

APPENDIX

A1.9 STANDARDS RELATING TO THE CONVERSION OF SINGLE DWELLINGS INTO FLATS

Protecting Residential Character

1. All proposals for the conversion of a single dwelling into flats (Policy (II) H16) will first be assessed in regard to the character of the surrounding area. The factors to be taken into consideration in such an assessment will vary between different parts of the Borough; for example:
 - (a) In areas where the layout of dwellings and their gardens are so designed that further on-street parking or the use of front gardens for parking purposes would have a particularly adverse effect on the quality of the street scene, permission will normally be refused;
 - (b) In areas where dwellings have a particular architectural uniformity or style which could only be effectively retained if the dwellings remained in single family occupation, permission will normally be refused;
 - (c) In areas where the juxtaposition of dwellings tends to create a high level of noise and disturbance amongst the occupants and where conversion would only exacerbate the situation, permission will normally be refused;
 - (d) Where the proposed conversion is for special needs, such as accommodation for elderly persons, disabled persons or for those with medical problems, permission may be granted. The Local Planning Authority would need to be satisfied that if permission was granted for such a conversion, then the property would be retained for such special needs and would not revert to general residential use.
2. The protection of the existing character of a locality is a particularly important issue in the case of Conservation Areas. For this reason there will be a general presumption in Conservation Areas against the conversion of single dwellings into flats.

Limitation on the Number of Conversions in an Area

3. As stated in para 9.3.8, the Council will be concerned to ensure that the number of conversions in a locality is not excessive. Thus having determined that a proposed conversion would not adversely affect the character of an area, the Council will then have regard to the number of residential buildings in the particular road or section of road which have the benefit of a planning permission for a residential conversion. Where the number of residential buildings with such a permission has reached or exceeded 20% of the total residential buildings in the road, then there will be a presumption against further conversions being permitted.
4. Regard will be taken of any outstanding planning permissions for conversion which have yet to be implemented.
5. A "road" shall be regarded as the full length and both sides of an individually named highway. However, where such a highway is exceptionally long, it may be sub-divided for the purposes of applying this standard, having regard to:

- (a) The size, type and character of properties which front the road;
- (b) Clear and extensive breaks in the residential frontages of the road, such breaks including road junctions and major land use changes.

In the case of classified roads, each side of the highway will be treated individually for the purposes of the percentage calculation and split in length, where appropriate, on the basis of the factors given above.

- 6. Purpose built flats will generally not be included in the percentage calculation, provided that each development has off- street parking and/or garaging facilities for every dwelling within the curtilage of the site.

Standards of Accommodation

- 7. Where a dwelling is suitable for conversion into flats, then each unit will need to be self-contained and have:
 - (a) Its own entrance off a common entrance hall or landing or direct to the street;
 - (b) Its own kitchen;
 - (c) Its own bath and toilet accommodation;
 - (d) Rooms of an adequate size and shape.

(The Council intends to issue further information on this matter in the form of supplementary planning guidance.)

- 8. The internal layout of a proposed conversion will need to be such that rooms of compatible uses are stacked above each other and, where possible, adjoin each other, so as to assist in reducing disturbance to the occupiers of adjoining dwellings. Where potential disturbance cannot be sufficiently reduced, then permission will be refused.
- 9. Planning permission will not normally be granted for the conversion of dwellings with a net internal floor area of less than 90 sq. m. Where they satisfy all the other criteria for conversion, dwellings with a net internal floor area of between 90 and 120 sq. m. may only be divided into a maximum of two units.
- 10. In the case of any extensions which have been undertaken to the property, these will not be counted as part of the minimum floor area.
- 11. The net internal floor area shall exclude outside and party walls but include internal walls and partitions, chimney breasts and that floorspace which has a minimum headroom of 2.3 m.

Other Requirements

- 12. Where a conversion scheme requires a large extension in order to be viable, this extension will need to comply with the Council's requirements for extensions, as set out in Appendix A1.8.
- 13. No extensions will be permitted which would result in the loss of an existing garage or space on which a garage could be erected or which,

if undertaken, would preclude access to an existing garage or space on which a garage could be erected, unless adequate provision for replacement garaging is made elsewhere within the site curtilage.

14. Any proposal for the conversion of a dwelling must, in addition to all the above criteria, also comply with the other policies and appendices of the UDP, and in particular the standards in Appendices A1.4 (car parking) and A1.7 (amenity space).