooms, will be taken into consideration when deciding applications. Depths greater than those above will only be acceptable where this would be consistent with adjoining properties. Therefore 'creep' beyond the adjoining neighbours would generally not be supported.

Position and width

3.2.4 Householders must also consider the positioning of a new extension to ensure that no part of it, including the guttering and the

foundations, cross over the boundary line shared with neighbouring properties. The width of the extension should generally reflect that of the original width of the host property as shown in figure 3.

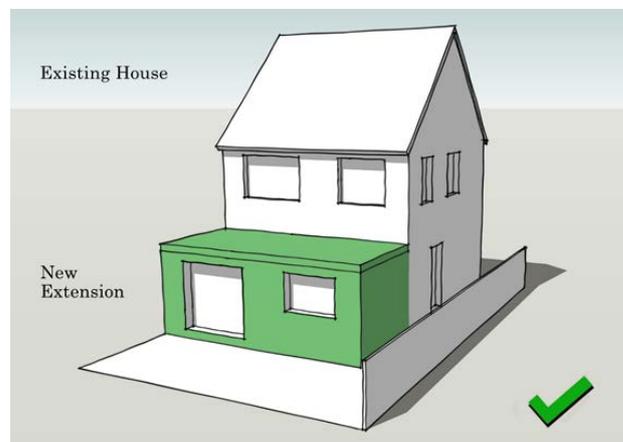


Figure 3: a rear extension of an appropriate scale, which reflects the width of the original dwelling and does not overhang the shared boundary



Figure 4: a property with more than one original rear wall. The example shows an extension that could be considered acceptable

Height and Roof Design

3.2.5 Flat roof extensions should generally be 3m in height, and where there is a parapet wall this should be kept to a maximum of 150mm in height.

3.2.6 Pitched roof extensions should not have an eaves height greater than 3m, and a maximum height of 4m. The height would need to ensure that the roof does not encroach on the first floor of the property

(see figure 5). Using a flat roof as a balcony, a roof terrace or garden could have a negative impact on the privacy of neighbouring properties and will normally be refused. Conservatories are considered by the Council in the same way as an extension.

3.3 Two-storey and first-floor rear extensions

Depth

3.3.1 The ground floor element of the extension should take into consideration the same design principles as outlined in paragraph 3.2.2 above in terms of the depth. The depth of the first-floor element should generally be kept to a maximum of 3m and will need to also have regard to the 45-Degree Rule.

Position and width

3.3.2 The first-floor element should generally be no more than half the width of the original rear elevation to ensure it is proportionate and subordinate to the host property and minimises impact on the amenity of adjoining neighbours.

Height and roof design

3.3.3 The eaves height of the extension should not be higher than the eaves height of the host property. The roof of the extension should match the roof design of the original house.

3.3.4 To evaluate the impact on neighbouring properties, in terms of daylight/sunlight, and to help determine the appropriate depth of rear extensions, the '45 Degree Rule' is used to assess proposals. Viewing a typical proposal from above (as in figs. 7a and 7b), lines are drawn at 45 degrees from the centre of the nearest habitable room window (ground or first-floor) of an adjoining property, and the footprint of the proposed first-floor extension should fit within this area. Then in elevation, lines are drawn upwards from the centre of the nearest ground floor habitable room windows of an adjoining property, and again the elevation of the proposed extension should fit within this area.

Extensions to rear projections

3.3.5 The Council's preferred approach to rear projections is for the infill extension not to extend beyond the rear elevation of the rear projection, as shown in fig. 6 below. However, where a wrap-around extension is proposed (as shown in fig. 4 and fig. 6) they need particularly careful consideration, with low eaves height and shallow pitched roofs to minimise any adverse impact on the amenity of adjoining occupiers. In all instances eaves should be kept to 2.4m above ground level. These extensions should not exceed the maximum depths from the rear projection, as stated within paragraph 3.2.2.

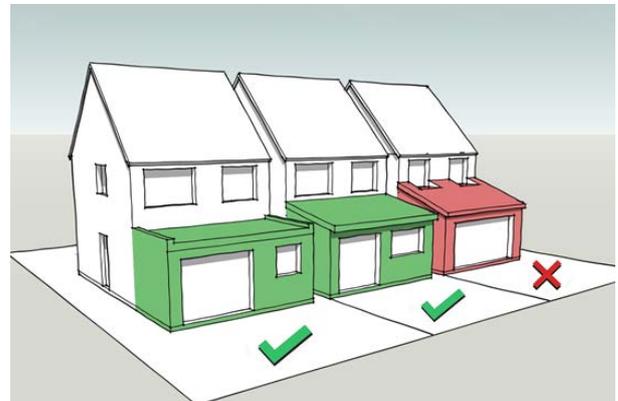
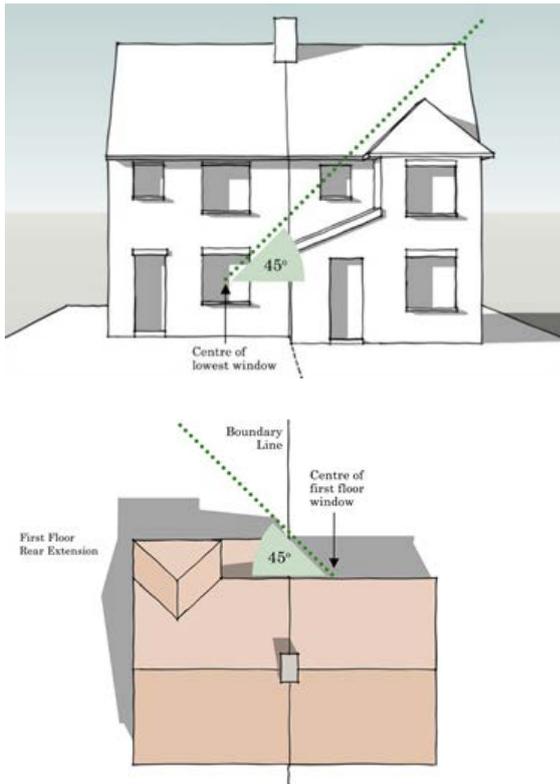


Figure 5: the type of roof design that would and would not be considered acceptable. Flat or pitched roof designs are acceptable provided they are of the correct proportion in relation to the property



Figure 6: where rear projections exist on older properties extensions can be developed as shown on the properties in this graphic.



Figures 7a and 7b: a two-storey / first floor rear extension from above that adheres to the 45-degree daylight and sunlight rule, in terms of its depth. The same property from the rear elevation shows more clearly how the rear extension has been designed within a 45-degree angle taken from the centre of the lowest rear window of the neighbouring property, avoiding any impact on the outlook and day/sun light of the neighbouring house.

3.4 Single-storey side extensions

- 3.4.1 It is important that side extensions reflect the design or style of the host property and that their scale or size is also proportionate to its dimensions. The depth should not exceed that of the host property, except where it is appropriate to combine with a rear extension. The width of the side extension should be no more than half the width of the host property (see fig. 8). The side wall of the extension should be made parallel to the original house and should not follow the line of a shared boundary where the boundary is set at an angle – the side wall of the extension should instead be staggered or stepped (see fig. 10).
- 3.4.2 The design and style of the roof of a side extension, including the angle of the roof, should match the roof of the host property. A

separate front entrance door in the side extension will not be acceptable. On sites of an open character, such as fig. 10, the extensions should be set a suitable distance of 1m away from the site boundary to maintain this open aspect

- 3.4.3 It is important that all side extensions are designed so that no part of them cross the boundary line shared with neighbouring properties, unless they form a party wall. To ensure that neighbouring properties are not overlooked and their privacy is not threatened the roof of side extensions must not be used as a balcony.
- 3.4.4 In some cases, side extensions are proposed to create additional space to accommodate a relative, often referred to as a 'granny annex', there are design aspects for this type of proposal that householders must be aware of. The extension should be internally connected to the rest of the house, and not have a separate entrance. Where a garage is proposed for conversion to a habitable room, planning permission may be required.
- 3.4.5 There may be a condition on the property that only allows the garage to be used for parking; householders should use the Council's online [planning register](#) to find out if this is the case. If such a condition exists planning permission will be needed to convert the garage. If a condition does not exist planning permission will still be required if the changes extend out from the existing elevation. Where a crossover is no longer required for vehicular access, it should be reinstated as a footway, on agreement with the local highways authority.

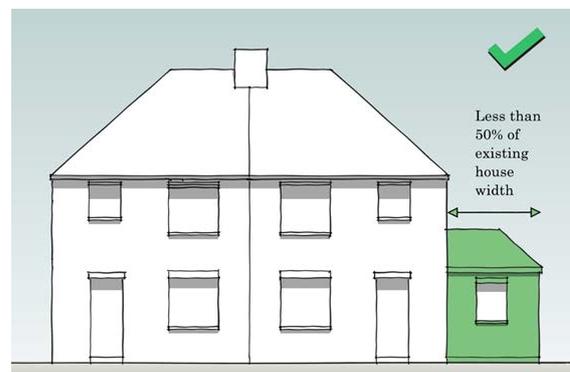


Figure 8: The extension is the correct scale, proportion and width, and has the same roof design as the original house

3.5 Two storey and first- floor side extensions and corner plots

3.5.1 The ground floor element of the extension should follow the same principles as single-storey side extensions, as outlined above at paragraph 3.4. As with single-storey side extensions, the height, width and overall scale of two- storey side extensions should be proportionate and subordinate to the dimensions and scale of the host property. The depth of the two-storey side extension should not exceed the depth of the side elevation of the host property. The width should not exceed half of the width of the host property, and the ridge of the extension should be set down sufficiently from the height of the main ridge, no less than 0.5m to ensure the extension appears subordinate to the host property.

3.5.2 The angle of the roof of the extension must also match the angle of the main roof of the house, and it should be designed in the same form. Where the original roof space has been changed from hip to gable it is likely that a hipped roof to the side extension will be required to maintain the character of the area and visual separation at roof level. The eaves and guttering should be appropriate to the design of the house and not introduce uncharacteristic parapets.

3.5.3 Where a two-storey or first floor side extension is proposed the first-floor element should be set back at least 0.5m from the main front elevation of the house.

Corner plots

3.5.4 Where a house is situated as a corner plot or 'end of terrace' property and has a road or a footpath alongside it, side extensions become more visible from the public highway. Where the site has an open character, then the extension should be set in 1m from the side boundary to maintain the open aspect. The Council may refuse bulky extensions on corner plots where they would fail to be subordinate to the host property and present a large blank flank wall to the side street.

3.5.5 In such cases where a two-storey side and rear extension are proposed, to avoid a long blank flank wall to the street, the first-floor element of the rear extension should be set in 0.5m from the side elevation of the extension.

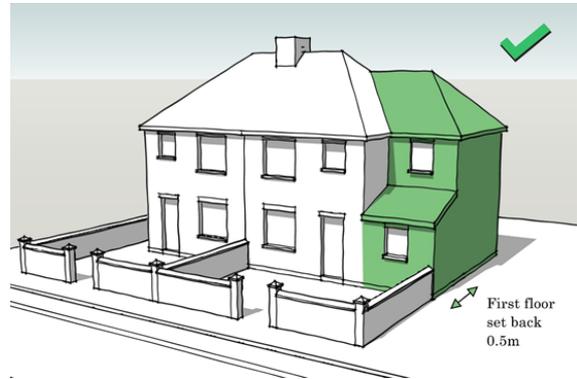


Figure 9: Two-storey side extension should be subordinate in scale to the original house

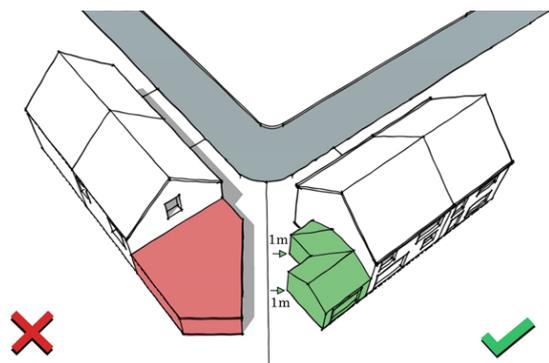


Figure 10: Where shared boundaries are set at an angle, proposals for extensions that follow the boundary line will generally be refused

3.6 Roof extensions, loft conversions and other roof alterations

3.6.1 It is important that any roof alterations are subordinate in size to the roof of the house and do not appear as a dominant feature. To convert a hipped roof to a gable-end roof will generally be refused permission where this would be out of character with the prevailing pattern of development in the area, or harm the symmetry of a pair of semi-detached properties (see fig 11).

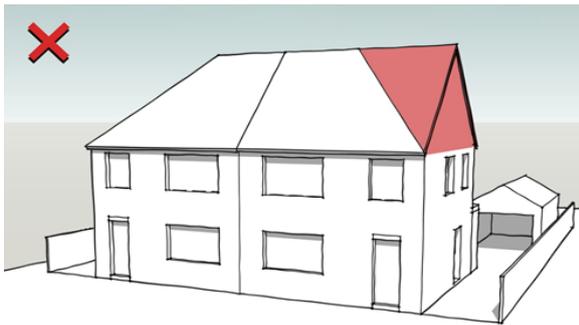


Figure 11: hip-to-gable extensions that impact the symmetry of houses and the character of the street will be refused

3.6.2 The erection of rear dormer windows and insertion of roof lights (see figs. 12, 13 and 14) into the roof slope are in principle acceptable approaches for extending the roof of your house. Dormer windows or roof extensions must remain subordinate within the roof slope. Rear dormers should be symmetrically located and be at least 0.5m below the ridge of the roof, 1m above the eaves and set in 1m from shared boundary and from the edge of the roof (0.5m from the edge for hipped roofs).

3.6.3 These set-in measurements should be increased on larger detached houses with larger roof face areas to ensure it remains subordinate. Where terraced houses have parapet walls on either side of the roof they should not be built up and any dormer extensions should be set in. Front and side dormers are generally not considered to be appropriate, unless they are an original or common feature of properties in that street.



Figure 12: Rear and side dormers that are in proportion and in keeping with the design of the house will be considered favourably



Figure 13: Oversized dormers will be refused

3.6.4 Roof lights would be generally acceptable at the front of the property, reflecting the position of the windows at the first-floor level on the front elevation (see fig. 14).



Figure 14: the correct positioning of roof-lights, in line with the existing windows at the first floor of the house

3.6.5 The Council supports proposals for solar panels to help achieve the aims of Local Plan policy LP20 'Low Carbon and Renewable Energy', and in most cases solar panels will benefit from permitted development rights. However, householders are advised to seek advice from the Council through its pre-application process.

3.7 New and Replacement Windows, Doors and Porches

3.7.1 In most cases planning permission will not be required for the installation of new windows and doors or for their relocation where they exist. However, in cases where permission is required, e.g. in conservation areas, new windows and doors should respect the character of the house and neighbouring properties. New windows and doors and the materials with which they are constructed should always match those of the host property. Design details such as sash windows should be retained or reinstated.

3.7.2 The front of a house is a prominent feature of the streetscene, and therefore any alterations should be proportionate in scale and sympathetic in character to minimise the visual impact on the host property and the streetscene. Where a bay window exists, a porch must not extend beyond the depth of the bay, and needs to have a separation of at least 0.3m from the bay.

3.8 Outbuildings, Rear Gardens and Trees

3.8.1 In many cases outbuildings will be allowed as permitted development within specific limits regarding their height and their position to site boundaries. Where permission is required outbuildings should not impact on the open character of the garden or the surrounding area, and must be designed sympathetically to respect the amenity of neighbouring properties regarding privacy and outlook.

3.8.2 Outbuildings should be appropriately located towards the end of the garden. Outbuildings should have an eaves height of no more than 3m for flat roofs and 2.5m for pitched roofs. The footprint size of the outbuilding should be subordinate to the original footprint of the house and rear garden area. The scale of the outbuilding

should have regard to the prevailing character of outbuildings in the locality.

3.8.3 In relation to design, outbuildings should use materials that are sympathetic to the house and garden setting. Any doors and windows in the side walls should be avoided.

3.8.4 In terms of the use of outbuildings this must only be a use incidental to that of the main house, which can include uses such as storage, a green house, or a room used for hobby activities. Any proposals that include primary living facilities, such as a kitchen, bedrooms or a bathroom will usually be refused permission.

3.8.5 With regard to trees, Local Plan Policy LP38 'Protecting Trees and Enhancing the Landscape' states that the Council supports the retention of existing trees and landscape features where they make a positive contribution. When considering tree retention within new development, the Council will take into account their contribution to local character and amenity, ecological value, their role in providing screening to adjoining properties, and their age and condition. Where trees are to be retained effective measures must be taken to protect them during construction phases.

3.9 Boundary Walls, Fences and Hard-Surfacing

3.9.1 Boundary walls, gates or fences do not normally need planning permission unless it is over 1m in height next to or adjacent to a highway. Elsewhere, the rear garden area for instance, you can erect a boundary wall or fence up to 2m without planning permission. You should check with the Council before you carry out any works to see if your property is covered by an Article 4 Direction removing your permitted development rights to erect boundary treatment. Where this is the case it will usually only relate to front boundary treatments. You will also need planning permission if your house is a listed building or if the wall, fence or gate forms a boundary with a neighbouring property that is listed.

3.9.2 The design of boundary treatments should reflect the character of the area, and where there is a predominant character and/or height, proposals should reflect this. Low

brick walls are usually the appropriate front boundary treatment.

3.9.3 In rear gardens proposals for raised patios or decking of up to 300mm from original garden level would not usually require planning permission. Where a higher surface is proposed it can result in overlooking of neighbouring properties and as such screening or a set in from the boundary is required to protect privacy. Where screening is proposed it must also take into account the impact of its height and depth on outlook from neighbouring windows and the amenity of adjacent gardens.

Hard surfacing

3.9.4 Where permission is needed applicants will need to demonstrate that the hard standing is made using permeable and good quality materials. There should only be as much area of hard surfacing as necessary to meet its functional need and an area of landscaping should be retained. Hard surfacing no longer required should be reverted to soft landscaping or permeable surfaces.

3.9.5 The front garden space of the dwelling should contain an appropriate balance of hard and soft landscaping, 50:50, depending on the garden size, and include a pedestrian path to the front door. Forecourt parking in front of the house would require a minimum space of 4.8m deep by 2.4m wide to accommodate the vehicle and prevent it overhanging the footway, and include pedestrian visibility splays. This will only be acceptable where the space is perpendicular to the highway.

3.10 Parking

Cycle Parking

3.10.1 Ideally secure cycle storage would be located in the rear garden, and must be designed to be convenient to access. However, where storage for cycle parking is proposed in a front garden it should be low in height, be set away from the front boundary and screened with soft landscaping. This could be in the form of a cycle locker fixed to the ground or a wall.

Car Parking

3.10.2 Parking in front gardens will require a dropped kerb with a minimum width of 2.4m for a single vehicle access, which will also need permission from the Highways Authority. In considering the siting of the dropped kerb regard must be had to proximity to junctions, neighbour's dropped kerbs and the impact on on-street parking. The design of crossovers, including their width and depth, should mitigate its impact on the pedestrian environment, particularly for disabled people using wheelchairs, and people using prams. Generally, only one dropped kerb will be permitted per property, and the following should be considered:

- Proposed crossovers should not be within 10m of junctions.
- Proposed crossovers should not be across footways where high pedestrian flows would be expected - routes adjacent to stations/shopping frontages /schools etc.
- The width of crossovers should not exceed 50% of the site frontage.
- Crossovers should not be located adjacent to bus stops/pedestrian crossings/opposite junctions/along bus lanes.
- The height of a dwarf wall adjacent to vehicular crossovers should not exceed 0.6m in height to provide pedestrian visibility splays.
- In areas of high public transport accessibility (PTAL 4-6), new crossovers should not be permitted.
- For areas within a controlled parking zone (CPZ), applications for a new crossover for car parking in front gardens should be supported by parking stress surveys. Where parking stress is 85% or more, crossovers would not be permitted.

3.11 Flood risk and drainage

3.11.1 Sites within flood zones 2 and 3 should design extensions to ensure that they comply with the advice from the Environment Agency outlined in the Flood Risk Standing Advice pages on the [Gov.UK webpage](https://www.gov.uk/guidance/flood-risk-assessment).⁸ The Council will seek to ensure that areas of hard surfacing use permeable materials and where necessary a flood risk assessment will be required. Although the overall impact of

⁸ <https://www.gov.uk/guidance/flood-risk-assessment>

household extensions and alterations on land stability and drainage is likely to be minor, if there is any impact at all, they must be taken into account as they are a material consideration for planning applications.

- 3.11.2 Approval will be required from Thames Water if any building is proposed 3m of a public sewer or within 1m of a public lateral drain. Further guidance can be found at: <https://developers.thameswater.co.uk/Domestic-and-small-commercial/Building-near-pipes>

Section Four

Basements



4. Basements

4.1 Planning Permission

4.1.1 For proposals relating to basement extensions please refer to Local Plan policy LP31 'Basement Development'. It sets out criteria relating to the type of basement developments the Council will support, and explains the type of information that must be submitted with planning applications for basement development.

4.1.2 New basement development and extensions that involve extraction will generally require planning permission. However, there are instances where permission may not be required:

- Where a basement is built entirely underneath the footprint of a property and does not extend beyond it, (e.g. underneath the garden or surrounding land)
- Where the conversion of an existing basement does not create a separate unit, and the use is not significantly changed, or
- If a light well that might alter the external appearance of the property is not added

4.1.3 Any excavation creating a new basement, or a new separate unit, that alters the external appearance of the house, is likely to require planning permission. A Basement Impact Assessment (BIA) must be submitted with all planning applications for basement development.

Issues for Consideration

4.1.4 Basement extensions should not extend into or underneath the rear garden, from the principal rear wall, to a depth of more than 50% of the garden, and to the front of the property to a depth of more than 30%. Proposals should include 1m of permeable soil depth above any part of the basement beneath a garden. Basement extensions should not consist of more than a single storey below ground. In most instances basements will not be suitable for a self-contained dwelling.

4.1.5 Where light wells are located to the front of a house they should be no more than 1m in horizontal depth and of a width that respects the existing features and proportions of the house. The light wells should be sympathetically designed to have minimal visual impact on the front of the property and street-scene.

4.1.6 Where the front of the property is to be used for parking a proposal for a basement and light well must leave enough remaining space for a sufficiently sized parking space to accommodate a vehicle. To the rear of the property, light wells should be small and not be a dominant feature of the house. Any treatment at ground floor level around the light well should be designed to have minimal impact, taking account of the depth of the front garden, presence of soft landscaping and the character of development in the street.

Garden Space and Trees

4.1.7 Proposals for basement development should not dominate or result in the unacceptable loss of garden space. There should be ample space for mature trees and vegetation to grow allowing the garden to retain its purpose in terms of openness and biodiversity, contributing to the landscape character of the property and the area. Proposals should consider existing trees within the curtilage of the property or neighbouring properties and ensure that their roots are protected during construction.

Flood Risk

4.1.8 Before a basement development is proposed it must be established whether the property is located within a flood risk zone. You can check to find out if your property is in a flood risk zone by visiting the [GOV.UK website for flooding and extreme weather](#) which contains flood maps. If your property is in an area at risk you will be required to submit a Flood Risk Assessment with your application. You can get advice on how to do this from the [Environment Agency website](#). All basement development that involves excavation work should include flood resistant design

techniques. No basement development or extensions to existing basements are acceptable in flood zone 3b (functional flood plain). You can also check the [Council's Flood Risk Assessment](#) for more details.

- 4.1.9 Where basements are proposed for residential use they are regarded as highly vulnerable to flood risk. Such proposals will not be permitted in flood zone 3, and are unlikely to be permitted in flood zone 2 unless the developer can demonstrate that the flood risk can be minimised or effectively mitigated. Mitigation measures can include sustainable drainage systems, as well as employ permeable surfaces and soil depths. Applicants should also consider the drainage hierarchy in [London Plan](#) Policy 5.13 'Sustainable Drainage'. Basement development classified as high risk must include flood risk reduction measures which should be highlighted in the required Basement Impact Assessment (BIA), which will also contain an assessment of the geotechnical, structural engineering and hydrological impacts.
- 4.1.10 To guard against flooding from breaches in tidal flood defences, and in line with current Environment Agency approaches, no sleeping accommodation is permitted below the modelled breach level in areas identified at risk of flooding in the event of a breach in the Thames tidal flood defences
- 4.1.11 Surface water mitigation may not be effective for fluvial or tidal flooding. If you'd like to find out more about reducing flood damage from these sources, visit the flood risk and coastal change pages of [Planning Practice Guidance on the Gov.UK website](#)⁹. You may also find 'Preparing for Floods' and 'Improving the Flood Performance of New Buildings' by the Ministry for Housing, Communities & Local Government documents informative.

4.2 Construction and Stability Issues, Managing Impact on Neighbouring Properties

Basement Impact Assessments (BIA) and Construction Method Statements

- 4.2.1 Excavation work for new basement developments in dense, urban residential areas can create serious problems and damage for the house being developed and neighbouring properties if not properly constructed.
- 4.2.2 All basement planning applications must be supported by a Basement Impact Assessment (BIA), although the level of detail contained within the BIA need only be appropriate to the scale of the proposal. The BIA must reflect and comply with criteria a-h of Policy LP31, should include an assessment of the geotechnical, structural engineering and hydrological impacts of the proposed development, and should be undertaken by a qualified structural engineer. It should also include a Construction Method Statement showing:
- How any impact on neighbouring properties will be minimised during construction, including details for minimising noise disruption, vibration and dust to protect the amenity of adjacent occupiers
 - A clear outline of any ground instability issues due to local geology (neighbouring buildings may need to be protected by underpinning before excavation can take place).
- 4.2.3 In addition, in relation to safeguarding the effects of flooding the following considerations need to be addressed in a BIA:
- The basement must be suitably 'tanked' to stop the ingress of groundwater.
 - All electric cables must be fed downwards towards any electrical points.
 - All electrical sockets etc. must be a minimum of 1m above basement finished floor level.
 - Plastering plus other subterranean materials should be water resilient.

⁹<https://www.gov.uk/government/>

- Pipe work from the basement area should be fitted with a 'positive pumped device' to ensure that they are protected from sewer flooding. Fitting only a 'non-return valve' is not acceptable as this is not effective in directing the flow of sewage away from the building.
- A sump/pump area should be installed within the basement

4.2.4 Applicants should also consider the [London Mayor's 'Control of Dust and Emissions during Construction and Demolition' guidance](#) as well as adhering to environmental health standards. Applicants should also consult their neighbours and inform them of the timetable for construction including operation hours. It is also advised that applicants establish any party wall agreements as part of neighbour involvement.

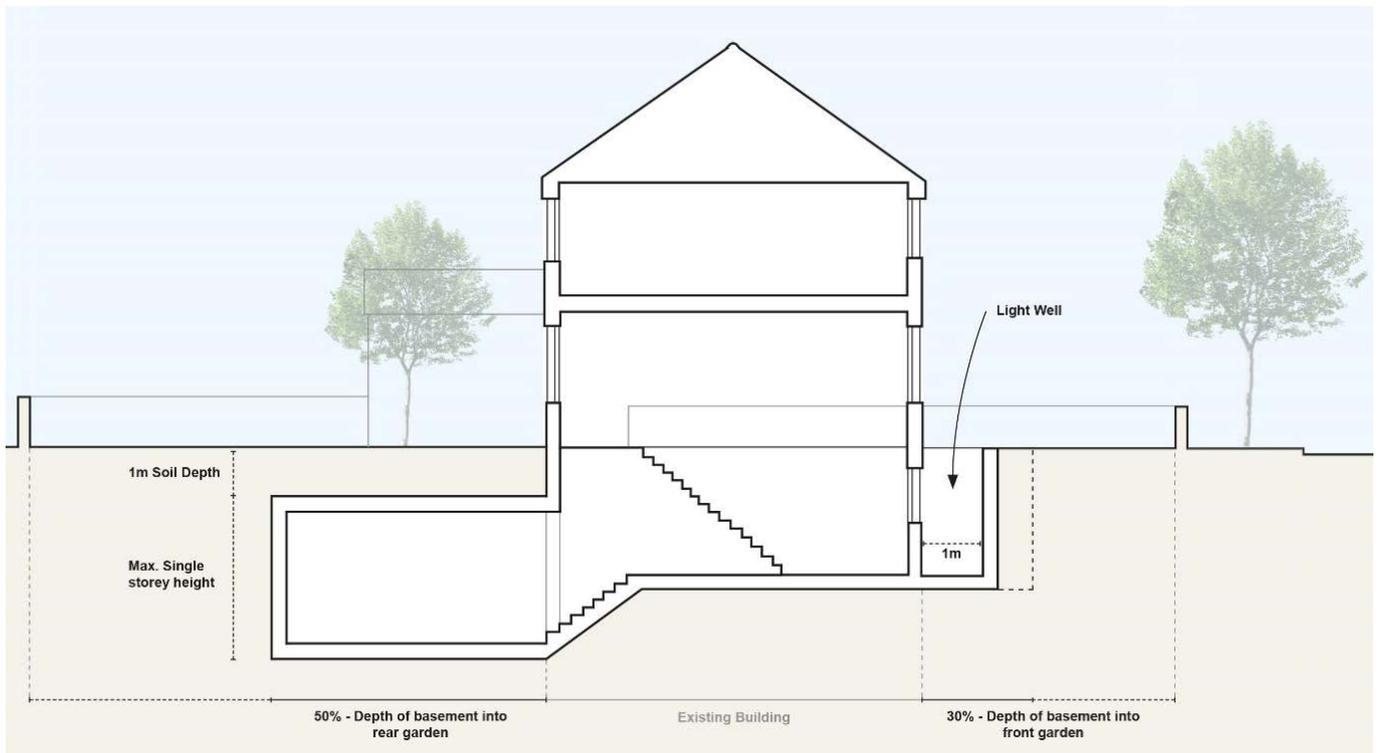


Figure 15: cross-section of a property with a proposal for a basement development

Section Five

Conversions and Houses in Multiple Occupation (HMOs)



Conversions and Houses in Multiple Occupation (HMOs)

5.1 Conversions

5.1.1 The conversion of a dwelling house into flats requires planning permission, and all applications must be in line with Local Plan Policy LP6 'Dwelling Conversions, Houses in Multiple Occupation and Buildings in Multiple Residential Occupation'. The Council will only support flat conversions where they are located in Metropolitan, District or Local Centres.

5.1.2 Planning permission will only be granted for conversions where the gross floor area of property exceeds 130m² where two units are proposed, 180m² for three or more units, and where it provides at least one family sized home of 74m² on the ground floor (3 bed rooms plus), and access to a rear garden. No significant loss of character or amenity should occur in the area as a result of increased traffic or noise. The character and appearance of the converted property should be in-keeping with the street and surrounding area.

5.1.3 Converted properties should meet minimum national space standards to ensure high quality residential accommodation in table 5 of Policy LP29 Amenity and Internal Space Standards, section five of the Redbridge Local Plan. They can also be accessed on the GOV.UK website. The room layout of the converted property should be arranged so that rooms of similar use are placed horizontally and vertically above each other (see fig. 16). How rooms are arranged in converted properties is important to how sound insulation is achieved.

5.1.4 In order to keep the outside appearance and character of the house, the original entrance should be retained as the main access to the building and there should be a separate internal access to each flat. External staircases will not generally be supported.

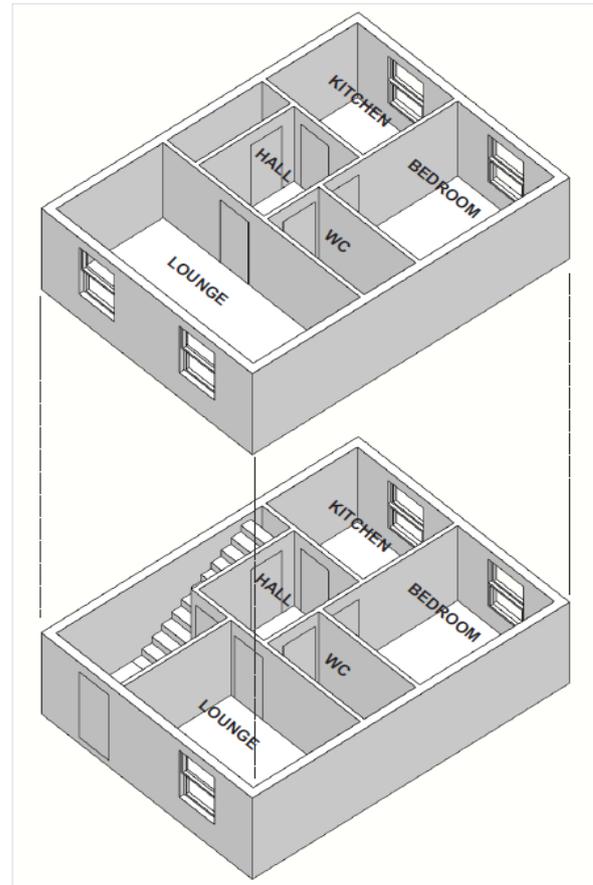


Figure 16: typical room layout for converted properties, with rooms of similar use above each other

5.1.5 The provision of the right type of amenity space is important, for converted properties, particularly where dwellings have increased densities post conversion. The shared use of a large garden is acceptable where the privacy of occupants is safeguarded. Effective screening of ground floor flats can be achieved in several ways, including planting schemes.

5.1.6 Converted properties should provide adequate provision for refuse and recycling in enclosures or contained areas for bins, which should be adequately secured. Proposals should retain existing soft landscaping and where none exists, provision should be made.

5.1.7 With regard to parking provision developers should refer to Policy LP23 'Cycle and Car Parking', which states that the Council will seek new development to meet the minimum and maximum parking standards set out in [London Plan](#) Policy 6.13 'Parking'

and Table 6.2 'Car parking standards'. Where a development proposal includes on-street parking this should be supported by a parking stress survey to demonstrate there is sufficient existing capacity in the area, or determine whether access to new parking permits should be limited, or modifications to parking controls implemented.

- 5.1.8 The Council will consider car free conversions particularly where there is great demand for on-street parking within a controlled parking zone (CPZ) and off-street parking cannot be provided. In these circumstances the rights of future residents to obtain resident's parking permits will be removed.
- 5.1.9 Where possible, converted properties need adequate servicing areas, so that cars can enter and egress in forward gear. Cycle parking should be secure, provided at ground floor level, ideally not next to the bin store, and in line with [London Plan](#) standards.

5.2 Houses in Multiple Occupation (HMOs)

Small Houses in Multiple Occupation

- 5.2.1 Under permitted development rights it is possible to convert a dwelling house (use class C3) into a small house of multiple occupation (HMO), which falls within Use Class C4, consisting of 3 to 6 occupants, without the need of a planning application. However, the Council has consulted upon and begun the implementation of a borough-wide, non-immediate Article 4 Direction for small HMOs, which is expected to come into force in December 2019. The Article 4 Direction will remove permitted development rights for small HMOs, which will then require planning permission. While the Council recognises the importance of small HMOs as a source of housing supply that meet a particular housing need, the introduction of the Article 4 Direction will enable the Council to manage small HMOs more effectively, particularly in relation to amenity, design, space standards and parking issues.

Large Houses in Multiple Occupation

- 5.2.2 Local Plan Policy LP6 relates directly to large HMOs (sui generis) in terms of their size, location and overall impact, and is the key

policy used to assess such planning applications. Proposals for large HMOs must fully comply with the policy before such applications can be given planning permission. Where small HMOs in the C4 use class are proposed for conversion to large HMOs outside appropriate locations set out in Policy LP6, planning permission will be refused. In such cases, the fact that a property is already in use as an HMO does not overcome any conflict with Policy LP6.

- 5.2.3 All HMOs must provide a high-quality form of accommodation. The required internal space standards are set out in appendix A. Communal facilities will be required to include at least a living room, kitchen and utility room, appropriate in size to the number of residents.
- 5.2.4 Applicants should be aware that the key relevant policies outlined above is not comprehensive, and there may be cases where other specific policies will need to be considered. Such policies include LP5 Dwelling Mix, LP19 Climate Change Mitigation, LP32 Sustainable Design and Construction, LP21 Water and Flooding, LP22 Promoting Sustainable Transport, LP24 Pollution, and LP33 Heritage, where these policies are relevant to a proposal.
- 5.2.5 The criteria set out in Table 2 below has been derived from relevant policies in the Local Plan, and will be used to consider planning applications for all HMOs. Large HMOs will still be assessed on criteria set out in local plan policy LP6, but the criteria set out in the table below will also apply.
- 5.2.6 With regard to the content of management plans included in the criteria, for HMOs they should reflect good management approaches aimed at avoiding endemic problems that can potentially occur from HMO development, and can adversely impact the community. Management plans should contain detailed steps showing a process of reasonable measures to:
- Avoid nuisance and annoyance to other occupiers of the house, or residents in neighbouring properties and the local area, by preventing anti-social behavior from occupiers of and visitors to the property, and by effectively dealing with

complaints made to the landlord directly or via the Council or Metropolitan Police

- Keep records of complaints about anti-social behavior and provide copies to the Council
- Effectively tackle pest problems or infestations, and identify effective treatment programmes
- Prevent the use of outbuildings for sleeping accommodation
- Properly manage the garden space within the curtilage of the property, so they are kept in a clean and tidy condition, which includes the maintenance of garden walls and fences
- Provide adequate refuse and recycling storage bins, with lids, accessible to the occupants of the property, in line with the standards set out in appendix B of this SPD, or any successor document of standards produced by the Council
- Prevent fly-tipping, and ensure that refuse and large waste items are not kept in the front or rear garden, unless kept in a container or awaiting collection
- Prevent off-street parking, where an appropriate footway crossing or dropped kerb, approved by the Council's Highways service, has not been installed

5.2.7 The prevention of crime and the enhancement of safety are matters that the Council considers when assessing planning applications. Crime should not be seen as a stand-alone issue to be addressed separately from other design considerations. Further information can be obtained from on the '[Secured by Design](#)' website¹⁰.

5.3 Licensing

5.3.1 Since 1 October 2018 changes in the law under the Licensing of Houses in Multiple Occupation (Prescribed Description)

(England) Order 2018, mean that if you rent out a property that is occupied by five or more people from two or more households with shared facilities such as a kitchen, bathroom or toilet you will need a Mandatory HMO property license. An Additional license will be required for any HMO occupied by 3 or 4 people.

5.3.2 All HMOs in Redbridge must now be licensed. Failure to license a HMO could result in prosecution in court or a financial penalty of up to £30,000. Enforcement action against unlicensed HMOs is now taking place. You can find out more about HMO licensing on [the Council's Housing website](#).

¹⁰ <https://www.securedbydesign.com/>

Criteria for assessing planning applications for Houses in Multiple Occupation (HMO)

All HMO development should:

- Not exceed 20% of all properties along any road, and only 1 out of a consecutive row of 5 units may be converted
- Ensure that proposals do not cause or add to a cumulative adverse impact on local character or amenity in the area from increased traffic, on-street parking, noise and/or general disturbance, or lead to a loss of privacy for neighbouring occupiers
- Respect the local character of the area in terms of the external appearance of the building
- Provide car parking and secure cycle parking - the Council will apply relevant criteria in Local Plan Policy LP23 'Cycle and Car Parking'; cycling standards in London Plan Policy 6.9 'Cycling', and Table 6.3 'Cycle Parking Minimum Standards'; or any superseding policies and standards set out in the emerging new London Plan, in relation to Car Parking and Cycling.'
- Provide a transport statement with all planning applications for HMOs
- Ensure that high quality hard and soft landscaping is integral to the external layout and design of the property
- Include design and safety measures that minimise crime, help avoid antisocial behaviour and create safe and secure environments
- Provide high standards of accommodation in terms of the quality and arrangement of internal space and provision of external private and communal amenity space
- Provide appropriate facilities for refuse and recycling, in line with standards set out in Appendix B of this guidance
- Retain existing trees and landscape features within proposals where they make a positive contribution
- Submit a Management Plan for proposals for HMOs.

Table 2: Assessment criteria for HMO planning applications.

Section Six

Small Sites Development



6. Small Sites Development

6.1 Small sites overview

6.1.1 To enable the development of as much brownfield land as possible to meet the growing need for housing, the Council is keen to unlock the potential for housing development through a wide range of development options, including developing on small sites in appropriate locations. The Council will encourage developers to explore the potential of such sites to support the development of new homes, in particular on sites that are well served by public transport, and well connected by walking and cycling to infrastructure and services. To escalate housing delivery, the Council will encourage and facilitate the delivery of well-designed additional housing to meet its ambitious growth agenda.

6.1.2 The draft London Plan emphasises the importance of small sites playing a greater role in housing delivery. The Council will proactively support small and medium- sized housebuilders to bring forward well-designed new homes on small sites, in light of the ambitious small sites targets provided in the draft London Plan. This section of the SPD sets out in more detail how the Council intends to maximise delivery of small sites and offers guidance on the typologies that could potentially be used to ensure its efficient delivery. For the purposes of this document, small sites are defined as 0.25ha or less and/or sites that can yield between 1-25 units.

6.1.3 Given the constraints associated with developing small sites, a greater emphasis will be placed upon achieving a high quality of design, and some flexibility will be allowed when considering the level of external amenity space provision. Development proposals will be expected to provide the right mix of homes in the right locations, improve or positively contribute to local character, minimise the impact on neighbouring amenity as far as possible, and embody environmentally sustainable development. Where possible, proposals for small sites should also seek to maximise the number of dwellings with 3 bedrooms or more.

6.1.4 Whilst small sites development, in the right locations, will be encouraged within the borough, the Council will not support development considered to be under delivering on a site. Where a site has the capacity to accommodate the delivery of 10 or more units, applicants must not intentionally circumvent affordable housing provision set out in Policy LP3 Affordable Housing. Where small housing schemes are proposed on sites with capacity for major development, the Council will refuse planning permission.

6.1.5 Key Local Plan policies relevant to small sites include:

- LP2 Delivering Housing Growth
- LP3 Affordable Housing
- LP5 Dwelling Mix
- LP19 Climate Change Mitigation
- LP20 Low Carbon and Renewable Energy
- LP21 Water and Flooding
- LP22 Promoting Sustainable Transport
- LP23 Cycle and Car Parking
- LP26 Promoting High Quality Design
- LP29 Amenity and Internal Space Standards
- LP32 Sustainable Design and Construction
- LP33 Heritage
- LP38 Protecting Trees and Enhancing the Landscape
- LP39 Nature Conservation and Biodiversity

Table 3: Local Plan Policies relevant to small sites development

6.2 Spatial Location of Small Sites Development

6.2.1 Development of small sites will generally be considered more appropriate in areas with good access to public transport and adjacent to existing local services offered within Metropolitan, District and Local centres.

6.2.2 Subject to meeting other policy requirements, development of small sites will be considered favourably within the following areas:

- Areas with a PTAL rating of 3-6, and/or within 800m of a station or town centre boundary;
- In Controlled Parking Zones (CPZs) or areas without on-street parking stress issues; and
- Sites in areas that will be subject to future public transport or walking and cycling improvements that will result in moderate to good connectivity (PTAL 3 and above).

6.2.3 Sites outside of these areas will be assessed on the above criteria and on the merits of the proposal. As well as the consideration of relevant local plan policies, assessment of proposals will pay particular attention to the continued amenity of neighbouring properties, the quality of residential accommodation, parking issues, and security.

6.3 Types of Small Sites Development

6.3.1 Small housing developments are ideally located within close proximity to existing homes. These should be carefully and creatively designed to avoid an unacceptable level of harm to the amenity of surrounding properties in relation to privacy, for example through the placement and design of windows and the use of landscaping. The Council will encourage environmental and architectural innovation and schemes should achieve good design, as set out in Local Plan Policy LP26, and ensure that existing and proposed homes benefit from satisfactory levels of daylight and sunlight. All homes must meet the housing standards in Local Plan policy LP29.

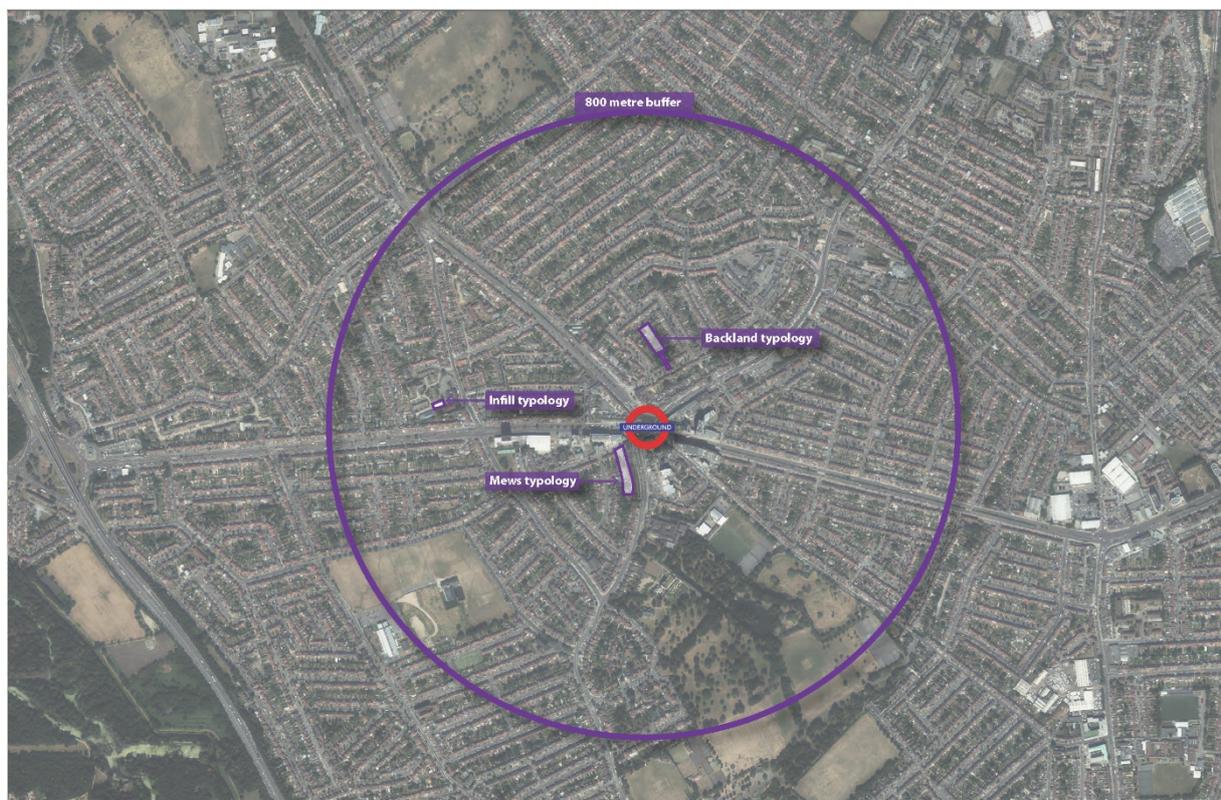


Figure 17: Example of an area within which development of small sites could be considered, alongside criteria for types of development (Source: Google maps).

6.3.2 For the purposes of this document, the types of small sites have been categorised into the following:

- Mews Development;
- Infill Development; and
- Backland Development.

6.3.3 The categories are intended to provide guidance on the types of small sites development that are most typically proposed. It is not a complete list of small sites development likely to be acceptable within the borough. Some schemes for instance, may combine elements from these development categories, or may be small sites development from other categories not included in this document – all categories will be equally assessed on the criteria set out below.

6.3.4 The following section includes examples of small sites development in each of the categories set above (Mews, infill and backland development). It should be noted that these are all notional examples that show the type of sites that could have the potential for small sites development, and should not be viewed as development schemes that can be replicated, or as models containing details that developers should emulate

6.4 Mews development

6.4.1 Throughout Redbridge, there are a number of external service yards/car parking areas to existing mixed-use/commercial buildings which may be capable of accommodating additional housing development, potentially suitable for mews development. These developments would require careful consideration of the functionality of the existing uses on the site. Applicants should ensure that their proposals:

- Are subservient in scale to buildings fronting main streets;
- Create active residential frontages;
- Can demonstrate adequate access/servicing for fire and refuse vehicles and continued access to

commercial premises;

- Include suitable cycle and refuse storage retained/provided for all uses;
- Include high quality design and achieve an appropriate relationship with existing uses; and
- Provide appropriate landscaping for external spaces.

6.4.2 In areas close to key transport hubs, car free development would be encouraged with restrictions on applications for residents parking permits. Whilst such developments would generally be car free, where parking is proposed, a 'coach house' arrangement, with living accommodation directly over an integral garage, may be appropriate. Bin storage/recycling provision must be accommodated either within each dwelling or communally within the development, but not on the mews carriageway. Commercial waste should however be separate from residential waste where these exist alongside each other.



Figure 18: a potential mews development site at the rear of existing mixed- use/commercial frontages (west view). (Source Google maps).



Figure 19: the cleared car park site shows a substantial area of land with development potential and access to the main road (north view).

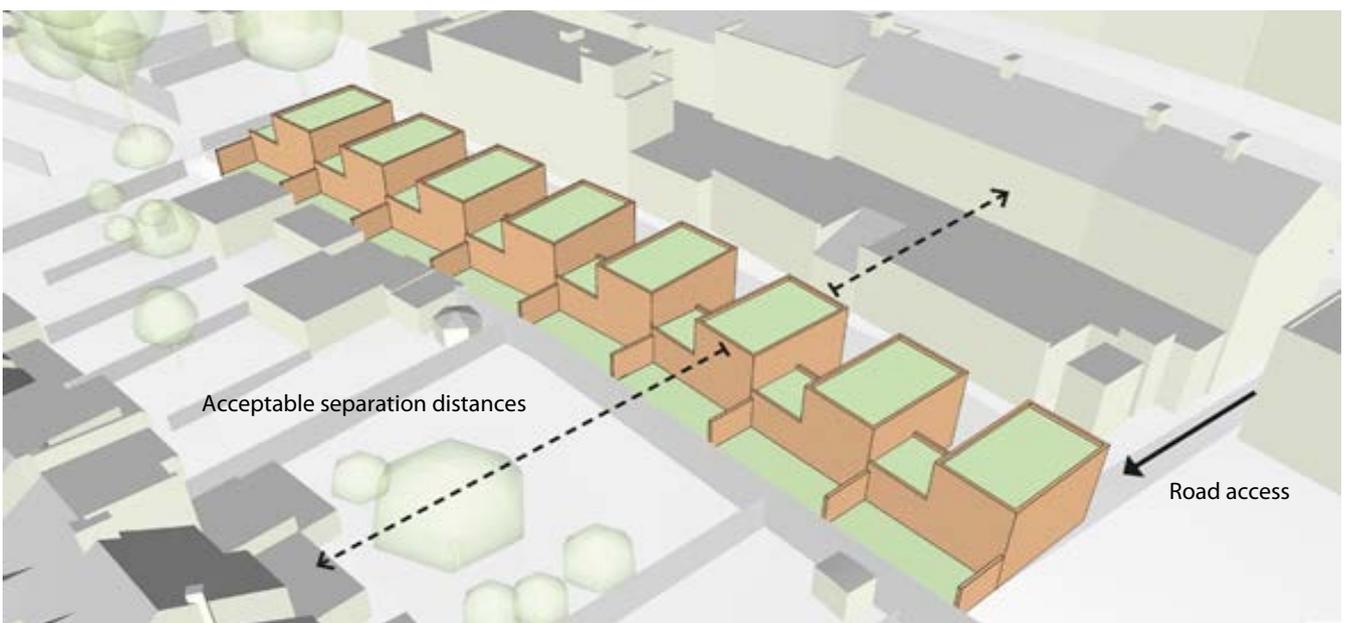


Figure 20: Indicative blocks showing the potential for mews development. This notional scheme details an opportunity to develop a number of new housing units subordinate in scale to the existing retail blocks, with good separation distances.



Figure 21: An example of a site with potential for infill development (west view). (Source: Google maps).

6.5 Infill Development

6.5.1 Infill development can be within, or take the form of an extension to an existing perimeter or point block arrangement. Such sites may be a vacant or under utilised site within or adjoining an existing row of properties, such as a car park or garage as is the case in many parts of the borough developed as post-war housing. Development proposals should:

- Respect existing building lines of adjacent properties;
- Reflect the prevailing building height within the area, particularly the scale of adjacent properties;
- Retain the amenity of existing properties, particularly through protection of daylight, sunlight, outlook, and privacy;
- Demonstrate, on existing amenity space, how sufficient amenity space has been retained and how its quality has been enhanced;
- Provide appropriate cycle and refuse storage, or an enhancement of existing proportion to accommodate new dwellings;
- Justify any parking and/or garage structures;
- Provide adequate access/servicing for fire and refuse vehicles and continued access to commercial premises

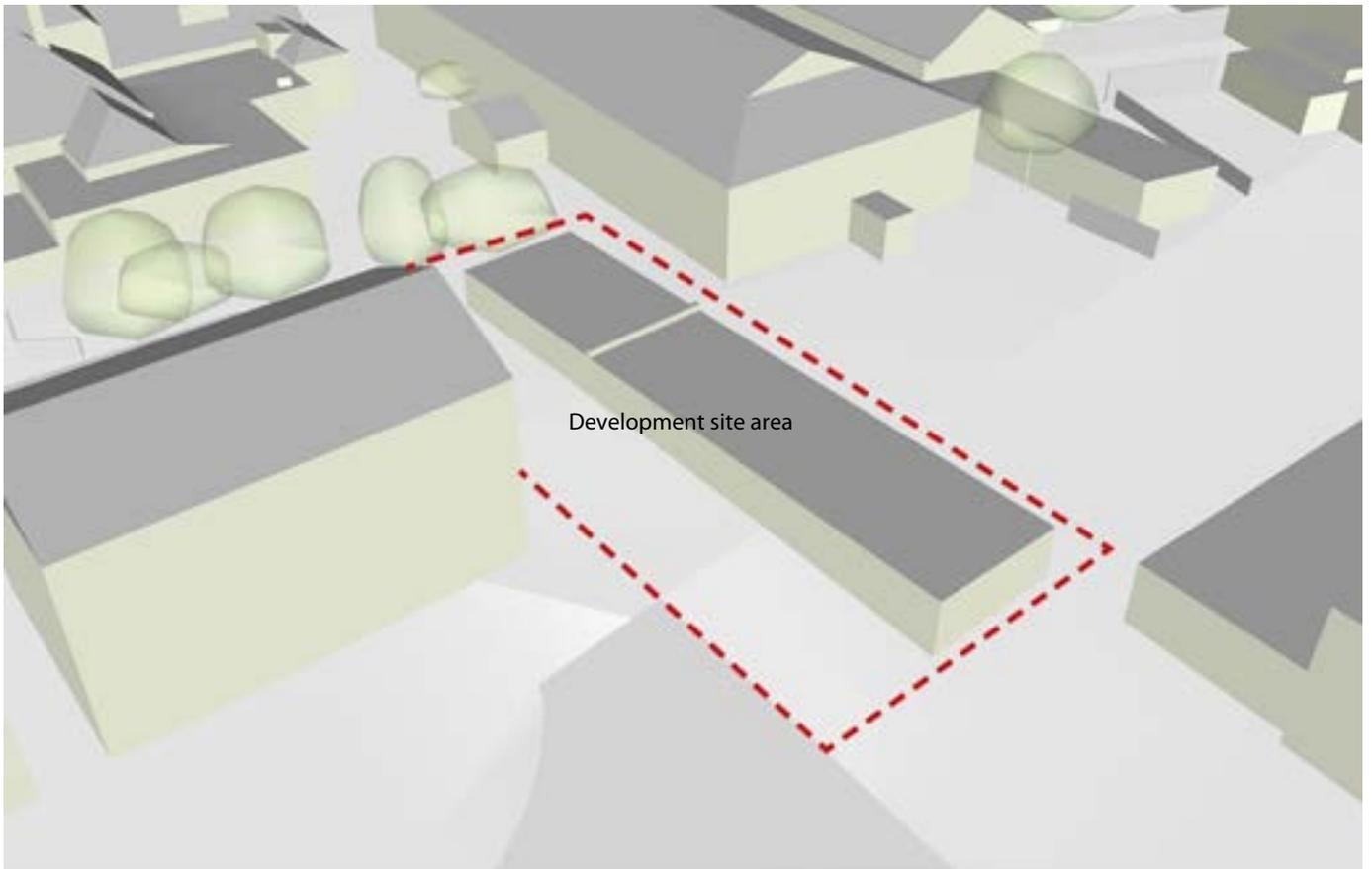


Figure 22: the garage block in fig. 21 is highlighted here as the area of the site with development potential.

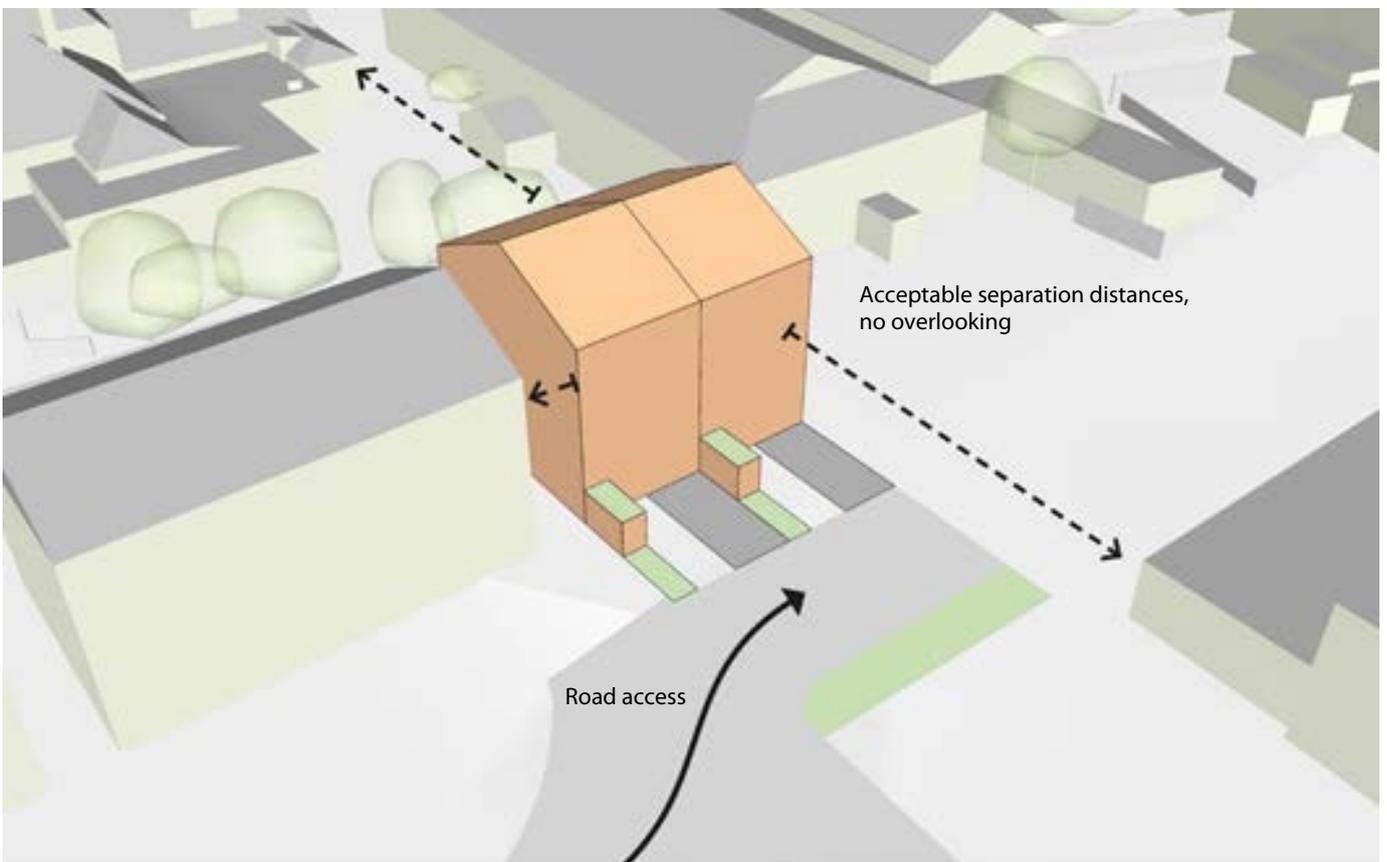


Figure 23: notional development showing potential for family dwellings as infill scheme on former a garage site. The proposal exhibits sympathetic scale with a scheme stitched into the existing layout, good separation distances, and an access point for the new development.

6.6 Backland Development

6.6.1 Backland areas are often difficult to develop because of the importance of maintaining the existing character of the area. The key considerations of backland development are site access, amenity, and avoiding sterilising more comprehensive redevelopment. Backland development should minimise the duplication of access routes and allow for the integration of other adjoining land parcels. Development that allows for attractive and overlooked pedestrian routes will be supported. Development proposals on backland sites should:

- Ensure the scale of proposals remain subservient in nature to the prevailing pattern of development;
- Ensure an independent, functional and legible means of vehicular and pedestrian access is provided;
- Ensure interface distances with existing habitable room windows are carefully considered to maintain the outlook and privacy of these properties;
- Provide adequate external amenity space for current and future occupiers;
- Demonstrate that servicing, refuse collection, and where permitted, parking can be adequately undertaken within the site;
- Provide emergency access or where access is limited have a standpipe installed

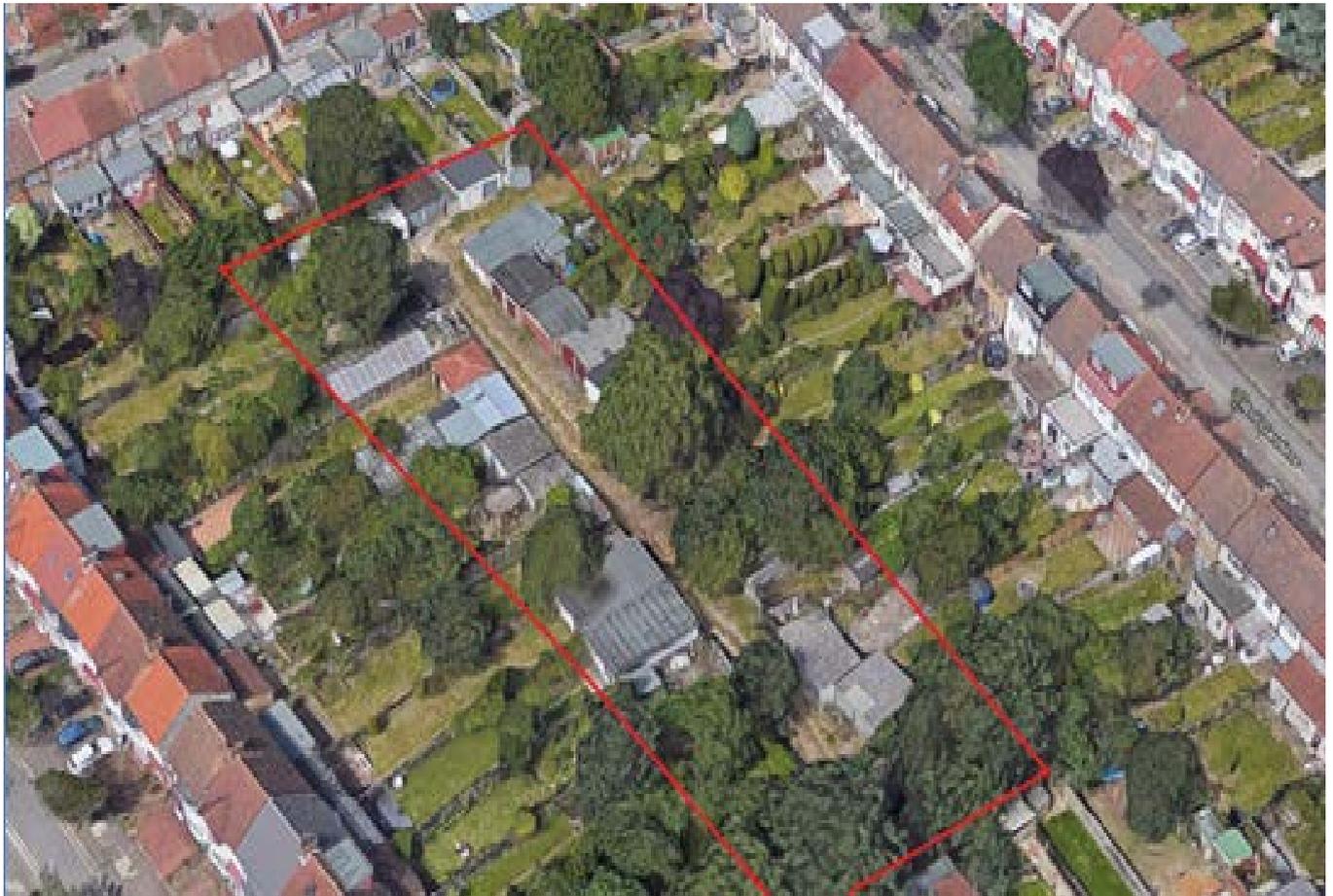


Figure 24: A back-land site with the potential to deliver small housing development in an area of land to the rear of existing housing (north view). (Source Google maps).



Figure 25: the highlighted area of land has the potential to deliver the back-land housing development.



Figure 26: potential to introduce new housing development, subordinate in scale to existing housing, with acceptable separation distances. The site shows access to the north east.

6.7 Exemplar Small Sites Development

6.7.1 The following is a selection of exemplar small sites development schemes from outside the borough, exhibiting innovation and the standard of excellence in design quality that the Council seeks to encourage in Redbridge.

Moray Mews, Finsbury Park¹¹

6.7.2 Moray Mews development consists of a back-land housing scheme that replaces a block of derelict workshops on a patch of scrubland. One of the key hurdles for the project was to overcome major issues of overlooking onto adjacent residential properties, due to the limited land available for development. To solve this, the buildings at Moray Mews are arranged in an inward facing courtyard on a new street, which effectively overcomes overlooking issues, and protects the privacy of existing and new residents.

6.7.3 The buildings are constructed in a rustic yellow brick, with timber screen details, and frameless cantilever oriel windows overhanging the mews, creating an attractive, minimalist character that is sympathetic to the neighbouring Victorian properties. The glazing is opaque at the front and transparent on the sides, enabling occupants to overlook or surveil the street without overlooking adjacent homes, further protecting privacy.

6.7.4 The use of roof top amenity space, or green roofs, on each house, makes up for limited available land for external amenity, and the notched terrace courtyard typology that alternates between one and a half and two-storeys is another innovation that helps to reduce the massing of the buildings, and actually improves the outlook of the existing neighbouring properties. Part of the development is also sunk 1m into the ground to reduce the scale further, and the slanted roofs help to minimise the view of the floor to ceiling heights from the rear of the buildings.



Figures 27a and b: terrace of eight courtyard houses laid out on a new cobbled street at Moray Mews, close to Finsbury Park.

¹¹ Photography and information courtesy of Peter Barber architects

<http://www.peterbarberarchitects.com/moray-mews/>

Wilderness Mews, retirement homes in Kent¹²

6.7.5 Wilderness Mews retirement homes consists of two and three-storey two-bedroom dwellings, arranged as a staggered terrace, which enables a series of circulation routes running through and around the houses. The development has replaced an old stable yard, is adjacent to a Grade II-listed manor, and is visually interesting.

6.7.6 The materials of the development consist of a palette that includes brick, reconstituted stone, timber and slate roofs, which echo the architecture of the adjacent manor and woodland surroundings. The facades include lattice detailing, and at ground level fine wooden storage and benches, to reduce the visual mass of the scheme. The houses have Juliet balconies and large windows lined with wooden frames.



Figure 28: Wilderness Mews, Kent. The staggered arrangement of the terrace is a key feature of the layout.

6.7.7 The layout of the development includes a series of patios on either side of the terrace with shared planters, creating a social environment for the residents.

6.7.8 The development is a sympathetic yet modern solution to delivering a housing scheme on a small, difficult site very close to a listed building, with perhaps the best possible results in terms of design and function (see fig. 29 below).



Figure 29: the layout of the homes makes space for a series of patios on either side of the terrace, fitted with shared planters, creating an environment for neighbouring residents to socialise.

¹² Photography and information courtesy of De Zeen magazine.

<https://www.dezeen.com/2019/03/04/morris-company-wilderness>

*Ravens Way Houses, public housing in Greenwich, London*¹³

6.7.9 Ravens Way houses were developed as cost-effective homes for elderly and disabled residents in the Royal Borough of Greenwich. There are currently 22 properties for social rent across six small former garage sites. The homes are designed for wheelchair users, and include a connected living rooms, kitchen and dining areas, and two bedrooms.

6.7.10 The design focused on creating a repeatable standardised form that references traditional London housing with contemporary details. The units are arranged in rows like mews housing, with courtyards, making the best use of the available land, and encouraging interaction between residents. The development also includes small gardens at the back of each property.

6.7.11 The 'hooded' zinc roofs include windows that funnel natural light into the interior of the terrace, set back to protect them from direct sunlight, whilst still allowing the light into the homes. This arrangement also ensures the homes are not overlooked (see fig. 30 below).



Figure 30: the unique, space efficient design of Ravens Way Houses is very apparent from the front of the development, which overlooks the front courtyard. The approach to fenestration makes the most of available space.

¹³ Photography and information courtesy of De Zeen magazine.

<https://www.dezeen.com/2015/11/16/bell-phillips-architects-brick-mews>

6.8 Land contamination

- 6.8.1 Where contamination is known or suspected, you will need to demonstrate how the proposed development both during construction and after the construction phase will not negatively affect water quality in surface water or groundwater bodies. As part of your planning application, we would expect to see as a minimum, a preliminary risk assessment (PRA), such as a site walkover or conceptual model. Where contamination may have a pollution risk to controlled waters, Site Investigation and Remediation Strategy reports may be required.
- 6.8.2 We recommend you follow the Environment Agency's risk management framework provided in 'Model procedures for the management of land contamination (CLR11)¹⁴,' when dealing with land affected by contamination

6.9 The Redbridge Brownfield Land Register

- 6.9.1 The Redbridge Brownfield Land Register provides up-to-date and transparent information on sites that the Council considers appropriate for residential development, and has been published as an open data source available for developers.

6.9.2 The register is essentially made up of large sites on brownfield land allocated in the Redbridge Local Plan, is linked directly to housing growth in the borough and achieving the housing delivery targets set out in the Local Plan. The register also includes small sites within the borough that are not allocated but have been identified by the Council as suitable for housing development.

6.9.3 You can view the Redbridge Brownfield Land Register by visiting the Council's [Brownfield Land Register](#) website where there are additional resources and information, including a link to the register itself. A full list of identified small development sites have been included in the [small sites schedule](#) on the Council's website.

¹⁴ <https://www.gov.uk/guidance/land-contamination>

APPENDICES



APPENDIX A:

Space Standards for HMOs

Space standards for HMOs in Redbridge are based on minimum space standards as set out by Redbridge Council Property Licensing service, and the GLA Housing Design Guide. The table below sets out Property Licensing requirements for the purpose of obtaining a property license:

Bedrooms

Number of occupiers	Room for sleeping, kitchen facilities in a separate room	Room for sleeping, kitchen facilities within the room
One	6.51 sq m (for one person over 10 years of age)	13 sq m
Two	10.22 sq m (for two persons over 10 years of age)	18 sq m

For the purposes of obtaining planning permission, the Council's Planning service requires that rooms comply with the minimum standards in the GLA Housing Design Guide.

- A single occupancy room for a single bed should be minimum 7.5sqm and a double bedroom should be 12sqm.
- The minimum width of double and twin bedrooms should be 2.75m in most of the length of the room.

Kitchens and communal living and dining areas

For Licensing purposes, the kitchen needs to be a minimum of:

Persons	Room size
Up to 3	5.5 sq m
4 - 5	7.5 sq m
6 - 7	9.5 sq m
8 -10	11.5 sq m

However, if this is shared with other living areas, e.g. kitchens and dining areas, then the following will also apply:

Minimum combined floor area of living, dining and kitchen spaces (sq m)

2 person 23sqm

3 person 25sqm

4 person 27sqm

5 person 29sqm

6 person 31sqm

If a landlord is providing communal living room in addition to any space that is required for shared kitchen and dining facilities, the space should be at least 13 sq m for 3 people, plus 1 sq m for every additional person. For example, a living room for 5 people should be 15 sq m.

In addition, the minimum width of the main sitting area should be 2.8m in 2-3 person dwellings and 3.2m in dwellings designed for four or more people. If dining facilities are combined with the

living room, the room should be at least 14 sq m for 3 people, plus 1 sq m for every additional person. For example, a combined living/dining room for 5 people should be 16 sq m.

As a general example: a three-person HMO, to comply with Planning and Licensing, should include a combined floor area of 25sqm, with 5.5sqm of Kitchen space, and the living area should be at least 14sqm, with a minimum dining area of at least 2.8 in width.

Dwellings with three or more bedrooms should have two living spaces, for example a living room and a kitchen/dining room. Both rooms should have external windows and should comply with relevant standards above.

Floor to ceiling heights

To acquire a license all rooms should have a minimum floor to ceiling height of 2.14m for 75% of the existing floor space. However, to obtain planning permission, if new space is being created, the floor to ceiling height needs to be a minimum of 2.5m across 75% of the new floor space.

WC

Dwellings designed for an occupancy of five or more people should provide a minimum of one bathroom with a WC and one additional WC.

Hallways

The minimum width of hallways and other circulation spaces inside the home should be 900mm. This may reduce to 750mm at 'pinch points' e.g. next to radiators, where doorway widths meet the following specification

APPENDIX B:

Facilities for Refuse & Recycling

Information for developers on the provision for the storage and collection of refuse and recycling.

The following information outlines the required facilities for the storage of refuse and recycling, in order to contain the maximum volumes expected between collections. Developers must adhere to these standards, or those contained within any successor SPD, or any new superseding set of standards produced by the Council's Waste and Recycling Service.

Methods of refuse storage and collection

There are three main methods: -

- i. Dustbins or expendable sacks for each household. (Where these are sited in groups, method (ii) should be considered if more than five dustbins are necessary).
- ii. Communal refuse storage containers in housings set apart from the residential buildings.
- iii. Communal refuse storage containers housed in chambers and filled through hoppers and chutes.

Grinders or macerators do not deal with all the refuse and where their use is considered, the relevant authority must be consulted because of the effect they may have on the sewerage system.

Choice of refuse storage

The storage and collection of refuse by various types of buildings:

Please note that with regard to refuse housings, no door or doors of whatever size shall open in such a way that when open or in movement to or from that position they pass or rest over the public highway.

1. Houses, bungalows, and terraced houses converted to fewer than six self-contained flats

Separate receptacles (dustbins or expendable sacks) should be used. In terraced properties if receptacles are to be kept permanently at the front of the building, a suitable housing should be provided in an accessible but inconspicuous position away from the residential accommodation and separate from car parking spaces. A position along the back edge of the footway having the dual benefit of making refuse collection easier and partially enclosing the front garden should be built wherever practicable.

Consideration should be given to the accommodation or at least the unobtrusive standing of a second receptacle for each premise in case an increase in volume necessitates provision of additional storage capacity.

2. Low rise blocks up to four storeys

Suitable wheeled bins, to DIN standard 30700 (Part 2) in housings, should be used. The housing, which should be sited not less than 5 metres or more than 22 metres, from the residential building. The floor of the housing should be shaped to accommodate the container castors and restrict unnecessary movement. Gate(s) should be designed to facilitate easy removal of the containers. Interior walls will be rendered in waterproof cement or otherwise finished in a manner to ensure hygienic cleaning. High-rise blocks – 5 storeys and above.

Suitable wheeled bins (Eurobins) housed in chambers integral with the residential building and fed via chutes having hoppers at each floor level should be provided. Chutes hoppers and chambers should be in accordance with BS 1703:1977 and BS 5906:1980 and conform to Building Regulations.

Consideration should be given for the installation of a raised platform/walk way within any bin store; this platform would enable the residents to be able to open container lids at waist height. Residents that are elderly or have mobility issues find it difficult to open the lid of a Eurobin at floor level; this in turn may result in waste being left on the floor of the bin store. Further consideration should also be given for the accommodation of additional bins in case of an increase in the volume of refuse and recycling. This will also provide extra capacity for storage of bulky items awaiting collection.

Further site requirements

- i. Roads giving access to individual housed or refuse chambers, or housings, should preferably be no less than 5.5 metres in width, have corners of 6 metres radius and be built to withstand the weight of refuse vehicles having back axle ratings up to 14 tonnes. If turning space is required it should be related to the dimensions of the standard refuse collection vehicle, which is 10.01 metres in length; 2.86 metres wide; has a wheelbase of 4.60 metres and a turning circle of 17.5 metres. A hammerhead shall not be less than 18 metres across the top in the event of the 'T' shape being used. Other shapes may be used subject to the approval of the Engineer but all must contain the elements of design shown. The 6m radius is considered essential.
- ii. The collector should not normally be required to carry dustbins more than 23 metres or expendable plastic sacks more than 25 metres.
- iii. The collector should not normally be required to trundle a BSS wheeled (Eurobin) bulk container or suitable wheeled bin more than 25 metres to the collection vehicle. The paths and door widths between the container housing or chamber and the collecting vehicle should be a minimum width of 1.8 metres, free from kerbs/steps, have solid foundations and be suitably paved with a smooth, continuous finish. The paths should be level unless the gradient falls away from the chamber or housing, in which case it should not exceed 1 in 12. Dropped bull nosed kerbs are required where paths meet roadways and shall be flush with the adjoining channel or road surface
- iv. If the chamber/housing is within the prescribed distances from the public highway and providing the number of containers to be emptied is not more than two, collection will take place with the vehicle parked on the public highway.

When the number of containers is more, to avoid the possibility of serious traffic obstruction, the vehicle must enter the private estate and the road specification in (i) shall apply.

- v. Exceptions will be made when the vehicle may be conveniently reversed into the private estate, over a distance not exceeding 12 metres to a point within the prescribed 'carry' limits. In all such instances the road crossing the footway shall be designed so that the vehicles does not encroach on the footway when reversing, viz. 6 metre radius corners.

The weight of a laden refuse vehicle of the type used is up to 27 tonnes. Covers over manholes, gully gratings and the like shall, in private roads which the refuse vehicle is required to use, be of the heavy-duty highway type.

- vi. External storage areas for waste containers should be away from windows and ventilators and preferably be in shade or under shelter. Storage areas should not interfere with pedestrian or vehicle access to buildings.
- vii. Any room for the open storage of waste should be secure to prevent access by vermin. Any compound.
- viii. Any arch, under which the refuse vehicle must pass, must allow a minimum 4.5 metres clearance from high point of camber or cross fall.
- ix. Private Drives (4 Dwellings)

Refuse vehicles will not enter or reverse over a vehicle crossing into a private drive. Housing (4 units) must be laid out so that individual refuse collection or a communal collection point shall not be located at a greater distance than the trundle and carry distances prescribed in this document.

Estimated waste equation

Total number of flats x .2, this figure is then divided by the litre capacity of bin/s to be used (e.g. 1100 litre bin = 1.1) which will give you total number of bins required for the development.

Container requirements/sizes

The London Borough of Redbridge refuse collection service currently uses Steel Refuse containers/Eurobins in accordance with EN840 standard for waste collections.

All containers are required to be compatible with the bin lifting mechanism of the Councils Refuse fleet.

All bins/ refuse containers are to be provided by the builder/managing agent for the site/development and be to the authority's current specification.

Container sizes

There are at present four different containers in service with the council's refuse collection service, all containers are to be compliant with European safety standard EN840; Type and cubic capacity of bin in Litres

Type and cubic capacity of bin in Litres	Dimensions in mm		
	Height	Width	Depth
360 Litre Wheeled Bin	1100	580	880
660 Litre Eurobin	1320	1265	740
1,100 Litre Eurobin	1380	1270	1000
940 Litre Chamberlain	1410	950	1010



The images above are of 940 litre Chamberlain's, which can be supplied with or without lids



The image above is of an 1,100 litre Eurobin

Recycling provision

The London Borough of Redbridge currently provides free of charge, recycling boxes to houses and bins to larger developments.

Bin sizes are determined as follows (if 100% participation is taken up, by the residents):

- Flats/Apartments up to 23 properties would be provided with 2 X 360 Litre wheeled bins.
- Flats/Apartments from 24 to 44 properties would be provided with 2 X 660 Litre Eruobins bins.
- Flats/Apartments from 45 to 84 properties would be provided with 2 X 1,100 litre Eruobins bins.

For developments above 84 apartments please contact our Recycling Team.

Prior to occupation:

The Authorities Refuse Dept. will need to be informed in advance of the development being completed to ensure that refuse collections can be commenced when the estate becomes occupied. This will also ensure the correct sighting of containers for refuse and recycling collection. Please contact Cleansing & Trading Teams at Ley Street Depot, Ley Street for the relevant officer.