CITY OF PLYMOUTH

Subject:	Local Development Framework: Development Guidelines Supplementary Planning Document
Committee:	Cabinet
Date:	20 October 2009
Cabinet Member:	Councillor Fry
CMT Member:	Director of Development & Regeneration
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Ref:	OJW/DGSPD
Part:	I

Executive Summary:

The report seeks the Cabinet's approval to publish the Local Development Framework (LDF) Development Guidelines Supplementary Planning Document (SPD) as a material planning consideration and for the purposes of public consultation.

SPDs are part of the Local Development Framework (LDF) and serve to amplify policies in Development Planning Documents, such as the Core Strategy and Area Action Plans. In particular, this SPD supports Policy CS34 (Planning Application Considerations), but it also provides support for other Core Strategy policies that relate to the topics covered. This SPD includes a detailed set of guidance notes to assist with negotiations on planning applications covering a wide range of development issues that include:

- House alterations and extensions
- Conversions to Houses in Multiple Occupation
- Conversions to flats
- Purpose-built student housing
- New residential development
- Food and drink uses
- Shop fronts
- Adverts and signs
- Refuse storage

- Telecommunications
- Parking standards
- Coastal development considerations

Corporate Plan 2009-2012:

The SPD directly supports the delivery of Corporate Improvement Priority (CIP) 12, which relates to the delivery of sustainable growth. It forms part of the Local Development Framework, which is a key driver of the growth agenda and the making of places. As such, it also supports other Corporate Improvement Priorities: in particular narrowing the gap between communities (CIP4); new, affordable and decent housing (CIP5); widening cultural and leisure opportunities (CIP6); developing high quality learning environments (CIP9); and improving accessibility (CIP11).

Implications for Medium Term Financial Plan and Resource Implications: Including finance, human, IT and land

The publication of and consultation on the draft SPD will be met from the existing Spatial Planning Budget.

Other Implications: e.g. Section 17 Community Safety, Health and Safety, Risk Management, Equalities Impact Assessment, etc.

The SPD will support the promotion of community safety through the provision of specific guidance that will help to influence the design and sustainability of physical development. It also helps to implement the LDF Core Strategy which was the subject to Equality Impact Assessment.

Recommendations & Reasons for recommended action:

It is recommended that the Cabinet:

1 Approve the Development Guidelines Supplementary Planning Document (Consultation Draft) for the purposes of public consultation and as a material consideration in the determination of planning applications.

Reason: To provide detailed planning guidance to support a higher quality, more sustainable city.

2 Delegate authority to the Assistant Director of Development (Planning Services) to approve the final publication version of the consultation draft Supplementary Planning Document.

Reason: To ensure that the SPD is produced in a user-friendly format with appropriate illustrations and formatting.

3 Instruct officers to review the SPD after one-year of its operation in a planning application context, in consultation with the Portfolio Holder for Planning, Strategic Housing and Economic Development.

Reason: To monitor the effectiveness of the SPD in delivering high quality development.

Alternative options considered and reasons for recommended action:

The alternatives relate to the content of the SPD, as the preparation of the document itself forms part of the Council's adopted Local Development Scheme. The consultation process will help determine the final recommendations on the content of the document.

Background papers:

LDF Local Development Scheme

LDF Core Strategy, adopted April 2007

LDF Design SPD – adopted June 2009

CABE Guidance -

- Building for Life Guide CABE, 2008
- By Design, Urban Design in the Planning System: towards better practice -DTLR & CABE 2001.
- By Design, Better Places to Live: A companion guide to PPG 3 - DTLR & CABE 2001.
- Manual for Streets (2007)

National Planning Policy Guidance notes -

- PPS1 Delivering Sustainable Development (2005)
- PPS 3 Housing (2005)
- PPG8 Telecommunications (2001)
- PPG13 Transport (2002)
- PPG17 Planning for Open Space, Sport and Recreation (2002)
- PPG19 Outdoor Advertisement Control (1992)
- PPG20 Coastal Planning (1992)

Sign off: comment must be sought from those whose area of responsibility may be affected by the decision, as follows (insert initials of Finance and Legal reps, and of Heads of HR, AM, IT and Strat. Proc.):

Fin	EM DevF 9100040	Leg	JAR/09/109	HR	N/A	Corp Prop	N/A	IT	N/A	Strat Proc	N/A
Originating SMT Member Paul Barnard, Assistant Director of Development (Planning Services)											

1. BACKGROUND

1.1 A Supplementary Planning Document (SPD) forms part of the suite of LDF documents. It is a non statutory document and therefore is not subject to independent examination. However it does need to be subject to public consultation of between four and six weeks before it can be adopted by the Council.

1.2 The purpose of an SPD is to supplement existing Development Plan Documents with additional explanation and guidance. However it cannot introduce new policy.

1.3 The Development Guidelines SPD forms part of a series of SPDs that are being prepared through the LDF programme. There are two other SPDs that are closely related to the Development Guidelines SPD. The Planning Obligations and Affordable Housing SPD considers the strategic framework for the negotiation of Section 106 agreements and delivery of affordable housing. This SPD has now been adopted and came into effect on 1st January 2009. The Design SPD was adopted in June 2009 and provides design guidance which is tailored to Plymouth's context. The Development Guidelines SPD will complement the Design SPD by providing guidance on more detailed, smaller scale design and development issues.

2. DEVELOPMENT GUIDELINES SPD

2.1 The Development Guidelines SPD provides further guidance and explanation to the adopted Core Strategy and will be used to inform planning decisions. It will help to improve the quality of development in Plymouth by providing user-friendly planning guidance and will enable applicants to better understand the planning criteria by which their application has been determined.

2.2 The following is a brief synopsis of the SPD's chapters:

1. Introduction. This chapter identifies the purpose and scope of the SPD and its status as part of the Local Development Framework, amplifying policies of the Core Strategy. It explains that the SPD, once adopted, will be one of a number of documents constituting important material considerations in the determination of planning applications. It also sets out some general considerations in relation to planning applications.

2. Residential Development. This chapter provides planning guidance in relation to the following types of residential development:

- House extensions and alterations
- Houses in Multiple Occupation
- Flat conversions

- New residential development
- Purpose-built student housing
- Lifetime homes.

The guidance relates to issues such as visual impact, residential amenity including: privacy and outlook, daylight and sunlight, car parking provision, and location considerations. Guidance is also included on the design of children's play space as part of new residential developments. The aim is to achieve high quality development that reflects the needs and aspirations of existing and future residents.

3. Food and drink uses. The guidance set out in this chapter seeks to ensure that any proposals granted planning permission do not harm residents' amenity, or create problems in respect to the vitality of local, district or the City Centre, or highway safety.

4. Shop fronts. This chapter provides guidance on the design of shop fronts and other high street uses such as banks, estate agents, restaurants, cafes and pubs. The aim is to ensure that shop fronts contribute positively to the street scene. It includes specific guidance for historic shop fronts and City Centre shop fronts.

5. Outdoor signs and advertisements. The aim of this chapter is to ensure that advertisements and signs contribute positively to the street scene and do not cause harm on visual or noise grounds or public safety. It includes specific guidance on signs in the City Centre.

6. Refuse storage facilities. This chapter sets out planning guidance relating to the provision of adequate and appropriate refuse storage and recycling facilities within new development, both residential, retail and commercial.

7. Telecommunications. This chapter sets out Plymouth's approach to telecommunications development in terms of design, siting and location, landscaping and health considerations.

8. Parking standards. This chapter sets out the Council's maximum car-parking standards for determining the number of car-parking spaces required for residential and non-residential development. It also includes a methodology whereby maximum car-parking standards can be reduced for non-residential development, depending on the accessibility of the site. Minimum cycle parking standards are also included.

9. Coastal development considerations. This chapter provides guidance for developments in Plymouth's coastal zone to avoid damage to the marine environment. This replaces the need for a separate Coastal Planning SPD.

10. Glossary. Explaining terms used in the SPD.

2.3 The draft SPD supersedes the following supplementary planning guidance notes:

SPG1	House extensions (1995)
SPG2	House and roof alterations (1995)
SPG3	Shopfront design (1995)
SPG4	Shop signs and adverts (1995)
SPG5	Food and drink (1995)
SPG 6	Houses in Multiple Occupation (1999)
SPG7	Protecting and providing for wildlife in development (1999)
SPG8	Childcare Facilities (1999)
SPG9	Refuse storage provision in residential development (1999)
SPG10	Amusement Centres (1999)
SPG11	The provision of children's play space in new residential development (1999)

2.4 It will be a material consideration in the consideration of planning applications although it will not have full weight in this regard until the SPD is formally adopted.

3. NEXT STEPS

3.1 Subject to Cabinet approval the Development Guidelines SPD will be the subject of a statutory six weeks consultation period. A programme of consultation will be developed, which will include use of the Planning Services' extensive consultation database, use of customer forums such as Plymouth Regeneration Forum and the Local Agents Forum, and community events.

3.2 The SPD will be amended, if necessary, following this process of community consultation, with a view to its formal adoption by Full Council in July 2010.

Appendix – Development Guidelines Supplementary Planning Document

Development Guidelines Supplementary Planning Document

Cabinet Version

October 2009

Table of Contents

Development Guidelines Supplementary Planning Document 1
1 Introduction 9
1.1 Status of this Supplementary Planning Document 10
1.2 How to use this Supplementary Planning Document 11
1.3 General considerations for all types of development 11
1.3.1 Is planning permission required? 11
1.3.2 Is Building Regulations approval required? 11
1.3.3 Does your proposal affect any protected trees? 12
1.3.4 Does the proposal affect a listed building or Conservation Area? 12
1.4 Contacts for further advice 13
2 House extensions and alterations, residential conversions and development of new homes 14
2.1 Introduction 14
2.2 Householder extensions and alterations 16
2.2.1 Visual Impact 17
Materials 18
Roofs 19
Windows 19
2.2.2 Physical impact on neighbours 19
Privacy 20
Outlook 22
Daylight and sunlight 23
The 45 Degree Guideline. 23
2.2.3 Front extensions 24
2.2.4 Side extensions 25
2.2.5 Corner plot extensions 26
2.2.6 Rear extensions 28
2.2.7 Roof extensions 28
2.2.8 Garages, car ports and hard-standings 30

Highway safety 30
Impact on neighbours 31
Visual amenity/ street-scene 31
Hard-standings 32
Parking to the rear of a property 33
2.2.9 Boundary walls and fences 33
Visual impact 33
Highway safety 34
Impact on neighbours 34
2.2.10 Extensions for dependent relatives 34
2.2.11 Biodiversity 35
2.2.12 Energy saving and renewable energy 36
2.3 Sources of further information on house extensions and alterations 36
2.4 Checklist for planning applications: house extensions and alterations 37
2.5 Residential conversions to HMOs and flats 38
2.5.1 Houses in Multiple Occupation (HMOs) 38
What is an HMO? 38
Planning considerations in relation to HMOs 39
2.5.2 Flat conversions 40
Conversions of vacant or under-used buildings 41
Internal layout 41
External staircases 42
2.6 Checklist for planning applications: residential conversions 42
2.7 Detailed considerations for residential developments 43
2.7.1 Does the development respect the natural site context? 43
2.7.2 Does the development respect the built context? 44
2.7.3 Does the development maximise sunlight and daylight? 46
2.7.4 Internal space guidelines 49
2.7.5 Does the development provide enough outdoor amenity space? 50
2.7.6 Does the development provide children's play space? 51

2.7.7 Purpose-built student housing 53
Impact on residential character 53
Transport considerations 54
Communal facilities 54
2.7.8 Lifetime homes – design principles 54
Lifetime Homes Standards 55
2.8 Sources of further information on new residential development 57
2.9 Checklist for planning applications: new residential 58
3 Food and drink uses 59
3.1 Introduction 59
3.2 Planning considerations 60
3.2.1 Will there be noise and disturbance from customers? 60
3.2.2 Are there cooking odours? 62
3.2.3 What is the impact on visual amenity? 62
3.2.4 What provision is made for disposal of waste products? 63
3.2.5 What provision is made to prevent litter? 63
3.2.6 Will the proposal lead to an unacceptable concentration of uses or cumulative impact? 63
3.2.7 What impact will the proposal have on access and parking? 64
3.2.8 Is there adequate toilet provision? 64
3.2.9 Special considerations in relation to smoking shelters 64
3.2.10 Special considerations applying to street cafés 66
3.3 Do I need to get other permissions from the Council? 67
Licensing 67
Environmental Health 68
3.4 Checklist for food and drink planning applications 68
4 Shop Fronts 69
4.1 Introduction 69
4.2 Planning considerations 69
4.2.1 Is the shop front an integral part of the building? 69
4.2.2 Are the shop front components appropriately proportioned? 70
Fascia and pilasters 70

Cornice 71
Stall riser 72
Windows and displays 72
Doors 72
Blinds and Canopies 73
4.2.3 Does the proposal respect the character of the area? 74
4.2.4 Does the shop front create an active ground floor frontage? 74
4.2.5 Are high quality materials and finishes used? 75
4.2.6 Does the shop front use appropriate security measures? 75
Shutters and grilles 76
4.2.7 Is the shop front accessible to all? 76
4.2.8 Historic shop fronts guidance 76
Historic shop fronts: fascias and pilasters 76
Historic shop fronts: windows and displays 76
Historic shop fronts: doors 77
Historic shop fronts: blinds and canopies 77
Historic shop fronts: materials and finishes 77
4.3 City Centre shop fronts planning guidance 77
City Centre: stall risers 78
City Centre: fascias and pilasters 78
City Centre: windows and framing 78
City Centre: canopies and blinds 79
4.4 A checklist for shop front planning applications 80
5 Outdoor Signs and Advertisements 81
5.1 Introduction 81
5.2 Planning considerations 82
5.2.1 Visual amenity 82
5.2.2 Noise 82
5.2.3 Public safety 82
5.2.4 Special considerations for shop front signs 82
Fascia signs 83

Projecting signs 84
High level signage in shop fronts 84
Lighting 84
5.2.5 Historic buildings: shop front signs 84
Historic buildings: fascia signs 84
Historic buildings: projecting signs 85
Historic buildings: lighting 85
5.3 City Centre: shop front signs 85
5.4 Further information on signs and advertisements 87
5.5 A checklist for applications for signs and advertisements 87
6 Refuse Storage Facilities 88
6.1 Introduction 88
6.2 Refuse storage guidelines 89
6.2.1 Residential development – refuse storage 91
6.2.2 Internal storage 91
6.2.3 External storage 91
Detached, semi-detached and end of terrace houses with side access 91
Mid-terrace houses and other properties without side or accessible rear access 92
Low rise flats, houses in multiple occupancy and high density housing developments 92
6.2.4 Design considerations for residential refuse storage facilities 92
6.3 Shopping development (including food and drink uses) 94
6.3.1 Shops with rear servicing 94
6.3.2 Shops without rear servicing 95
6.4 Industrial/commercial development 95
6.5 Access for refuse collection vehicles 96
6.6 Dimensions of standard refuse and recycling containers 97
6.7 Further information on refuse storage 98
6.8 Checklist for planning applications 99
7 Telecommunications 100

7.1 Introduction 100
Minor development 100
Permitted development 101
Prior approval 101
Proposals that require planning permission 101
7.2 Planning considerations 102
7.2.1 Design 102
Appearance 102
Materials and paint colour 103
Dimensions 103
7.2.2 Siting and location 103
7.2.3 Landscaping 104
7.2.4 Protecting the countryside 104
7.2.5 Access for service vehicles 104
7.2.6 Telecommunication needs for new development 105
7.2.7 Health issues 105
7.3 Sources of further information on telecommunications 105
7.4 Checklist for planning applications 106
8 Parking Standards 107
8.1 Introduction 107
8.2 Parking standards for new residential development 107
8.2.1 Car parking 107
8.2.2 Cycle parking 108
8.2.3 Motorcycle Parking 109
8.3 Non-residential parking standards 109
8.3.1 Car parking 109
Travel plans and car park management plans 112
Review period 113
8.3.2 Disabled parking 113
8.3.3 Powered two-wheelers 113
8.3.4 Cycle facilities 114

8.4 Controlled Parking Zones 115
8.5 Methodology for calculating accessibility 116
8.6 Sources of further information 119
8.7 Checklist for applications 119
9 Coastal Development Considerations 120
9.1 Introduction 120
9.2 Strategic context 120
9.3 Key issues 122
9.3.1 Environmental Issues 122
9.3.2 Navigational Issues 122
9.4 Planning considerations 123
9.4.1 Waterfront development and coastal defence schemes 123
9.4.2 Marinas and jetties 124
9.4.3 Footpaths / cycleways adjacent to the estuary 124
9.4.4 Dredging 125
9.5 Consents for development within the coastal zone 126
9.6 Further information 127

1 Introduction

The aim of this Supplementary Planning Document is to provide guidance to support policies set out in the Local Development Framework Core Strategy. This document will form part of the package of Local Development Documents within the Local Development Framework as required under the Planning and Compulsory Purchase Act 2004. It will assist the City Council in delivering the local, sub-regional, regional and national objectives in respect of sustainable development. It has been prepared in accordance with the Government's Planning Policy Statement 12 (2008) and the associated Town and Country (Local Development) (England) Regulations 2004.

This document is designed to be thought provoking by identifying planning considerations and guidance in relation to different types of development. It is also designed to be informative – providing clear explanations and links to further sources of guidance.

The aim is to:

- Improve the quality of planning applications by providing user-friendly guidelines
- Improve the speed and quality of planning decisions
- Improve the transparency of decision-making so that applicants can better understand the criteria by which their application has been decided
- Signpost developers, applicants and officers to further sources of information
- Improve the quality of development in Plymouth.

The guidance in this Supplementary Planning Document relates to the following types of development:

- Residential (including house extensions and alterations)
- Food and drink uses
- Shop fronts
- Signs and advertisements
- Refuse storage
- Telecommunications
- Parking standards
- Coastal development considerations.

This Supplementary Planning Document should be read alongside the Design Supplementary Planning Document which sets out criteria and guidance to

promote good design in Plymouth. By including guidance on coastal development issues it removes the requirement for a separate coastal Supplementary Planning Document.

1.1 Status of this Supplementary Planning Document

This Supplementary Planning Document, once adopted, will be one of a number of documents constituting important material considerations in the determination of planning applications. Proposals for development will need to take into consideration the guidance set out in this Supplementary Planning Document, wherever relevant, within the context of the policies that are identified in the Core Strategy, other relevant Development Plan Documents and national policy.

The guidance set out in this SPD will be implemented primarily through the development management process.

This draft Supplementary Planning Document represents the Council's most up-to-date guidance, superseding the following Supplementary Planning Guidance Notes:

1 – House Extensions (1995)

2 – House and Roof Alterations (1995)

3 – Shopfront Design (1995)

4 – Shop Signs and Advertisements (1995)

5 – Food and Drink (1995)

6 – Houses in Multiple Occupation (1999)

7 – Protecting and Providing for Wildlife in Development (1999)

8 – Childcare Facilities (1999)

9 – Refuse Storage Provision in Residential Areas

10 – Amusement Centres (1999)

11 – The Provision of Children's Play Space in New Residential Development (1999).

1.2 How to use this Supplementary Planning Document

The Supplementary Planning Document is divided into a number of chapters – each dealing with a different aspect of development. Each chapter is structured as follows:

- An introduction to the topic with links to relevant Core Strategy policies and national guidance
- Planning considerations in relation to the development
- Links to further sources of information
- A checklist for planning applications.

1.3 General considerations for all types of development

1.3.1 Is planning permission required?

Not all building works or changes of use require the submission of a planning application to the Council. There is a wide range of development that is granted planning permission by regulations made by central government. These works are known as permitted development. You will need to determine whether or not you need to make a planning application before you start work on your proposal.

►Further information about permitted development and making a planning application is available on the Council's Planning website www.plymouth.gov.uk/planning.

►The Planning Portal (www.planningportal.gov.uk) is a one-stop-shop for all planning information and services. On the Planning Portal website you will find extensive information about the planning system and applying for planning permission.

Where there is any doubt about the need for planning permission you should check with the Council's Planning Service before proceeding.

1.3.2 Is Building Regulations approval required?

Building Regulations ensure that buildings are structurally sound, safe in the event of fire, have adequate drainage, ventilation and toilet facilities, are accessible for all and are energy efficient to heat and light.

Most external or internal alterations to premises will require Building Regulations Approval even if planning permission is not required. Further information about Building Regulations can be found on the Council's website

or by contacting a member of the Building Control team within the Planning Service (www.plymouth.gov.uk/buildingcontrol).

1.3.3 Does your proposal affect any protected trees?

Trees are of great importance; they help create an attractive street scene, provide a wildlife resource and also provide shade and urban cooling. Development must take due consideration of the protection and planting of trees. The effect of a proposed development on trees and other landscape features is a material consideration.

Tree Preservation Orders (TPOs) were introduced to enable local planning authorities to protect important trees in the interests of amenity. You need to obtain the consent of the Council to undertake any work on a tree protected by a TPO. Trees within Conservation Areas are also protected.

You are advised to contact the Council's Tree Officer in the Development Management team to find out whether consent is needed for work affecting trees before you submit your planning application.

If your site contains trees protected by a Tree Preservation Order (TPO) a separate application will be required if your proposal would affect that tree in any way.

You can find out more about Tree Preservation Orders and planning in the following guide:

►Tree Preservation Orders: a Guide to Law and Practice (2000) – available on the following website – www.communities.gov.uk.

►Further information is available on the Council's website (www.plymouth.gov.uk).

1.3.4 Does the proposal affect a listed building or Conservation Area?

For a listed building, separate listed building consent will be required for works of demolition, alteration or extension, including internal alterations. If the site is in a Conservation Area, there are additional planning considerations that will apply to development.

►Further information is available on the Council's website http://www.plymouth.gov.uk/homepage/creativityandculture/heritageandhistory/historicenvironment.htm

1.4 Contacts for further advice

For advice on submitting a planning application please contact:

Development Management

Department of Development and Regeneration

Plymouth City Council

Civic Centre

Plymouth

PL1 2AA

Email: planningconsents@plymouth.gov.uk

Tel: 01752 304366

For general planning policy advice please contact:

Development Planning

Department of Development and Regeneration

Plymouth City Council

Civic Centre

Plymouth

PL1 2AA

Email: planningpolicy@plymouth.gov.uk

Tel: 01752 305477

2 House extensions and alterations, residential conversions and development of new homes

2.1 Introduction

The purpose of this chapter is to provide guidance in relation to certain types of residential development. The aim of this guidance is to achieve high quality development that reflects the needs and aspirations of existing and future residents.

The guidance in this section primarily supports Core Strategy Policy CS15 (Overall Housing Provision) and Policy CS34 (Planning Application Considerations) but also relates to Policy CS20 (Sustainable Resource Use), Policy CS22 (Pollution); Policy CS02 (Design) and Policy CS01 (Development of Sustainable Linked Communities). It also reflects national guidance in PPS3 which requires residential development to:

- Integrate with, and complement, the neighbouring buildings and the local area in terms of scale, density, layout and access
- Facilitate the efficient use of resources, during construction and in use
- Adapt to and reduce the impact of, and on, climate change
- Take a design-led approach to the provision of car-parking space
- Create, or enhance, a distinctive character that relates well to the surroundings and supports a sense of local pride and civic identity
- Provide for the retention or re-establishment of the biodiversity within residential environments.

The chapter covers planning considerations in relation to:

- House extensions and alterations
- Residential conversions to:
  - Houses in Multiple Occupation
  - Flat conversions
- Detailed considerations for residential development
- Purpose-built student housing
- Lifetime Homes.

Guidance is also included on the design of children's play space as part of new residential developments.

The planning considerations and guidance related to these types of residential development are presented in three sections:

Section 2.2 – Householder extensions and alterations

Section 2.3 – Conversions to HMOs and flats

Section 2.4 – Detailed considerations for residential development

The guidance set out in this chapter does not aim to be overly prescriptive. The Council recognises that the characteristics of each site will be different and that what is inappropriate at one location could be appropriate in another. Additionally, the Council does not wish to discourage imaginative design solutions appropriate to their context. This guidance does, however, set out a benchmark for protecting the character and amenities of local neighbourhoods and for driving up the quality of the urban environment.

2.2 Householder extensions and alterations

This section covers the following considerations:

Considerations applicable to all householder development, including

- Visual impact
- Physical impact on neighbours.

Considerations relating to specific types of house extension and alteration, including

- Front extensions
- Side extensions
- Corner plot extensions
- Rear extensions
- Roof extensions
- Garages, car ports and hard-standings
- Boundary walls and fences
- Extensions for dependent relatives.

Environmental considerations, including

- Biodiversity
- Energy saving and renewable energy.

In respect to extensions to houses which are listed or located within a Conservation Area, particular care will be needed to protect the property's and area's historic character. Special considerations may thus apply to proposals. Special advice concerning these matters and the consents that you will need can be obtained from the Council's planning officers.

House extensions or alterations can provide valuable additional space for households and improve the quality of accommodation. However, if not thoughtfully carried out, they can lead to problems for adjoining householders and can contribute to a decline in residential amenity. As most dwellings were not originally designed to be extended, careful thought must be given to the impact any additions could have on adjoining properties, and the visual appearance of an area.

The aim of this section is to set out guidance and considerations to ensure that house extensions and alterations:

- Are in keeping with the appearance of the existing house and character of the area
- Provide a satisfactory standard of accommodation to occupants of homes that are to be extended and to neighbouring properties.

Some proposed house extensions will be permitted development and in these cases you will not need to make a planning application. More information about which types of work are considered to be permitted development is available on the Planning Portal. If you intend to extend your home, however, it is always advisable to check with planning officers whether a planning application is required.

The construction of an extension which requires but does not have planning permission can have frustrating and costly implications for the owners. The Council can take legal action against any unauthorised extensions. In the case of high density development, where a site has been developed to capacity, the option of removing permitted development rights for house extensions will be considered.

Irrespective of the need for planning permission, most extensions require Building Regulations approval. No single consent from the Council is all-embracing. A number of other consents could also be required and each should be applied for separately.

If your extension is for someone with a disability it is best to consult with planning officers at an early stage. Wherever possible, we will support proposals that are for the sole benefit of someone with a disability. However, it is still important to apply the design principles in this guide, in particular to ensure that neighbours are not adversely affected by your proposals.

2.2.1 Visual Impact

Extensions and alterations should harmonise well with the main dwelling and character of the area. They should generally follow the same architectural style and use the same materials as the original dwelling. Proposals should also respect the character of the area, including building form and layout, architectural style and materials. Diagrams 2.1 and 2.2 illustrate some common design terms associated with house alterations and extensions.

Occasionally, extensions which differ or even contrast with the original property can be acceptable. It is not the aim of the Council to stifle imaginative

schemes. However, even where materials or designs contrast there should still be a harmonious relationship with the main body of the property being extended.

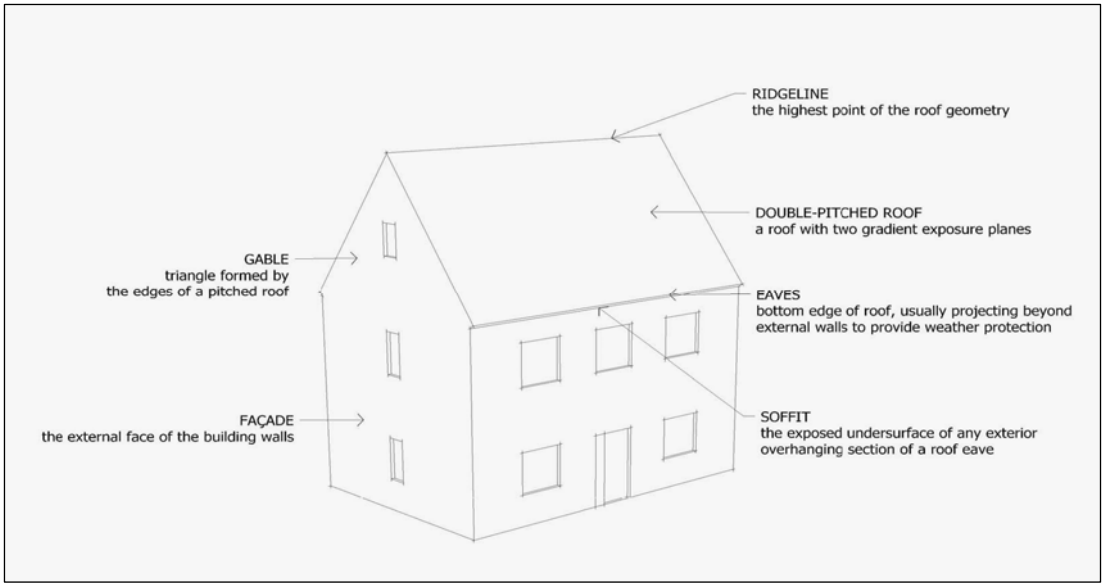


Diagram 2.1 – Technical terms for house design

Materials

Materials used in house alterations or extensions should generally match those of the existing house and relate to the surrounding area. It is important to consider the impact of weathering on the colour and texture of materials and ensure that small but important details, such as mortar colour and bonding style, are correct.

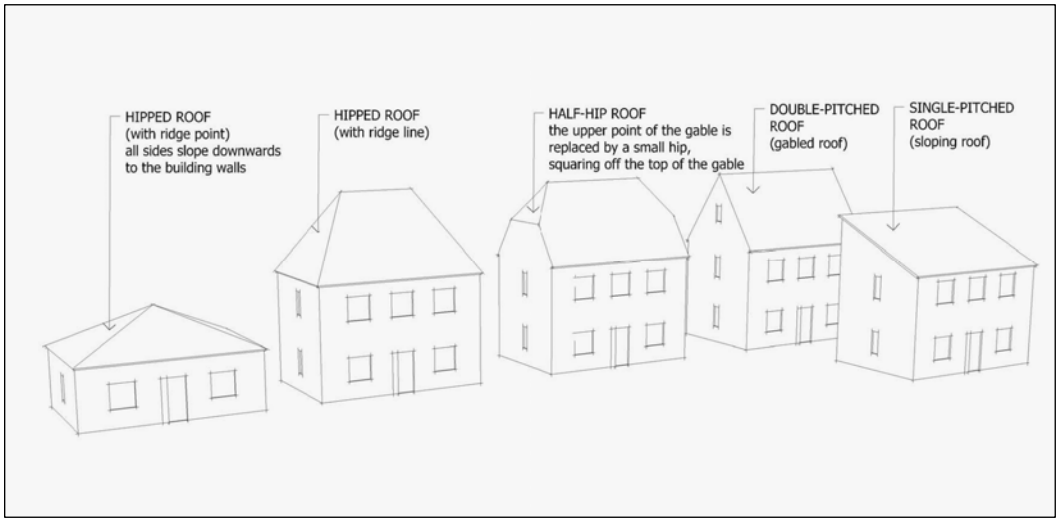


Diagram 2.2 – Technical terms for roof designs

Using good quality materials will improve the appearance of the property and lead to lower maintenance costs over time.

Roofs

The shape and pitch of roofs on house extensions should mirror those of the original home. Flat roofs will be discouraged where they are not a feature of the original house, although they can sometimes be acceptable at the rear of properties, particularly where they are not prominent and help to reduce the height of an extension.

The colour and shape of roofing materials should reflect those of the original home, especially where the roof is visible from the street.

Windows

The positioning and design of windows is crucial to achieving a unified exterior. The windows in an extension should reflect the proportions and main lines of the existing windows. The size, shape and materials of windows should correspond with the existing windows and it is vital that the horizontal and/or vertical divisions of individual windows match.

Habitable room windows should be positioned to maximise available daylight and sunlight.

2.2.2 Physical impact on neighbours

Applicants should be aware of the Council's responsibility to protect the existing amenities of all people. This section sets out guidance that should be adhered to in order to ensure that any alteration or extension does not have an unsatisfactory effect on the standard of living offered to occupants of homes that are to be extended and their neighbouring properties.

Privacy

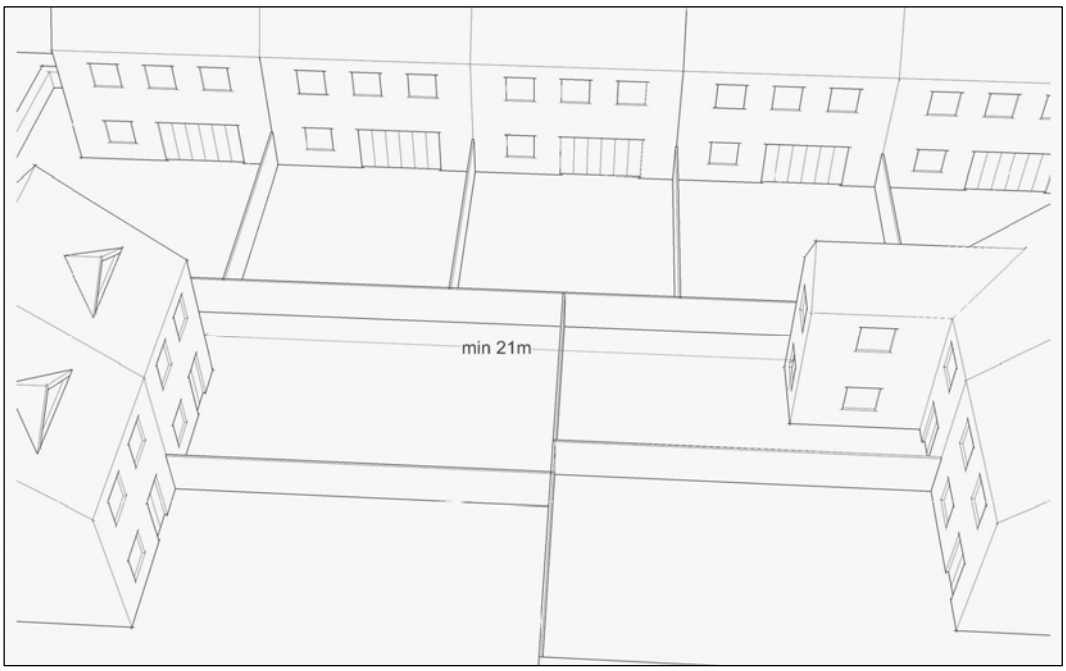


Diagram 2.3 – Minimum distance between habitable room windows

The levels of privacy expected from a residential environment will differ depending upon the location. Within the older, more densely developed neighbourhoods of Plymouth such as the Barbican, Stonehouse and Devonport, it is not unreasonable to assume that residential space standards and privacy might be lower than in the more recently developed, lower-density suburbs.

The following guidelines are intended to ensure that house extensions and alterations do not result in a harmful loss of privacy to neighbouring properties, but should be applied flexibly to reflect the character of the neighbourhood.

Habitable room windows facing directly opposite one another should normally be a minimum of 21 metres apart for a two-storey development, as shown in Diagram 2.3. This distance should be increased to 28 metres when one or more of the buildings are 3 storeys in height. An exception may be allowed where the proposed extension is single storey and there is a boundary wall between the properties.

Problems concerning privacy can sometimes be overcome be relocating windows, or by the installation of roof lights. Obscure glass can be an appropriate solution if the facing window serves a non-habitable room such as a bathroom.

The following planning conditions may be applied to protect privacy.

A requirement for:

- Obscure glazing of windows
- Non-opening windows.

Balconies and roof gardens

Balconies or roof gardens in proposed extensions should not be sited so that they impinge on the privacy of neighbours' gardens or habitable rooms.

Balconies and roof gardens are often unacceptable in urban areas because of the impact they can have on the privacy of neighbours. However, a balcony that is set back within an extension on the rear elevation of a house (as shown in Diagram 2.4) may sometimes be acceptable as it does not offer panoramic views.

Diagram 2.4 – Balconies and overlooking

In assessing a proposal for a balcony or roof garden the degree of overlooking will be considered.

Decking, Terraces and Patios

Decking and other similar developments can lead to problems of overlooking, particularly in sloping gardens, and will therefore be resisted if they would create an unacceptable loss of privacy for neighbouring properties.

Screening or fencing may be used to overcome any overlooking problems but must be of a scale that does not unreasonably affect the outlook or daylight of the neighbouring property. Overlooking can also be reduced by positioning decking, terrace or patio away from the property boundary.

Outlook

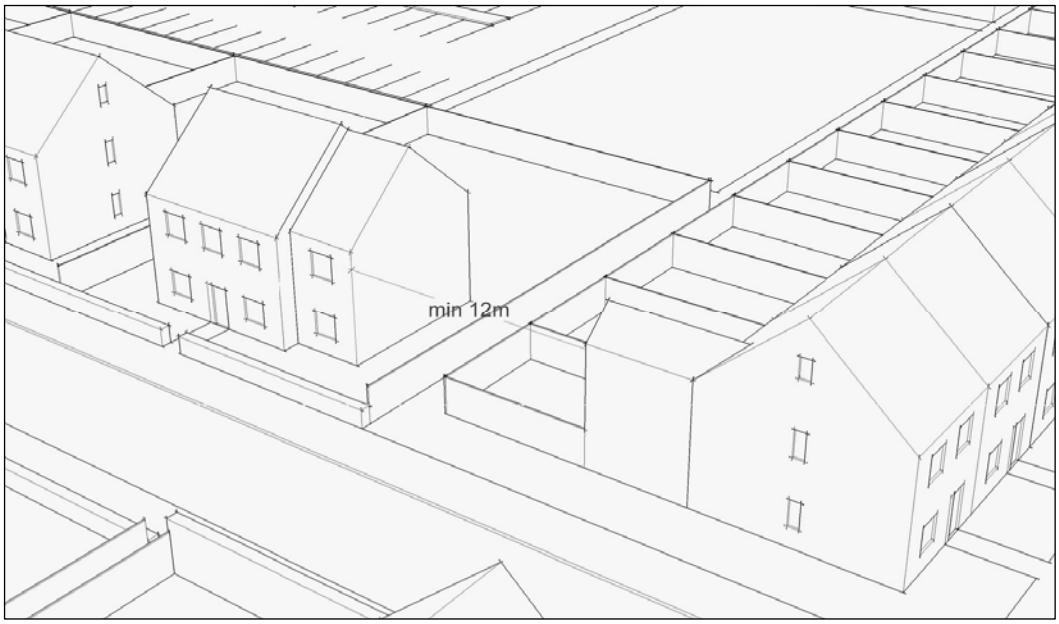


Diagram 2.5 – Distance between habitable room window and blank facing wall

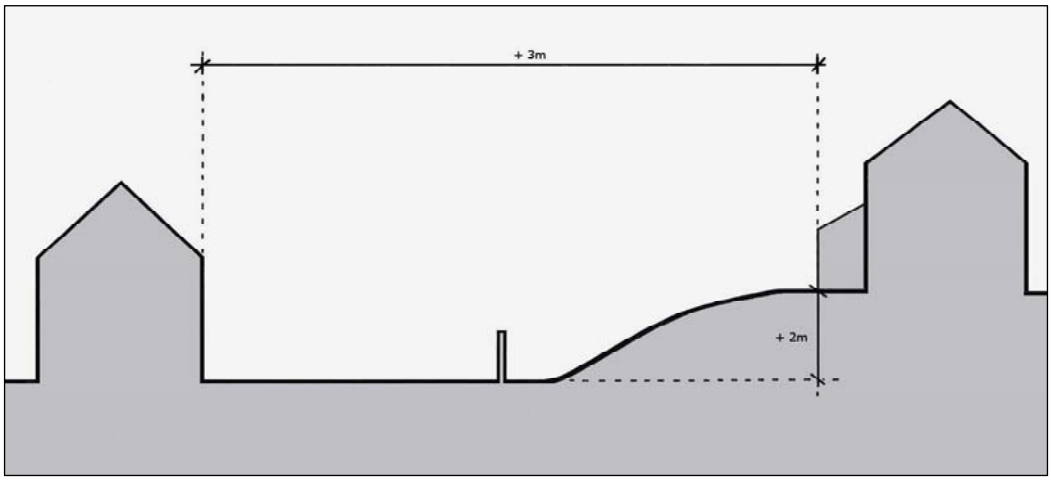


Diagram 2.6 – Difference in ground levels

An extension should not be constructed in close proximity to either a main window of a neighbouring property, or its private garden, where it would have an unacceptable overbearing effect on a household's outlook. Views from a

private house or garden, however, are not safeguarded by planning legislation.

In order to protect the outlook of neighbouring properties, the minimum distance between a main habitable room window and a blank facing wall, or a wall containing a bathroom or other obscure glazed window, should normally be at least 12 metres (see Diagram 2.5). This should be increased to at least 15 metres for a three-storey development.

Where there is a difference in ground levels between facing properties, then the minimum distance between them should be increased by an extra 3 metres for every 2 metres increase in height, as shown in Diagram 2.6.

Daylight and sunlight

Extensions should not result in a significant loss of daylight or sunlight to habitable rooms, such as kitchens, living rooms or bedrooms, of neighbouring properties. An extension should also not lead to an unsatisfactory loss of light to the property being extended.

Proposals which would result in a harmful loss of daylight or sunlight to a neighbouring property will be refused.

In order to ensure that a proposed development will not cause a harmful loss of daylight the 45 degree guideline should be followed.

The 45 Degree Guideline.

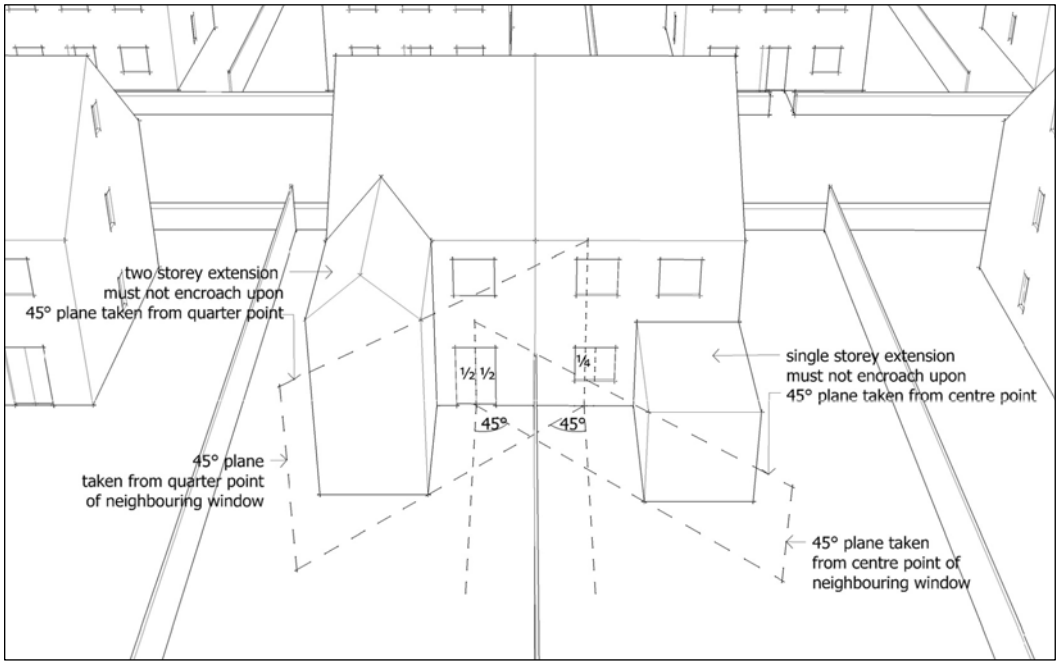


Diagram 2.7 – The 45 degree guideline

The Council uses the 45 degree guideline to assess a proposal's impact on light to neighbouring properties.

An imaginary line at an angle of 45 degrees is drawn from a point within the window of the closest ground floor habitable room of the neighbouring property towards and across the site of the proposed extension or new development (see Diagram 2.7). If there is more than one window lighting this room, the line is taken from the window which is the main source of light. This line will show the maximum width and/or depth that a proposed extension can build up to without obstructing light or views to a neighbouring properties.

The 45 degree guideline is relevant to both single and two-storey house extensions. For a single-storey extension, the line is drawn from the mid-point of the window. For a two-storey extension, the line is taken from the quarter point closest to the boundary (as shown in Diagram 2.7).

House extensions are normally only considered acceptable if they do not cross the 45 degrees line. Relaxation of this guideline may be considered for light-weight, transparent structures such as conservatories, or where the orientation of the properties concerned means that the guideline can be relaxed. Relaxation may also be considered where there is a difference in ground levels between adjacent sites or where there is a high boundary wall between two properties.

2.2.3 Front extensions

The front of a dwelling is usually the most visible part of the building. It often follows a clear building line, helping to define the character of the street.

Extensions that project forward of the existing house are generally unacceptable. Where a street has a clear established building line, the only development that might be acceptable at the front is likely to be a small, sympathetically designed porch (see Diagram 2.8). Exceptions may be allowed where there is no obvious building line, where the property is set back from other houses, or where front extensions are a feature of houses in the street.

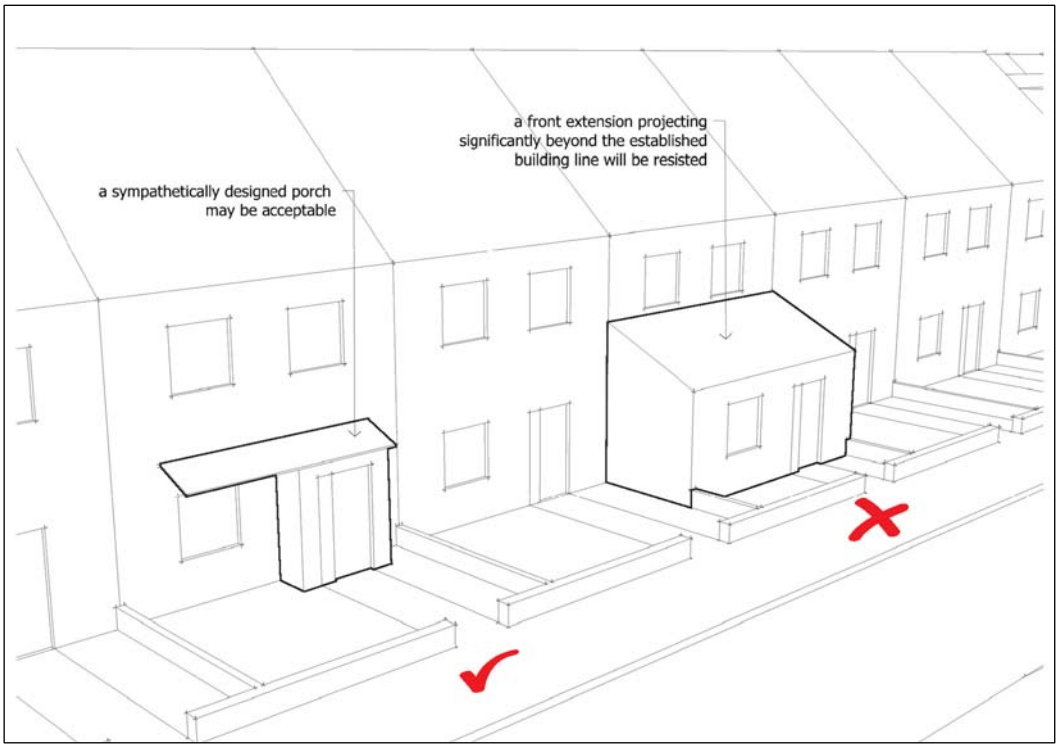


Diagram 2.8 – Front extensions

2.2.4 Side extensions

In order to ensure that a side extension does not over-dominate the existing house or street-scene, it should generally be subordinate (smaller) in scale to the original dwelling and set back from the front of the property, especially in a street characterised by regularly spaced properties of similar design and scale.

The individual characteristics of the site and proposal will determine the exact set back distance required, however a distance less than 1 metre will rarely be considered acceptable, as shown in Diagram 2.9.

Where an extension is set back, the roof of the extension should be lower than that of the main house. This ensures that the extension is subordinate and stops the pitch of the roof being inappropriately steep. Extensions should also be of a width to ensure they appear less important than the original dwelling.

In some situations the erection of a two-storey side extension could create or contribute to an effect known as ‘terracing’. This is where side extensions almost link up with neighbouring properties, leading to the appearance of a terraced street. Piecemeal joining up of individual properties is also likely to appear shoddy and the loss of space can be harmful to the whole character and amenity of an area.

To avoid a terracing effect, a gap should be left between the extension and the boundary with the neighbouring property. This gap should generally be at least 1.5 metres wide (refer to Diagram 2.9). Where it is not feasible to leave a gap, an alternative is to set the extension further back from the front of the house. The required set-back distance to avoid the appearance of terracing will vary, however a set-back distance of at least 2 metres will often be required.

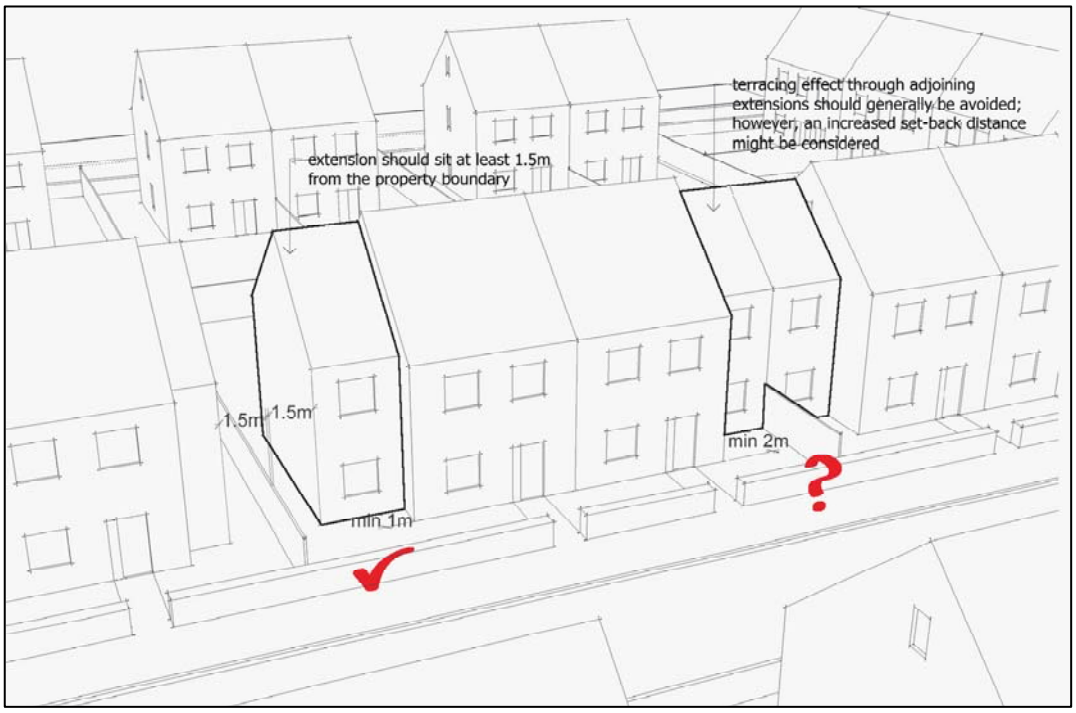


Diagram 2.9 – Side extensions and terracing effect

Exceptions to these guidelines may be allowed in detached buildings which have their own individual design.

2.2.5 Corner plot extensions

Corner plots are prominent sites. Often corner plots are left undeveloped to create a spacious feel in an area or to ensure highway safety. Corner extensions, therefore, must be of a particularly high standard to be acceptable.

A corner extension should demonstrate that it will have a positive effect on the street-scene. It should be set back from both front and rear elevations, and generally be at least 3 metres from the pavement edge (see Diagrams 2.10 and 2.11 for examples of poorly and well designed corner extensions). Two-storey side extensions have a greater visual impact than single-storey extensions. For such cases, particular care will be needed to ensure that both

Diagram 2.10 – Poorly designed corner extension

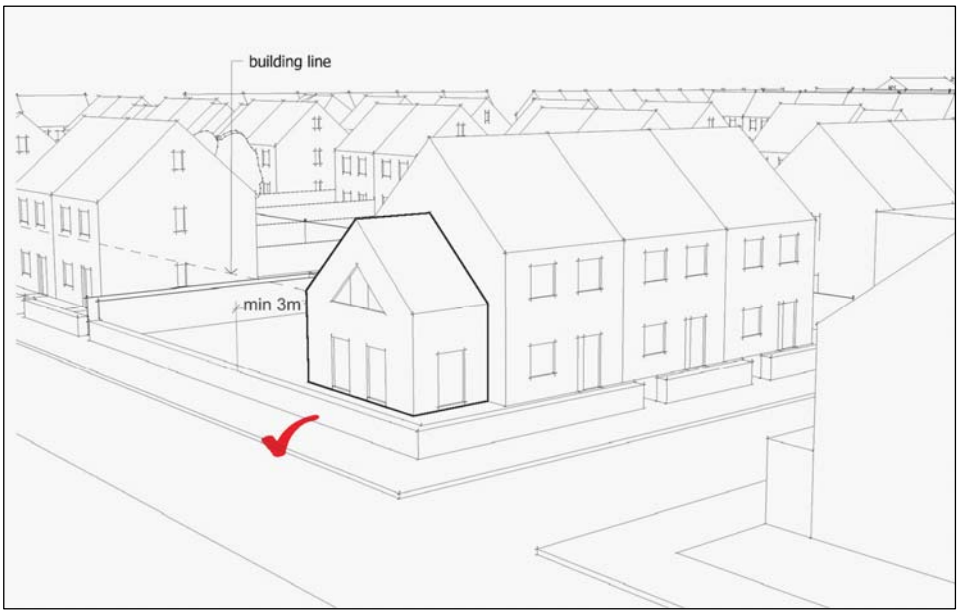


Diagram 2.11 – Well designed corner extension

the front and side elevations relate well to the street-scene of the adjacent streets. Blank walls should be avoided as they detract from the street-scene and reduce natural surveillance.

2.2.6 Rear extensions

An extension at the rear of a dwelling is usually less visible than a side or front extension; however it can sometimes be seen from public areas and is easily seen from the backs of neighbouring properties.

A rear extension should be in keeping with the main dwelling and the character of the area. An extension that follows an unusual layout may affect the character of the area and will therefore need careful consideration.

2.2.7 Roof extensions

Extending into roof space is a popular way of creating more residential accommodation, but roof extensions are likely to be prominent over a wide area because of their height. It is important therefore to ensure that all roof alterations are of a high quality and harmonise fully with the original home and the street-scene.

Wherever possible, a roof extension should be located at the rear of the property to minimise its impact on the street. Where the rear of the building is very prominent, such as at the end of a terrace or street, roof extensions must be of exceptional quality to be acceptable. Side extensions on hipped roofs are also particularly sensitive because of their prominence and impact on the symmetry of a building.

Rooflights/ velux windows

These types of window usually lie flush with the shape of the roof. Providing enough head room can be created, these are normally the best option for roof extensions as they allow the profile of the roof to remain intact and are likely to have less visual impact on neighbouring properties.

Dormer windows

Dormer windows should not dominate a building and should sit comfortably within the roof space. If it is necessary to create a large area in the roof space it is generally preferable to construct a number of small dormers rather than a single large roof extension.

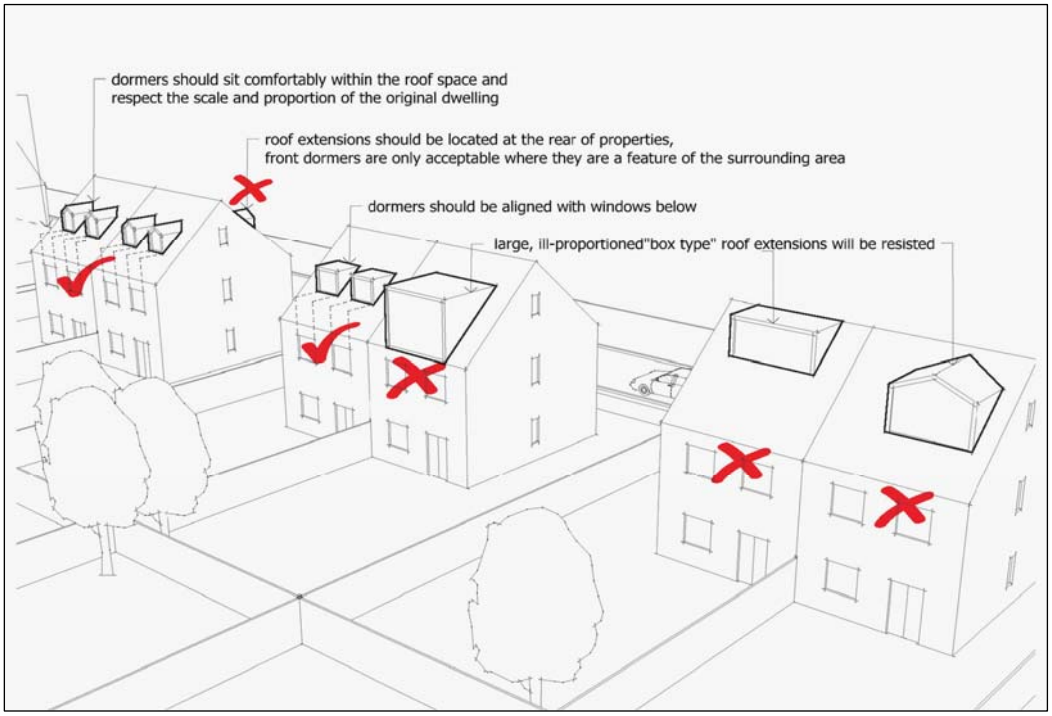


Diagram 2.12 – Dormer windows

Dormer windows should relate to and harmonise with the building with respect to materials, shape and angle of roof. The front and sides of the dormer should be covered in a material that matches, or is in harmony with, that of the existing roof. The style and sub-division of windows should relate to those that exist elsewhere on the building.

The positioning of dormer windows is important. They should not appear squashed towards any of the roof edges and should line up with the existing windows below as shown in Diagram 2.12.

Dormer windows are only acceptable on the front roof of a property if this is a feature of nearby properties and if they are sensitively designed and located.

Dormer windows on side roofs are particularly sensitive because of their prominence and impact on the symmetry of a building. Side dormers that unbalance the symmetry of a building are generally unacceptable. Only small, appropriately designed and positioned dormers which relate fully to an existing property are likely to be acceptable.

Dormer windows are more appropriate at the rear of a property providing they are located below ridge height and are sympathetically designed. Where the rear of the building is very prominent, such as at the end of some terraces, design criteria will be stricter.

It is particularly important to ensure that the positioning of dormer windows does not cause harm to the privacy of neighbouring properties.

2.2.8 Garages, car ports and hard-standings

Provision for off-road car parking is popular, especially where on-street parking is limited, but must be carried out in a sensitive way so as not to detract from the character of the area or reduce highway or pedestrian safety.

The following considerations apply:

Highway safety

When determining planning applications the protection of both pedestrian and vehicle safety is paramount.

> If your proposal requires a dropped kerb and footway/verge vehicle crossing, you will need to apply to Highways for permission. Further information and application form are available on the Council's website (http://www.plymouth.gov.uk/homepage/transportandstreets/highways/droppedkerb.htm).

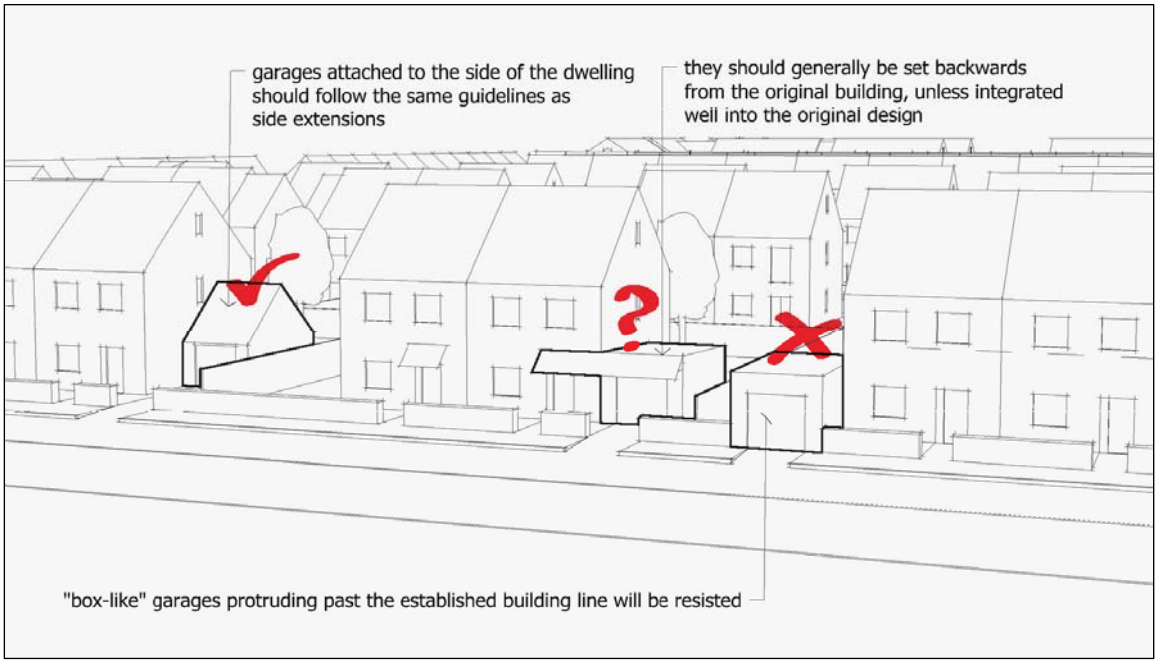


Diagram 2.13 – Garages

It is important that obstruction is not caused to the highway. For example, garage doors must not project over a pavement or road either during opening or when open. Off-road car parking must be designed so that cars do not overhang the highway, for example when a car is parked prior to a garage being opened. To overcome this, when a driveway is in front of a garage, it should be a minimum of 5.5 metres long. Where a driveway is used by pedestrians to gain access to a property it should be at least 3 metres wide.

To enable easy manoeuvring in and out of a garage or car parking area, entrances should be designed so that a vehicle can enter or exit in a single turning movement.

Impact on neighbours

The construction of an off-street parking area should not negatively affect occupants of neighbouring properties. Proposals which are likely to create a disturbance in a residential area will be refused permission.

With respect to garages, particular attention needs to be paid to the impact on neighbours' outlook and light (please refer to guidance set out in section 2.2.2).

Where a garage is intended to be used not purely for domestic purposes this should be noted on the planning application form.

Visual amenity/ street-scene

The design of a garage, whether attached to the property or freestanding, should relate well in scale and proportion to the original dwelling and to the surrounding area (see Diagram 2.13). Attention should be paid to the design of all parts of the structure including doors, walls and roofs. Where a garage is attached to a house it is usually preferable to set it back from the front of the property unless it can be linked into the front of the house in a pleasing manner (refer to section 2.2.4 for side extensions).

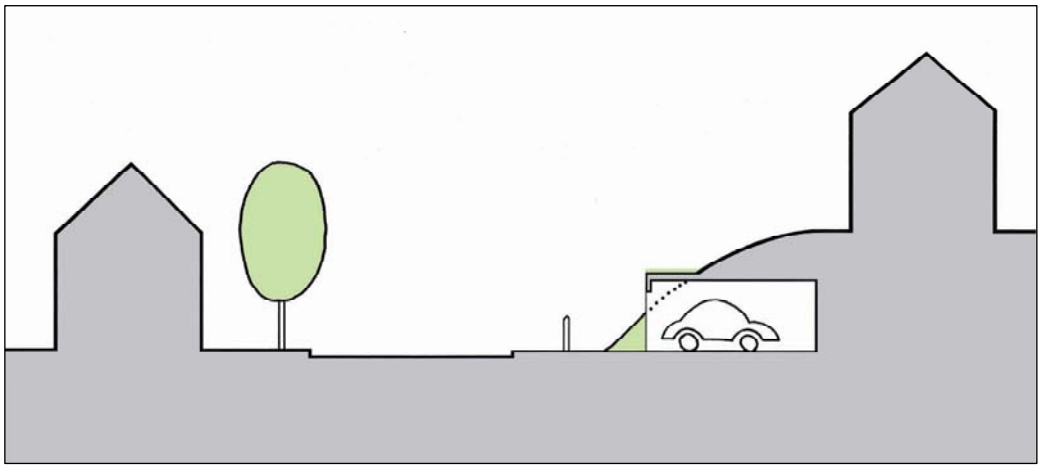


Diagram 2.14 – Garage in sloping front garden

Garages in front gardens will generally be resisted as these are prominent sites and can detract from the street-scene. In exceptional circumstances, garages in sloping front gardens may be allowed if the majority of the garage can be built into the garden (see Diagram 2.14).

Proposals should not lead to the destruction of trees or walls that are important to the street-scene.

Hard-standings

It has become popular to pave over front gardens to provide parking space. Although this may be a convenient way of providing off-street parking, it can be detrimental on amenity, safety and environmental grounds.

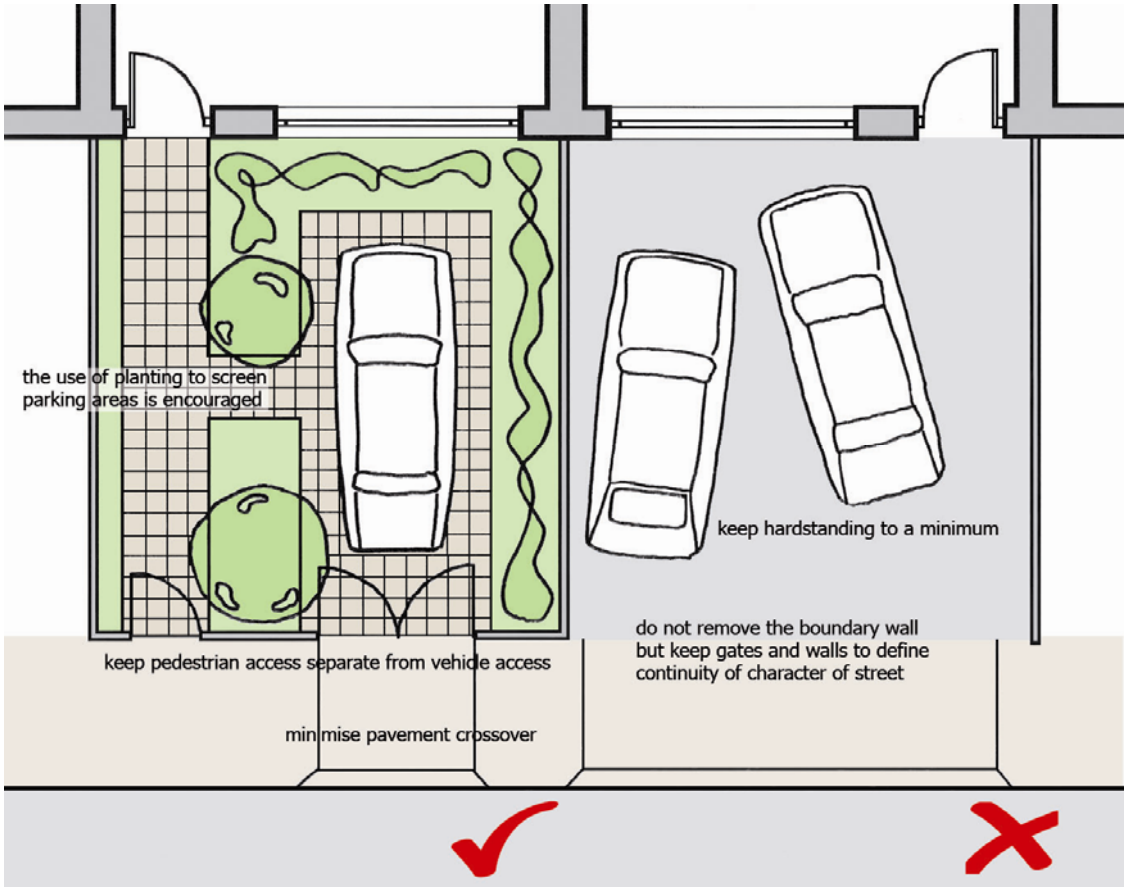


Diagram 2.15 – Hard-standings

In assessing proposals, the Council will have regard to the impact of the proposal on the street-scene, highway safety and drainage.

The following guidelines should be borne in mind:

- Retain as much original walling, fencing or railings as practical to ensure the appearance of enclosure is preserved.
- Incorporate sufficient space for soft landscaping to screen cars and minimise the visual impact of the hard surfaced area, as shown in Diagram 2.15.
- Use permeable or porous surfacing material, such as gravel, permeable concrete block paving or porous asphalt, to allow rainwater to drain through to the subsoil, or allow the rainwater to drain into a lawn or border.

► More information about how to pave your front garden in a sustainable way is available on the Planning Portal.

► You can also refer to the publication 'Guidance on the permeable surfacing of front gardens' which is available on www.communities.gov.uk

Parking to the rear of a property

The Council will resist any planning applications which propose the total removal of rear boundary walls, and/or opening up of rear curtilages to accommodate off-street parking where this would be prejudicial to security and visual amenity.

2.2.9 Boundary walls and fences

Boundary walls and fences mark the boundary of a property and maintain the privacy and security of occupiers. The design and location of walls and fences can, however, have a significant impact on the appearance of the street-scene and on highway safety.

► Whether or not you need to submit a planning application when building or replacing a fence, garden wall or gate depends on a number of factors, including height and position. More information about garden walls and fences is available on the Planning Portal.

In determining planning applications for their erection or alteration, the Council will normally have regard to three main considerations:

Visual impact

The height and appearance of walls and fences should reflect the character of the existing street-scene, as shown in Diagram 2.16. Materials should relate to their surroundings in respect to colour and texture. Clearly, a wall or fence positioned at the front of a property is usually quite sensitive and should not normally be of a height or material that would appear bleak, intimidating or out of character with its surroundings.

In residential areas which are open plan in nature, especially when they are subject to a restrictive condition imposed on the original planning permission, the erection of any front wall or other means of enclosure will normally be unacceptable, although a very low wall may be acceptable in some cases. Where there is no planning condition, there may still be a covenant restriction on front enclosures.

Blank walls or fences over 1 metre high at the front of a property, or at the side where the property is a corner plot, reduce natural surveillance and will be resisted.

Highway safety

The height and positioning of walls or fences should not impinge on highway safety. Particular care should be taken at junctions and bends in the highway. Walls or fences which restrict visibility for road users will be unacceptable.

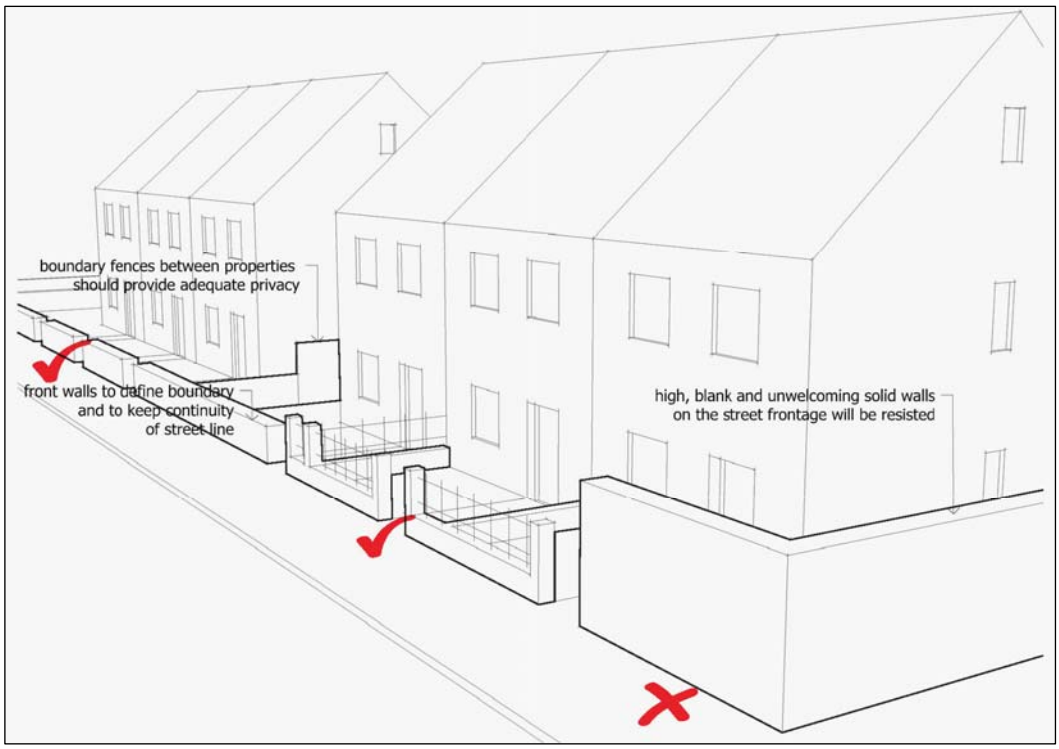


Diagram 2.16 – Boundary walls and fences

Impact on neighbours

Fences and walls should be designed and located so that they do not restrict light entering a neighbouring property or have an unacceptable effect on outlook (refer to section 2.2.2 for guidelines on privacy and outlook).

2.2.10 Extensions for dependent relatives

Residential extensions such as ‘annexes’ can provide accommodation which enables families to care for elderly or disabled or other dependent relatives. Problems can arise, however, where this type of development constitutes a self-contained unit either severed from the main house or which could, with little or no adaptation, potentially be severed from the main dwelling to form a separate unit. This can result in the creation of sub-standard accommodation with inadequate privacy, access provision, parking and amenity space.

When considering whether an extension is capable of being occupied independently of the main house, the Council will have regard to its general arrangement, in particular the extent to which facilities such as bathrooms, kitchens and toilets are shared.

In order to be acceptable, these types of extensions should be designed to form an integral part of the main dwelling with access to the accommodation via the main dwelling and not by means of an independent access.

The guidelines relating to house extensions will also apply (refer to sections 2.2.1 to 2.2.7).

Self-contained extensions will not normally be allowed, but where exceptionally such an arrangement is allowed in special and justified circumstances it will be subject to a condition restricting occupancy to a member of the main dwelling's household.

2.2.11 Biodiversity

Bat Roost Bat Brick

Core Strategy Policy CS19 (Wildlife) states that development should retain, protect and enhance features of biological interest and produce a net gain in biodiversity. The Design SPD sets out guidance on development affecting protected species and when a species or habitats survey is required.

The aim of this section is to encourage even small developments such as house extensions to include measures to protect and enhance biodiversity.

There are many wildlife-friendly features that can be included in development designs to encourage wildlife, including ponds, bat bricks, reptile hibernacula, bird boxes, wildflower planting and planting of berry-bearing native shrub species. Wildlife sensitive gardening will ensure that any enhancements remain valuable to wildlife.

► Further information on bat disturbance licences is available from Natural England's Wildlife Management and Licensing Service www.naturalengland.org.uk/ourwork/regulation/wildlife.

► Information on protecting bats is available from the Bat Conservation Trust www.bats.org.uk.

► Information on wildlife-friendly gardening is available from the Royal Society for the Protection of Birds www.rspb.org.uk/advice/gardening/wildlife-friendly_garden.asp.

2.2.12 Energy saving and renewable energy

The Design SPD requires development to be designed to minimise its carbon footprint. Minor residential development such as extensions and alterations can also incorporate measures to reduce energy consumption by:

- Using a high level of insulation
- Maximising the use of natural light.

The installation of small scale renewable energy schemes in residential development (for example, wind turbines or solar panels) is supported in principle. Proposals should not have a negative impact on the character of the area or harm residential amenity. In the case of wind turbines a number of issues will be considered including noise, vibration, visual impact and safety.

► Guidance on how you can make your house extension energy efficient is available on the Planning Portal.

► Advice and information about energy-saving measures can be found on the Energy Saving Trust Website at: http://www.energysavingtrust.org.uk. The leaflet: 'Energy Efficient Domestic Extensions (CE122)' provides much useful information.

► Further information about installing solar panels and wind turbines is available on the Planning Portal.

2.3 Sources of further information on house extensions and alterations

►The Planning Portal contains a wealth of information to help you plan your house extension or alteration.

►The Interactive House Guide on the Planning Portal website (http://www.planningportal.gov.uk/) provides a useful visual guide to householder development and provides information on permitted development and Building Regulations.

2.4 Checklist for planning applications: house extensions and alterations

The following checklist provides a prompt to ensure that the proposed development is acceptable in terms of the following considerations:

- Does the proposal respect the scale, form, proportions, and materials of the original dwelling, and complement the character of the area?
- Will the proposal cause loss of daylight, privacy or outlook to adjoining properties?
- Are proposed boundary walls and fences appropriate to the character of the area, amenity and highway safety?
- If off-street parking is proposed, is it appropriate in terms of protecting the character of the area, highway safety, and sustainability?
- Does the proposal provide an appropriate level of amenity for occupiers?
- Does the proposal support biodiversity in the design and landscaping?
- Does the proposal support energy saving measures?

2.5 Residential conversions to HMOs and flats

This section covers considerations relating to:

- Houses in Multiple Occupation
- Flat conversions.

2.5.1 Houses in Multiple Occupation (HMOs)

HMOs can make a valuable contribution to the private rented housing stock and provide essential housing suited to predominantly young and single people, including students, and those on low incomes.

What is an HMO?

The Housing Act 2004 defines a House in Multiple Occupation (HMO) as –

An entire house, flat or converted building which is let to three or more tenants who form two or more households, who share facilities such as a kitchen, bathroom or toilet.

Under the Town and Country Planning (Use Classes) Order 1987, a dwelling house is defined under the C3 Use Class as a house used by a single person, or any number of persons living together as a family, or by no more than six people living together as a single household.

A dwelling may, therefore, be considered as an HMO in planning terms if it is occupied by more than 6 unrelated people living together as a single household, sharing facilities such as a bathroom and/or kitchen.

This definition also includes semi-permanent bed and breakfast accommodation where facilities are shared.

HMOs are *sui-generis* (in a class of their own). As a general rule, planning permission will be required before a dwelling house can undergo a material change of use to an HMO. Whether a material change of use has occurred is a matter of fact and degree and will be dependent upon the circumstances of each particular case.

Physical alterations to a building, such as an extension, may require planning permission, regardless of whether the change of use.

Remember, it is always best to check with the Planning Service as to whether you need to make a planning application before carrying out any work.

The Housing Act 2004 introduced measures to ensure that HMOs (as defined by the Act) provide adequate standards of accommodation for tenants. They must comply with the safety requirements of the Housing Health and Safety

Rating System (HHSRS). Larger HMOs occupied by five or more people and of at least three stories high must obtain an HMO license.

► Further information is available from the Private Rented Team at the Council, who will also advise you of any schemes available to assist you.

► You may also wish to read the following publication – *Plymouth City Council (2007) Advice for private Landlords – Houses in Multiple Occupation* which is available at www.plymouth.gov.uk.

Planning considerations in relation to HMOs

Impact on residential character

The conversion of family dwellings into HMOs reduces the local stock of family dwellings and changes the character of the neighbourhood. They are often associated with negative impacts such as noise, on-street car parking, anti-social behaviour and run-down properties. The degree of impact of a proposed HMO will depend on the location and the nature of the housing stock, and the number of existing HMOs and other non-family dwellings in the area.

Many HMOs are occupied by students, and the transient nature of the student population can change the character of local services, retailing and food and drink outlets. Recent growth in the student population has brought benefits to Plymouth in terms of widening educational opportunity, injecting spending power into the local economy, enhancing the city's academic status and contributing to the city's culture and long term growth. However, the uneven distribution of the student population has put pressure on the housing stock in certain parts of the city. Mutley and Greenbank neighbourhood has proved to be the most popular location for students to live in because of its proximity to the main University Campus, the College of Art and the City Centre.

Applications for HMO conversions in areas where there is already a high concentration of non-family dwellings will need to demonstrate that further loss of family dwellings will not lead to, or worsen, amenity concerns or loss of residential character.

In order to protect the stock of family dwellings, Core Strategy policy CS15 states that houses of less than 115 m^2 gross floor area are not suited for conversion to HMOs or flats. When assessing HMO proposals, the Council calculates the gross floor area of the dwelling as the area of the building 10 years prior to the HMO application. This prevents the extending of 'family' accommodation purely to take it above the 115 m^2 floor area criteria.

Noise

Converting or sub-dividing a house to a HMO results in more people living in the property and the potential for greater noise levels. Noise is by far the greatest cause of disturbance to neighbours. Reducing noise is also important for the amenity of occupiers.

HMOs within residential areas generally have less impact on neighbours if they are located in large, detached properties.

If the proposal involves a semi-detached or terraced house, then good sound insulation will be needed to prevent any noise disturbance to neighbours.

Noise disturbance within the dwelling can be reduced by ensuring that communal rooms such as lounges, bathrooms and kitchens do not immediately adjoin sleeping accommodation on the same floor. Soundproofing can also be put in internal vertical walls surrounding sleeping accommodation on the same floor, and between floors.

Transport and parking

Additional pressure for on-street or off-street parking arising from an HMO conversion can be reduced if the HMO is located within easy walking distance of shops and services and public transport services.

A location well served by public transport or close to local facilities will also benefit occupiers of HMOs by providing easy access to services and facilities.

Where off-street parking is proposed, the guidance set out in section 2.2.8 will apply.

2.5.2 Flat conversions

Flat conversions for purchase or for rent are an important component of the housing market and add to the range and choice of available accommodation, particularly for those new to the housing market, for those on limited incomes or for those who do not want the expense or responsibility of maintaining a house.

To subdivide a house into multiple units you must obtain planning permission. The following considerations will be applied to applications for flat conversions:

- It is important that flat conversions respect the scale and character of the original building and other buildings in the neighbourhood.
- The property should be large enough to accommodate the number of flats proposed and provide the necessary amenities without the need for significant alterations or extensions.

Conversions of vacant or under-used buildings

In recent years the government has encouraged the conversion of vacant or under-used space over shops into flats in order to bring more life back into city, district and local centres and to make more efficient use of available space. The conversion of other non-residential buildings, such as vacant office or warehouse space into flats has also been encouraged.

Strategic Objective 15 of the Core Strategy (Delivering Community Well-being), however, states that key community infrastructure should be safeguarded. Policy CS01 (Development of Sustainable Linked Communities) also requires development to meet the needs of the neighbourhood. Some non-residential buildings – such as public houses and social centres – may be unsuitable for residential conversion if they are the only one serving the local community.

The Council will take the following considerations into account when considering suitability for conversion:

- The proposed development should not cause the loss of a viable use that it is considered important to retain given the Council's objective of creating sustainable, linked communities (see particularly Core Strategy Strategic Objective 3 and Policy CS05).
- There will be no adverse effect on the vitality and viability of shopping centres.
- The location and situation of the premises will provide an acceptable living environment, having regard to the nature of the area and adjacent uses.

Internal layout

It is important for the quality of life of the occupiers that flat conversions provide a suitable standard of accommodation. The guidelines on flat size set out in section 2.7.4 will apply.

In addition, the following considerations for layout apply:

- Generally, there should be no more than one unit per floor, except in larger buildings where the layout permits more units of accommodation.
- The proposal should not generally involve the provision of self-contained flats within basements and rear tenements.
- Internal layouts should provide rooms that can accommodate standard size furniture. All flats for two persons or more should provide a bedroom of sufficient size to accommodate a double bed with access on both sides.
- Where possible, 'stacking' principles should be adhered to with living rooms above living rooms, bedrooms above bedrooms, etc.

- All flats must be self-contained.
- Adequate provision must be made for sound proofing, both for horizontally and vertically adjoining rooms.

External staircases

External staircases can cause problems for neighbours' amenity in relation to noise and privacy and often look unsightly. For these reasons they will rarely be acceptable. The presumption is that staircases should be accommodated internally.

Where an external staircase is the only feasible option, it should be positioned in an unobtrusive position – usually to the rear of a property. It should not have a negative effect on the outlook or privacy of neighbouring properties. The staircase should also not conflict with the requirements of the property to which it is attached. For example, it should not lead to the loss of off-street parking provision or restrict other necessary uses of the garden.

2.6 Checklist for planning applications: residential conversions

The following checklist provides a prompt to ensure that the proposed development is acceptable in terms of the following considerations -

- Does the proposal involve the loss of family housing? If so, will this have an unacceptable impact on the residential character of the area?
- Is the proposed site suitable for residential conversion?
- Does the design maximise sunlight and daylight to the property?
- Does the proposal include an appropriate level of outdoor amenity space?
- If off-street parking is proposed, is it appropriate in terms of protecting the character of the area, highway safety, and sustainability?
- Is the proposal located in a sustainable location to reduce the need for car ownership?
- Does the proposal provide an appropriate level of amenity for occupiers?

2.7 Detailed considerations for residential developments

This section covers considerations relating to:

- Natural site context
- Built context
- Sunlight and daylight
- Internal space guidelines
- Outdoor amenity space
- Children's play space.

This section also includes considerations relating to –

- Purpose-built student housing
- Lifetime homes.

The guidance is intended to complement the guidance set out in the Design SPD in relation to certain aspects of residential development.

Area Action Plans include design and delivery statements for proposed development sites. These set out acceptable uses and number of dwellings. Other key sites (including some within Area Action Plan areas) will have Site Development Statements to assist developers to prepare suitable schemes. Where detailed statements have been prepared they will take precedence over general considerations set out in this document.

2.7.1 Does the development respect the natural site context?

The Design SPD highlights Plymouth's distinctive topography and geology and the need for new development to respect and reinforce this. This includes the need to consider retaining existing trees and existing natural features in order to enhance biodiversity and protect landscape character.

Natural features on or adjacent to a site, such as trees, hedges or water courses, provide valuable wildlife habitats and contribute to biodiversity. Such features should be protected and incorporated into the layout of the development wherever possible. They can also benefit the development as they provide interest and help to assimilate the development into its surroundings. However, potential negative effects should also be considered in the design to avoid, for example, overshadowing by large trees or risk of flooding from streams.

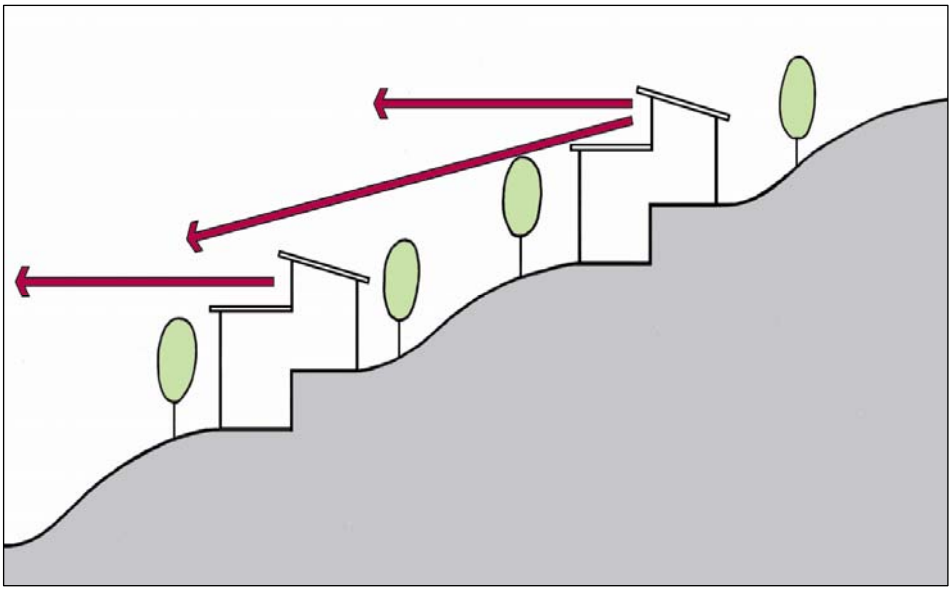


Diagram 2.17 – Using the natural contours of the site

The layout should work with the natural contours of the site. This will maximise efficient use of natural resources and will reduce the amount of cut and fill that is required.

The topography can influence micro climates, for example by funnelling wind, or creating shaded areas and frost pockets. A sloping site can add interest and value to development by allowing variation in designs, and maximising views out to the surrounding area (as shown in Diagram 2.17).

2.7.2 Does the development respect the built context?

The Design SPD highlights the varied characteristics of Plymouth's neighbourhoods and the need for development to reflect local distinctiveness, including urban setting, density, scale and layout.

New development should normally reflect the existing scale and massing of its surroundings. The existing block sizes, plot sizes, and street patterns should influence the layout.

Views into and out of the development can positively contribute to integrating development into its surroundings. There may also be occasions when the layout should be designed to minimise the negative effect of an adjacent existing development such as a major road, or an unsightly or unneighbourly use. Where negative impacts cannot be overcome by design, or mitigation, the site might be considered inappropriate for housing.

In line with guidance in the Design SPD, residential street width should be proportionate to the scale and mass of the housing. For example, in an urban context the distance between frontages should be approximately two to two and a half times the height of the facing buildings (see Diagram 2.18), whilst in suburban locations this could be extended to three times which could allow for street landscaping and some designed on-street parking (Diagram 2.19).

The design of streets and other spaces within a development are a major influence in the overall character of an area. The Design SPD requires new development to have a permeable layout to enable pedestrians to move freely and to encourage people to walk or cycle. It also states that developments should be planned to provide easy pedestrian access to key services and destinations such as bus stops, shops, open spaces or schools. Where existing connections are poor, the development proposal should serve to improve them.

Diagram 2.18 – An urban street layout

Roads are primarily designed for the movement of vehicles, whereas streets are multifunctional public spaces for movement, play and relaxation. They should incorporate provision for planting trees and other street furniture and are as important as the design of the buildings that they serve (see Design SPD for further guidance on street trees).

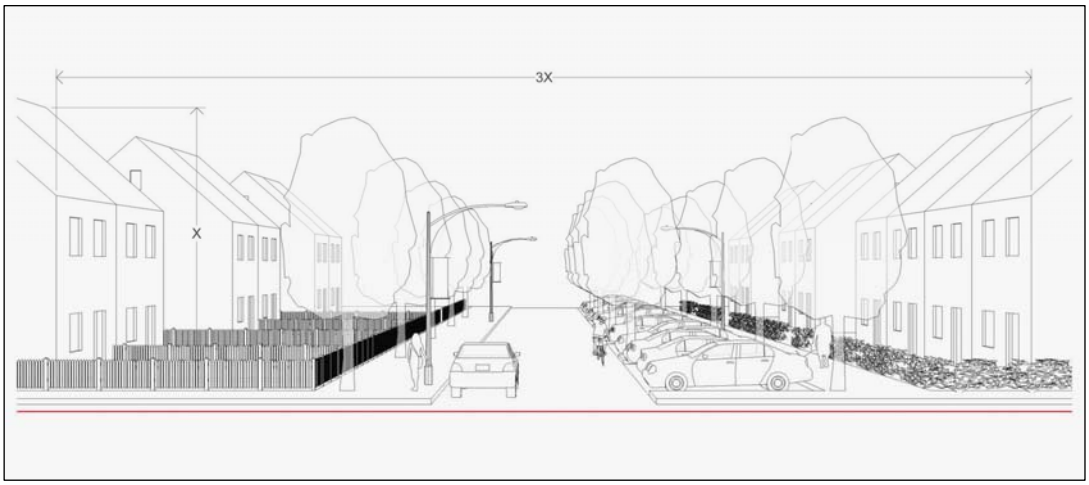


Diagram 2.19 – A suburban street layout

2.7.3 Does the development maximise sunlight and daylight?

The Design SPD requires new development to be designed so as to maximise the potential for passive solar gain. Maximising the availability of sunlight and natural daylight to a dwelling has two main benefits:

- It improves the living conditions of residents and thereby provides health benefits.
- It makes a building more energy efficient by reducing the need for artificial lighting and also reduces heating costs through solar heat gain.

The Council expects that all new residential development is planned to maximise the benefits of sunlight and daylight by following the following guidance:

Orientation and layout

The main orientation of new dwellings should be within 30 degrees of south to maximize sunlight, as shown in Diagram 2.20. The most frequently used rooms should be located on the south side of the building.

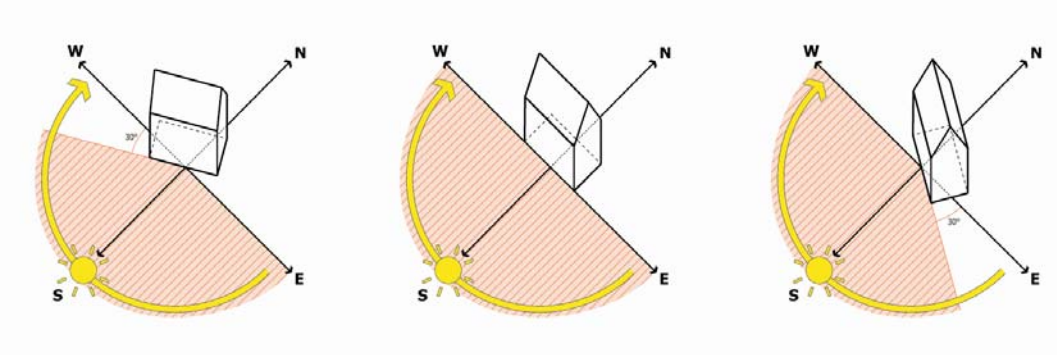


Diagram 2.20 – Orientations to maximise sunlight

Spaces on the north side of a building, such as hallways, utility rooms and bathrooms, should have smaller windows to minimize heat loss.

In the case of flat developments, single-aspect flats should generally be avoided. Even in prime locations, north-facing single aspect units are generally unacceptable.

Housing scheme layouts should be designed to facilitate the penetration of light: for example, by providing appropriate breaks in terrace blocks or in the layout of semi-detached houses.

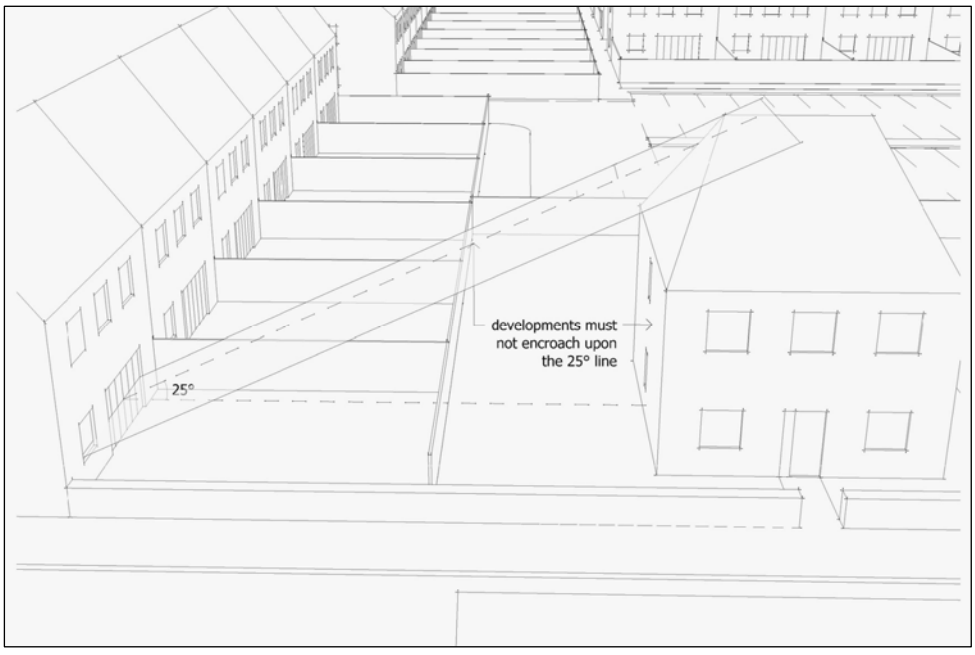


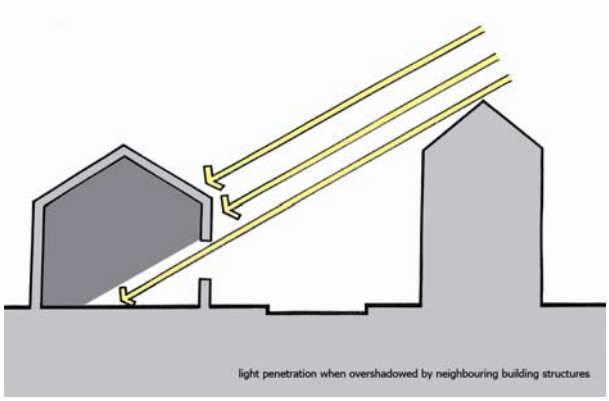
Diagram 2.21 – 25 degree guideline

One guideline that can help in designing the layout of residential development is the ’25 degree guideline’. For facing development, a line drawn upwards at 25 degrees from the middle of a facing ground floor window of an existing

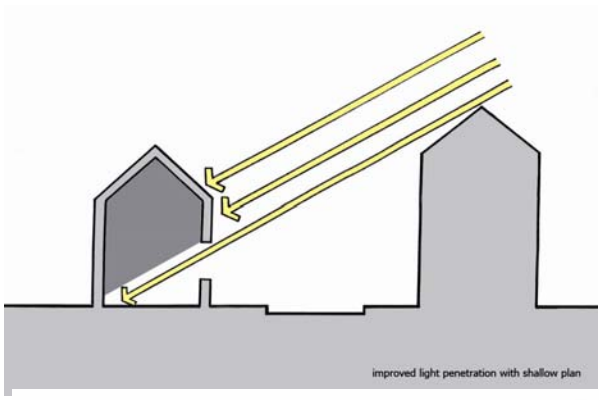
property should be higher than the proposed new development, as shown in Diagram 2.21.

Plan depth

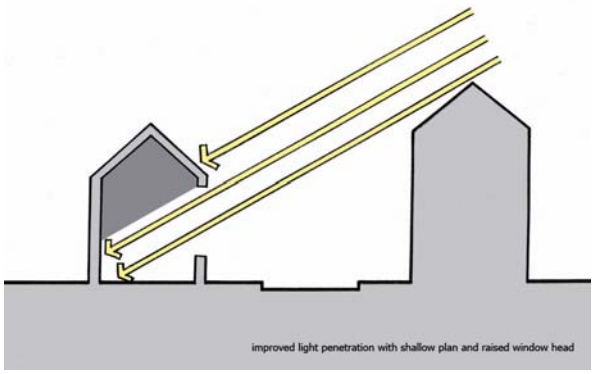
It is particularly important that principal habitable rooms receive adequate levels of natural light. Housing plans with front to back dimensions of 9 to13 metres provide good sun and daylight penetration. Plan depth also affects natural ventilation.



A – Deep plan depth restricts daylight.



B – Shallow plan depth improves daylight.



C – Raising window height improves daylight.

Diagram 2.22 – Plan depth and window height

Plan depths exceeding 13 metres should be avoided as they result in poor light penetration to the centre of the building; therefore increasing the need for artificial lighting (as shown in Diagram 2.22 – A).

Where buildings are closely spaced, the amount of daylight can be maximised by keeping rooms shallow in plan and raising window head heights (as shown in Diagram 2.22 – B and C).

Windows

Windows should be large enough to provide adequate daylight to habitable rooms. For principle habitable rooms, windows should cover an area equal to at least 15% of the room's floor area.

Natural shading

It is important to consider the overshadowing effect that landscaping schemes will have on sunlight and daylight once the landscaping matures. Deciduous trees can help to control internal temperatures by providing shade during the summer but allowing sunlight through in winter as shown in Diagram 2.23.

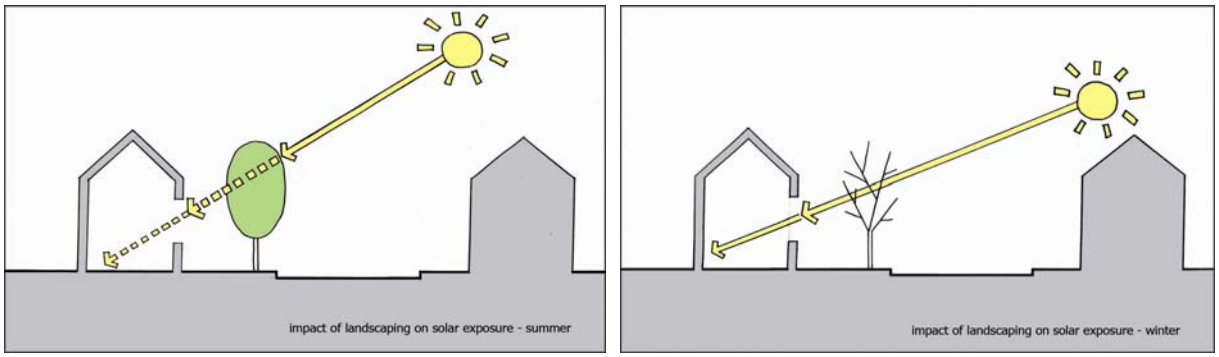


Diagram 2.23 – Landscaping and overshadowing

2.7.4 Internal space guidelines

Ensuring that new dwellings have sufficient space for basic daily activities and needs is important for the quality of life for occupiers. The minimum standards set out in Table 2.1 are guidelines to encourage new dwellings that will meet the needs of occupiers. The sizes relate to gross internal floorspace (including storage cupboards, hallways and staircases).

Table 2.1 – Minimum size for dwellings

Type of dwelling	Size (m^2)
One-bedroom flat	40
Two-bedroom flat	55
Three-bedroom flat	65
Four+ bedroom flat	75
Two-bedroom house	72

Type of dwelling	Size (m^2)
Three-bedroom house	82
Four+ bedroom house	106

2.7.5 Does the development provide enough outdoor amenity space?

Outdoor amenity space, including patios and balconies, is important for providing a high quality residential environment. Good design can ensure that even dense residential developments incorporate effective amenity space. The size and nature of the space will depend upon the type of dwelling, and its location.

The following guidelines set out recommended minimum standards of provision:

- Detached dwelling – 100 m^2
- Semi-detached dwelling – 75 m^2
- Terraced dwelling – 50 m^2
- Flats – 50 m^2 per development, plus 5 m^2 per additional unit over 5 units. This will normally be in the form of a communal space. Private balconies can be included in the calculation of amenity space, provided that they are a useable size of at least 3 m^2.

It is not appropriate to define leftover spaces as communal areas.

Communal outdoor amenity areas should be:

- Located to give a degree of privacy from streets, or other public areas
- Be accessible to all residents
- Laid out in a way which will provide good amenity to residents
- Be located so as to be able to be supervised by residents in order to make them feel safe.

2.7.6 Does the development provide children's play space?

This play area is well overlooked and is located within a park to provide a variety of opportunities for play.

Successful play spaces provide high quality, sustainable and memorable play experiences for children and carers. However, too often play spaces are poorly designed and maintained and provide poor quality play spaces. They can also be perceived as a nuisance to residential amenity or even as a hazard to children.

This section supports Policy CS30 (Sport, Recreation and Children's Play Facilities) and reflects national guidance which requires new residential development to provide, or enable good access to, play space.

In particular, where family housing is proposed, it is important to ensure that there is good provision of play areas and informal play space. These should be well designed, safe, secure and stimulating areas with safe pedestrian access.

The Plymouth local standard and tariff for play space is set out in the Planning Obligations and Affordable Housing Supplementary Planning Document. Whether on- or off-site provision is required will depend on the size of the proposed development and local circumstances and needs. Decisions about new play space will be made in conjunction with the Council's Parks Services and Children's Services with reference to the Play Policy and Strategy for Plymouth 2007 – 2010 and Plymouth's Green Space Strategy 2008 – 2023.

The following considerations for play space apply in relation to development applications:

Is it located on accessible green space?

Play space should be located on accessible green space (i.e. space that is freely accessible for informal recreation) where this is feasible. This will encourage children to engage in free as well as static play, and will provide a buffer between the play area and the built up area.

What sort of boundary is proposed?

Play spaces need not always be fenced off. Other types of boundaries such as low hedges, rocks or a low wall can be just as effective in demarcating the play area and can make more attractive and welcoming spaces.

Is it well overlooked?

Play spaces should be located where there is good natural surveillance from nearby houses or from the street to enhance safety and reduce vandalism. Play areas away from residential areas can be located near to other facilities where there will usually be people about.

Does it include opportunities for free as well as static play?

Play spaces do not have to consist solely of static play equipment. Free play can be encouraged by innovative design and use of natural features such as trees and rocks.

Is it easily and safely accessible?

Play areas should not be located next to busy main roads. Play areas should be located in areas that are safe and easy to reach on foot or bicycle and that do not involve crossing busy roads. They should also be accessible for wheelchair users or carers pushing buggies.

Does it include provision for disabled children and carers?

Successful play spaces offer enjoyable play experiences for disabled children as well as non-disabled children. Children with different abilities can play together in well-designed play spaces. Carers may also be disabled. It is important to remember that there are many different types of disability, including visual and hearing as well as physical. Play areas that cater to a variety of senses and physical abilities will be most inclusive.

Does it cater to children of different ages?

Successful play spaces should contain play elements catering for a range of age groups and abilities. Through careful design, play spaces can include elements for both younger and older children without being prescriptive about who uses what.

Have local children and residents been consulted about the design?

Successful play spaces reflect local needs. Involving children and young people in the design of play space will ensure that it meets local needs and priorities. Taking time to explore people's concerns is essential.

Does the play space include flexible spaces?

Including some 'slack space' into the layout of the play area with no predefined function can help introduce the potential for change and evolution. It also provides space for free play.

What sort of surfacing will be used?

The type of surfacing material used should fit the proposed play activities. Loose-fill surfacing, such as sand or bark chips, can offer young children greater play value than more solid surfaces. Bound rubber surfaces have great potential for wheeled play and high speed games, and provide better access for wheelchair users. Grass can be suitable for areas with less intensive play but is not suitable for areas that will have high usage.

Further information about children's play space can be found in:

►Developing Accessible Play Space – a Good Practice Guide (2003) available on www.communities.gov.uk.

►Design for Play: a guide to creating successful play spaces (2008). www.playengland.org.uk

►Play in Plymouth: the Play Policy and Strategy for Plymouth 2007 – 2010. (www.plymouth.gov.uk)

►Plymouth's Green Space Strategy 2008 – 2023 (www.plymouth.gov.uk)

2.7.7 Purpose-built student housing

Purpose-built student accommodation in the form of cluster flats and studio developments, in accessible locations, with on-site management staffing, relieves the pressure on family-sized dwellings in popular locations such as Mutley and Greenbank and Derriford and reduces the need for students to commute by car. The Council supports this form of student accommodation as long as it is well designed and suitably located to minimise any negative impacts on residential amenity.

Impact on residential character

Purpose-built student housing can have a significant impact on the character of an area in terms of scale and associated impacts from increased activity,

noise or disturbance, either from the proposal itself or combined with existing similar accommodation, especially in residential neighbourhoods.

It is important that student housing is located where it will not have an unacceptable impact on residential character or amenity. Residential areas that already have a considerable amount of non-family housing may be particularly sensitive to further student accommodation.

Transport considerations

The majority of students wish to live close to where they study and also close to shops. The Council and University wish to encourage students not to use their cars; therefore locations close to public transport routes to the University main campus or to the Peninsula Hospital School and within easy walking distance of the City Centre or a local or district centre are most appropriate. Student housing should also be located within easy walking distance of accessible open space and leisure/ recreation facilities.

Communal facilities

Larger schemes (10+ study bedrooms) should include a laundry room with communal washing and drying facilities.

A planning condition will be attached to purpose-built student housing to restrict occupancy to full time students.

2.7.8 Lifetime homes – design principles

Policy CS15 (Overall Housing Provision) requires 20% of new dwellings to be built to Lifetime Homes standards. Lifetime Homes standards are a set of simple home features that make housing more functional for everyone, including families, disabled people and older people. They also include future-proofing features that enable cheaper, simpler adaptations to be made when needed. For example, they make getting in and around the home easy for everyone, whether they have small children or limited mobility.

Key features of Lifetime Homes include: a level or gentle sloping approach to property; doors wide enough to allow wheelchair access; the living room at entrance level; an entrance level toilet; walls able to take adaptations; a bathroom giving side access to toilet and bath; low window sills and electrical sockets and controls at convenient heights.

Lifetime Homes Standards

	Standard	Requirement	Comment
1	Car parking	Where car parking is adjacent to the home it should be capable of enlargement to attain 3.3m width.	A general parking space width of 2400mm should have a grass verge or footway running beside and level with it to enable it to be enlarged if required.
2	Access to the home from car parking	The distance from the car parking space to the home should be kept to a minimum.	A level approach is preferable.
3	Approach	The approach should be level or gently sloping.	Where topography prevents this, a maximum gradient on an individual slope is permissible as follows: 1:12 if the slope is less than 5m; 1:15 if it is between 5m – 10m; 1:20 where the slope is more than 10m. There must be top, bottom and intermediate1200mm clear landings. Paths should be a minimum 900mm wide.
4	External entrances	All entrances should be illuminated, have a covered main entrance, and have level access over the threshold.	Any upstand should not exceed 15mm.
5	Communal stairs	Communal stairs should provide easy access, and where homes are reached by a lift, it should be fully accessible.	Communal stairs should provide: Uniform rise not more than 170mm, uniform going not less than 250mm. Handrails extend 300mm beyond top and bottom step, handrail height 900mm from each nosing. Lifts: Clear landing entrances minimum 1500mm x1500mm Minimum internal dimensions 1100mm x 1400mm Controls between 900 – 1200mm from floor and 400mm from the lift's internal front wall.

	Standard	Requirement	Comment
6	Doorways and hallways	The width of internal doorways and hallways should conform to Part M, except that when the approach is not head on and the hallway width is 900mm, the clear opening width should be 900mm rather than 800mm. There should be 300mm to the side of the leading edge of the doors on entrance level.	This standard goes beyond Part M, because of the requirement for 300mm to the leading edge of ground floor doors to facilitate opening for wheelchairs, and for 900mm clear opening off a 900mm corridor.
7	Access for wheelchairs	There should be space for turning a wheelchair in dining areas and living rooms and adequate circulation space for wheelchairs elsewhere.	A turning circle of 1500mm or a turning ellipse of 1700mm x 1400mm is required in living rooms and dining areas.
8	Living rooms	The living room should be at entrance level.	
9	Two or more storey requirements	In houses of two or more storeys, there should be space on the entrance level that could be used as a convenient bed space.	This could be a temporary measure, but there should be enough space to make one without compromising the living room.
10	Toilets and shower	In houses with three bedrooms or more there should be a wheelchair accessible toilet at entrance level with drainage provision enabling a shower to be fitted in the future. In houses with two bedrooms the downstairs toilet should conform at least to Part M.	For properties of two-bed and below, a part M toilet is acceptable, for three-bed and larger then the wheelchair user should be able to close the door and do a sideways transfer on to the toilet. Minimum requirement is 1100mm in front of the toilet pan.
11	Bathroom and toilet walls	Walls should be capable of accepting adaptations such as hand rails.	Walls may need to be strengthened between 300mm, and 1500mm from the floor.
12	Stair lifts	The design should incorporate provision for a future stair lift and a suitably identified space for a through the floor lift from the ground floor to the first	There must be a minimum of 900mm clear distance between the stair wall (on which the stair lift would normally be fixed) and the edge of the opposite handrail/balustrade. Unobstructed

	Standard	Requirement	Comment
		floor, for example to a bedroom next to the bathroom.	'landings' are needed at the top and bottom of the stairs.
13	Main bedroom	The design and specification for a potential hoist from a main bedroom to a bathroom.	One solution would be a removable panel between the bedroom and a bathroom. New hoist design does mean that a straight run is no longer needed.
14	Bathroom layout	This should be designed to allow for easy access to bath, toilet and wash basin.	Although there is no requirement for a turning circle in bathrooms sufficient space should be allowed so that a wheelchair user can conveniently use the facilities.
15	Windows	Living room window glazing should be no higher than 800mm from floor level, and windows should be easy to open/close.	Wheelchair users should be able to see out of the window whilst seated and be able to operate at least one window in each room.
16	Fixtures and fittings	Switches, sockets, services, ventilation controls etc. should be at a height useable by all (i.e. between 450mm and 1200mm from the floor).	This exceeds part M as it applies to all floors, and all controls.

2.8 Sources of further information on new residential development

Further guidance on the design of new residential development can be found in:

►By Design: Urban Design in the Planning System – towards better practice (2000) available on www.communities.gov.uk

►Building for Life (2008) available on the CABE website (www.cabe.org.uk)

Guidance on space standards for residential development is available on the following website:

►www.swingacat.info.

Guidance on designing out crime in new developments is available from:

► Secured by Design (www.securedbydesign.com)

►Safer Places: the Planning System and Crime Prevention (2004) (www.communities.gov.uk).

2.9 Checklist for planning applications: new residential

The following checklist provides a prompt to ensure that the proposed development is acceptable in terms of the following considerations:

- Does the development respect the natural site context?
- Does the development respect the built context?
- Does the design maximise sunlight and daylight?
- Does the proposal include a sufficient amount of internal space?
- Does the proposal include an appropriate level of outdoor amenity space?
- Where applicable, does the proposal follow the guidelines on the provision of children's play space?
- In the case of student housing, is the proposal acceptable in terms of location and amenity?
- Where applicable, does the proposal include lifetime homes principles in the design?

3 Food and drink uses

3.1 Introduction

Food and drink uses, including cafés, street cafés, restaurants, public houses and hot-food takeaways, can serve important local needs, create employment and contribute to the vitality of city and district centres. However, in some locations proposals often cause apprehension amongst residents because of the negative amenity impacts that these uses can have. The Council recognises these fears and expects all proposals to respect householders' standards of amenity.

Food and drink uses include the A3 (restaurants and cafes), A4 (drinking establishments) and A5 (hot food takeaways) Use Classes. Planning permission is required for certain changes of use - for example, a café would need planning permission to become a hot food takeaway.

►The Planning Portal provides further information about when planning permission is required for change of use.

It is strongly recommended that anyone considering erecting or altering a building for an A3, A4 or A5 Use contacts the Planning Service for advice. It could also be necessary to contact other departments of the Council in respect to other consents. This is important as being in possession of one consent from the Council does not absolve you from the need to apply for other consents where necessary. Regulations concerning the sale of food and drink are quite complex and failure to comply with statutory planning legislation can have serious consequences.

Planning and Highways permission may be required for the use of some external areas for eating or drinking (e.g. street cafés) and for a material alteration in the appearance of a shop front and the erection of some types of signs and advertisements (see Chapters 4 and 5 for guidance on shop fronts and signs and advertisements).

Night clubs are classed as *sui generis* uses meaning 'in a class of their own' because of the large scale impacts that they can have. This means that planning applications for night clubs will be considered on an individual basis. However, many of the considerations for food and drink uses are also relevant for nightclubs and similar uses.

This chapter provides planning guidance relating to food and drink uses and nightclubs. These also form an important part of the Evening and Night Time Economy (ENTE) of Plymouth.The policies contained in LDF Core Strategy that relate to food and drink uses are:

- CS13 (Evening/Night-Time Economy Uses)
- CS22 (Pollution)
- CS34 (Planning Application Considerations)

Policy CS13 seeks to ensure that any ENTE proposals do not have an unacceptable impact on neighbouring uses through noise, traffic or disturbance, harm residents' amenity, or contribute to existing problems of disorder and nuisance. They should contribute to the vitality of the City Centre and waterfront areas. Policy CS22 seeks to protect people from unacceptable noise, nuisance or light pollution.

This chapter seeks to clarify and lend support to these policies. It sets out guidance on the following considerations in relation to food and drink uses:

- Noise and disturbance (including light pollution)
- Cooking odours
- Visual amenity
- Refuse
- Litter
- Cumulative impact
- Access and parking
- Toilets.

Additional guidance is provided in relation to smoking shelters and street cafés.

In assessing likely impact the Council will have regard to the nature and character of the locality. What is acceptable in the city or a district centre will differ from what is acceptable in a residential area.

3.2 Planning considerations

3.2.1 Will there be noise and disturbance from customers?

Food and drink uses are often open beyond normal working hours so the potential for conflict with residential uses can be high. Noise can be generated from:

- The use itself, including noise from cooking, extraction and general ventilation systems, e.g. air conditioning or cooling systems and vibration and resonance arising from use of the equipment
- People travelling to and from the use or from smoking areas. Food and drink uses, especially hot food takeaways, can generate an abundance of short term visits from the public, especially in the evenings and at weekends.

For these reasons the Council will take a cautious approach to food and drink applications, particularly in residential areas and when opening times extend beyond 'normal' shop hours.

In order to assess likely levels of noise and disturbance, the following information should be submitted with the planning application:

- The sound power level and the likely resultant noise level of equipment at the site boundary for all noise-producing machinery such as extract ventilation systems, refrigeration equipment etc. that is likely to be installed
- How any noise-generating plant or equipment will be located and installed so as to reduce noise impacts on neighbouring properties
- The intended hours and days of operation
- Proposed developments immediately adjoining (including below or above) residential premises should provide full details of sound insulation measures.

Noise disturbance from food and drink uses can be controlled by:

- Specifying hours of use
- The appropriate design and position of entrances. Two sets of doors, with an internal lobby, may be necessary to reduce the volume of noise from inside the premises reaching the street. Doorways should be sited to avoid noise and disturbance affecting residents
- Screening proposed car parking areas from adjoining residential properties to prevent the transmission of noise.

A Planning Condition may be imposed to restrict opening hours in order to safeguard residential amenity.

Businesses operating between 23.00 hours and 05.00 hours may require a licence issued under the Licensing Act 2003.

3.2.2 Are there cooking odours?

Cooking odours are required to be dispersed under public health legislation. The impact of cooking odours is largely dependent on the proximity of premises to neighbouring uses and the type of odour and wind direction.

In most cases, natural ventilation is insufficient and an extract duct with a fan and grease filters is required for ventilation although, in practice, it is virtually impossible to completely eliminate all cooking smells, irrespective of the extraction equipment installed. In older properties, fumes and odours can often penetrate the fabric of the building and can have a significant detrimental impact on the occupiers of adjacent properties. Applicants must be able to prove that nuisance or pollution from cooking odours will not be caused by the proposed use.

In order to assess the likely impact of cooking odours, the following information should be provided with the planning application:

- All A3, A4 and A5 Use applications must include details of proposed fume extraction systems. This must include details of the size, design, siting, finish, acoustic treatment and odour abatement techniques of the flue extraction system.

If a flue needs to be fixed to a building it should –

- Be located to minimise its visual impact on the street scene
- Normally terminate at least 1 metre above the ridge height of the building to which it is attached
- The route ducting should avoid proximity to residential or office windows on neighbouring properties and should be designed to minimise noise from the extraction process.

Occasionally, internal ducting is required due to the design of the building. In these cases Building Regulation approval may be required and a suitable fire risk assessment undertaken.

Planning Conditions can be imposed requiring extraction and filtration of cooking odours to safeguard the amenity of an area.

3.2.3 What is the impact on visual amenity?

All proposals for food and drink uses should be designed and sited in a way that they:

- Enhance the street scene
- Protect the safety and free flow of pavement users

- Have no detrimental impact on the amenity of neighbouring residents.

Proposals should be well designed, use appropriate materials and be in character with existing buildings in the area. Guidance is set out in Chapter 4 relating to shop front design. This guidance also applies to food and drink uses.

Special considerations will apply for proposals that are within a Conservation Area or affect a listed building.

3.2.4 What provision is made for disposal of waste products?

A3, A4 and A5 Uses can cause significant problems for the drainage system as a result of the disposal of cooking fat/grease from these premises. A build-up of fat deposits may block the drain either locally or further down the sewerage system. To prevent blockages and consequent problems, suitable grease traps must be installed on all drains.

Guidance on refuse storage requirements is set out in Chapter 6.

3.2.5 What provision is made to prevent litter?

To avoid the generation of litter around food and drink uses from people entering or leaving the premises, food and drink uses will normally be required to provide a litter bin outside the premises at all times when the business is open. One or more bins may also be required within the surrounding area, for example in the case of hot food take aways, where litter from food wrappings may be dropped at some distance from the premises. Specific bins may be required for smoking areas.

Where a litter bin is required it should be positioned so as not to create any obstruction that would unduly restrict the free flow of pedestrians or wheelchair users. Details of the design and siting of the bin should be submitted with the planning application.

If a bin is to be sited on a public highway it may also be necessary to apply for a license from the Council.

A planning condition will normally be imposed to ensure that managers of premises provide litter bins for customers.

3.2.6 Will the proposal lead to an unacceptable concentration of uses or cumulative impact?

Where several food and drink uses are located in close proximity to each other, unacceptable cumulative impacts may occur. The development of

clusters of food and drink uses can also undermine the mixed use character of an area and can result in the displacement of other uses, especially retail uses, that contribute positively to the character of an area and to the range of facilities and services provided. It is important that such uses do not detract from the primary retail function of the centres, or result in the loss of shops to the detriment of local residents. Further guidance on district and local centres will be set out in the Shopping Centres Supplementary Planning Document.

The Council has adopted a cumulative impact policy to control the licensing of premises issued under the Licensing Act 2003 in six areas of the city. These are: Barbican, North Hill, Stoke Village, Mutley Plain, Union Street and Derry's Cross. Within these areas the Council as the licensing authority may take into account matters such as:

- The character of the surrounding area
- The impact of the licence on the surrounding area
- The nature and character of the proposed operation
- Impact of the application in terms of crime, disorder or public nuisance, public safety and protection of children from harm.

3.2.7 What impact will the proposal have on access and parking?

Food and drink uses may attract customers from a wide area, and it is important that they are in easily accessible locations. They should be close to a public transport route. Provision for car and cycle parking should follow the Council's parking standards (see Chapter 8).

Adequate provision should be made for the loading and unloading of goods and servicing of premises, including refuse collections (see Chapter 6). Traffic routes should be planned to avoid the need for vehicles to reverse, particularly in public areas.

3.2.8 Is there adequate toilet provision?

Businesses that provide food or drink for consumption on the premises or provide entertainment must have a suitable number of toilets in accordance with British Standard 6465. Suitable provision must be made for the disabled.

3.2.9 Special considerations in relation to smoking shelters

The Health Act 2006 introduced a statutory smoking ban in 'enclosed' and 'substantially enclosed' premises. This includes all food and drink uses. In response, many businesses provide outdoor smoking shelters or spaces for their employees and customers.

Planning permission from the local authority will normally be required for permanent external smoking shelter structures – whether freestanding or attached to existing buildings.

Applications for smoking shelters should include calculations to demonstrate that the structure will not be ‘substantially enclosed’. This means that walls (including windows and doors) take up less than half the sides of the structure – i.e. that the structure is predominantly open.

Environmental Health advice will always be sought on planning applications for smoking shelters and related features.

The following considerations are important to ensure that any proposal for a smoking shelter does not have an adverse amenity impact:

- Does it overlook adjacent residential premises?
- Does it cause light pollution?
- Is it sited adjacent to doors, windows or air intake systems?
- Could there be secondary smoke infiltration into adjacent residential or commercial premises?
- Will it introduce or intensify activity and disturbance near to noise sensitive premises, particularly in the late evening? The opening hours of the premises to which the structure relates will be a consideration here.
- Will it result in the loss of parking spaces? Will this have an impact on parking in the vicinity?
- Will it obstruct or block an adjacent public footpath or road to the detriment of pedestrian or traffic safety? In general, canopies, shelters, heaters or similar structures sited on the public highway or on other public spaces are unlikely to be permitted.
- Is it in a Conservation Area or does it affect a listed building? Special considerations will apply.
- Is it accessible to people with a disability?

3.2.10 Special considerations applying to street cafés

Tables and chairs placed outside buildings can provide enjoyable facilities and contribute to the vibrancy and character of an area.

The following planning considerations will apply to proposals for outdoor chairs and tables in association with a food and drink use, as illustrated in Diagram 3.1.

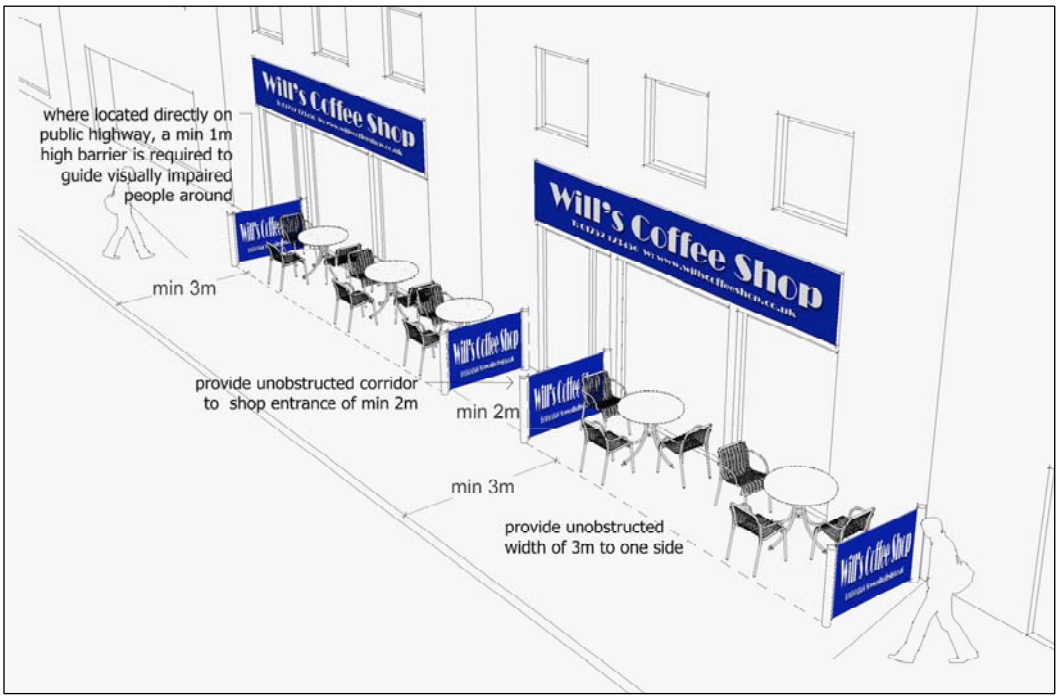


Diagram 3.1 – Street café planning considerations

- Street cafés need to relate positively to the existing street scene and movement of pedestrians
- Generally, there should be at least 3 metres clear unobstructed width on one side of the use
- Where the use directly fronts the premises from which the refreshments are served then an unobstructed corridor to the shop entrance of at least 2 metres must be retained
- Tables/ chairs should be sufficiently spaced to enable wheelchairs and prams access
- When tables and chairs are proposed directly outside a shop front on a public highway then a physical barrier of about 1 metre in height will be required to guide visually impaired persons safely around the use
- The style of furniture should reflect its purpose and location. Domestic 'patio style' furniture is unlikely to work in the city or a district centre

setting. Particular attention needs to be given to outdoor furniture design in Conservation Areas.

The following considerations are important to ensure that any proposal for street cafés does not have an adverse amenity impact –

- Does it overlook adjacent residential premises?
- Will it introduce or intensify activity and disturbance near to noise sensitive premises, particularly in the late evening? The opening hours of the premises to which the structure relates will be a consideration here.
- Will it result in the loss of parking spaces? Will this have an impact on parking in the vicinity?
- Will it obstruct or block an adjacent public footpath or road to the detriment of pedestrian or traffic safety?
- Is it in a Conservation Area or does it affect the historic character of the area or the setting of a listed building? Special considerations will apply.
- Are additional litter bins required?

It is necessary to obtain an annual permit from the Council to place tables and chairs on the public highway. Hours of operation will be specified in the permit.

Information on how to apply is available on the Council website (www.plymouth.gov.uk/highways_permit_cafe_licensed.pdf).

3.3 Do I need to get other permissions from the Council?

Always check with the Council what consents are required before opening or altering an A3, A4 or A5 Use or nightclub.

Licensing

Licenses are required for activities such as the sale of alcohol, provision of various forms of public entertainment, the installation of gaming machines and the use of doormen.

The licensing authority recognises that licensing applications should not be seen as a repeat of the planning application process and that there should be a clear separation of the planning and licensing regimes to avoid duplication and inefficiency. Applications for premises licences for permanent commercial premises should normally be from businesses with planning consent for the property concerned.

►Guidance on activities covered by the Licensing Act can be found via the link – http://www.plymouth.gov.uk/regulated_entertainment-2.pdf

►General advice on Licensing and on complying with smoke free legislation and smoking shelters can be found on the Council Website – (www.plymouth.gov.uk).

Environmental Health

- Food businesses will need to register with the Council's Public Protection Service.

3.4 Checklist for food and drink planning applications

Has the application provided details about –

- Extraction of odours from cooking?
- Provision of grease traps for drains?
- Provision of a litter bin outside the premises?
- Provision for refuse storage?
- Opening hours?
- Access to public transport?
- Sound-proofing measures to reduce noise?
- Provision for car parking and cycle storage?
- Provision of a smoking shelter?
- The location and use of neighbouring premises (e.g. residential/ commercial/ industrial) – shown on a plan?
- Background noise measurements?

4 Shop Fronts

4.1 Introduction

This chapter provides guidance on the design of shop fronts. It applies to shops in general (A1 uses) but also to other 'A' Use Classes including banks, estate agents, restaurants, cafés and pubs.

Shop fronts play a vital role in contributing to the character and appearance of the street scene as well as attracting customers. Well designed shop fronts can contribute to creating an attractive and distinctive environment while poorly designed shop fronts can contribute to the perception of a neglected and low quality environment.

The guidance supports Core Strategy policies CS02 (Design) and CS34 (Planning Application Considerations). The aim is to ensure that shop fronts contribute positively to the street scene.

The first part of this chapter covers general principles for all shop fronts. Section 4.2 sets out special considerations relating to historic shop fronts, while section 4.3 refers to special considerations for shop fronts within the City Centre.

If a shop front is installed, altered, or replaced, planning permission will generally be required.

Shop signs may also need Advertisement Consent (see Chapter 5 for guidance).

If you are a tenant the consent of the landlord/ ground landlord will be required before undertaking alterations.

4.2 Planning considerations

4.2.1 Is the shop front an integral part of the building?

Shop fronts should not be designed in isolation, but considered as part of the architectural composition of the building. The shop front and upper floors should be seen together rather than as separate entities, and should be well related to each other in terms of scale and design.

Where existing shop fronts are a distinctive and original element of the building, the Council encourages them to be retained or replicated.

Any replacement shop front should respect the scale and proportions of the building.

4.2.2 Are the shop front components appropriately proportioned?

Shop fronts are commonly made up of several different components as shown in Diagram 4.1. It is important to ensure these components within the shop front work together as a whole, and are in proportion with the scale and architectural style of the building.

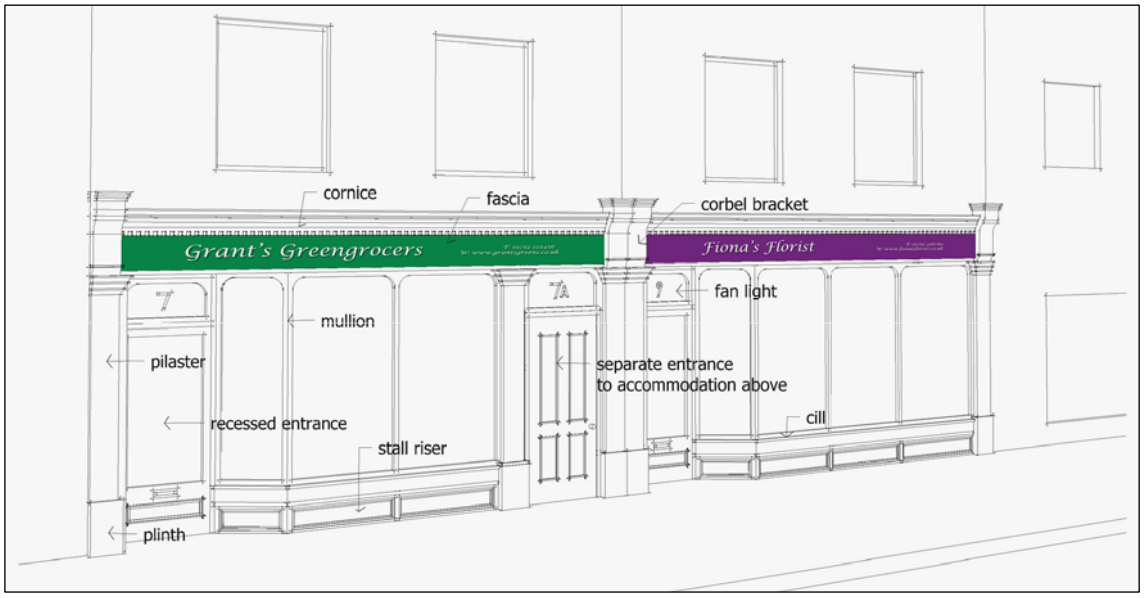


Diagram 4.1 – Traditional shop front showing shop front elements

Fascia and pilasters

The *fascia* and *pilasters* are important elements as they frame the shop front. The fascia provides the backdrop for the shop sign and is often the most noticeable part. The pilasters define the shop width and support the upper floors.

Special care should be taken to ensure that the proportion and design of the fascia is sympathetic to the rest of the shop front and building. If oversized, the fascia will unbalance the shop front and appear to slice the building in two. Generally, the depth of the shop front fascia should be no more than a quarter of the depth from the pavement level to the bottom of the fascia. There should also be a visual gap between the top of the fascia and the window sills above. Diagram 4.2 shows a good and a poor example of a shop front.

Where the existing shop front is badly proportioned, the replacement shop front design should rectify this by applying the above principles.

Where a false ceiling is proposed inside a shop, it will not be acceptable to increase the depth of the fascia in line with this. The change in level can be dealt with through careful detailing of the shop window itself – e.g. transom

lights with opaque glass or by setting the false ceiling back within the shop (as shown in Diagram 4.3).

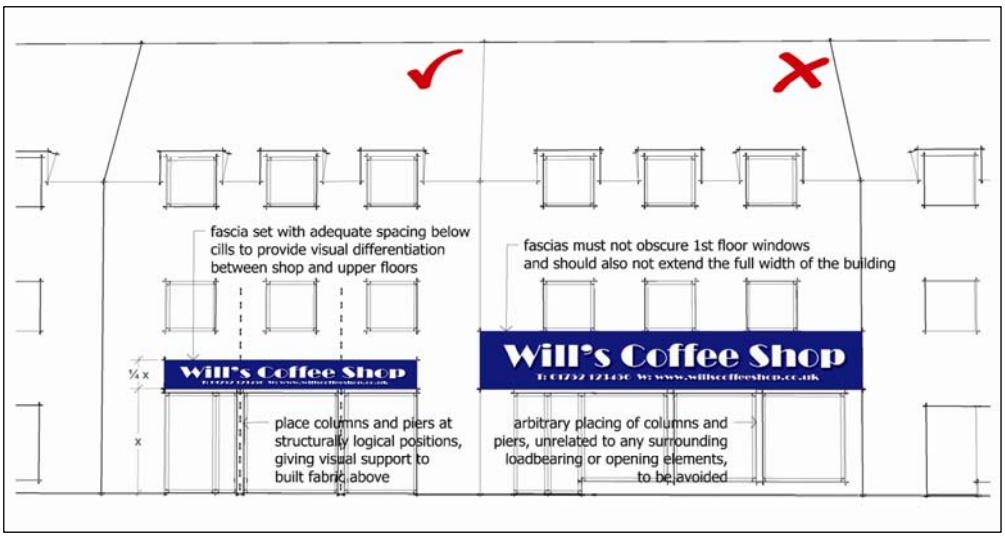


Diagram 4.2 – Modern shop fronts showing good and poor examples of shop front design

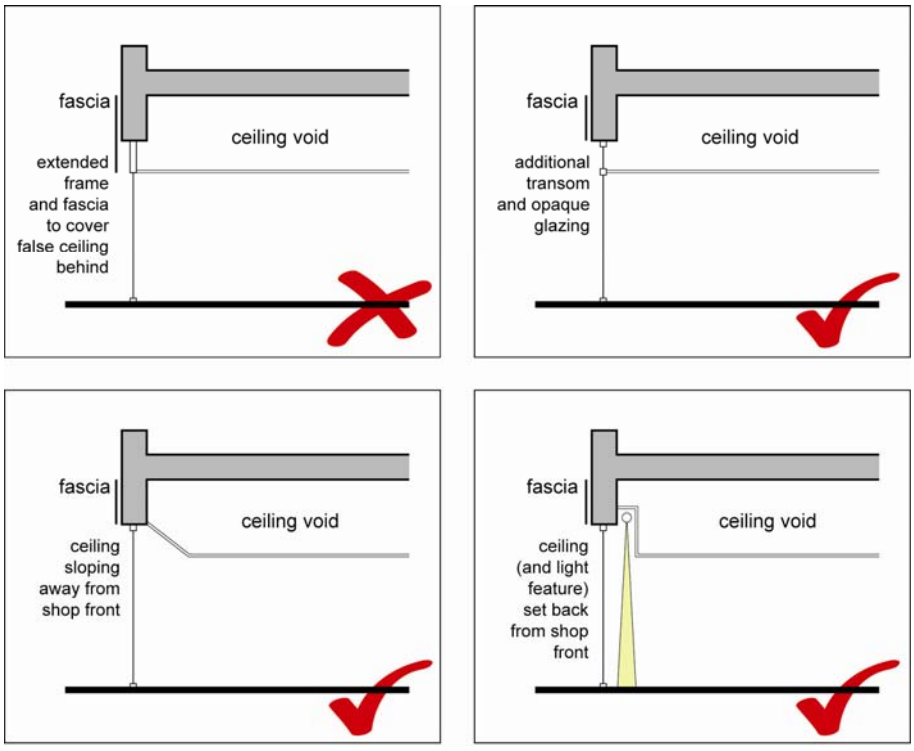


Diagram 4.3 – How to design a false ceiling without increasing fascia depth

Cornice

The *cornice* is the horizontal moulding at the uppermost part of the shop front and is a common feature of traditional shop fronts (see Diagram 4.1). As well

as serving a practical purpose in providing weather protection it also provides a visual break between the shop front and the upper floors. The use of a cornice may be applied to a modern building and can be useful in providing an upper frame to the fascia and shop sign.

Stall riser

The *stall riser* serves a practical purpose in anchoring the shop front to the ground (see Diagram 4.1). Shop fronts with no stall riser at all will appear top heavy. However, stall risers in modern shop fronts may be minimal.

The design of the stall riser should reflect the character of the area. Where stall risers are of a common height or material, this should be followed in the design. In Stoke Village, for example, the late Victorian shop fronts had rendered stall risers.

Windows and displays

Window displays can make a big difference to the appearance of a building and a street. It is important to ensure that window displays fronting highways do not endanger public safety. The Council will encourage traders to be imaginative in the design of their window displays even if the shop does not have goods to display. Traders are encouraged to pay attention to the appearance of windows in the upper floors of buildings. Where windows serve as storage areas, traders should consider introducing display windows or obscuring windows so that storage is not visible.

The method of subdivision of windows should reflect the scale and style of the building. In general, there is more subdivision in traditional shop fronts than modern shop fronts.

Finishes to glazing can add interest to the appearance of a shop front. For example, glass engraving may be used to create variety. This may provide a high quality advertising opportunity, or an opportunity to say something about the nature of the business.

Should a cash machine be installed, it must be an integral part of the design of the shop front, using materials that are sympathetic to the building. It should be positioned where there is a sufficient degree of natural surveillance and where users will not impede pedestrian movement. It should also be well lit.

Doors

Shop front doors and entrances should meet the specified Building Regulation standards for accessibility. They can either be flush with the shop front or recessed. Doors must not open over the highway.

In the case of a very long shop front, such as for a department store, frequent openings should be provided to keep a vibrant lively shop frontage.

Door furniture should be appropriate to the character of the door, shop front and building.

Blinds and Canopies

This shop front has a well-designed fascia and canopy.

The use of blinds or canopies can be useful to a business in protecting goods from direct sunlight, as well as providing shade and shelter to shoppers. They can also add interest and colour to a street.

Blinds and canopies should be designed as an integral part of the design of the shop front and relate satisfactorily to the features of a building and the general streetscene in both the open and retracted state.

The following guidelines should be followed:

- They should normally cover the full width of the shop front between the pilasters
- Blinds should be made of canvas or a similar non-reflective material
- They should sit beneath the fascia level and should be constructed so that when fully erected will not cause obstruction to passers-by
- If the shop front is not being altered, it may be appropriate to position the blind mechanism above the cornice
- It is essential that, whether modern or traditional, the blind box is incorporated into the shop front design and not simply applied
- Fixed 'dutch' blinds or the use of plastic will not normally be acceptable as they can look unattractive and permanently obscure the shop front
- Blinds should be avoided over doors alone or on upper storey or basement windows
- Any lettering / design on the canopy should not be allowed to dominate it and the style should relate to the design of the whole shop front especially the fascia sign.

4.2.3 Does the proposal respect the character of the area?

The character of an area must be respected and care taken to ensure that standard designs are not imposed on areas, or even individual streets, with distinct architectural, historic or social character. The Council will expect corporate images to be adapted and modified to suit each particular location and will refuse proposals which seek to impose a standard, corporate solution at the expense of distinctive local characteristics.

4.2.4 Does the shop front create an active ground floor frontage?

When designing a shop front it is important to ensure that activities within the property can be seen through a substantial proportion of the glazed area in order to enliven the street scene and promote natural surveillance, although it is acceptable for part of the shop front to include a window display area.

All shop fronts should have clear glazed windows that allow inside activity to be seen from the outside.

Sometimes, shop front proposals may have window posters or cash machines integrated into their frontage, resulting in the loss of active frontage. In most cases, allowing more than one third of the width of the window shop front to be obscured will result in significant harm to the visual amenity of the street scene and to natural surveillance and will therefore be resisted.

The correct shop front proportions to ensure an active ground floor frontage are illustrated in Diagram 4.3. However, each proposal will be considered on its own merits, taking into account the prominence of the shop front, its position in the street, the amount of existing ground floor frontage in the area, and the width of the shop front.

Diagram 4.3 – Shop front with active ground floor shop front

A planning condition may be attached to require the ground floor commercial windows or specified windows to remain as active windows or window displays.

4.2.5 Are high quality materials and finishes used?

High quality materials and finishes are required for all shop fronts. In designing a shop front, consideration should be given to:

- The sustainability and longevity of the materials and finishes
- Their appropriateness to the character of the area and building
- Visual relationship with the upper floor and adjacent buildings (particularly if part of a terrace).

The colour scheme selected should harmonise with any colour on the building above, and on adjoining buildings and shop fronts. Colour contrast is important for people with visual impairments, but garish contrasts and vivid colours should be avoided.

4.2.6 Does the shop front use appropriate security measures?

Security is an important issue which should be integrated into the design of shop fronts at the outset. Security measures should not create a negative impact on the street scene, particularly at night. For example, a street of solid shutters can create a hostile appearance and poor image.

Shutters and grilles

External solid or perforated metal shutters and grilles are unattractive as they present a blank frontage to the street and can be subject to graffiti and vandalism, and will normally be resisted by the Council. The following alternative means of security are recommended (in order of preference):

- Security glass – This is usually laminated and has the capacity to remain intact even when broken
- Internal shutter grilles – These can be fitted discreetly behind the shop window and are retractable and should be open mesh if feasible
- External open mesh grilles – There may be instances where these are acceptable. This would be subject to the shop front design and the building. If acceptable, the window display must still be visible and the shutter box housing integrated within the shop front, i.e. behind the fascia or be recessed and flush with the shop front.

Other security measures may include:

- Alarms – Careful thought must be given to the need, the design and siting of alarms. They should never be sited on architectural features such as pilasters or decorative mouldings.

4.2.7 Is the shop front accessible to all?

Shop front proposals should meet the access requirements as set out in Approved Document M of the Building Regulations.

►For further information please contact the Council's Access Consultant in Building Control. Telephone 01752 304577.

4.2.8 Historic shop fronts guidance

Shop fronts of listed buildings, in Conservation Areas or in other areas with historic character need to respect the historic setting. The following guidance sets out special considerations. Digram 4.1 illustrates many of the design principles for historic shop fronts set out in this section.

Historic shop fronts: fascias and pilasters

The depth of the fascia should be in proportion to the width of the pilasters and sit below the cornice. Above the pilasters, corbel brackets should be used to frame the fascia and support the cornice.

Historic shop fronts: windows and displays

Traditionally, the shop window extended from the stall riser to the fascia, maximising the glazing. Large, undivided areas of glass look out of place and

must be avoided. The window could be divided vertically with mullions, usually of moulded timber or cast iron, and sometimes, depending on the proportions, also with a horizontal transom rail. Usually mullions and transoms are slender in profile and can have decorative mouldings. Traditionally, a timber cill overhanging the stall riser is provided as a weathering detail.

Historic shop fronts: doors

Overlights are often placed above the door and in some cases the doors are set back from the shop windows. This gives the shop front an interesting three-dimensional character and allows the entrance to be ramped and sheltered from the elements. If a set back is needed in a new doorway, this should be no more than 1.5 metres in depth, incorporating sensitive lighting.

Traditional fittings, often of brass, should be considered.

Historic shop fronts: blinds and canopies

Traditionally blinds/awnings were made of canvas and retracted into a blind box designed as integral to the shop front. The blinds were often used to display advertising. If historic blinds or a blind box exist, then consideration should be given to repairing these or reinstatement. They were traditionally hand operated with winders but can be made with motor operation if desired.

Historic shop fronts: materials and finishes

Varnish or artificial graining may sometimes be appropriate.

The use of uPVC will not be acceptable on shop fronts of listed buildings or in Conservation Areas.

4.3 City Centre shop fronts planning guidance

Policy CC01 (Place making and the Historic Environment) of the City Centre Area Action Plan pre-submission document seeks to enhance the most successful elements of the City Centre's historic environment.

The guidance in this section is additional to the guidance set out in section 4.2 and seeks to ensure that shop fronts in the City Centre enhance the historic character of the buildings and the street-scene. Shop front designs should respect the 'civic scale' of these buildings. Special guidance on City Centre shop signs is set out in section 5.3.

Shop fronts may be composed in many different ways to reflect the needs of the traders. Designs should, however, respect the following specific guidance.

City Centre: stall risers

Stall risers should generally be designed to take account of floor levels and form a suitable plinth to the shop front, but should not be excessively large. Robust materials should be used. The use of natural stone such as granite, local limestone, Portland Stone or local slate should be used to create a high quality, sustainable and long-lasting stall riser. This may be polished where appropriate. Other materials, such as high quality metal, will be considered if it can be demonstrated that they relate well to the wider building and to the

City Centre shop front showing stall riser, windows and framing and solid canopy.

composition of the shop front as a whole.

City Centre: fascias and pilasters

In many instances these form part of the original building design and are finished in stone. Where possible, the original fascias and pilasters should be retained. New display windows should be inserted within the openings framed by the original fascias and pilasters. Fascia signs should follow specific guidance for City Centre signs in chapter 5 (section 5.3).

City Centre: windows and framing

The area between the top of the stall riser and bottom of the original fascia must have an overall appearance that is ‘light-weight’. This should be achieved by:

- Maximising the height of display windows or glazing
- Avoiding the installation of box fascias
- Using clerestories of clear/translucent/obscure glazing or other light-weight treatments to minimize the extent of solid in the frontage.
- Framing elements (glazing bars, door frames, transoms and mullions) form an important part of the structure of the shop front and should be integral

to the whole composition. Generally, they should be designed in a modern way, employing high quality materials. For example, a contemporary appearance that relates well to the wider building can be achieved by composing the frontage entirely in glazing with no solid framing, or by using a very thin section of framing to create a 'light-weight' appearance. Generally, the extent of framing should be minimised to ensure that shop fronts are of a suitable scale.

- The following materials may be appropriate for framing:
- Metal with a high quality applied finish such as bronze, stainless steel or similar.
- Timber provided that it is of suitable contemporary style and has a good quality section.
- Powder or nylon-coated metals provided they have a suitable colour and finish and that sections are of a high quality. Standard square or rectangular sections will generally not achieve a suitable quality.
- Plastic framing will generally not create an appropriate quality finish.

City Centre: canopies and blinds

Many buildings have solid canopies between ground and first floor. These are part of the original building design and provide important shelter. Within solid canopies roller blind boxes for canvas awnings are housed. The use of traditional roller blinds in these positions is acceptable. Where traditional-style canvas awnings are proposed in other locations, the Council will have regard to the individual characteristics of the building.

Blinds or canopies will generally not be permitted on the upper floors of buildings.

4.4 A checklist for shop front planning applications

- Is the shop front designed as an integral part of the building?
- Are the components of the shop front appropriately proportioned?
- Does it respect the character of the area?
- Does it create an active ground floor frontage?
- Are high quality materials and finishes used?
- Does the shop front use appropriate security measures?
- Is it accessible to all?
- If applicable, has the guidance on historic shop fronts or City Centre shop fronts been followed?

5 Outdoor Signs and Advertisements

5.1 Introduction

Outdoor signs and advertisements, including shop signs, are important for the economic viability of business and for the health of the local economy. Signs can be informative and add interest to drab urban environments. However, if poorly designed in relation to their surroundings, and uncontrolled, they can cause significant harm to the appearance of a building or area, as well as endanger public safety.

The advertisement control system rules are set out in the Town and Country Planning (Control of Advertisement) Regulations 2007. It is the responsibility of the local planning authority to decide whether a particular advertisement should be permitted or not under these rules.

The local planning authority can decide on matters relating to the size, siting, design and illumination of signs and advertisements but not content. Some categories of advertisements can be displayed without the planning authority's specific consent, such as advertisements displayed within a building and not seen from outside. Others have 'deemed consent' which means that they can be displayed without application being made to the planning authority, such as bus stop signs or rail station signs. However, most types of advertisements do need the Council's 'express' consent. This includes:

- Virtually all posters
- Some illuminated signs
- Fascia signs and projecting signs on shop fronts or business premises where the top edge of the sign is more than 4.6 metres above ground level
- Most advertisements on gable ends.

It is strongly recommended that you contact the Planning Service for advice before erecting any sign or advertisement. The display of signs or advertisements without the necessary consent is a criminal offence and the Council has widespread powers under the Regulations to seek their removal and to prosecute offenders.

The guidance in this section expands on Policies CS02 (Design) and CS34 (Planning Application Considerations) in the Core Strategy. The aim is to ensure that advertisements and signs contribute positively to the street scene.

Guidance is given on the design of popular advertising formats, including shop front signs, to ensure they fit in with their surroundings and do not endanger public safety. Additional guidance is provided for shop signs on historic buildings and shop signs in the City Centre historic area.

5.2 Planning considerations

When considering an application for an advertisement or sign, the Council will consider its impact on visual amenity, noise and public safety.

5.2.1 Visual amenity

Most buildings have a distinctive character and this should be the starting point when designing a sign. Advertisements will not be acceptable if they are visually intrusive, dominant, or contribute to visual clutter. Advertisements must be sympathetic in scale, size, proportion, colour and design in relation to their surroundings. Further guidance on the design of shop front signs is given below.

5.2.2 Noise

Advertisements should not make excessive noise, especially where they are located close to residential uses.

5.2.3 Public safety

Advertisements will not be acceptable if they endanger public safety. Public safety can be described as being the safety of people using any form of travel likely to be affected by the advertisement.

The vital consideration in assessing the impact of an advertisement in terms of public safety is whether the advertisement and its location would be so distracting or confusing that it creates a hazard for, or endangers, people who are taking reasonable care for their own, and others', safety. Particular care needs to be taken where an advertisement is to be positioned close to a road junction where drivers may be distracted. Extra care should also be taken to ensure that illuminated advertisements do not distract drivers, or cause confusion with illuminated traffic signs and signals. Advertisements placed on the pavement (for example, outside shop fronts) may pose a hazard to pedestrians.

5.2.4 Special considerations for shop front signs

Nearly all shops display signs or advertisements. It is important that their size and position within the shopfront is considered at the earliest stage. Signage

that bears little relationship to a shopfront can ruin an otherwise attractive design.

Fascia signs

Fascia signs, the principal form of advertisement on retail premises, have a major impact on the quality of the street scene. Most properties have an established or logical position for the fascia sign and this should be adhered to.

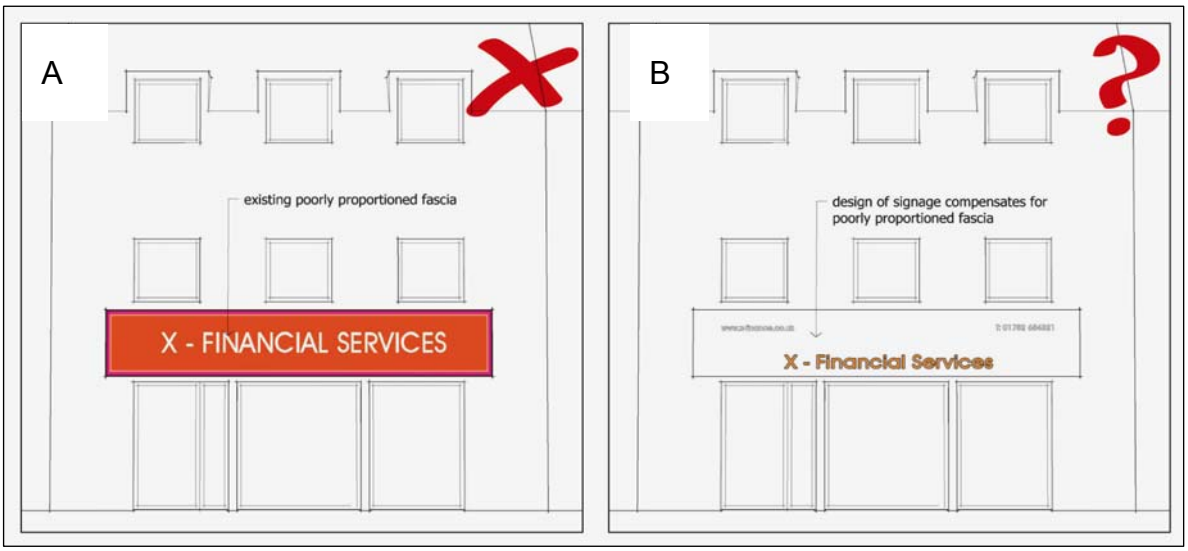


Diagram 5.1 – Signs on poorly designed fascias

A fascia sign should be set within the shop front fascia, in proportion with the composition of the shop front and building (refer to section 4.2.2).

Applications for fascia advertisements on poorly proportioned shop fronts raise a number of concerns and must be carefully considered. The presence of a poorly proportioned fascia space will not normally be considered a sufficient reason to allow an advertisement that is detrimental to the visual amenity of an area. The applicant may consider redesigning the shop front or should design the sign so as to compensate for the fascia's poor proportions. Diagram 5.1 shows two shop front fascias that are too wide in proportion to the shop front. In the first example, the sign fills the fascia space, thereby emphasising the width of the fascia. In the second, the sign is less obtrusive and reduces the impact of the fascia.

The content of signs should be kept to a minimum – e.g. name and/or the trade.

Projecting signs

Projecting signs can be an effective way of drawing attention to a shop but can result in a cluttered appearance if allowed to proliferate. Therefore, only one projecting sign per shop front will be acceptable, although there are circumstances, such as in the City Centre, where projecting signs may not be appropriate (see section 5.3).

Signs should be in line with the fascia panel and below first floor level. The size will be determined by its proportion with the fascia. Materials and bracketing should reflect the character and style of the building.

Projecting signs will be resisted where they might become a safety hazard to pedestrians, road users, or where they may cause disturbance to occupants of upper floors.

High level signage in shop fronts

Advertisements located above the level of first floor windows are sometimes acceptable where they relate to a use which is not found on the ground floor of a property. In these instances advertising should be restrained and relate well to the building and any existing signs. The painting of lettering or signs on window glass is often the most visually attractive way of achieving this.

Lighting

If overlit or using obtrusive equipment, shop front signs can spoil the appearance of a building or detract from the character of an area.

The following principles should be followed:

- The use of individual fittings to highlight certain parts of the fascia may be acceptable, subject to design and impact on the shop front
- There may be opportunities to fit linear lighting discreetly in the fascia design or possibly beneath the soffit of the cornice
- The illumination levels of advertisements should be in accordance with the standards set by the Town and Country Planning (Control of Advertisement) Regulations 2007
- Any illumination should use low energy lighting.

5.2.5 Historic buildings: shop front signs

Advertisements displayed on Listed Buildings will require Listed Building Consent irrespective of whether Advertisement Consent is required.

Historic buildings: fascia signs

- Traditional fascias must always be retained or replicated.

- Large modern box fascia signs made of plastic or metal will not be accepted as they obscure architectural features and can look bulky.
- On existing historic shop fronts, painting directly onto the fascia or individually applied three dimensional letters will normally be expected.

Historic buildings: projecting signs

A street scene in the Barbican showing traditional projecting signs.

- Modern plastic box signs are not acceptable as rarely do these relate well to historic shop fronts.
- Many 'pre-modern' signs were made of timber with the signs painted directly onto them. Brackets were made of cast or wrought iron. The use of these materials and traditional designs will be encouraged.

Historic buildings: lighting

A good window display with internal low energy lighting is the preferred option. External lighting will only be acceptable for shop fronts with night time uses.

Large, internally lit box fascia signs will resisted, as they can obscure architectural features, and appear bulky and dominant.

5.3 City Centre: shop front signs

Shop front signs proposed in the City Centre should follow the guidelines below in addition to the guidelines in section 5.2.4. These guidelines complement the guidelines for City Centre shop fronts in section 4.3.

Where original stone (or similar) fascias exist, fascia signs must be applied within them. Solid fascias positioned below the original shop front fascia will not normally be acceptable.

Buildings which have original stone fascias should have signs that take the form of well designed individual raised lettering applied directly to the original fascia. Lettering should relate well in style, scale and use of materials to the rest of the shop front of which they form a part. Some forms of plastic raised lettering can appear crude against a natural stone backdrop.

Where original fascias are considered to be too high in relation to the rest of the shop front, designers may consider how lettering might be applied differently. For example, raised lettering may be applied to the top of a transom and occupy the clerestory space in a display window. Solid backdrops should be avoided in such instances.

The use of fascia backing boards (particularly timber or perspex) or box fascia signs, applied directly onto original fascias, will not be acceptable, unless it can be demonstrated that this treatment would be visually appropriate.

Where original fascias do not exist, new fascias should be designed so that their height and length fit suitably within the design of the remainder of the shop front.

Projecting signs in the City Centre will not normally be acceptable due to the architectural clean, modern lines of the buildings. Furthermore, the Council does not in any case approve projecting signs as ground landlord of these buildings. Box signs in the identified ‘civic scale’ buildings in the City Centre will not be accepted, due to the architectural and historic significance of these buildings.

Illumination of signs is welcomed as it adds to the colour and vitality of the City Centre at night.

An example from the City Centre of a discretely lit shop sign

Discrete external illumination of signs will often be better than internal illumination. External illumination will normally allow greater scope to design a shop sign that is particular to the requirements of an individual shop front design. Greater flexibility in scale, style and use of materials would be available. Internally illuminated adverts may be acceptable if they achieve other requirements set out in these guidelines.

The use of neon signs (without visible runner bars) and more animated signs may be considered in some locations provided they do not cause a traffic hazard or harm residential amenity and that they are designed to a high quality, positioned sensibly and relate suitably to the use they refer to.

5.4 Further information on signs and advertisements

The following guidance is available on the Planning Portal (www.planningportal.gov.uk):

►Planning Policy Guidance Note 19 – Outdoor Advertisement Control

►Outdoor advertisements and signs: a guide for advertisers (2007).

►Circular 03/07 Town and Country Planning (Control of Advertisements) (England) Regulations 2007.

5.5 A checklist for applications for signs and advertisements

- Does the advertisement or sign require express consent?
- Is it acceptable on visual amenity and noise grounds?
- Does it endanger public safety?
- If it is a shop front sign, is it in proportion and character with the composition of the shop front and building?
- If applicable, does it follow special guidelines for City Centre signs?
- Is the proposal for a listed building or in a Conservation Area? If so, special considerations apply.

6 Refuse Storage Facilities

6.1 Introduction

This chapter sets out planning guidance relating to the provision of adequate and appropriate refuse storage and recycling facilities within new development. It covers both residential and non-residential development, and supports Core Strategy Policy CS26 (Sustainable Waste Management).

The aim of this guidance is to complement guidance in the Design Supplementary Planning Document and improve the quality of refuse storage design and provision in new development to ensure that:

- Storage of wheelie bins, communal waste bins and refuse sacks does not detract from the street scene, obstruct access or detract from residential amenity
- Separation of waste takes place at source to reduce landfill and improve recycling
- There is convenient access, both for users of the waste storage facility and for those who collect waste
- Waste materials do not create odours or attract vermin
- Waste storage does not create a fire hazard or impact on public health.

Refuse storage should be considered at the beginning of the design process in new developments, as many of these issues can be addressed by appropriate design and location of waste storage and collection facilities.

For large developments, a Site Waste Management Plan (SWMP) may be required along with the planning application.

►Further information about Site Waste Management Plans is given in the Design Supplementary Planning Document. You can also consult the following document 'Non statutory guidance for site waste management plans' available at www.defra.gov.uk.

Where the proposed development affects a listed building or Conservation Area, special care will be needed to ensure that provision of refuse storage areas does not detract from the historic character or setting of the building or area.

6.2 Refuse storage guidelines

Tables 6.1 and 6.2 set out space and design standards that will be applied to different types of development. Diagram 6.1 illustrates some of the main principles in designing a communal storage area. Table 6.3 in section 6.7 sets out standard dimensions for refuse and recycling containers.

Table 6.1 Standards for calculating the volume of waste storage needed

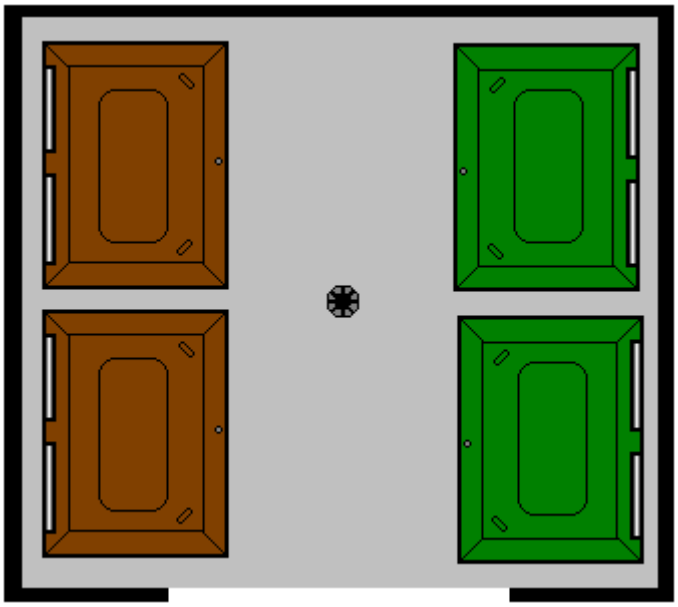
Criteria	**Standard**
Per person[1]	70 litres per week for refuse/ 40 litres per week for recycling
Per family dwelling/ per dwelling in developments less than 6 dwellings	2 x 240 litre wheeled bins
Per 6 flats/dwellings	1 x 1100 litre wheeled bin for refuse
Per 10 flats/dwellings	1 x 1100 bin for recycling
Per shop unit	Dependent on need
Industrial/ commercial	Dependent on need

[1] In cases where applying this guidance would result in parts of a bin, then the number of containers should always be rounded up, i.e. a development with 22 flats should provide space for 4 bulk bins for normal refuse and 3 for recycling.

Table 6.2 Design guidance for refuse storage areas

Type of development	**Design criteria for storage area**
Individual residential storage areas	**At least 1.2 m^2 in size (for 2 x 240 litre wheeled bins).** **Entrance wide enough to allow bins to be wheeled in and out easily.** **If covered, must be at least 1.8 metres high to allow bin lids to be opened for filling.** **Should be located at least 2 metres away from windows or ventilators, preferably under shade or shelter.** **Should usually be located within 30 metres from the main entrance to the dwelling (excluding any vertical distance), and containers should be within 25 metres of the waste collection point.**

Communal residential storage areas/ storage for retail, industrial or commercial uses – see also Diagram 6.1	**Bin stores for 1100 litre bins must allow at least 150 mm clearance around each bin, with a minimum of 1 metre clearance if the bins are located facing each other. It must allow individual bins to be moved in and out of the store easily.** **Should be separate areas within the store for recyclable and non-recyclable waste.** **Must be screened to a height of at least 450 mm above the top of the bins. Walls must be a minimum of 2 metres high. If covered, walls must be at least 2.5 metres high to allow lids of bulk bins to be opened fully.** **Should be sited in a convenient and unobtrusive location, to avoid noise or odour disturbance to neighbours.** **Should have basic low energy lighting (e.g. solar lights).** **Should have appropriate drainage to assist cleaning – an impervious washable floor inclined slightly to a central drain. This drain must be connected to a foul water drain and incorporate a gully trap system.** **Should be secure to prevent anti-social behaviour or fly-tipping.** **Should be easily accessible to both occupiers and collection vehicles.** **Should usually be located within 30 metres from the main entrance to the dwelling (excluding any vertical distance), and containers should be within 25 metres of the waste collection point.** **For mixed residential/ commercial development, waste storage should be separated to ensure that commercial waste does not enter the domestic waste stream.**



Store is laid out in a manner that allows all bins to be accessed easily by residents and allows collectors to remove any bin without having to move others first. Recycling and refuse bins kept separately.

Diagram 6.1 Layout of a communal refuse storage area for 1100 litre bins

6.2.1 Residential development – refuse storage

New residential developments should include adequate and appropriate means of storing refuse and recyclable materials.

6.2.2 Internal storage

Kitchen/utility room layouts should allow sufficient space for a minimum of two ten-litre waste bins. Provision should also be made for additional bins/storage space for other recyclable items such as glass and textiles.

6.2.3 External storage

The potential for external storage and the type of storage that is appropriate varies with the type of dwelling, as follows:

Detached, semi-detached and end of terrace houses with side access

External waste storage areas should be integrated with the fabric of the dwelling or an associated garage, or otherwise screened or sited out of public view, but readily accessible to the occupiers. The layout should enable bins to be moved easily to the point where they can be collected, e.g. the roadside or a communal collection point.

Mid-terrace houses and other properties without side or accessible rear access

Dwellings must include an enclosed waste store integrated with the fabric of the dwelling and readily accessible to both occupiers and the roadside or area from which the waste bins are collected.

Low rise flats, houses in multiple occupancy and high density housing developments

If provision is made for individual waste storage for each dwelling, the principles outlined above for mid-terrace dwellings should be applied.

Low rise flats (up to 4 storeys in height), properties in multiple occupancy and high density housing developments should, as general rule, be provided with a communal refuse enclosure or store designed for an appropriate number of bulk refuse and recycling bins, provided 6 or more dwellings are present.

If the development has less than 6 dwellings, then a store or space (communal or individual) must be provided for 2x240 litre wheeled bins for each dwelling.

6.2.4 Design considerations for residential refuse storage facilities

These guidelines are in addition to those set out in Table 6.2.

Storage facilities should be designed to be:

- Fit for purpose – large enough to accommodate the volume of refuse anticipated from the residential development
- Visually unobtrusive
- Easy to access by refuse collectors and householders. Potential obstacles such as steps, heavy shale and steep slopes should be avoided.

There may be circumstances where you might choose to locate stores in a prominent location. This is likely to be acceptable only where alternative locations do not comply with other elements of this guidance (for example, they are not accessible).

Diagram 6.2 – an example of how dwellings can be designed with enclosed bin storage at the front of the property so that bins are not visible on the street

If you intend to locate refuse storage areas within your residential layout in a conspicuous place you will need to demonstrate that they can be provided in a visually acceptable manner. You should consider carefully:

- The choice of building materials

- How the scale and position of the store relates to the proposed dwellings
- The potential to incorporate bin storage areas into other structures such as porches, garages or high garden walls.

Good examples of communal refuse bin storage layouts

6.3 Shopping development (including food and drink uses)

Most premises are served with one or more 1100 litre bins. Where the premises generate relatively little refuse, 240 litre wheeled bins may be used.

6.3.1 Shops with rear servicing

New shopping developments should normally be designed to enable servicing and deliveries by larger vehicles to the rear of the premises.

Rear service areas will normally be the appropriate location for waste storage facilities. These should be designed so that they are properly integrated into the scheme, and accessible to users and collection vehicles (see Table 6.2 for design guidelines).

For groups of shops it may be possible to design communal facilities, which would assist collection by minimising the number of collection points.

Waste facilities should be designed so as to allow free access to the rear of the premises for deliveries, emergency vehicles etc.

Security should be provided for all waste storage areas, to design out opportunities for vandalism or fly-tipping.

6.3.2 Shops without rear servicing

In established commercial areas it may not be possible to provide rear servicing for shops, so waste collection will be provided from the street frontage.

In the design of new shopping developments of this type, it is essential to ensure that facilities are provided within the fabric of the building to enable the separation of waste and its collection from the street. This could take the form of an enclosed structure within the shop frontage that is capable of taking the requisite number of bins, or a screened sideway with easy access to the street frontage for collection purposes.

Where more than one shop unit is proposed, consideration should be given to designing in communal facilities that are easily accessible to all units as well as collection vehicles.

6.4 Industrial/commercial development

All developments intended for industrial/commercial use must provide adequate space for solid waste storage. The same considerations for size, screening, location and security set out in Table 6.2 for communal storage apply.

Industrial premises are supplied with green sacks, 1100 litre wheeled bins or skips subject to the type and volume of waste involved, and are encouraged to separate waste for recycling.

The numbers of refuse and recycling containers required will be dependent on the nature and size of the business.

Waste facilities at the front of the building may be necessary provided that they are not on the highway. Such facilities should be kept secure in order to prevent vandalism and fly tipping and should not restrict access to the premises.

For efficient disposal and collection of industrial waste, it is preferable to store it in external enclosures which should be integrated with the design and layout of the rest of the development, accessible to users, screened and readily accessible to collection vehicles.

The developer must ensure that all facilities relating to the storage or pre-treatment of a waste stream conform to any national guidelines and regulations that may be in place regarding the specific type of waste produced.

6.5 Access for refuse collection vehicles

The construction of all access roads for refuse collection vehicles will need to be designed to withstand the maximum payload of the vehicle (currently 30 tonnes). Manhole covers and gully gratings etc. should also be designed to withstand such weight.

In a new development sufficient space should be designed in for the refuse collection vehicle to manoeuvre. Roads and parking areas should be laid out to ensure reasonable convenience for the collection vehicles.

The Council will generally collect bulk bins directly from communal stores. However, where access to stores is restricted by locked gates or similar, arrangements must be in place to ensure that collectors have access to the bins on collection day.

The main factors we advise you to bear in mind are:

- Any structure under which the refuse vehicle has to operate should provide a minimum clearance of 4 metres, with a minimum working area of 3.5 metres width by 4 metres length where the emptying of the containers will take place.
- Refuse collection vehicles should not be expected to reverse into or from a highway to make a collection. Where collection vehicles do have to enter a development, there should be sufficient on site turning circles or hammerheads to allow safe manoeuvring and exit from the development.
- Roads with inadequate width or turning facilities are inaccessible to collection vehicles. In such cases alternative presentation points on a nearby public highway have to be arranged.
- The length of a refuse collection vehicle plus container is generally 9 metres; the working length should take account of the size of the container, making the length of the vehicle with the container in emptying position 11 metres. A further 2 metres is required for operatives to stand clear of the bin whilst being lifted.
- The emptying position that the vehicle manoeuvres to and operates from should be relatively level and flat for the entire length of vehicle and
- container. Any slopes or gradients (other than those necessary for surface water drainage) should be avoided. Ideally the vehicle should pull into a dedicated off road bay, without the necessity of reversing into or out of the bay.
- A minimum of 4 metres clearance for refuse vehicles will be sought on access roads, taking account of any additional width required for parking of vehicles on one or both sides of the road (see Diagram 6.3).

- All access roads must have a minimum of 3.8 metres vertical clearance along their length.
- Ideally, refuse collection vehicles should be able to continue moving forward at all times (due to their size, reversing and turning round is difficult) and therefore cul-de-sacs should be avoided. If however this cannot be avoided, then a turning circle must be provided at the end of the road. This must be a minimum of 24.6 metres in diameter excluding any additional width required for parking of vehicles.
- All roads must have hard wearing metalled surfaces.

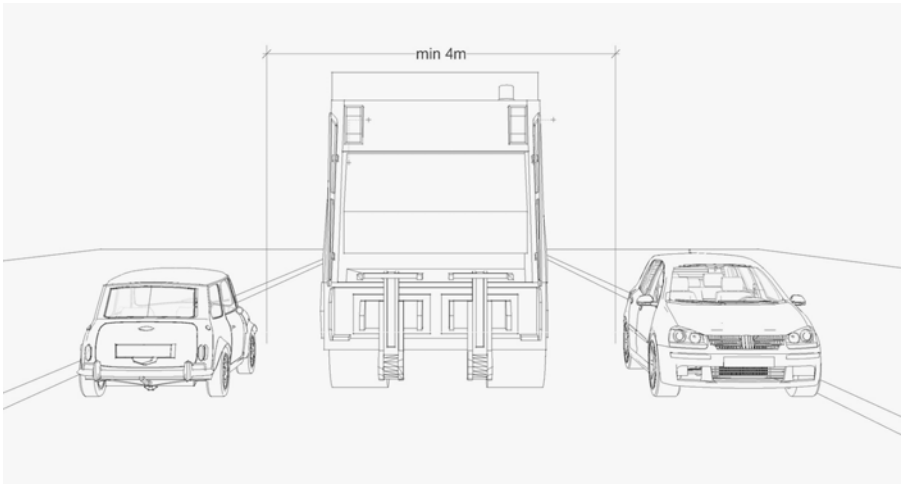


Diagram 6.3 – An example of minimum road width clearance required where on-street parking is provided for on both sides of the road

6.6 Dimensions of standard refuse and recycling containers.

Table 6.3 – Dimensions of standard refuse and recycling containers

240 litre bin
Height = 1070 mm (with lid shut) 1800 mm (with lid fully open)
Width = 570 mm
Depth = 730 mm
1100 litre bin
Height = 1380 mm (with lid shut) 2250mm (with lid fully open)
Width = 1270 mm
Depth = 1000 mm
940 litre 'Chamberlain' bin (for use with chute systems)

Height = 1430 mm
Width = 1040 mm
Depth = 980 mm

Dimensions may vary by up to 50 mm dependent on manufacturer.

6.7 Further information on refuse storage

►Building Regulations Approved Document H, Drainage and Waste Disposal (2002) edition, Part H6 Solid Waste Disposal and British Standard BS5906 2005, give technical guidance on the provision and location of a variety of waste facilities.

►In providing for waste storage and collection facilities on development sites, applicants are strongly advised to familiarise themselves with the Building Regulations Approved Document H Part H6 and the advice in BS5906:2005.

►Approved Document H can be viewed on the Planning Portal website (www.planningportal.gov.uk).

►Further information about the Council's waste policies can be found on the following sites:

http://www.plymouth.gov.uk/compostingathome.htm

http://www.plymouth.gov.uk/businessandtradewaste.htm

http://www.plymouth.gov.uk/bulkywaste.htm

http://www.plymouth.gov.uk/planningconsents.htm

http://www.plymouth.gov.uk/buildingcontrol.htm

►You can contact the Council's Neighbourhood and Environmental Quality team by ringing 01752 304147 or by e-mailing public.protection@plymouth.gov.uk

6.8 Checklist for planning applications

- Does the development provide adequate storage for the volume of waste needed?
- Is the design of refuse storage facilities acceptable in relation to location, size, access and visual amenity?
- Does the development provide appropriate access for refuse collection vehicles?

7 Telecommunications

7.1 Introduction

Telecommunications are an essential feature in modern day living and play a significant role in the function of all local communities and the national economy.

This section supports Policy CS29 of Plymouth's adopted Core Strategy and reflects Government Guidance as contained in Planning Policy Guidance Note 8: Telecommunications, August 2001 (PPG8), by outlining the Council's approach to telecommunications development in Plymouth. Policy CS29 covers telecommunication developments including mobile phone operators' masts and towers, antennas of all kinds, overhead wires, cabling and equipment housing.

The guidance in this section also reflects the guidance set out in the Code of Best Practice on Mobile Phone Network Development (Code of Practice), produced jointly by representatives of central and local government and the mobile phone industry.

There are four categories of telecommunications developments:

- Minor development
- Permitted development
- Prior approval
- Proposals that require planning permission.

> The erection of telecommunications apparatus on a listed building, block of flats or in a Conservation Area may require specific consent, such as listed building consent or planning permission and further guidance should always be sought from the Council's Planning Services.

Minor development

Minor development involves works which are so small or insignificant that they do not require any form of approval. This includes most conventional television aerials and other small telecommunications equipment that have a minimal impact on the external appearance of the building on which they may be installed.

Permitted development

The full range of permitted telecommunications development is set out in the General Permitted Development Order. Permitted development includes proposals that need no formal application to be submitted to the Council, such as the erection of household satellite dishes (subject to conditions set out in the Order), many alterations to existing telecommunications masts and the erection of antennas.

Satellite television dishes should be installed in locations to minimise the impact of the equipment on amenity. The colour of a dish should also be chosen to blend into the background and to not overly impact on the external appearance of a building. The Council advises that the installation of dishes in close proximity to windows and doors of neighbouring properties is avoided as this can lead to complaints. In relation to blocks of flats, the Council encourages the use of shared systems to minimise any future increase in number of dishes on a building.

Antennas should be as small and as unobtrusive as possible, in order to blend in with building features and street-scape. They should also be sited to minimise impact on the external appearance of any building. Consideration must be given to the existing number of masts/antennas in order to avoid overcrowding of apparatus on one building.

►Further information about installing antennas and satellite dishes is available on the Planning Portal (www.planningportal.gov.uk).

Prior approval

The majority of mobile phone masts up to and including 15 metres in height, as well as many rooftop installations, do not require the submission of a planning application. They must, however, satisfy the 56-day prior approval procedure. This procedure requires the operator to notify the Council of their intention to undertake such development and to apply to the Council for determination as to whether prior approval for the siting and appearance of the apparatus is required. If the Council decides that prior approval is required, it may also decide to refuse to give such approval if there are valid planning grounds for so doing. The operator may then appeal against this decision.

Proposals that require planning permission

Proposals that require planning permission are usually those that are not permitted by the General Permitted Development Order, including proposals that exceed the limits of the prior approval procedure, such as the erection of phone masts over 15 metres in height.

The following considerations will be taken into account when assessing planning applications, in support of Policy CS29 of the Core Strategy.

7.2 Planning considerations

7.2.1 Design

The design of telecommunications development should be sympathetic to the site and consideration should be given to camouflaging, in order to minimise the impact of the development on the surrounding environment.

The Council will support developers in taking advantage of any future telecommunication developments which may reduce the need for obtrusive masts or antennas and considering the availability of alternative design solutions, which may be more suited to a proposed site.

Appearance

Innovative designs are encouraged by the Council in order to reduce the visual impact of telecommunications equipment on the character of an area. For example, masts can be designed to resemble existing structures in the street scene such as lampposts or telegraph poles. Proposals which use existing or replacement street furniture, such as street lighting, are also encouraged.

This mast on Embankment Road has been designed to look like a street lamp.

This mast on Efford Road has been designed to mimic a telegraph pole.

An example of this approach has been used on Embankment Road in Plymouth. The structure mimics existing street lighting with the exception of the base of the mast, which is slightly wider and also the top of the mast which extends higher.

Another example is located on Efford Road where the mast resembles a telegraph pole and is equal width from top to bottom. Monopole type masts are usually better accepted and considered less intrusive when they are slim-line in design, with no irregularities. In this respect, obvious shrouds and obtrusive antennas should be avoided.

Materials and paint colour

These must be carefully chosen to ensure telecommunication equipment looks well maintained and blends in with existing surroundings. A mast can be painted as an additional camouflage measure.

Dimensions

The Council will consider the dimensions of any development in relation to its surrounding area to ensure it is not visually intrusive. Monopoles with an excessive girth should be avoided.

7.2.2 Siting and location

A mast located in an area which is a predominantly open landscape with little development surrounding it, would look invasive. For example, the lamppost style mast referred to above is situated on the Embankment, which overlooks the Plym Estuary. While the siting and design of this mast was considered acceptable, further telecommunications development in this open area with pleasant public vistas would be difficult to justify.

Some larger buildings and structures may be able to accommodate multiple operators and their associated equipment and this can reduce the need for individual stand alone masts. As encouraged by PPG8, the Council's preferred approach is the sharing of existing telecommunication sites/structures. The Council will expect a developer to submit evidence to demonstrate that site/mast sharing options have been fully explored.

The Council will generally support the appropriate siting of well designed telecommunications apparatus on existing buildings.

The following factors will also be considered in relation to location:

- The effect of a development on the skyline
- The appearance of the site when viewed from any angle
- The site in relation to designated areas and their associated views
- The site in relation to existing masts, structures or buildings and, in particular, any effect on historic buildings or Conservation Areas
- The site in relation to residential properties

- The height of a site in relation to surrounding land, as well as considering the existence of topographical features and natural vegetation.

7.2.3 Landscaping

In some cases, it may be appropriate to ensure a mast is less intrusive by screening with trees. This would be particularly appropriate in designated and predominantly green areas, where every attempt should be made to ensure the apparatus blends in with the landscape. In Plymouth, Moorcroft Quarry is an example of where this method has been used. The mast has been located on an access road to the quarry; however, due to the height of the trees, it cannot be seen easily from the main public road.

This mast in Moorcroft Quarry has been located so that it is screened by trees.

7.2.4 Protecting the countryside

As stated in PPG8, areas of environmental importance, such as Dartmoor National Park and Plymouth's surrounding Areas of Outstanding Natural Beauty (AONBs), need protecting. In the case of a mast proposal in such an area, the Council will expect evidence to show the significance of the proposal as part of the national network and to show that alternative sites have been considered unsuitable.

7.2.5 Access for service vehicles

Safe access for service vehicles to the proposed equipment should be demonstrated.

7.2.6 Telecommunication needs for new development

In the case of any new development, such as new housing, office accommodation or industrial development, the Council will encourage developers to consider how the telecommunication needs of future occupiers will be met. Where appropriate, the Council will support ducting for telecommunication cables to be located underground or along external surfaces of buildings to minimise the impact of telecoms apparatus on the building's amenity. The Council does recognise, however, that methods of distribution for telecommunications which already exist in an area could affect the location of ducting and apparatus for new developments.

The Council acknowledges the potential for new developments, such as tall buildings and wind turbines, to cause interference with existing telecommunications and this will need to be addressed prior to the submission of a planning application.

Proposals for new telecommunications apparatus will also be considered in light of proposed significant development, for example, major residential development that might be prejudiced by the inappropriate siting of masts.

7.2.7 Health issues

It is the Government's view that adequate safeguards are in place to ensure the public's safety in relation to telecommunication emissions. The criteria set by the Government means that councils must ensure that all proposals for mobile phone base stations are submitted with a certificate confirming that the development complies with International Commission on Non-Iodizing Radiation Protection (ICNIRP) guidelines.

While it is not usually necessary to consider further health concerns, the Council will encourage developers to consider siting proposals in ways which will be sympathetic to, and reduce, public perceptions of health risks.

7.3 Sources of further information on telecommunications

►Information on satellite dishes, antennas and mobile phone masts is available on the Planning Portal – http://www.planningportal.gov.uk/

►PPG8 (Telecommunications) is available at http://www.communities.gov.uk/ as is the Code of Best practice on Mobile Phone Network Development.

►Further information about telecommunications masts is available from the Mobile Operators Association – http://www.mobilemastinfo.com/

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7.4 Checklist for planning applications

- Is the design sympathetic to its location?
- Is it sited so that it does not have an unacceptable impact on views?
- Is it well landscaped?
- Is it sited sensitively in relation to existing development?
- Does the proposal cater for the needs of future occupiers?

8 Parking Standards

8.1 Introduction

The purpose of this chapter is to provide guidance in relation to parking standards in new development, both car-parking and parking for motorcycles and cycles. This guidance supports Policy CS28 (Local Transport Considerations) which requires development proposals to be assessed in relation to car parking standards set out in the Council's Parking Strategy. This guidance also supports Policy CS34 (Planning Application Considerations) which requires development to meet the parking requirement arising from necessary car use. It also reflects national guidance in PPS3 which requires local planning authorities to develop residential parking policies for their area which take account of expected levels of car ownership. This guidance updates the Council's existing Car Parking Strategy (2006 – 2011) and will inform the preparation of the next Parking Strategy.

8.2 Parking standards for new residential development

8.2.1 Car parking

Table 8.1 – Maximum car-parking standards for new residential development

Land Use	Maximum parking standard
Dwellings with 2 or more bedrooms	2 spaces per dwelling
Dwellings with 1 bedroom	1 space per dwelling
Flat conversions	1 space per dwelling
Houses in Multiple Occupation	1 space per 2 occupiers

These standards apply to all new residential development which increases the number of residential units, including residential conversions.

They allow for increased levels of parking provision above previous Council standards. This reflects the latest government policy in relation to residential parking which recognises that targeting car usage rather than car ownership is a more effective approach to encouraging sustainable transport patterns. The

burden of responsibility is on the developer to ensure parking is managed within the development such that casual or on-street parking does not:

- Impede other users of the highway, particularly pedestrians, cyclists and buses
- Overspill into other areas.

In exceptional circumstances off-site mitigation measures, including the introduction of a Controlled Parking Zone (CPZ), may be appropriate as part of an overall approach to management of parking on a development. See section 8.4 on CPZs for more information.

8.2.2 Cycle parking

Table 8.2 – Minimum cycle parking standards

Land Use	Minimum Cycle Parking Standard
Dwellings with 1 bedroom	1 space per dwelling to be secure and under cover.
Flats	1 space per 2 dwellings to be secure and under cover.
Houses in Multiple Occupation	1 space per 2 bedspaces to be secure and under cover.

Cycle parking should be incorporated into new residential developments, particularly where car parking levels have been reduced. Every effort should be made to ensure that cycle parking is well designed, under cover and secure.

Visitor cycle parking at the East End Community Village.

For developments of flats, communal stores should be provided. They should be well lit, fully covered, secure and contain cycle stands that allow individual cycle frames and wheels to be secured horizontally such as Sheffield stands.

For all types of residential development visitor cycle parking should be considered. This should allow individual cycle frames and wheels to be secured horizontally and be provided where it will be overlooked by the properties.

8.2.3 Motorcycle Parking

Provision of motorcycle parking should be considered within all developments but in particular flats, houses in multiple occupation and those with low levels of car parking.

Where included, motorcycle parking should be well lit, covered and contain stands that allow the vehicles to be securely anchored.

8.3 Non-residential parking standards

8.3.1 Car parking

The Council's methodology for calculating the maximum car parking standard for non-residential development is based upon the overall accessibility of the site having regard to public transport, walking and cycling networks. The maximum standards include both operational and non-operational parking.

An assessment of parking provision will need to be undertaken, taking as its starting point the maximum parking standard for the type of development as set out in Table 8.3. The standard is then adjusted on the basis of how well located the development site is in accessibility terms. The methodology for this adjustment is set out in section 8.5.

Table 8.3 Maximum car-parking standards for non-residential development

Land Use	Maximum Parking Standard
A1 Shops less than 370 m^2	1 space per 28 m^2 gross floorspace
A1 Medium non-food shops 370 - 999 m^2	1 space per 24 m^2 gross floorspace
A1 Large non-food shops more than 999 m^2	1 space per 20 m^2 gross floorspace
A1 Medium food and convenience goods shops 370 - 999 m^2	1 space per 21 m^2 gross floorspace
A1 Large food and convenience goods shops more than 999 m^2	1 space per 14 m^2 gross floorspace
A2 Offices providing services mainly to visiting people	1 space per 30 m^2 gross floorspace
A3 Restaurants and cafes	1 space per 5.5 m^2 used by customers
A4 Public Houses / bars	1 space per 2 m^2 of floorspace used by customers for drinking. For dining floor space, the above standard will apply.
A5 Hot food takeaways	1 space per 5.5 m^2 used by customers
B1 General business uses	1 space per 30 m^2 gross floorspace

Land Use	Maximum Parking Standard
B2 Manufacturing	1 space per 51 m^2 gross floorspace. Lorry parking assessed on merits of each case.
B2 Small industrial units less than 235 m^2	1 space per 44 m^2 gross floorspace. Small industrial units particularly of the grouped or court variety need separate assessment. Parking provision will normally be communal.
B8 Warehouses less than 2500 m^2	1 space per 70 m^2 gross floorspace. Lorry parking will be assessed on merits of each case.
B8 Warehouses larger than 2500 m^2	1 space per 200 m^2 gross floorspace. Lorry parking will be assessed on merits of each case.
B8 Wholesale cash and carry	Car and lorry parking will be assessed on the merits of each case.
C1 Hotels and guest houses	1 space per guest room + 1 space for the resident proprietor or resident manager. Conference / function space will be determined on merit. Coach parking needs will be assessed on merits of each case.
Hostels	1 space per 8 residents + 1 space per 2 non-resident staff + 1 space for a resident proprietor / resident manager.
C2 Convalescent/ nursing homes	1 space per 8 residents + 1 space per 3 non-resident staff + 1 space for any resident proprietor / manager. Provision for visitors will be determined on merits of each case. For nursing homes, attention will be paid to need for adequate servicing, particularly for ambulances, and additional staff.
C2 Hospitals	1 space per 4 staff + 1 space per 3 visitors.
C3 Communal housing of elderly and handicapped	1 space per 2 dwellings + 1 space per warden
C3 Holiday caravans and chalets	1 space per unit Additional spaces required where camping or other facilities are provided or made available for non-residents.
D1 Primary schools	1 space per teacher + 1 space per classroom for support staff and visitors
D1 Secondary schools	1 space per teacher + 1 space per classroom for support staff and visitors

Land Use	Maximum Parking Standard
D1 Higher and further education	1 space per 2 staff + 1 space per 15 students
D1 Libraries	To be determined on the merits of each case
D1 Crèches, day nurseries or day centres	1 space per 3 staff members. Attention must be paid to the safety of the children. Adequate facilities should be provided for the dropping off and collection of children.
D1 Doctors', dental and veterinary surgeries and other health services (excluding hospitals)	1 space per practitioner, 1 space per 2 additional staff and 2 spaces per consulting room
D2 Cinemas and conference facilities larger than 1000 m^2	1 space per 5 seats
D2 Concert halls, casinos, community centres, and indoor sports facilities larger than 1000 m^2	1 space per 22 m^2 gross floorspace
D2 Dance halls less than 1000 m^2	1 space per 3 m^2 of net public floor area
D2 Community centres less than 1000 m^2	1 space per 5.5 m^2 of main assembly hall floor space.
D2 Snooker, billiards and pool halls less than 1000 m^2	1 space per table + 1 space per 2 tables
D2 Squash courts less than 1000 m^2	1 space per court + 1 space per 10 spectator seats. Additional spaces may be required if a bar and / or other members' facilities are provided.
D2 Swimming pools less than 1,000 m^2	1 space per 6 m^2 of water area
D2 Gyms less than 1000 m^2	To be assessed on the merits of each case
D2 Stadia with more than 1500 seats	1 space per 15 seats
D2 Stadia with less than 1500 seats	1 space per 10 seats
Launderettes and amusement centres	1 space per 28 m^2 gross floorspace
Motor repair garages, car sales, petrol filling stations and car washes	1 space per staff + 3 spaces for each service / fitting/ testing bay. 1 space per 10 cars displayed. Adequate provision shall be made loading / unloading, servicing and petrol tanker supplies. For car washes sufficient circulation space for waiting cars is required.
Taxi and private hire vehicle offices	1 space per staff / driver

Other matters may be taken into account in completing the assessment of parking provision:

- A higher level of parking than that determined by the assessment could be acceptable, but only if strong evidence can be presented on grounds of economic viability or of the impact of a lesser provision on the function of the highway; for example, if the proposal would lead to a level of casual on-street parking that might impact on the operation of the highway.
- In exceptional circumstances, a higher level of parking provision may be acceptable to facilitate and help kick-start a regeneration programme. However, this level of flexibility does not apply to all subsequent developments. Increased economic activity in an area should be linked with increased public transport accessibility.
- Where appropriate, consideration will be taken of the time(s) of day when the majority of the trips will be generated and accessibility assessed accordingly. In particular, shift patterns will be considered where they start or end during periods where public transport does not operate with the same frequency as during normal office hours (8am – 6pm).
- The capacity of public transport and future programmed infrastructure improvements can influence accessibility assessments.
- In areas of existing, or at significant risk of future, congestion, and in existing or potential air quality management areas (AQMA) in particular, further reductions may be necessary in order to make the proposal acceptable in traffic impact terms.
- The assessment must take account of parking availability and restrictions in the surrounding area, and the impact of the proposed development on any parking in the surrounding area.
- Shared use of parking is to be encouraged. It is noted, however, that there may be an imbalance in the amount of parking that should be provided for each development. In this case, the car park should be effectively managed so that an over-supply of parking spaces does not occur at any time which could encourage unnecessary use of spaces and unsustainable travel.
- Larger new developments may include new access roads. These access roads could have on-street parking designed in and this provision could be counted as part of the development.

Travel plans and car park management plans

Having given regard to the number of car parking spaces to be provided it is important that car parking spaces are managed. This may be for reasons of land efficiency, accessibility, restriction of overflow parking, etc; as well as for sustainability and the simple economics of the site operation.

The Car Park Management Plan should be included within the Travel Plan for the development and may also be a condition of planning permission. This should include intentions for future charging for staff parking, specifications for the operation of the car park, allocation of spaces, operating hours, and other details that affect the use of the car park. For example, only a limited number of spaces may be made available before 10 am, reserving the remainder for non-commuter use later in the day. This may be of particular significance when parking spaces are shared between developments, or within a mixed use development.

Review period

The maximum standards set out in Tables 8.1 and 8.3 and the application methodology will be reviewed every 5 years. Reviews will establish the ease of application, impact on the transport networks and the impacts on developments.

The accessibility maps form part of the Local Transport Plan and these will be reviewed on an annual basis to ensure changes to the public transport network are appropriately reflected.

8.3.2 Disabled parking

Provision of parking for disabled motorists should be in line with Department for Transport guidance. Provision for disabled parking is included within the calculated maximum levels, but should be calculated on the basis of the size of the car park before any reductions have been applied.

Disabled parking should be located as close as is practical to the main pedestrian entrance of development.

►Current disabled parking standards are set out in Traffic Advisory Leaflet 5/95 Parking for Disabled People (www.dft.gov.uk).

8.3.3 Powered two-wheelers

The Council encourages safe use of powered two-wheelers. Therefore, secure parking should be included within all new developments.

The number of motorcycle spaces required for a development is to be calculated from the maximum parking standard for that development before reduction, and rounded up as necessary.

For employee parking, a minimum provision of 4% of the maximum parking standard for cars is applicable.

For other parking, based on motorcycles currently accounting for 1% of Plymouth's traffic, a minimum of 1% of parking spaces should be for motorcycles.

The absolute minimum is 1 space.

In some cases provision greater than the minimum may be more appropriate, for example when shift patterns do not allow travel by public transport.

Motorcycle parking should be provided in line with the Institute of Highway Incorporated Engineers Guidelines for Motorcycling.

8.3.4 Cycle facilities

The Council actively encourages increased use of cycles as a mode of transport. To complement public investment in cycling, facilities for cyclists must be included within all new developments and must be sufficient to meet increasing demand.

Minimum cycle parking standards for non-residential development are set out in Table 8.4.

Cycle parking for staff and other long-stay users may need to be different from that for short-stay users. Ease of access needs to be balanced with security.

Staff and other long-stay cycle parking ideally should be located within the main building. If this is not possible then it should be located close to the entrances and must be closer than any corresponding car parking (staff cycle parking should be close to staff entrances). It must be secure, covered, well-lit and easily observed. Employers should provide lockers, showers and changing facilities.

Short-stay cycle parking must be close to the appropriate building entrances and closer than car parking. It must be secure, clearly visible, well-signed and easily accessible. It will preferably be covered but not so as to compromise safety and security.

For convenience, and to encourage cycling, it may be preferable on a larger site to have clusters of cycle parking facilities rather than one central point.

Cycle parking should be provided in line with Cycling England guidance.

►Cycling England guidance can be found on the following website – www.dft.gov.uk/cyclingengland

Table 8.4 Cycle Parking for non-residential development: minimum standards

Land Use	Minimum Cycle Parking Standard
A1, A3, A4 and A5 (Shops, food and drink)	Staff: 1 space per 370m^2 gross floorspace, or 1 space per 10 employees whichever is the greater, to be secure and under cover. Customer: 1 space per 500m^2 gross in a prominent and convenient position ion the form of Sheffield

Land Use	Minimum Cycle Parking Standard
	racks or similar.
A2 and B1 (Financial and professional services and businesses.)	Staff: 1 space per 300m^2 gross floorspace, or 1 space per 10 employees whichever is the greater, to be secure and under cover. Customer: each case to be determined on its merits.
B2 (General industry)	Staff: 1 space per 400m^2 gross floorspace, or 1 space per 10 employees whichever is the greater, to be secure and under cover.
D1 and D2 (Non-residential institutions, assembly and leisure)	Staff: 1 space per 10 employees to be secure and under cover. Customer: 1 space per 20 people expected to use the facility at any one time in a prominent and convenient position, in the form of Sheffield racks or similar.
All other uses	To be determined on their individual merits.

8.4 Controlled Parking Zones

The introduction of a controlled parking zone (CPZ) should be a last resort within any new development; improvements to more sustainable modes should be the primary consideration. However, a CPZ may ultimately be required to ensure parking is managed appropriately. Factors that should be considered when deciding to introduce a CPZ are:

- Propensity of cars to overspill from a nearby employment area / leisure facility / retail area
- On-street parking and the absence, or otherwise, of controls
- Whether there are nearby public car parks, and
- The potential for shared parking.

A proposal within a CPZ which operates at least 6 days a week and more than 6 hours a day could be acceptable without the provision of off-street parking.

Occupants of new developments within an existing CPZ will not be issued with permits in accordance with the Plymouth Joint Highways Committee Report recommendation of May 1997. It must be checked that there are no adjoining areas where on-street parking could take place to the detriment of others.

Within a shorter operating CPZ, a contribution must be made in that the developer will have to:

- Provide some off-street car parking (application of maximum standard for private residential or up to 50% of the maximum for student accommodation) or
- Pay monies / provide engineering work to restrict on-street parking or
- Apply parking management techniques to their development which ensures no on-street parking will take place.

For major developments it may be appropriate for the development to fund the costs of consultation and implementation to change the short hour CPZ into long term zones.

Where the extension (operating hours or geographic scope) or introduction of a CPZ is not publicly acceptable, alternative mitigation measures will need to be considered which could include engineering works or contributions towards more sustainable transport modes.

8.5 Methodology for calculating accessibility

The Council has produced accessibility maps using the Accession software which are to be used to determine the accessibility of each site (see example in Diagram 8.1).

These maps show the percentage of Plymouth residents that live within a 30 minute travel time of each location. The travel time is defined as up to a 400 metre walk to a bus stop, in-vehicle bus time and a maximum 400 metre walk to end destination at an appropriate time of day. Sites further than 400 metres from a bus stop are not considered to be accessible. Sites are assessed from 0% accessibility to over 80% accessible.

These maps form part of the evidence base for the Car Parking Strategy of Plymouth's current Local Transport Plan and are updated on an annual basis to ensure changes to public transport routes / times / frequencies are incorporated.

The following steps should be taken to determine the maximum car parking standard for a particular development:

1. Calculate the site's 'accessibility per cent score'. This is taken from the nearest point(s) on the appropriate accessibility map. Then subtract this score from 100 to calculate the site's accessibility.

2. Add 20%.

3. Multiply this percentage by the maximum car parking standard identified in Table 8.3.

It should be noted that these maps are not site specific and a more detailed consideration may be required. The accessibility on the maps is given as a band. The mid point of the band should be used unless there is evidence to the contrary. This evidence may include a lower or higher accessibility level on the adjoining point with the site somewhere between the two.

For example, site X is a supermarket development with a GFA of 2500 m^2. The parking standards in Table 8.3 would enable the site to have a maximum of 179 parking spaces (1 space per 14 m^2).

This would require the development to provide –

- 11 disabled parking bays (based on current standards)
- 7 motorcycle spaces for employees and at least 2 for customer parking

These are calculated before adjustments are made.

The total maximum number of car-parking spaces allowed would then be adjusted as follows –

The site has an accessibility score of 55% which gives it an accessibility of 45% (100 – 55). However, the adjustment is less than this because of the 20% 'additional' allowance -

65% of 179 (45%+20%) = 116 spaces.

This includes disabled spaces, so a maximum of 105 spaces could be provided for other car-parking.

Cycle parking (using the standards set out in Table 8.4) would require 7 spaces for employees (based on size rather than number of employees) and 5 spaces for customers.

The maps are based on current public transport services. Any applicable likely future changes to accessibility, such as a likely HQPT link, must be considered at this point. Future accessibility maps will be developed to enable this to occur with ease. Until this time, applicants need to take a realistic view of the potential for improvements to take place following discussions with the Council's Development Management team (Transport). The maps will be updated regularly to take account of service changes in the short term.

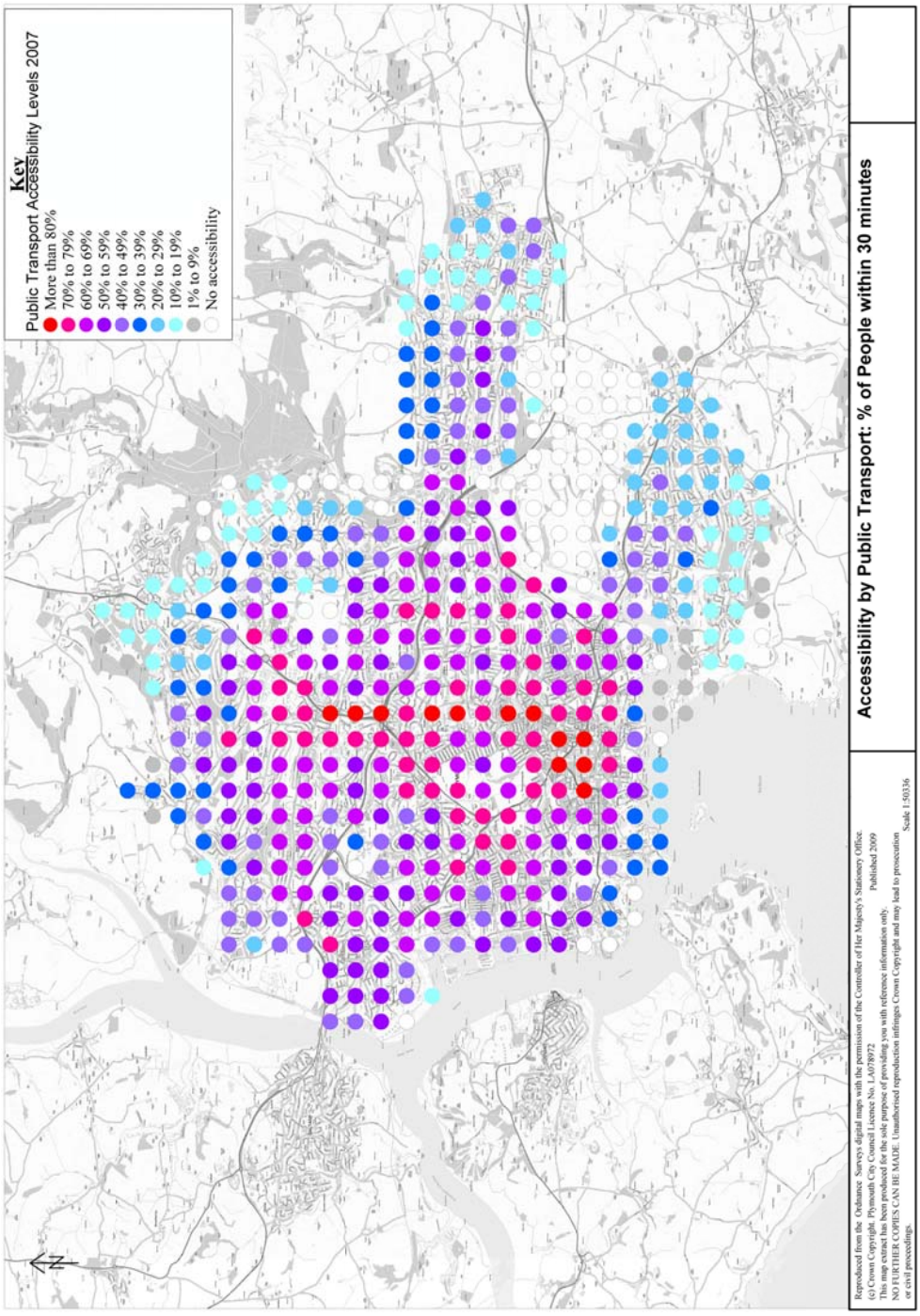

Diagram 8.1 – Public transport accessibility levels in Plymouth, 2007

8.6 Sources of further information

►The design of car-parking and cycle parking should comply with guidance in the Manual for Streets (2005) available on www.communities.gov.uk.

►The Council's Parking Strategy can be accessed at www.plymouth.gov.uk/homepage/transportandstreets/parking/proltpparking.htm

8.7 Checklist for applications

- Does the application comply with the Council's standards for car-parking, cycle-parking, motor-cycle parking and disabled parking?
- For non-residential developments, is a Travel Plan and Car Park Management Plan included?

9 Coastal Development Considerations

9.1 Introduction

The Port of Plymouth is a complex and dynamic area which encompasses Plymouth Sound, extending up the rivers of the Tamar, Tavy, Lynher and Plym. Much of it is designated as a European Marine Site (Special Area of Conservation and Special Protection Area) and as such, no development is permitted which would have a detrimental impact on the protected area.

Any developments below the mean high water mark require additional marine licenses and permissions, and none of these can be granted if the proposed development causes damage to the protected area.

Therefore, development close to or in the waters of Plymouth Sound or any of the estuaries requires additional considerations, both in terms of marine licensing requirements as well as design measures. This section sets out what they are and suggests some approaches which can help address some common concerns regarding marine development. This is particularly important given that the Core Strategy identifies that much of the priorities for the city's regeneration will be focused on the waterfront areas.

> The Marine and Coastal Access Bill will introduce a new system of marine planning that will be a key tool in helping the UK Government to deliver its vision of the marine environment. Marine plans will enable joined up planning between maritime and terrestrial planning.
>
> The Marine Management Organisation (MMO) will act as the marine planning authority. It will act closely with Plymouth to integrate land and marine management.

Q1. Do you want to know more about the key features of the marine habitats that need to be protected from the impacts of any development?

9.2 Strategic context

The guidance in this section supports the following Core Strategy objectives and policies that relate to the marine and coastal environment -

- SO1 (Delivering Plymouth's Strategic Role) -This sets the vision for delivering development whilst safeguarding natural resources through limiting the use of Greenfield sites (and 'bluefield'), avoiding harming

features of acknowledged importance and seeking new opportunities for enriching the city's biodiversity.

- Policy CS02 (Design) - This identifies the need for design to reflect Plymouth's setting and character and to protect key views.
- Area Vision 10 (Plymouth Sound and Estuaries) - This recognises the need to conserve and enhance the city's unique coastal and waterfront setting, promoting an integrated management approach to its sustainable development. Also included in the policy are measures to protect the Port of Plymouth, delivering the conservation objectives of gthe European Marine Site, improving opportunities for water transport linkages and acknowledging the port's importance to the economy of the area through naval activities, commercial shipping, fishing, tourism, recreation and leisure.
- Policy CS05 (Development of Existing Sites) - The priority for existing marine employment sites will be to safeguard them for marine industrial uses that require a waterfront location.
- Strategic Objective 11 (Delivering a Sustainable Environment) - This sets out the way in which the LDF will safeguard and promote access to Plymouth's coastal environments by conserving and enhancing biodiversity, by protecting them from pollution and managing flood risk and working in partnership in order to achieve an integrated approach.
- Policy CS19 (Wildlife) - This policy relates to safeguarding protected sites and species from inappropriate development and impacts and ensuring that development seeks to produce a net gain in biodiversity.
- Policy CS20 (Sustainable Resource Use) - This looks at the efficient use of water and effective water management including the use of SUDs and also ensuring that development and land use in the 'coastal zone' responds appropriately to the character of the particular type of coast in order to preserve and make best use of this limited resource.
- Policy CS21 (Flood Risk) - This states that development will not be permitted in areas of flood risk unless the benefits outweigh the risks, that it does not increase the risks for other areas and that no alternative sites are available. It also sets out the requirements for SUDs.
- Policy CS22 (Pollution) - This emphasises that development must not cause unacceptable levels of noise, nuisance, light, water or air pollution.
- Strategic Objective 14 (Delivering Sustainable Transport) - This describes the need to support investment in public water transport, sea freight infrastructure, including the safeguarding of key sites, encouraging modal shift away from private cars, and promoting walking and cycling.

Q2. Would you like to know more about how these Policies and Objectives relate to the coastal environment around Plymouth?

9.3 Key issues

Developments below the high water mark can have an profound effect on the dynamic marine environment which can then have a knock-on effect to other aspects of the environment. Ultimately this can even have repercussions on other users including the ability of the port to operate effectively with open navigational channels.

9.3.1 Environmental Issues

The most common concerns and issues raised through the planning process relate to disturbance of the sediment during construction and the subsequent re-mobilisation of any contaminants locked into this sediment. The placement of pilings and structures on the seabed and alter the hydrodynamics within the estuary which can result in changes to sediment movement causing the silting up of important habitats and also of important deep water channels which are so vital for navigation.

Developments can cause the loss of intertidal and subtidal habitat. Even small losses need to be avoided since whilst they may not be important in themselves, continuous small losses can collectively have a major impact on the overall functioning of the estuary through a process known as ‘cumulative loss’. This is relevant to issues other than strictly ecology and includes the way in which the estuary can dissipate energy and sediment, the potential impacts on patterns of sedimentation and accretion and the fact that land reclamation at specific sites will have estuary-wide implications over timescales of decades to centuries.

9.3.2 Navigational Issues

Plymouth Sound and the estuarine waters are heavily used by the navy, commercial shipping and a wide range of recreational vessels. This activity relies heavily on the navigational channels being kept open to ensure sufficient depth of water to allow the passage of boats and ships. In many places the usable water for this passage is actually very narrow so it is important that development does not impact on the hydrodynamics, nor that any navigation is affected.

Q. Does there need to be more information on consultation with the harbour authorities?

Any development that might impact on the waters of Plymouth Sound and the estuaries will require additional licences and permissions from other agencies. These relate to protecting the environment as well as protecting navigational activities and the rights of other users. This could apply to all waterfront development, coastal defence schemes, jetties and slipways, and footpaths or cycleways adjacent to the estuary.

The terrestrial planning system administered by the Council applies to development above the low water mark. Any development below the high water mark will require a 'marine consent' from DEFRA. If the development lies within the intertidal area between high water and low water mark, then both terrestrial and marine consents are required.

Due to the complexity of coastal planning, you are strongly advised to contact the Coastal Planning Coordinator in the Development Planning team (coastal@plymouth.gov.uk) before you submit your planning application in order to find out whether you will need to apply for a marine consent.

Further information on developments in the marine environment is available from www.plymouth.gov.uk/tecf

9.4 Planning considerations

9.4.1 Waterfront development and coastal defence schemes

If done badly, waterfront development and coastal defence schemes have the potential to impact on the ecology of the estuary through poor working practices during construction (noise and pollution), through loss of habitat or by indirectly causing changes to the way in which the estuary functions.

In order to avoid these impacts, waterfront development should comply with the following:

- If the development is situated near bird feeding areas, undertake construction outside the bird over-wintering period
- During construction follow relevant Environment Agency Pollution Prevention Guidelines. Further information is available from www.environment-agency.gov.uk/
- If the development involves the loss of natural habitat, then compensatory habitat should be created elsewhere in the estuary. However, if loss of habitat is deemed significant, then it is unlikely that the development will be permitted.

- The working area should be minimised during construction and construction plant should only be permitted onto the shore if absolutely necessary.
- Structures should be designed in such a way as to minimise impacts on coastal processes, for example jetties should be constructed on open piled structures rather than solid infill.
- Where possible, more natural coastal protection measures should be used rather than hard structures.
- In order to maximise benefit to wildlife, materials for construction should have complex surfaces with crevices or indentations to encourage colonisation by marine plants and animals.
- Sustainable Urban Drainage Schemes (SUDS) should be used to minimise run-off and its associated impacts.
- Any bridges and culverts are designed to accommodate the safe passage of otters and migratory fish.
- Any developments with potential to impact on riverside trees, exposed substrate and mining heritage buildings should be informed by a Lichen survey.

9.4.2 Marinas and jetties

Marinas and jetties have the potential of impacting on the marine environment both directly in their construction, but also indirectly through their potential of changing the hydrodynamics of the estuary or causing increased shading of the seabed.

In addition to the operational recommendations given in section 9.2.1, the following further guidance is given:

- New structures should be constructed in order to minimise effects on coastal processes or shading of the seabed eg open piling rather than solid infill.
- Any works which could affect salmon and Allis shad migration (eg piling) to be undertaken outside of the migration season (March to October).

9.4.3 Footpaths / cycleways adjacent to the estuary

In addition to the operational recommendations given in section 9.2.1, the following further guidance is given:

- If development is near bird feeding areas, then construction should be undertaken outside bird over-wintering period.

- If this is not possible, then the construction site should be screened in order to minimise disturbance to bird feeding or roosting areas.

9.4.4 Dredging

If dredging is required as part of the development, then a licence along with the necessary permissions must be secured prior to work being undertaken.

Dredging has the potential to cause major impacts though damage to the seabed habitat and its species, changes to the hydrodynamics and pollution through the resuspension of contaminated material.

In order to avoid this, it is recommended that dredging complies with the following:

- All dredged works to be undertaken outside of the salmon migration season.

9.5 Consents for development within the coastal zone

Examples of works which are common in The Broads and which generally require planning permission include new piling or quay-heading (including replacement works), the creation of new moorings, cuts and 'mooring plots', the creation of fishing platforms, and the raising of land. Increasing the garden area by extending into adjoining land in a different use (e.g. grazing marsh or arable field) will also require planning permission.

	Planning Permission	FEPA Licence	Coast Protection Act Approval	Harbour Authority(ies) Consent	Discharge Consent	Water Management Licence	Land Drainage Consent	
Construction of structures below mean high water springs eg. Jetties, marinas, moorings, slipways, coastal protection works, flood defence.	✓	✓	✓	✓	✓	✓	✓	
Land claim	✓	✓	✓	✓	✓			
Dredging	✓	✓	✓	✓				The precise licenses required will depend on the volume, method and whether it is removed from the seabed and physically disposed of elsewhere.

9.6 Further information

Websites will be provided here of further information and guidance available.

Q Would more detailed information be useful here?

Q. Would a checklist of steps needed for an application in the coastal zone be helpful?