



PLANNING AGENDA

Tuesday, 4 July 2017

The Jeffrey Room, St. Giles Square, Northampton,
NN1 1DE.

6:00 pm

Members of the Committee

Councillor: Brian Oldham (Chair), Jamie Lane (Deputy Chair)

Councillors: James Hill, Mary Markham, Matthew Golby, Andrew Killbride, Samuel Kilby-Shaw, Julie Davenport, Jane Birch, Nazim Choudary, Zoe Smith, Arthur McCutcheon and Brian Markham.

Chief Executive David Kennedy

If you have any enquiries about this agenda please contact
democraticservices@northampton.gov.uk or 01604 837722



PLANNING COMMITTEE

AGENDA

Meetings of the Planning Committee will take place at 6.00pm on 4th July, 25th July, 5th September, 26th September, 17th October, 21st November, 19th December 2017 and 16th January, 13th February, 13th March, 10th April, 8th May and 7th Jun 2018.

The Council permits public speaking at the Planning Committee as outlined below:

Who Can Speak At Planning Committee Meetings?

- Up to 2 people who wish to object and up to 2 people who wish to support an individual planning applications or any other matter on the public agenda.
- Any Ward Councillors who are not members of the Planning Committee. If both Ward Councillors sit on the Planning Committee, they may nominate a substitute Councillor to speak on their behalf.
- A representative of a Parish Council.

How Do I Arrange To Speak?

- Anyone wishing to speak (not including Ward Councillors who must let the Chair know before the start of the meeting) must have registered with the Council's Democratic Services section not later than midday on the day of the Committee.

NB: the Council operate a 'first come, first serve' policy and people not registered to speak will not be heard. If someone who has registered to speak does not attend the meeting their place may be relocated at the discretion of the Chair.

Methods of Registration:

- By telephone: 01604 837722
 - In writing to: Northampton Borough Council, The Guildhall, St. Giles Square, Northampton , NN1 1DE, Democratic Services (Planning Committee)
- by email to: democraticservices@northampton.gov.uk

When Do I Speak At The Meeting

- A Planning Officer may update the written committee report then those registered to speak will be invited to speak.
- Please note that the planning officer can summarise issues after all the speakers have been heard and before the matter is debated by the Planning Committee Members and a vote taken.

How Long Can I Speak For?

- All speakers are allowed to speak for a maximum of three minutes.

Other Important Notes

- Speakers are only allowed to make statements – they may not ask questions or enter into dialogue with Councillors, Officers or other speakers.
- Consideration of an application will not be delayed simply because someone who is registered to speak is not in attendance at the time the application is considered
- Confine your points to Planning issues: Don't refer to non-planning issues such as private property rights, moral issues, loss of views or effects on property values, which are not a material consideration on which the decision will be based.
- You are not allowed to circulate new information, plans, photographs etc that has not first been seen and agreed by the Planning Officers
- Extensive late representations, substantial changes, alterations to proposals etc. will not be automatically accepted, due to time constraints on Councillors and Officers to fully consider such changes during the Planning Committee Meeting.

NORTHAMPTON BOROUGH COUNCIL

PLANNING COMMITTEE

Your attendance is requested at a meeting to be held:
in The Jeffrey Room, St. Giles Square, Northampton, NN1 1DE.
on Tuesday, 4 July 2017
at 6:00 pm.

D Kennedy
Chief Executive

AGENDA

- 1. APOLOGIES**
- 2. MINUTES**
- 3. DEPUTATIONS / PUBLIC ADDRESSES**
- 4. DECLARATIONS OF INTEREST/PREDETERMINATION**
- 5. MATTERS OF URGENCY WHICH BY REASON OF SPECIAL CIRCUMSTANCES THE CHAIR IS OF THE OPINION SHOULD BE CONSIDERED**

6. LIST OF CURRENT APPEALS AND INQUIRIES

Report of Head of Planning (copy herewith)

7. OTHER REPORTS

(A) LOCAL VALIDATION REQUIREMENTS 2017

8. NORTHAMPTONSHIRE COUNTY COUNCIL APPLICATIONS

9. NORTHAMPTON BOROUGH COUNCIL APPLICATIONS

10. ITEMS FOR DETERMINATION

Addendum attached

- (A) N/2017/0172 - SINGLE STOREY FRONT EXTENSION, FIRST FLOOR FRONT EXTENSION, AND REAR DORMER. 44 ST JOHNS AVENUE**
- (B) N/2017/0449 - SINGLE STOREY BUNGALOW EXTENSION. KELMSCOTT CLOSE**
- (C) N/2017/0466 - CHANGE OF USE FROM THREE BEDROOM DWELLINGHOUSE (USE CLASS C3) TO HOUSE IN MULTIPLE OCCUPATION (USE CLASS C4) FOR FOUR OCCUPANTS. 105 SOUTHAMPTON ROAD**
- (D) N/2017/0557 - LISTED BUILDING APPLICATION FOR DEMOLITION OF EXISTING CHANGING ROOM FACILITIES AND INSTALLATION OF AND RECONFIGURATION OF THE SWIMMING POOL CHANGING FACILITIES. MOUNTS BATHS, UPPER MOUNTS**

(E) N/2017/0589 - CHANGE OF USE FROM DWELLING (USE CLASS C3) TO HOUSE IN MULTIPLE OCCUPATION (USE CLASS C4) FOR 5NO OCCUPANTS. 21 FLORENCE ROAD

11. ENFORCEMENT MATTERS

12. ITEMS FOR CONSULTATION

13. EXCLUSION OF PUBLIC AND PRESS

THE CHAIR TO MOVE:

“THAT THE PUBLIC AND PRESS BE EXCLUDED FROM THE REMAINDER OF THE MEETING ON THE GROUNDS THAT THERE IS LIKELY TO BE DISCLOSURE TO THEM OF SUCH CATEGORIES OF EXEMPT INFORMATION AS DEFINED BY SECTION 100(1) OF THE LOCAL GOVERNMENT ACT 1972 AS LISTED AGAINST SUCH ITEMS OF BUSINESS BY REFERENCE TO THE APPROPRIATE PARAGRAPH OF SCHEDULE 12A TO SUCH ACT.”

PHOTOGRAPHY AND AUDIO/VISUAL RECORDINGS OF MEETINGS Anyone may record meetings of the Council, the Cabinet, any Committee or Sub-Committee of the Council through any audio, visual or written method to include taking photographs of meetings, filming meetings or making audio recordings of meetings. The Chair of the meeting shall have the discretion to revoke the permission in the event that the exercise of the permission is disturbing the conduct of the meeting in any way or when it is otherwise necessary due to the nature of the business being transacted at the meeting. Permission may only be exercised where the public have the right to attend the meeting; and if a meeting passes a motion to exclude the press and public, then in conjunction with this, all rights to record the meetings are removed.

NORTHAMPTON BOROUGH COUNCIL

PLANNING COMMITTEE

Tuesday, 13 June 2017

PRESENT: Councillor Oldham (Chair); Councillor Lane (Deputy Chair);
Councillors Birch, Davenport, Golby, J Hill, Kilbride, Kilby-Shaw, B
Markham, M Markham, McCutcheon and Smith

OFFICERS: Peter Baguely (Head of Planning), Rita Bovey (Development
Manager), Nicky Toon (Development Management Team Leader),
Ben Clarke (Principal Planning Officer), Theresa Boyd (Planning
Solicitor), Ed Bostock (Democratic Services Officer)

1. APOLOGIES

Apologies for absence were received from Councillor Choudary.

2. MINUTES

The minutes of the meeting held on 9th May 2017 were agreed and signed by the
Chair.

3. DEPUTATIONS / PUBLIC ADDRESSES

RESOLVED: That under the following items, the members of the public and Ward
Councillors listed below were granted leave to address the Committee.

N/2017/0113

Mr Raj Miah

N/2017/0127

Ms Sarah Evans
Ms Jill Harris
Cllr Graham Walker
Mr Nigel Ozier
Mr Rob Woolston

N/2017/0155

Mr Richard Gardner
Mr Harry Barnes

N/2017/0250

Mr Ian Taylor
Cllr Danielle Stone
Ms Janice Grover

N/2017/0262

Cllr Danielle Stone
Mr Eric Campau

N/2017/0410

Ms Gloria Joan Ede

4. DECLARATIONS OF INTEREST/PREDETERMINATION

Councillor M Markham declared a personal and pecuniary interest in item 10h as a board member of Northampton Partnership Homes (NPH).

Councillor Killbride declared a personal and pecuniary interest in item 10h as a board member of Northampton Partnership Homes (NPH).

5. MATTERS OF URGENCY WHICH BY REASON OF SPECIAL CIRCUMSTANCES THE CHAIR IS OF THE OPINION SHOULD BE CONSIDERED

There were none.

6. LIST OF CURRENT APPEALS AND INQUIRIES

The development Manager submitted a List of Current Appeals and Inquiries and elaborated thereon. Members were informed that 6 decisions had been reached; 4 were dismissed, 1 had been allowed and the final was a split decision, with Inspectors finding that the rear 2 storey extension would be overbearing, but allowed the front porch extension.

7. OTHER REPORTS

There were none.

8. NORTHAMPTONSHIRE COUNTY COUNCIL APPLICATIONS

There were none.

9. NORTHAMPTON BOROUGH COUNCIL APPLICATIONS

There were none.

(A) N/2017/0567 - LISTED CONSENT APPLICATION FOR RESPOSITIONING OF 1NO RADIATOR AND INSTALLATION OF 1NO ADDITIONAL RADIATOR TO SOUTHERN WINDOW WALL IN "THE LONG ROOM" AT ABINGTON MUSEUM, MANOR HOUSE, ABINGTON PARK, WELLINGBOROUGH ROAD

The Principal Planning Officer submitted a report and elaborated thereon. Members were informed that although this application was, in effect, an alteration to a previously approved application, it needed to come before the Planning Committee as it affected Council owned land. Members' attention was drawn to the Addendum, which showed no objections raised by Historic England.

Members discussed the report.

RESOLVED:

That the application be **APPROVED** subject to the conditions as set out below and for the following reason:

The proposed works would have a neutral impact upon the character and appearance of this Listed Building, whilst supporting the ongoing use of this important heritage asset. The proposal is therefore in conformity with the requirements of the National Planning Policy Framework and Policies BN5 and S10 of the West Northamptonshire Joint Core Strategy.

10. ITEMS FOR DETERMINATION

(A) N/2016/1138 - DEMOLITION OF THE EXISTING SINGLE STOREY BUILDING AND THE CONSTRUCTION OF A NEW FOUR STOREY MIXED USE BUILDING TO INCLUDE 60 RESIDENTIAL UNITS AND TWO RESTAURANT AND CAFE UNITS (USE CLASS A3). ST GILES CLINIC, 67 ST GILES STREET

The Development Management Team Leader submitted a report and elaborated thereon. Members were informed that there had been a slight alteration to the wording for Condition 1.1.1 which now read, "The completion of a Section 106 Agreement to secure a financial contribution to fund enhancements to public open space and/or the public realm and/or environment improvements within the Central Area." It was also noted that the application would be subject to a further Section 278 Agreement, should it be approved, if any works were carried out within the Highway.

It was also noted that there was a correction to Condition 6, amended as follows:

"The development hereby permitted shall be carried out in accordance with the following approved plans: 001 Rev P1, 100 Rev P1, 300 Rev P1, 310 Rev P4, 312 Rev P3, 313 Rev P3, 311 Rev P3, 110 Rev P1, 111 Rev P1, 112 Rev P1, 113 Rev P3, 114 Rev P5, 115 Rev P4, 420 Rev P1 and 314 Rev P3."

It was stated that a number of objections received were in relation to the height of the proposed building; many neighbouring buildings were 3 storey. To address this, the application had been amended and the 4th floor set back. It was also noted that although there was no provision for parking, the site was well served by public transport and close to local amenities, therefore no objections were raised by the Highway Authority. Members were also informed that whilst the development would be liable for payment of CIL, a Viability Appraisal, independently assessed on behalf of the Council, found that the scheme in providing 35% affordable housing and the required S106 contributions would not be viable. The applicant has, however, offered a S106 financial contribution of £20,000.

In response to questions asked, Members were informed that Condition 16 in the report would ensure that any features of archaeological interest were properly examined and recorded.

Members discussed the report.

RESOLVED:

That the application be **APPROVED IN PRINCIPLE** with amended wording of recommendation 1.1.1; amended Condition 6, and subject to:

1. Any works carried out or affecting the Highway will require a Section 278 Agreement with Northamptonshire County Council Highway Authority and any damage to the existing footway/highway will be required to be reinstated to its existing condition to the satisfaction of the Highway Authority and Northampton Borough Council.
2. The completion of a Section 106 Agreement to secure a financial contribution to fund enhancements to public open space and/or the public realm and/or environment improvements within the Central Area.
3. The conditions as set out below and for the following reason:

The proposed development would bring about the development of an underused site in a prominent location within the town centre and within the Derngate Conservation Area. The mix of commercial and residential uses are considered appropriate in the town centre and would contribute toward its vitality and viability. It is considered that it has satisfactorily been demonstrated that the scheme would not be viable if any affordable housing or the level of S106 contributions required is applied and that the re-development of an underused site in a prominent town centre location and contribution towards the Council's 5-year housing supply outweighs this harm. The amended design is, on balance, considered acceptable, and would not lead to any unacceptable adverse impact on the character and appearance of the conservation area or setting of listed buildings within the vicinity of the site, most importantly views of the Grade A listed St Giles Church tower. It is considered that the harm to heritage assets is less than significant and would be outweighed by bringing the site back into use and the provision of housing. The site is in a sustainable location in the town centre with good access to facilities and public transport and would not lead to any adverse impacts in relation to drainage, highways or amenity. The proposal is therefore considered to be in accordance with the aims and requirements of the National Planning Policy Framework, Policies S2, S3, S7, S9, S10, H1, H2, BN5, BN7, BN9 and INF2 of the West Northamptonshire Joint Core Strategy and Policies 1, 2, 5, 10, 12, 13, 16 and 18 of the Northampton Central Area Action Plan.

(B) N/2017/0113 - CHANGE OF USE FROM SHOP (USE CLASS A1) TO ALL DAY CAFE, RESTAURANT AND TAKEAWAY AND ERECTION OF FLUE EXTRACTION EQUIPMENT TO REAR. 34 GLOUCESTER AVENUE

The Development Manager submitted a report and elaborated thereon. Members' attention was first drawn to the addendum, giving further clarification to Conditions 6 and 7. Members were informed that the site, previously an electronics shop, had been vacant for over a year. In applying for a change of use, the application also included the erection of flue extraction equipment to the rear of the building. No alterations were indicated to the flat above the retail unit.

Mr Raj Miah addressed the Committee on behalf of the applicant. He stated that the business would be sustainable in the area, and it was the applicant's hope that this kind of business would bring the local community together.

Responding to questions, Mr Miah informed Members that the type of foods to be served would include sandwiches, light lunches and dinner.

In response to further questions, Members heard that the yard to the rear of the building was large enough to hold several Euro bins. Condition 6 of the report also required further details of any refuse storage to be submitted and approved by the Local Planning Authority. Members were also informed that whilst there were houses and flats in the vicinity, takeaways already existed in the area and with the provision of flue extraction equipment, any environmental factors would be kept to a minimum, but Environmental Health would be monitoring. Also, whilst the application included no extra parking, it was noted that that people visiting the shops nearby were using on-street parking provided; that situation had not and would not change.

Members discussed the report.

RESOLVED:

That the application be **APPROVED** subject to the conditions as set out below, with Conditions changed in the addendum and for the following reason:

The proposed change of use would, subject to conditions, represent an acceptable use of the building and would have a neutral impact upon neighbour, highway and visual amenity. The proposal is therefore in conformity with the requirements of the National Planning Policy Framework; Policies S10 and BN9 of the West Northamptonshire Joint Core Strategy.

(C) N/2017/0127 - DEMOLITION OF EXISTING BUILDING. ERECTION OF 40NO DWELLINGS (USE CLASS C3) WITH ASSOCIATED CAR PARKING AND ANCILLARY SPACE AND 130.10M2 OF RETAIL SPACE (USE CLASS A1). SOFA KING TIVOLI HOUSE, TOWCESTER ROAD

The Principal Planning Officer submitted a report and elaborated thereon. Members' attention was drawn to information contained in the addendum, including 2 additional Conditions relating to highway safety.

Members were informed that the impact of the development, would be neutral to the local area. It was stated that whilst the 40 parking spaces proposed were below recommendations, the development was well served by public transport and close to local amenities and the town centre. As a consequence, the development would not have an unacceptable highways impact. It was further noted that 35% of the dwellings within the development would be affordable housing, and that the 40 dwellings would contribute towards the Council's 5-year housing supply.

Sarah Evans addressed the Committee, speaking on behalf of Far Cotton Residents Association. She said that although the building was garish as it stood presently, it was very charming. She stated that Northampton was "crying out for culture", that some other 1930s cinemas had been restored to their former glory and had become real assets for their towns. She went on to comment that flats could go anywhere. She also stated that very few residents were aware of the application and those that were, had advised her not to speak at Committee as it would be a waste of time. She further stated that the long-term residents were suffering due to the close proximity of

the university and the increase in HIMOs, commenting that the area was over-stretched already.

Jill Harris, a local resident, addressed Members. She stated that for people living in the area, parking was already a daily battle. She commented that it was a case of the domino effect; if a person could not park outside of their home, they would look further away to find a space and so on. Ms Harris noted that in theory, a maximum 64 car increase could be seen accompanying the development, even before visitors to residents or customers were factored in. The recent influx of HIMOs, she commented, had made the situation worse, and the added traffic when Delapre Abbey opened would further exacerbate the problem.

In response to questions, Ms Harris stated that she believed there were 26 HIMOs on her street alone; double parking was a frequent problem with the Police being regularly involved.

Councillor Walker addressed Members as the Ward Councillor for Delapre and Briar Hill. He also commented on the building's regrettable prominence, sited on one of the main entrances into the town. The main problem, Councillor Walker stated, was the sense of community of spirit had been eroded and, made worse in recent years by the ever-increasing demand for student/single person accommodation without thought to local infrastructure, this application being no exception. It was noted that at a time when the Council was looking to highlight culture and tourism in the town, it seemed nonsensical to knock down one of the few Art Deco buildings in Northampton. Councillor Walker implored that the Committee refuse the application.

Responding to questions, Councillor Walker stated that he did not believe developments like this would do anything to halt or reverse the amount of HIMOs in the area as they were already there, it was a case of "too little too late".

Nigel Ozier, the Planning Consultant, addressed Members. He commented that there were numerous benefits to the proposed development including the appearance of a new, landmark building at one of the main entrances into the town and regeneration to the local area. The current site, Members were informed, was not a viable site for a cinema and would be much better suited as housing land. He noted that having 35% of the dwellings as affordable housing would come with significant costs but it was a good plan and a sustainable proposal. Mr Ozier acknowledged parking concerns but maintained the view that 40 spaces would be enough, as single people and students/young people were less likely to be car drivers. Cycle storage would also be provided. He also stated that the development would be a positive thing for the community, bringing new people and money to the area.

Responding to questions, Mr Ozier stated that pre-application consultation had taken place with Officers and that although the provision of 40 parking spaces were less than recommended, it was unlikely that they would all be in use all of the time.

Mr Rob Woolston, the architect for the development, addressed Members. He repeated earlier statements that the building would be a prominent feature of a main gateway into the town. Although the height of the building was subject to discussion, there would be no overshadowing and that revisions had been made to the design to improve its appearance. He stated that a reduction to accommodate more parking

provision would lead to viability issues (as the number of dwellings would need to be reduced). This would call into question the ability to deliver the 35% affordable housing. Underground parking had not been considered due to viability concerns and previous flooding issues.

In response to questions to officers, Members heard that although the number of HIMO properties was high in the area and existing parking pressures were noted each planning application needed to be considered on its own merits. In this instance, it was considered that, with reference to the nature of the development and its location, the parking provision was sufficient. They also heard that the current building was not in a conservation area so demolition was not an issue. A condition (12) had also been added regarding the implementation of a programme of archaeological work.

Members discussed the report.

RESOLVED:

That the application be **APPROVED IN PRINCIPLE** subject to an S106 Legal Agreement to secure:

- 1) i) 35% on-site affordable housing;
 - ii) The provision of construction worker training opportunities and a financial contribution in respect of the administration of that scheme;
 - iii) The provision of construction worker training opportunities and a financial contribution in respect of the administration of that scheme;
 - iv) The Council's monitoring fee, subject to the Head of Planning being satisfied the monitoring fee is necessary and of an appropriate scale.
- 2) The conditions as set out within the report and the two additional Conditions contained within the addendum and for the following reason:

The proposed development, subject to conditions, represents an acceptable land use which would contribute towards the Council's 5 year housing supply and would have a neutral impact upon the character and appearance of the surrounding area, visual and neighbour amenity, wildlife, flood risk and the highway system. The development is therefore in conformity with the requirements of the National Planning Policy Framework, Policies S10 and H1 of the West Northamptonshire Joint Core Strategy and Policy E20 of the Northampton Local Plan.

- 3) It was also agreed that in the event of the Section 106 Legal Agreement not being completed within 3 calendar months of this Committee meeting, in addition to being able to grant planning permission as recommended above, the Head of Planning be given delegated authority to either refuse or finally dispose of the application (at his discretion) on account that the necessary mitigation measures have not been secured in order to make the proposal acceptable in line with the requirements of Policies INF1 and INF2 of the West

Northamptonshire Joint Core Strategy and the National Planning Policy Framework.

(D) N/2017/0155 - TWO STOREY REAR AND SIDE EXTENSION. 28 THE LAWNS

The Development Management Team Leader submitted a report and elaborated thereon. Members were informed that this was a revised application; the original included a detached garage but was removed due to concerns, including the possible impact upon the root protection area of nearby protected trees. The proposal that was brought to the Committee showed only minimal root interruption to protected trees and officers did not deem there to be any undue impact on neighbouring properties.

Mr Robert Gardner of 29 The Lawns addressed Members, stating that the proposed rear extension would be overbearing, oppressive and out of character. He further stated that the root protection area for nearby protected trees would be affected by the extension and voiced concerns about subsidence. Mr Gardner asserted that the extension was in contrast to Sections H4 and H5 of the Duston Neighbourhood Plan, noting the potential loss of light and height of the extension. He commented that he and his wife spent a lot of time in their garden, and that this time would be devoid of enjoyment should the application be approved.

Questions were asked about any objections raised by Duston Parish Council; it was noted that there were none.

Harry Barnes, the applicant, addressed Members. He noted that the application had been revised to accommodate objections and that the second garage had been removed.

In response to questions asked, Members were informed that the materials used for facing the extension would be in keeping with the current building and regarding the nearby protected trees, minor root area incursion was considered acceptable as the potential damage caused to a tree would be minimal.

Members discussed the report.

RESOLVED:

That the application be **APPROVED** subject to the conditions as set out below and for the following reason:

The design and appearance of the proposed development is acceptable and would not lead to any unacceptable impacts on the character and appearance of the host dwelling, wider area and amenity of neighbouring occupiers and subject to a condition to ensure adjacent trees are protected during construction, complies with Policies E20 and H18 of the Northampton Local Plan, Policies S10 and BN3 of the West Northamptonshire Joint Core Strategy, Policies OP1 and H5 of the Duston Neighbourhood Plan, the Council's Supplementary Planning Document on Residential Extensions and the aims of the National Planning Policy Framework.

(E) N/2017/0227 - CHANGING THE EXTERNAL MATERIALS OF THE EXISTING WALLS. ERECTION OF NEW OPEN ENTRANCE PORCH (PART RETROSPECTIVE). THE ECTON BROOK PUBLIC HOUSE, ECTON BROOK ROAD

The Development Manager submitted a report and elaborated thereon. Members heard that this part-retrospective application sought to build a single storey front porch extension and brick front boundary, to also add oak cladding and render to the exterior.

Members discussed the report.

RESOLVED:

That the application be **APPROVED** subject to the conditions as set out below and for the following reason:

The proposed development would not have any undue detrimental impact on the appearance and character of the host building, wider area, highway safety and amenity of nearby occupiers to comply with Policy E20 of the Northampton Local Plan, S10 of the West Northamptonshire Joint Core Strategy and aims and objectives of the National Planning Policy Framework.

(F) N/2017/0250 - NEW 3 BEDROOM STUDENT ACCOMMODATION ANNEX TO THE REAR OF 2 GRAY STREET. 2 GRAY STREET

The Principal Planning Officer submitted a report and elaborated thereon. The revised application showed a reduction in the roof height from 4.5m to 3m with a predominantly flat roofed design. Although the proposed dwelling would result in a loss of available parking, the area was well served by public transport and close to amenities so it could not be used as a reason for refusal.

Councillor Stone addressed Members as the ward Councillor, remarking that the development was landlord greed at its very worst. The area was already blighted by overdevelopment, cars were regularly double parked and the high level of transient tenants were the cause of the area's massive fly tipping problem. Councillor Stone asked Members to help the local residents do what they wanted in their area and refuse the application.

Janice Grover addressed Members as Chair of the local residents' association. She stated that there were 5-7 cars using the car park on a daily basis so any loss, no matter how small, would exacerbate the daily battle for parking. She further stated that there were already a high number of HIMO's and student accommodation; this development would only add to the noise, rubbish and pollution of the area.

Ian Taylor, the Planning Consultant, addressed Members. He asked that the Officer's recommendations be taken into consideration; the previous application was refused solely on the proposed height which had now been amended. He noted that the dwelling was in keeping with the "subservient outbuilding" nature and that the gated car park was usually underused.

In response to questions to Mr Taylor, Members were informed that students generally had lower car ownership than people in work. They were also informed that as the car park was gated at all times, any loss of parking provision was negligible.

In response to questions to officers, it was also noted that planning conditions could be imposed to ensure that only students would be living in the building, and that Inspectors, when considering appeals in the vicinity had been putting more weight on the location of a development and that sustainable locations could outweigh potential impacts on parking.

Members discussed the report.

RESOLVED:

A proposal was made to refuse the application against officer recommendation.

Upon taking a vote, this motion was passed and the application **REFUSED** for the following reason:

The proposed additional student accommodation, which does not include any off street car parking provision, would result in a more intensive use of the site and would lead to a reduction to the existing off street car parking provision. This would exacerbate existing parking problems within the area to the detriment of highway safety and the free flow of traffic within the vicinity. The development therefore fails to accord with the requirements of the National Planning Policy Framework and Policy S10 of the West Northamptonshire Joint Core Strategy

(G) N/2017/0262 - GROUND FLOOR CHANGE OF USE RESTAURANT (USE CLASS A3) TO RESTAURANT AND HOT FOOD TAKEAWAY. ALTERATION TO SHOP FRONT INCLUDING SHUTTERS AND INSTALLATION OF FLUE EXTRACTION TO THE REAR OF PROPERTY. INSTALLATION OF 2NO AIR CONDITIONING UNITS. (PART RETROSPECTIVE). 66 WELLINGBOROUGH ROAD

The Development Management Team Leader submitted a report and elaborated thereon. Members heard that the application was part retrospective, the front shutter and air conditioning units having already been installed. It was noted that as there were no restrictions, concentration concerns were not relevant, as vitality and viability was more important.

Councillor Stone addressed Members as the ward Councillor, commenting that she was currently working with locals to form a Neighbourhood Plan. Her main concern was that restaurants and takeaways generated huge amounts of waste and that it seemed that there was no requirement for business proprietors to clean the pavement directly outside their shops, paying no attention to the local amenity. Commercial waste storage was also a big problem for the area and complaints had been received from Neighbourhood Wardens that the air conditioning and flues were sub-standard.

Eric Campau, the owner and applicant, addressed Members. He commented that state-of-the-art facilities would be fitted throughout the business, including modern air conditioning/filtering units and kitchen extractor. He also stated that he planned to

only use local ingredients once business began, resulting in less wastage and being better for the local economy. Leftover food, Members were told, would be donated to charity and the bins would be stored in a small yard to the rear of the property. Mr Campau also assured Members that the business was not going to be serving fast food.

In response to questions, Members were informed that Environmental Health Officers would inspect the business if complaints regarding the flue were received.

Members discussed the report.

RESOLVED:

That the application be **APPROVED** subject to the conditions as set out below (with amended Condition 2 and 3 in the addendum) and for the following reason:

The proposed change of use and proposed works would, subject to conditions, represent an acceptable land use and would have a neutral impact upon neighbour and visual amenity, the character and appearance of the conservation area. The proposal is therefore in conformity with the requirements of the National Planning Policy Framework; Policies S10, BN5 and BN9 of the West Northamptonshire Joint Core Strategy; Policy 1 of the Northampton Central Area Action Plan, and the Boot and Shoe Quarter Conservation Area Appraisal and Management Plan.

(I) N/2017/0389 - FIRST FLOOR REAR EXTENSION, NEW PORCH ROOF AND ALTERATIONS TO EXISTING ELEVATIONS. 33 HIGH STREET, GREAT HOUGHTON

The Principal Planning Officer submitted a report and elaborated thereon. Members' attention was drawn to information contained in the addendum relating to Policy BN5 of the West Northampton Joint Core Strategy. It was noted that the Policy had been complied with.

Members discussed the report.

RESOLVED:

That the application be **APPROVED** subject to the conditions as set out below and for the following reason:

The design and appearance of the proposed development is acceptable and would not lead to any unacceptable impacts on the character of the existing dwelling, local area and adjacent residential amenity. The proposed development would be in accordance with saved Policies E20 and H18 of the Northampton Local Plan, Policy S10 of the West Northamptonshire Joint Core Strategy, the Council's Residential Extensions and Alterations Design Guide, and the aims and objectives of the National Planning Policy Framework.

(J) N/2017/0400 - VARIATION OF CONDITION 3 OF PLANNING PERMISSION N/2015/1074 (ERECTION OF 81NO. DWELLINGS) TO ALLOW ALTERNATIVE ROOF TILES AND RENDERING TO PLOTS 38, 46, 55, 56, 66, AND 78. FORMER ST MARYS MIDDLE SCHOOL, GRANGE ROAD

The Principal Planning Officer submitted a report and elaborated thereon. Members were informed that development of the site was ongoing, and that the materials used on a small portion of the permitted development were to be changed. The terms of the S106 agreement would be the same as previously agreed but it was considered a brand new application.

Members discussed the report.

RESOLVED:

That the application be **APPROVED IN PRINCIPLE** subject to:

1. The prior completion of a Section 106 Legal Agreement to secure:
 - i. 35% of the development to be used for affordable housing and that 10% of all dwellings are constructed to mobility standards
 - ii. A financial payment to fund the provision, improvements to connections and/or enhancements to areas of off-site public open space within the vicinity of the site;
 - iii. A financial payment to fund the improvements of bus services within the vicinity of the site;
 - iv. A financial payment to fund the provision of primary and secondary school education within the vicinity of the site;
 - v. A financial payment to fund improvements to and/or the provision of pedestrian ways and/or cycle ways;
 - vi. An obligation to ensure that the specification for the on-site proposed open space (including play equipment) is submitted to and approved by the Local Planning Authority and that this is made available for public access and is maintained in perpetuity
 - vii. A scheme for the provision of construction worker training opportunities and a payment towards the operation of this programme; and
 - viii. The Council's monitoring fee subject to the Director of Regeneration, Enterprise and Planning being satisfied the monitoring fee is necessary and of an appropriate scale.

2. The Conditions as set out in the report and for the following reason:

The proposed variation would secure a satisfactory standard of development and a neutral impact upon the visual and neighbour amenity. As a consequence, the proposed amendment is in conformity with the requirements of the National Planning Policy Framework, Policy S10 of the West Northamptonshire Joint Core Strategy and Policy E20 of the Northampton Local Plan.

3. It was also agreed that in the event of the Section 106 Legal Agreement not being completed within three calendar months of this Committee meeting, in addition to being able to grant planning permission as recommended above, the Head of Planning be given delegated authority to either refuse or finally dispose of the application (at his discretion) on account of the necessary mitigation measures have not been secured in order to make the proposal acceptable in line with the requirements of Policy INF2 of the West

Northamptonshire Joint Core Strategy and the National Planning Policy Framework.

(K) N/2017/0410 - DEMOLITION OF EXISTING GARAGE AND CONSTRUCTION OF NEW DWELLING WITH PARKING. LAND REAR OF 14 HARBOROUGH ROAD NORTH

The Principal Planning Officer submitted a report and elaborated thereon. Members' attention was drawn to information contained within the addendum, specifically the relevance of Policy H10 in the Northampton Local Plan. The Committee heard that the previous application for this site had been refused as it would have an adverse impact on the outlook of 12a Harborough Road. The new scheme omitted a garage, which meant that the siting of the bungalow could be amended so that it was more in line with the adjoining dwelling.

Gloria Ede, a resident of a neighbouring property, addressed Members. She stated that the proposed bungalow lacked design and visual interest. She also voiced concerns about the increase in usage of what would become a shared driveway, commenting that it would be "difficult, dangerous and disruptive".

In response to questions, Members heard that Mrs Ede had made an application to Historic England to have her house listed, but as a decision had yet to have been made.

In response to questions to Officers, it was advised that applications needed to be determined on the circumstances prevalent at this time. As a consequence, Mrs Ede's application to Historic England carried less weight at this time. It was also confirmed that if Members had concerns regarding the impact of construction works, a condition could be imposed limiting the hours in which works could take place.

Members discussed the report.

RESOLVED:

That the application be **APPROVED** subject to the conditions as set out in the report and an additional condition re: construction hours, and for the following reason:

The proposed development would have a neutral impact upon the character and appearance of the surrounding area, neighbour and visual amenity and the highway system, whilst creating an additional unit of residential accommodation. As a consequence, the development is in conformity with the requirements of the National Planning Policy Framework, Policies S10 and H1 of the West Northamptonshire Joint Core Strategy and Policy E20 of the Northampton Local Plan.

(L) N/2017/0496 - CHANGE OF USE FROM DWELLINGHOUSE (USE CLASS C3) TO HOUSE IN MULTIPLE OCCUPATION FOR 7 OCCUPANTS (SUI GENERIS) - RETROSPECTIVE. 32 PITSTONE ROAD

The Development Management Team Leader submitted a report and elaborated thereon. Members were informed that the application was retrospective, the change in use having already commenced. They also heard that refuse was to be stored in a storage cupboard at the front of the property with potential for storage at the rear of

the property as well as bicycle storage to the rear. There were no other HIMO's in a 50m radius and the area was well served by public transport.

Members discussed the report.

RESOLVED:

That the application be **APPROVED** subject to the conditions as set out in the report and for the following reason:

The proposed development is considered acceptable in principle as it would not result in an overconcentration of similar uses within the vicinity of the site, would provide adequate facilities for future occupants and would not be at risk from flooding. Notwithstanding existing parking conditions in the local area, the site is in a sustainable location close to bus stops and amenities and would provide adequate facilities for cycle storage and refuse storage. The proposal thereby complies with Policies H1, H5 and S10 of the West Northamptonshire Joint Core Strategy, Policies E20 and H30 of the Northampton Local Plan, the Council's Houses in Multiple Occupation Interim Planning Policy Statement (IPPS) and the aims and objectives of the National Planning Policy Framework.

(H) N/2017/0330 - REMOVAL OF EXISTING BALCONIES AND REPLACE WITH NEW WINDOOR WINRAIL SYSTEM AT 1-23 PARK SQUARE. PARK SQUARE

Councillors M Markham and Kilbride left the room at this point, having both declared a personal and pecuniary interest by virtue of being Board Members of Northampton Partnership Homes.

The Development Manager submitted a report and elaborated thereon. Members were informed that the application sought to improve the external appearance of a block of flats by replacing existing balconies with a new "Windoor Winrail" system.

Members discussed the report.

RESOLVED:

That the application be **APPROVED** subject to the conditions as set out below and for the following reason:

The proposed development would enhance the appearance of the buildings and the area, whilst not having any detrimental impact on the amenity of neighbouring occupiers and would be consistent with the aims and objectives of the policies of the West Northamptonshire Joint Core Strategy, the Northampton Local Plan and the National Planning Policy Framework.

11. ENFORCEMENT MATTERS

There were none.

12. ITEMS FOR CONSULTATION

There were none.

The meeting concluded at 9:50pm

Directorate: Regeneration, Enterprise and Planning

Head of Planning: Peter Baguley



List of Appeals and Determinations – 4th July 2017

Written Reps Procedure

Application No.	DEL/PC	Description	Decision
N/2016/0783 APP/V2825/W/17/3169060	DEL	Change of use of property from dwellinghouse (Use Class C3) to a House in Multiple Occupation for upto 10 residents, replacement of single storey lean to extension and installation of basement window and lightwell to the front at 44 Bostock Avenue	ALLOWED
N/2016/0848 APP/V2825/W/17/3170057	DEL	Change of use from dwelling (Use Class C3) to house in multiple occupation (Use Class C4) for 4 residents at 32 Burns Street	AWAITED
N/2016/1073 APP/V2825/W/17/3169221	PC	Outline planning permission with all matters reserved except access for residential development of up to 30 residential dwellings with associated open space, car parking and vehicular access from Booth Rise and demolition of 58 and 62 Booth Rise on the Land to the Rear of 62 Booth Rise	AWAITED
N/2016/1420 APP/V2825/W/17/3172866	DEL	Change of use from residential care home (Use Class C2) to house in multiple occupation for 7 persons (Sui Generis) at 121 Colwyn Road	AWAITED
N/2016/1456 APP/V2825/W/17/3172592	DEL	Change of use from ancillary coach house (used as photographic studio) into one bedroom dwelling to the Rear of 54 Ashburnham Road	AWAITED
N/2016/1546 APP/V2825/W/17/3174616	DEL	Change of use from dwelling house (Use class C3) into house in multiple occupation for 4 occupants (Use class C4) on a fixed-term temporary basis only at 26 Burns Street	AWAITED
N/2016/1634 APP/V2825/W/17/3173997	DEL	Erection of detached dwelling (Re-submission of application N/2016/1157) at 12 Brookland Road	AWAITED
N/2017/0005 APP/V2825/W/17/3171501	PC	Change of use from dwelling (Use Class C3) to house in multiple occupation (Use Class C4) for 5 persons at 54 Bostock Avenue	AWAITED

Public Inquiry

None

Hearings

None

Enforcement Appeals

None

Tree Preservation Order (TPO) Appeals

None

The Address for Planning Appeals is:

Mr Brian Rowe, Room 301, The Planning Inspectorate, Temple Quay House, 2 The Square, Temple Quay, Bristol BS1 6PN.

Appeal decisions can be viewed at - www.planningportal.co.uk

Local Government (Access to Information) Act 1985
Background Papers
The Appeal Papers for the appeals listed

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PLANNING COMMITTEE: 4th July 2017
DIRECTORATE: Regeneration, Enterprise and Planning
HEAD OF PLANNING: Peter Baguley

PURPOSE: To consider the review of the Local Requirements for the Validation of Planning Applications

REFERRED BY: Head of Planning
REASON: Committee Decision under the Scheme of Delegation

1. RECOMMENDATION

- 1.1 That Members **APPROVE** the revised draft Local Validation List appended at Annex A.

2 BACKGROUND

- 2.1 In September 2013, the Council adopted its Local Validation Requirements in accordance with planning legislation. This sets out what information, over and above the national requirements, is necessary to accompany a planning application before it is registered as valid.
- 2.2 The key purpose of stipulating what a planning application must comprise is to ensure its validity so that Local Planning Authorities (LPAs) have 'up front' the information that is essential for a sound, timely and confident decision. It also means that statutory consultees and other third parties who look at and comment on applications can clearly understand the development for which permission is being sought, and what the impacts (both positive and negative) are likely to be.
- 2.3 The Town and Country Planning (Development Management Procedure) (England) Order 2015 and the National Planning Practice Guidance (NPPG) state that LPAs should have a list of local requirements that is no more than two years old and that the list should be reviewed every two years. Consequently the requirements adopted in September 2013 and reviewed in 2015 now need to be reviewed again to ensure that the Authority has valid requirements in place.
- 2.4 The NPPG also sets out the process by which this review should be carried out. In the first place the existing list should be reviewed to ensure it includes up to date statutory advice and guidance as well as policy changes and follows current best practice. There should then be a period of consultation on the proposed changes. The final stage is to finalise and publish the revised list.

3. REVIEW PROCESS

- 3.1 The Requirements adopted in 2013 and reviewed in 2015 have again been reviewed by Officers and various changes have been made to incorporate the latest advice and guidance from Government as well as legislation changes and current best practice. These changes were incorporated into the Draft Local Validation Requirements which were subject to a consultation for eight weeks **during March, April and May 2017.**
- 3.2 The consultation took the form of a newspaper advertisement to announce the changes to the wider public and to invite comment. There was also a page on the Council's web site dedicated to this matter and again inviting comment. Alongside this there was consultation with statutory consultees and with regular users of the Planning Service over the last two years.

4. THE REVISED DOCUMENT

- 4.1 The amended Validation Requirements as now proposed represent a fundamental review of those adopted in 2013 and re-adopted with only minor changes only in 2015.
- 4.2 The document now sets out under each application type not only the list of documents required but also the full detail of what each document or plan must include. This differs from the previous format which listed this detail only once, thereby requiring applicants to cross reference to find the definitions of each requirement. The revised version has, therefore, made for a much more user friendly document.
- 4.3 It is considered that the document now provides a clear statement of the requirements, which will be readable and understandable by all types of applicant, from householders applying for the first time to experienced agents.
- 4.4 As regards the content of the requirements, this has been updated to include changes in legislation and experience in dealing with applications, which commonly result in the same requirements from consultees. As an example, a requirement has been added for a parking beat survey in respect of Houses in Multiple Occupation. The document also incorporates comments received during the internal consultation process.
- 4.5 The document has been set out to include the national, as well as the local, requirements. Although the national requirements would apply in any event, it is considered that this format will mean that applicants only need to refer to one document when making a planning application to Northampton Borough Council.

5. CONSULTATION RESPONSES

- 5.1 The comments which were received in response to the external consultation exercise are summarised below together with the action taken in respect of whether it was considered appropriate to revise the document to take account of these comments.
- **Health and Safety Executive** – No comment to make.

- **Natural England** – Request that a Biodiversity Assessment should be required for a wider range of developments, specifically for floodlighting, and for applications made on previously developed land.

A Biodiversity Assessment is already a requirement for relevant development where there is considered there is likely to be impact. In response to this request, the requirement for a Biodiversity Assessment has been added to the document in respect of floodlighting, as it is considered that there is the potential for an impact in this case which should be assessed. The requirement has not, however, been added in respect of previously developed land. The reason for this is because of the difficulty in defining when this would be required, i.e. how long after previous development ceased or the site was cleared. This would be difficult to define and a broad brush approach could result in unnecessary bureaucracy in respect of a recently vacated site with no biodiversity interest. This is not to say that such an assessment would never be carried out, if a previously developed site is considered to have attained biodiversity interest, an assessment could still be required on a case by case basis. Where an assessment is considered in the application process not to be required, this would not allow harm to occur to protected species, which would be still be protected under other legislation.

- **Theatres Trust** – Request a Noise and vibration assessment to be required for new noise sensitive uses close to community or cultural facilities, such as theatres, in addition to the requirement for noise assessments as already required close to commercial uses and major roads. The reason for this request is that a new noise sensitive use, such as residential development, close to an existing community use, could result in complaints about noise from new residents, which could in turn result in the theatre or community use having to moderate their activities or even close.

In response to this request, whilst the concerns of the Theatres Trust are recognised as legitimate, a requirement has not been added for a noise impact assessment in such cases. The reason for this is that even if it was shown such an assessment identified that a new residential use would have the identified impact, there is no policy basis to refuse applications for this reason.

- **Theatres Trust** – Also request marketing information to be provided where the proposal would result in the loss of cultural or community facilities.

Again, this has not been included as whilst the concerns are recognised there is no policy basis on which to refuse an application even if it did result in such a loss.

- **Sports England** – Request specific information to be submitted where the proposal would result in the loss of sports fields.

The requirement for this specific information has not been included as in practice proposals resulting in the loss of sports fields are rare and in such cases the necessary information can still be required on a case by case basis.

- **Lead Local Flood Authority** – Request inclusion of a requirement for a drainage assessment in addition to a flood risk assessment.

This requirement has been added in the appropriate circumstances, together with a definition of a Drainage Assessment.

- **Historic England** – Request that a Heritage Impact Assessment should be additionally required for change of use applications (with no external alterations) and for applications for advertisement consent.

This has not been included in the document as a change of use could not, in itself, have a detrimental impact on heritage assets. Such an impact would come only from physical changes and a Heritage Impact Assessment would be required in such cases. In respect of advertisement consent, the only matters which fall to be considered are amenity and safety. In terms of amenity, the impact on the historic environment would, where relevant, be assessed, however it is not considered proportionate to require that such impact must be justified. In this respect it can also be noted that advertisements to be attached to listed buildings would require listed building consent.

- **Two comments received from local architects** – one encouraging other local architects to participate and the other commenting that all plans and documents such as a Heritage Impact Assessment should be required to be prepared by suitably qualified persons.

The request for plans and documents to be produced only by qualified persons has not been added as it is considered that it would not be reasonable to specify who may or may not produce plans or documents, as it is the quality of the plans and documents rather than who has prepared them which is considered to be of relevance. It would also be unduly onerous in the case of small scale household extensions where a simple drawing would suffice. Furthermore, poor quality or inaccurate plans would be rejected whether produced by a qualified person or not whilst a technical document not produced by a qualified person may be sufficient for an application to be validated but may be given limited weight in the determination of the application. However, in straightforward cases a simple assessment that there would be no impact may be sufficient, and it would again be unduly onerous to require that this is made by a qualified person.

6. CONCLUSION

- 6.1 Members are recommended to approve the amended draft Local Validation Requirements which will provide clarity for applicants as to what to include with new planning applications and also enable the Council to comply with the requirement to have an up to date Local Validation Requirements list.

7. BACKGROUND PAPERS

- 7.1 National Planning Practice Guidance and the Town and Country Planning (Development Management Procedure) (England) Order 2015.

8. LEGAL IMPLICATIONS

- 8.1 Without up to date adopted Local Validation Requirements the Council has no basis upon which to require the submission of information not specified by the National Validation Requirements when validating planning applications.

9. SUMMARY AND LINKS TO CORPORATE PLAN

- 9.1 In reaching the attached recommendations regard has been given to securing the objectives, visions and priorities outlined in the Corporate Plan together with those of associated Frameworks and Strategies.

NORTHAMPTON BOROUGH COUNCIL

LOCAL VALIDATION REQUIREMENTS

DRAFT REVISION 2017

REVISED VERSION FOLLOWING CONSULTATION COMMENTS

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Introduction

The purpose of validation requirements is to achieve consistency in the decision making process and to make the process of applying for planning permission more straight forward for developers, by providing greater clarity as to the information that needs to be submitted with an application.

The validation of a planning application is essentially a checking process to ensure that the information required to assess a planning application has been submitted at the start of the process. It is important that the necessary information is submitted and the information submitted is accurate, otherwise consideration of the application would be subject to unnecessary delay. Without the required, accurate, information an application will not be validated.

This document is intended to provide a useable manual to assist developers in preparing applications for planning permission and other planning consents, by providing clear information as to what information should be submitted with each application type. In order to do this, the guide has been broken down by application type, with clear reference to the documents/information that is required for each application type. Where items are listed in **Bold** these are defined further in the glossary at the end of the document.

This document has been arranged to allow quick and easy access to the information requirements for the type of application you are submitting.

Developers are encouraged to discuss their proposals with the Council prior to submission. The benefit of this is that additional advice can be provided as to the various criteria described within this document.

If you require further advice on validation requirements, please telephone the Council on 0300 330 7000 or email planning@northampton.gov.uk.

1. Domestic extensions and outbuildings

What is needed	Details	When required
Completed application form, ownership certificate, CIL form and fee	Planning applications can be submitted online at www.planningportal.co.uk . Alternatively further advice is available on the Council's website or by telephoning the Council.	All applications
Location Plan	<ul style="list-style-type: none"> Up to date and identify the location of the application site and all adjoining properties. All boundaries and access from the highway should be marked by a red line, and a blue line should mark the boundaries of any adjoining land under the control of the applicant. Drawn to a scale of 1:1250 (or 1:2500 for large sites) Including at least two named streets (unless there are not two differently named streets within the vicinity). 	All applications
Block Plan	<ul style="list-style-type: none"> Identify the position of any buildings (existing and proposed) together with proposed extensions, on the site and adjoining properties Drawn to a scale of 1:500 	All applications
Existing Elevations	Show all relevant elevations and drawn to a scale of 1:50 or 1:100	All applications
Proposed Elevations	Drawn to a scale of 1:50 or 1:100 and including all new elevations. These should show the development in situ	All applications
Existing Floor Plans	Drawn to a scale of 1:50 or 1:100 and showing all storeys that are to be affected by the proposed development. The floor plans should reflect the building; for instance show all door and window apertures	All applications
Proposed Floor Plans	Drawn to a scale of 1:50 or 1:100 and should demonstrate the uses of each room and in the case of extensions, show the complete floor of the building, including the development	All applications
Existing Site Plan	Drawn to a scale of 1:50 or 1:100 and identify all existing buildings, structures, hardstandings and boundary treatments. This plan should also include any other features of note, such as existing trees, both within and adjacent to the site and the Root Protection	All applications

	Area of such trees, in addition to all parking spaces.	
Proposed Site Plan	Drawn to a scale of 1:50 or 1:100 and identify all existing and proposed buildings, structures, hardstandings and boundary treatments. This plan should also include any other features of note, such as existing trees, both within and adjacent to the site and the Root Protection Area of such trees, in addition to all parking spaces.	All applications
Arboricultural Assessment	<ul style="list-style-type: none"> • This assessment should include details of the accurate position of all the trees (including canopy spread and root area) and species • Health and vigour and amenity value, whilst specifying whether they are to be proposed to be retained or removed and why • Tree protection measures during the construction process and life of the development 	When works will take place within Root Protection Areas /canopy or result in the removal of trees or hedges or when the proposed development may have an impact on trees within the development site or on adjacent land and/or when trees may adversely affect a proposed development
Design and Access Statement	A document explaining the design and how access will be provided, including access for those with disabilities. This should include a written description and justification of the planning application.	All development within a Conservation Area where the floor space to be created would exceed 100 square metres
Heritage Impact Assessment	A written statement that includes plans showing historic features that may exist on or adjacent to the application site and an analysis of the significance of archaeology, history and character of the building/structure and the principles of and justification for the proposed works	Applications within a Conservation Area and/or affecting a Listed Building
Flood Risk Assessment	A statement that considers the risk of flooding arising from the development, in addition to the development being flooded. This should include an assessment of the impacts of climate change, the potential adverse and beneficial effects of flood risk management, the vulnerability of those that would occupy and use the development, the impacts of differing types of flooding and identify flood reduction measures.	In Flood Zones 2 or 3.

2. **New doors and windows to domestic properties**

What is needed	Details	When required
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Completed application form, ownership certificate and fee	Planning applications can be submitted online at www.planningportal.co.uk . Alternatively further advice is available on the Council's website or by telephoning the Council.	All applications
Location Plan	<ul style="list-style-type: none"> • Up to date and identify the location of the application site and all adjoining properties • All boundaries and access from the highway should be marked by a red line, and a blue line should mark the boundaries of any adjoining land under the control of the applicant. • Drawn to a scale of 1:1250 (or 1:2500 for large sites) • Including at least two named streets (unless there are not two differently named streets within the vicinity). 	All applications
Existing Elevations	Show all relevant elevations and drawn to a scale of 1:50 or 1:100	All applications
Proposed Elevations	Drawn to a scale of 1:50 or 1:100 and including all new elevations. These should show the development in situ	All applications
Existing Floor Plans	Drawn to a scale of 1:50 or 1:100 and showing all storeys that are to be affected by the proposed development. The floor plans should reflect the building; for instance show all door and window apertures	All applications
Proposed Floor Plans	Drawn to a scale of 1:50 or 1:100 and should demonstrate the uses of each room and in the case of extensions, show the complete floor of the building, including the development	All applications
Design and Access Statement	A document explaining the design and how access will be provided, including access for those with disabilities. This should include a written description and justification of the planning application.	All development within a Conservation Area where the floor space to be created would exceed 100 square metres
Heritage Impact Assessment	A written statement that includes plans showing historic features that may exist on or adjacent to the application site and an analysis of the significance of archaeology, history and character of the building/structure and the principles of and justification for the proposed works	Applications within a Conservation Area and/or affecting a Listed Building

3. New fences/walls/boundary treatments

What is needed	Details	When required
Completed application form, ownership certificate and fee	Planning applications can be submitted online at www.planningportal.co.uk . Alternatively further advice is available on the Council's website or by telephoning the Council.	All applications
Location Plan	<ul style="list-style-type: none"> • Up to date and identify the location of the application site and all adjoining properties • All boundaries and access from the highway should be marked by a red line, and a blue line should mark the boundaries of any adjoining land under the control of the applicant. • Drawn to a scale of 1:1250 (or 1:2500 for large sites) • Including at least two named streets (unless there are not two differently named streets within the vicinity). 	All applications
Block Plan	<ul style="list-style-type: none"> • Identify the position of any buildings on the site and adjoining properties together with the position of the proposed boundary treatment • Drawn at a scale of 1:500 	All applications
Proposed Elevations	Drawn to a scale of 1:50 or 1:100 and including all new elevations. These should show the development in situ	All applications
Existing Site Plan	Drawn to a scale of 1:50 or 1:100 and identify all existing buildings, structures, hardstandings and boundary treatments. This plan should also include any other features of note, such as existing trees, both within and adjacent to the site and the Root Protection Area of such trees, in addition to all parking spaces.	All applications
Proposed Site Plan	Drawn to a scale of 1:50 or 1:100 and identify all existing and proposed buildings, structures, hardstandings and boundary treatments. This plan should also include any other features of note, such as existing trees, both within and adjacent to the site and the Root Protection Area of such trees, in addition to all parking spaces.	All applications
Arboricultural Assessment	<ul style="list-style-type: none"> • This assessment should include details of the accurate position of all the trees (including canopy spread and root area) and species 	When works will take place within Root Protection Areas /canopy or result in the removal of trees

	<ul style="list-style-type: none"> • Health and vigour and amenity value, whilst specifying whether they are to be proposed to be retained or removed and why. • Tree protection measures during the construction process and life of the development 	or hedges.
Heritage Impact Assessment	A written statement that includes plans showing historic features that may exist on or adjacent to the application site and an analysis of the significance of archaeology, history and character of the building/structure and the principles of and justification for the proposed works	Applications within a Conservation Area and/or affecting a Listed Building

4. Driveways/new vehicular accesses

What is needed	Details	When required
Completed application form, ownership certificate and fee	Planning applications can be submitted online at www.planningportal.co.uk . Alternatively further advice is available on the Council's website or by telephoning the Council.	All applications
Location Plan	<ul style="list-style-type: none"> • Up to date and identify the location of the application site and all adjoining properties • All boundaries and access from the highway should be marked by a red line, and a blue line should mark the boundaries of any adjoining land under the control of the applicant. • Drawn to a scale of 1:1250 (or 1:2500 for large sites) • Including at least two named streets (unless there are not two differently named streets within the vicinity). 	All applications
Block Plan	<ul style="list-style-type: none"> • Identify the position of any buildings on the site and adjoining properties together with the position of the proposed vehicular access • Drawn to a scale of 1:500 	All applications
Existing Site Plan	Drawn to a scale of 1:50 or 1:100 and identify all existing buildings, structures, hardstandings and boundary treatments. This plan should also include any other features of note, such as existing trees and the Root Protection Area of such trees, in addition to	All applications

	all parking spaces.	
Proposed Site Plan	Drawn to a scale of 1:50 or 1:100 and identify all existing and proposed buildings, structures, hardstandings and boundary treatments, clearly indicating the position of the proposed crossover. This plan should also include any other features of note, such as existing trees and the Root Protection Area of such trees, in addition to all parking spaces.	All applications
Arboricultural Assessment	<ul style="list-style-type: none"> • This assessment should include details of the accurate position of all the trees (including canopy spread and root area) and species • Health and vigour and amenity value, whilst specifying whether they are to be proposed to be retained or removed and why. • Tree protection measures during the construction process and life of the development 	When works will take place within Root Protection Areas /canopy or result in the removal of trees or hedges.
Heritage Impact Assessment	A written statement that includes plans showing historic features that may exist on or adjacent to the application site and an analysis of the significance of archaeology, history and character of the building/structure and the principles of and justification for the proposed works	Applications within a Conservation Area and/or affecting a Listed Building

5. Non domestic buildings and extensions
Change of use involving external alterations to buildings

What is needed	Details	When required
Completed application form, ownership certificate CIL form and fee	Planning applications can be submitted online at www.planningportal.co.uk . Alternatively further advice is available on the Council's website or by telephoning the Council.	All applications
Location Plan	<ul style="list-style-type: none"> • Up to date and identify the location of the application site and all adjoining properties • All boundaries and access from the highway should be marked by a red line, and a blue line should mark the boundaries of any adjoining land under the control of the applicant. • Drawn to a scale of 1:1250 (or 1:2500 for large sites) 	All applications

	<ul style="list-style-type: none"> Including at least two named streets (unless there are not two differently named streets within the vicinity). 	
Block Plan	<ul style="list-style-type: none"> Identify the position of any buildings on the site and adjoining properties Drawn to a scale of 1:500 	All applications
Existing Elevations	Show all relevant elevations and drawn to a scale of 1:50 or 1:100	All applications involving external alterations
Proposed Elevations	Drawn to a scale of 1:50 or 1:100 and including all new elevations. These should show the development in situ	All applications involving external alterations
Existing Site Plan	Drawn to a scale of 1:50 or 1:100 and identify all existing buildings, structures, hardstandings and boundary treatments. This plan should also include any other features of note, such as existing trees, both within and adjacent to the site and the Root Protection Area of such trees, in addition to all parking spaces.	All applications
Proposed Site Plan	Drawn to a scale of 1:50 or 1:100 and identify all existing and proposed buildings, structures, hardstandings and boundary treatments. This plan should also include any other features of note, such as existing trees, both within and adjacent to the site and the Root Protection Area of such trees, in addition to all parking spaces.	All applications
Design and Access Statement	<ul style="list-style-type: none"> Explains the design thinking behind a planning application, and how access will be provided, including access for disabled people. This should include a written description and justification of the planning application. Photos, maps and drawings may be needed to further illustrate the points made. 	<p>Major Applications</p> <p>Floor space of more than 100m²</p> <p>Applications relating to alterations to Listed Buildings</p>
Planning Statement	Identifying the scale and nature of the proposal, the context and need for a proposed development and may include an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission.	All applications
Community Involvement	A document summarising how the views of	Site of more than 3

Submission	the local community have been sought and taken into account in the formulation of development proposals.	hectares Development of more than 1500 square metres
Arboricultural Assessment	<ul style="list-style-type: none"> • This assessment should include details of the accurate position of all the trees (including canopy spread and root area) and species • Health and vigour and amenity value, whilst specifying whether they are to be proposed to be retained or removed and why. • Tree protection measures during the construction process and life of the development 	When works will take place within Root Protection Areas /canopy or result in the removal of trees or hedges.
Biodiversity Assessment	<ul style="list-style-type: none"> • The survey should be undertaken within the last available season before the submission of the application. The survey must record which habitats and species are present on or around the site; identify the extent/area/length present; and map their distribution. • The assessment should demonstrate how adverse effects will be avoided wherever possible; how unavoidable impacts will be mitigated and how impacts that cannot be avoided or mitigated will be compensated. 	Major Applications Development involving land that has not been previously developed
Archaeological Assessment	Include a study of the recorded history and archaeology of a site and be undertaken to evaluate its archaeological potential, and in order to determine the need for and nature of any archaeological work that may be required in response to development proposals.	Development within the curtilage of a Listed Building or Scheduled Ancient Monument Area designated in the Development Plan as of archaeological significance.
Heritage Impact Assessment	A written statement that includes plans showing historic features that may exist on or adjacent to the application site and an analysis of the significance of archaeology, history and character of the building/structure and the principles of and justification for the proposed works	Applications within a Conservation Area and/or affecting a Listed Building
Transport Assessment	<ul style="list-style-type: none"> • A calculation of the likely number of trips to and from the development by each transport mode, throughout the day and a determination of which routes will be used to access the site 	Major Applications

	<ul style="list-style-type: none"> Identify what measures may be required to deal with the predicted transport impacts and to improve accessibility and safety, especially for pedestrians, cyclists and public transport users 	
Travel Plan	<ul style="list-style-type: none"> Identify a series of measures aimed at promoting more environmentally friendly travel choices aiming to reduce car journeys Should include details of how the success of the plan will be monitored. 	Major Applications
Noise Impact Assessment	Assess the likelihood of deterioration of amenity at nearby premises due to noise and vibration. Assess the likelihood of deterioration of amenity at nearby premises due to noise and vibration. The report should describe any equipment to be installed with noise emission data.	<p>Development involving uses falling with Classes B2 and B8 of the Use Classes Order</p> <p>Wind turbines, wind farms</p> <p>Where music is to be played externally</p> <p>Motor sport activities.</p>
Odour Attenuation Plan	Assess the likelihood of deterioration of amenity at nearby premises due to emissions to the atmosphere, together with information on any proposed abatement system.	<p>Developments involving any of the following:</p> <p>Cooking of food</p> <p>Paint spraying or coating processes</p> <p>The installation of a furnace / incinerator</p> <p>Composting.</p> <p>Storage and handling of dusty materials.</p> <p>Manufacture of perfumes, flavourings etc.</p> <p>Slaughterhouses</p> <p>The accommodation of animals</p>
Marketing Information	Details showing how long a building has been vacant, how the property has been marketed and any interest from prospective occupiers	Town Centre Uses when proposed in an out of Centre location.
Sequential Assessment	Details whether any suitable in Centre sites are available to accommodate the proposed development	When more than 1000m ² of floorspace of a Town Centre Use is proposed in an out of Centre location
Impact Assessment	Should assess impact of out of Centre proposals on the established Centres in terms of diversion of trade	When more than 1000m ² of floorspace of A Town Centre Use is proposed in

		an out of Centre location
Landscape and Visual Impact Assessment	The assessment will highlight the areas and viewpoints from which the proposed development would be visible and the impact on the landscape.	Buildings of more than 15m in height
Flood Risk Assessment / Drainage Strategy	<p>A statement that considers the risk of flooding arising from the development, in addition to the development being flooded. This should include an assessment of the impacts of climate change, the potential adverse and beneficial effects of flood risk management, the vulnerability of those that would occupy and use the development, the impacts of differing types of flooding and identify flood reduction measures.</p> <p>A drainage assessment should identify opportunities to reduce the probability and consequences of flooding.</p>	<p>Within Flood Zone 1 – Sites over 1 hectare or less than this but which could be affected by sources of flooding other than rivers or which have critical drainage problems as notified to the Environment Agency</p> <p>Developments within Flood Zone 2 or 3.</p> <p>For all major developments</p>

6. Change of Use (no external alterations)

What is needed	Details	When required
Completed application form, ownership certificate CIL form and fee	Planning applications can be submitted online at www.planningportal.co.uk . Alternatively further advice is available on the Council's website or by telephoning the Council.	All applications
Location Plan	<ul style="list-style-type: none"> Up to date and identify the location of the application site and all adjoining properties All boundaries and access from the highway should be marked by a red line, and a blue line should mark the boundaries of any adjoining land under the control of the applicant. Drawn to a scale of 1:1250 (or 1:2500 for large sites) Including at least two named streets (unless there are not two differently named streets within the vicinity). 	All applications
Block Plan	<ul style="list-style-type: none"> Identify the position of any buildings on the site and adjoining properties Drawn to a scale of 1:500 	All applications
Planning Statement	Identifying the scale and nature of the	All applications

	proposal, the context and need for a proposed development and may include an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission.	
Transport Assessment	<ul style="list-style-type: none"> • A calculation of the likely number of trips to and from the development by each transport mode, throughout the day and a determination of which routes will be used to access the site • Identify what measures may be required to deal with the predicted transport impacts and to improve accessibility and safety, especially for pedestrians, cyclists and public transport users 	Major Applications
Travel Plan	<ul style="list-style-type: none"> • Identify a series of measures aimed at promoting more environmentally friendly travel choices aiming to reduce car journeys • Should include details of how the success of the plan will be monitored. 	Major Applications
Noise Impact Assessment	Assess the likelihood of deterioration of amenity at nearby premises due to noise and vibration. The report should describe any equipment to be installed with noise emission data.	<p>Development involving uses falling with Classes B2 and B8 of the Use Classes Order</p> <p>Wind turbines, wind farms</p> <p>Where music is to be played externally</p> <p>Motor sport activities.</p>
Odour Attenuation Plan	Assess the likelihood of deterioration of amenity at nearby premises due to emissions to the atmosphere, together with information on any proposed abatement system.	<p>Developments involving any of the following:</p> <p>Cooking of food</p> <p>Paint spraying or coating processes</p> <p>The installation of a furnace / incinerator</p> <p>Composting.</p> <p>Storage and handling of dusty materials.</p> <p>Manufacture of perfumes, flavourings etc. Slaughterhouses</p> <p>The accommodation of</p>

		animals
Marketing Information	Details showing how long a building has been vacant, how the property has been marketed and any interest from prospective occupiers	Town Centre Uses when proposed in an out of Centre location
Sequential Assessment	Details whether any suitable in Centre sites are available to accommodate the proposed development	When more than 1000m ² of floorspace of a Town Centre Use is proposed in an out of Centre location
Impact Assessment	Should assess impact of out of Centre proposals on the established Centres in terms of diversion of trade	When more than 1000m ² of floorspace of a Town Centre Use is proposed in an out of Centre location`
Flood Risk Assessment / Drainage Strategy	<p>A statement that considers the risk of flooding arising from the development, in addition to the development being flooded. This should include an assessment of the impacts of climate change, the potential adverse and beneficial effects of flood risk management, the vulnerability of those that would occupy and use the development, the impacts of differing types of flooding and identify flood reduction measures.</p> <p>A drainage assessment should identify opportunities to reduce the probability and consequences of flooding.</p>	<p>Within Flood Zone 1 – Sites over 1 hectare or less than this but which could be affected by sources of flooding other than rivers or which have critical drainage problems as notified to the Environment Agency</p> <p>Developments within Flood Zone 2 or 3.</p> <p>For all major developments</p>

7. New dwellings/residential uses
Changes of use to dwellings/residential uses

What is needed	Details	When required
Completed application form, ownership certificate CIL form and fee	Planning applications can be submitted online at www.planningportal.co.uk . Alternatively further advice is available on the Council's website or by telephoning the Council.	All applications
Location Plan	<ul style="list-style-type: none"> Up to date and identify the location of the application site and all adjoining properties All boundaries and access from the highway should be marked by a red line, and a blue line should mark the boundaries of any adjoining land under the control of the applicant. Drawn to a scale of 1:1250 (or 1:2500 for large sites) 	All applications

	<ul style="list-style-type: none"> • Including at least two named streets (unless there are not two differently named streets within the vicinity). 	
Block Plan	<ul style="list-style-type: none"> • Identify the position of any buildings on the site and adjoining properties • Drawn to a scale of 1:500 	All applications
Existing Elevations	Show all relevant elevations and drawn to a scale of 1:50 or 1:100	All applications involving external alterations
Proposed Elevations	Drawn to a scale of 1:50 or 1:100 and including all new elevations. These should show the development in situ	All applications involving external alterations
Existing Site Plan	Drawn to a scale of 1:50 or 1:100 and identify all existing buildings, structures, hardstandings and boundary treatments. This plan should also include any other features of note, such as existing trees, both within and adjacent to the site and the Root Protection Area of such trees, in addition to all parking spaces.	All applications
Proposed Site Plan	Drawn to a scale of 1:50 or 1:100 and identify all existing and proposed buildings, structures, hardstandings and boundary treatments. This plan should also include any other features of note, such as existing trees, both within and adjacent to the site and the Root Protection Area of such trees, in addition to all parking spaces.	All applications
Design and Access Statement	<ul style="list-style-type: none"> • Explains the design thinking behind a planning application, and how access will be provided, including access for disabled people. This should include a written description and justification of the planning application. • Photos, maps and drawings may be needed to further illustrate the points made. 	<p>Major Applications</p> <p>Floor space of more than 100m²</p> <p>Applications relating to alterations to Listed Buildings</p>
Community Involvement Submission	A document summarising how the views of the local community have been sought and taken into account in the formulation of development proposals.	<p>Site of more than 3 hectares</p> <p>Development of more than 100 dwellings</p>
Arboricultural Assessment	<ul style="list-style-type: none"> • This assessment should include Details of the accurate position of all the trees (including canopy spread and root area) and species • Health and vigour and amenity value, whilst specifying whether they are to be proposed 	When works will take place within Root Protection Areas /canopy or result in the removal of trees or hedges.

	<p>to be retained or removed and why.</p> <ul style="list-style-type: none"> • Tree protection measures during the construction process and life of the development 	
Planning Statement	Identifying the scale and nature of the proposal, the context and need for a proposed development and may include an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission.	All applications
Biodiversity Assessment	<ul style="list-style-type: none"> • The survey should be undertaken within the last available season before the submission of the application. The survey must record which habitats and species are present on or around the site; identify the extent/area/length present; and map their distribution. • The assessment should demonstrate how adverse effects will be avoided wherever possible; how unavoidable impacts will be mitigated and how impacts that cannot be avoided or mitigated will be compensated. 	<p>Major Applications</p> <p>Development involving land that has not been previously developed</p>
Archaeological Assessment	Include a study of the recorded history and archaeology of a site and be undertaken to evaluate its archaeological potential, and in order to determine the need for and nature of any archaeological work that may be required in response to development proposals.	<p>Development within the curtilage of a Listed Building or Scheduled Ancient Monument</p> <p>Area designated in the Development Plan as of archaeological significance.</p>
Heritage Impact Assessment	<ul style="list-style-type: none"> • A written statement that includes plans showing historic features that may exist on or adjacent to the application site and an analysis of the significance of archaeology, history and character of the building/structure and the principles of and justification for the proposed works 	Applications within a Conservation Area and/or affecting a Listed Building
Air Quality Assessment	<ul style="list-style-type: none"> • Assesses the likelihood of a deterioration of amenity at nearby premises due to air quality issues. • The report should include an assessment of the likely air quality impacts and will require air quality dispersion modelling supported by local air quality monitoring 	When in excess of 10 dwellings and proposed within Air Quality Management Areas

	<p>data.</p> <ul style="list-style-type: none"> This data is required for verifying the modelling study and must be collected over a sufficient period of time 	
Noise Level Assessment	An assessment of the existing noise levels within the vicinity of the site; for example, those generated from nearby commercial premises, roads or railways.	When residential accommodation is proposed within Allocated Commercial Areas or adjacent to Major Roads and railway lines
Transport Assessment	<ul style="list-style-type: none"> A calculation of the likely number of trips to and from the development by each transport mode, throughout the day and a determination of which routes will be used to access the site Identify what measures may be required to deal with the predicted transport impacts and to improve accessibility and safety, especially for pedestrians, cyclists and public transport users 	Major Applications
Travel Plan	<ul style="list-style-type: none"> Identify a series of measures aimed at promoting more environmentally friendly travel choices aiming to reduce car journeys Should include details of how the success of the plan will be monitored. 	Major Applications
Landscape and Visual Impact Assessment	The assessment will highlight the areas and viewpoints from which the proposed development would be visible and the impact on the landscape.	Buildings of more than 15m in height
Parking Beat Survey	An assessment of the availability of on street parking spaces within the street on which the application site is located and neighbouring streets.	Houses in Multiple Occupation, where less than one parking space per resident is proposed.
Flood Risk Assessment / Drainage Strategy	<p>A statement that considers the risk of flooding arising from the development, in addition to the development being flooded. This should include an assessment of the impacts of climate change, the potential adverse and beneficial effects of flood risk management, the vulnerability of those that would occupy and use the development, the impacts of differing types of flooding and identify flood reduction measures.</p> <p>A drainage assessment should identify</p>	<p>Within Flood Zone 1 – Sites over 1 hectare or less than this but which could be affected by sources of flooding other than rivers or which have critical drainage problems as notified to the Environment Agency</p> <p>Developments within</p>

	opportunities to reduce the probability and consequences of flooding.	Flood Zone 2 or 3. For all major developments
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8. Outline applications

What is needed	Details	When required
Completed application form, ownership certificate CIL form and fee	Planning applications can be submitted online at www.planningportal.co.uk . Alternatively further advice is available on the Council's website or by telephoning the Council.	All applications
Location Plan	<ul style="list-style-type: none"> Up to date and identify the location of the application site and all adjoining properties All boundaries and access from the highway should be marked by a red line, and a blue line should mark the boundaries of any adjoining land under the control of the applicant. Drawn to a scale of 1:1250 (or 1:2500 for large sites) Including at least two named streets (unless there are not two differently named streets within the vicinity). 	All applications
Indicative parameters	Depending on which matters are to be reserved for future consideration indicative parameters covering the use of the site (such as identifying distinct areas for differing types of development); the amount of development (for instance, the number of units); layout; scale parameters (including upper and lower limits for the height, width and length of each building); and access points.	All applications
Air Quality Assessment	<ul style="list-style-type: none"> Assesses the likelihood of a deterioration of amenity at nearby premises due to air quality issues. The report should include an assessment of the likely air quality impacts and will require air quality dispersion modelling supported by local air quality monitoring data. This data is required for verifying the modelling study and must be collected over a sufficient period of time 	When in excess of 10 dwellings and proposed within Air Quality Management Areas
Archaeological	Include a study of the recorded history and	Development within the

Assessment	archaeology of a site and be undertaken to evaluate its archaeological potential, and in order to determine the need for and nature of any archaeological work that may be required in response to development proposals.	curtilage of a Listed Building or Scheduled Ancient Monument Area designated in the Development Plan as of archaeological significance.
Heritage Impact Assessment	A written statement that includes plans showing historic features that may exist on or adjacent to the application site and an analysis of the significance of archaeology, history and character of the building/structure and the principles of and justification for the proposed works	Applications within a Conservation Area and/or affecting a Listed Building
Biodiversity Assessment	<ul style="list-style-type: none"> • The survey should be undertaken within the last available season before the submission of the application. The survey must record which habitats and species are present on or around the site; identify the extent/area/length present; and map their distribution. • The assessment should demonstrate how adverse effects will be avoided wherever possible; how unavoidable impacts will be mitigated and how impacts that cannot be avoided or mitigated will be compensated. 	Major Applications Development involving land that has not been previously developed
Design and Access Statement	<ul style="list-style-type: none"> • Explains the design thinking behind a planning application, and how access will be provided, including access for disabled people. This should include a written description and justification of the planning application. • Photos, maps and drawings may be needed to further illustrate the points made. 	Major Applications Floor space of more than 100m ² Applications relating to alterations to Listed Buildings
Planning Statement	Identifying the scale and nature of the proposal, the context and need for a proposed development and may include an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission.	All applications
Community Involvement Submission	A document summarising how the views of the local community have been sought and taken into account in the formulation of development proposals.	Site of more than 3 hectares Development of more than 1500 square

		metres More than 100 dwellings
Transport Assessment	<ul style="list-style-type: none"> • A calculation of the likely number of trips to and from the development by each transport mode, throughout the day and a determination of which routes will be used to access the site • Identify what measures may be required to deal with the predicted transport impacts and to improve accessibility and safety, especially for pedestrians, cyclists and public transport users 	Major Applications
Travel Plan	<ul style="list-style-type: none"> • Identify a series of measures aimed at promoting more environmentally friendly travel choices aiming to reduce car journeys • Should include details of how the success of the plan will be monitored. 	Major Applications
Noise Impact Assessment	Assess the likelihood of deterioration of amenity at nearby premises due to noise and vibration. Assess the likelihood of deterioration of amenity at nearby premises due to noise and vibration. The report should describe any equipment to be installed with noise emission data.	Development involving uses falling with Classes B2 and B8 of the Use Classes Order Wind turbines, wind farms Where music is to be played externally Motor sport activities.
Noise Level Assessment	An assessment of the existing noise levels within the vicinity of the site; for example, those generated from nearby commercial premises, roads or railways.	When residential accommodation is proposed within Allocated Commercial Areas or adjacent to Major Roads and railway lines
Odour Attenuation Plan	Assess the likelihood of deterioration of amenity at nearby premises due to emissions to the atmosphere, together with information on any proposed abatement system.	Developments involving any of the following: Cooking of food Paint spraying or coating processes The installation of a furnace / incinerator Composting. Storage and handling of dusty materials. Manufacture of

		perfumes, flavourings etc. Slaughterhouses The accommodation of animals
Marketing Information	Details showing how long a building has been vacant, how the property has been marketed and any interest from prospective occupiers	Town Centre Uses when proposed in an out of Centre location
Sequential Assessment	Details whether any suitable in Centre sites are available to accommodate the proposed development	When more than 1000m ² of floorspace of a Town Centre Use is proposed in an out of Centre location
Impact Assessment	Should assess impact of out of Centre proposals on the established Centres in terms of diversion of trade	When more than 1000m ² of floorspace of a Town Centre Use is proposed in an out of Centre location
Landscape and Visual Impact Assessment	The assessment will highlight the areas and viewpoints from which the proposed development would be visible and the impact on the landscape.	Buildings of more than 15m in height
Flood Risk Assessment / Drainage Strategy	A statement that considers the risk of flooding arising from the development, in addition to the development being flooded. This should include an assessment of the impacts of climate change, the potential adverse and beneficial effects of flood risk management, the vulnerability of those that would occupy and use the development, the impacts of differing types of flooding and identify flood reduction measures. A drainage assessment should identify opportunities to reduce the probability and consequences of flooding.	Within Flood Zone 1 – Sites over 1 hectare or less than this but which could be affected by sources of flooding other than rivers or which have critical drainage problems as notified to the Environment Agency Developments within Flood Zone 2 or 3. For all major developments

9. Floodlighting

What is needed	Details	When required
Completed application form, ownership certificate and fee	Planning applications can be submitted online at www.planningportal.co.uk . Alternatively further advice is available on the Council's website or by telephoning the Council.	All applications
Location Plan	<ul style="list-style-type: none"> Up to date and identify the location of the application site and all adjoining properties All boundaries and access from the highway should be marked by a red line, and a blue 	All applications

	<p>line should mark the boundaries of any adjoining land under the control of the applicant.</p> <ul style="list-style-type: none"> • Drawn to a scale of 1:1250 (or 1:2500 for large sites) • Including at least two named streets (unless there are not two differently named streets within the vicinity). 	
Block Plan	<ul style="list-style-type: none"> • Identify the position of any buildings on the site and adjoining properties • Drawn to a scale of 1:500 	All applications
Proposed Elevations	Drawn to a scale of 1:50 or 1:100 and including all new elevations. These should show the development in situ	All applications
Existing Site Plan	Drawn to a scale of 1:50 or 1:100 and identify all existing buildings, structures, hardstandings and boundary treatments. This plan should also include any other features of note, such as existing trees , both within and adjacent to the site and the Root Protection Area of such trees, in addition to all parking spaces.	All applications
Proposed Site Plan	Drawn to a scale of 1:50 or 1:100 and identify all existing and proposed buildings, structures, hardstandings and boundary treatments. This plan should also include any other features of note, such as existing trees and the Root Protection Area of such trees, in addition to all parking spaces.	All applications
Lighting Assessment	An assessment carried out in accordance with CIE guidance or suitable equivalent and detail the level of illumination and glare that would emanate from a proposal, including identifying mitigation where appropriate	All applications
Arboricultural Assessment	<ul style="list-style-type: none"> • This assessment should include Details of the accurate position of all the trees (including canopy spread and root area) and species • Health and vigour and amenity value, whilst specifying whether they are to be proposed to be retained or removed and why. • Tree protection measures during the construction process and life of the development 	When works will take place within Root Protection Areas /canopy or result in the removal of trees or hedges.
Heritage Impact	A written statement that includes plans	Applications within a

Assessment	showing historic features that may exist on or adjacent to the application site and an analysis of the significance of archaeology, history and character of the building/structure and the principles of and justification for the proposed works	Conservation Area and/or affecting a Listed Building
Biodiversity Assessment	<ul style="list-style-type: none"> The survey should be undertaken within the last available season before the submission of the application. The survey must record which habitats and species are present on or around the site; identify the extent/area/length present; and map their distribution. <p>The assessment should demonstrate how adverse effects will be avoided wherever possible; how unavoidable impacts will be mitigated and how impacts that cannot be avoided or mitigated will be compensated.</p>	Major Applications Development involving land that has not been previously developed

10. **Plant, equipment and machinery**

What is needed	Details	When required
Completed application form, ownership certificate CIL form and fee	Planning applications can be submitted online at www.planningportal.co.uk . Alternatively further advice is available on the Council's website or by telephoning the Council.	All applications
Location Plan	<ul style="list-style-type: none"> Up to date and identify the location of the application site and all adjoining properties All boundaries and access from the highway should be marked by a red line, and a blue line should mark the boundaries of any adjoining land under the control of the applicant. Drawn to a scale of 1:1250 (or 1:2500 for large sites) 	All applications
Block Plan	<ul style="list-style-type: none"> Identify the position of any buildings on the site and adjoining properties Drawn to a scale of 1:500 	All applications
Existing Elevations	Show all relevant elevations and drawn to a scale of 1:50 or 1:100	When making alterations to an existing building
Proposed Elevations	Drawn to a scale of 1:50 or 1:100 and including all new elevations. These should show the development in situ	All applications
Existing Floor Plans	Drawn to a scale of 1:50 or 1:100 and showing all storeys that are to be affected by the proposed development. The floor plans	When marking alterations to an existing building

	should reflect the building; for instance show all door and window apertures	
Proposed Floor Plans	Drawn to a scale of 1:50 or 1:100 and should demonstrate the uses of each room and in the case of extensions, show the complete floor of the building, including the development	All applications
Existing Site Plan	Drawn to a scale of 1:50 or 1:100 and identify all existing buildings, structures, hardstandings and boundary treatments. This plan should also include any other features of note, such as existing trees, both within and adjacent to the site. (RPA) and the Root Protection Area of such trees, in addition to all parking spaces.	All applications
Proposed Site Plan	Drawn to a scale of 1:50 or 1:100 and identify all existing and proposed buildings, structures, hardstandings and boundary treatments. This plan should also include any other features of note, such as existing trees and the Root Protection Area of such trees, in addition to all parking spaces.	All applications
Arboricultural Assessment	<ul style="list-style-type: none"> • This assessment should include Details of the accurate position of all the trees (including canopy spread and root area) and species • Health and vigour and amenity value, whilst specifying whether they are to be proposed to be retained or removed and why. • Tree protection measures during the construction process and life of the development 	When works will take place within Root Protection Areas /canopy or result in the removal of trees or hedges.
Design and Access Statement	A document explaining the design and how access will be provided, including access for those with disabilities. This should include a written description and justification of the planning application.	All development within a Conservation Area where the floor space to be created would exceed 100 square metres
Heritage Impact Assessment	A written statement that includes plans showing historic features that may exist on or adjacent to the application site and an analysis of the significance of archaeology, history and character of the building/structure and the principles of and justification for the proposed works	Applications within a Conservation Area and/or affecting a Listed Building

Noise Impact Assessment	Assess the likelihood of deterioration of amenity at nearby premises due to noise and vibration. Assess the likelihood of deterioration of amenity at nearby premises due to noise and vibration. The report should describe any equipment to be installed with noise emission data.	All application
Community Involvement Submission	A document summarising how the views of the local community have been sought and taken into account in the formulation of development proposals.	Site of more than 3 hectares Development of more than 1500 square metres
Biodiversity Assessment	<ul style="list-style-type: none"> The survey should be undertaken within the last available season before the submission of the application. The survey must record which habitats and species are present on or around the site; identify the extent/area/length present; and map their distribution. The assessment should demonstrate how adverse effects will be avoided wherever possible; how unavoidable impacts will be mitigated and how impacts that cannot be avoided or mitigated will be compensated. 	Major Applications Development involving land that has not been previously developed
Archaeological Assessment	Include a study of the recorded history and archaeology of a site and be undertaken to evaluate its archaeological potential, and in order to determine the need for and nature of any archaeological work that may be required in response to development proposals.	Development within the curtilage of a Listed Building or Scheduled Ancient Monument Area designated in the Development Plan as of archaeological significance.
Landscape and Visual Impact Assessment	The assessment will highlight the areas and viewpoints from which the proposed development would be visible and the impact on the landscape.	Proposed buildings or structures of more than 15m in height

11. Advertisements

What is needed	Details	When required
Completed application form and fee	Planning applications can be submitted online at www.planningportal.co.uk . Alternatively further advice is available on the Council's website or by telephoning the Council.	All applications
Location Plan	<ul style="list-style-type: none"> Up to date and identify the location of the application site and all adjoining properties 	All applications

	<ul style="list-style-type: none"> • Drawn to a scale of 1:1250 (or 1:2500 for large sites) • Including at least two named streets (unless there are not two differently named streets within the vicinity). 	
Existing Elevations	Show all relevant elevations and drawn to a scale of 1:50 or 1:100	Any application where the advertisement is to be attached to a building
Proposed Elevations	Drawn to a scale of 1:50 or 1:100 and including all new elevations. These should show the proposed signage in situ	All applications

12. Certificate of Lawfulness – Proposed and Existing Uses

What is needed	Details	When required
Completed application form, ownership certificate and fee	Planning applications can be submitted online at www.planningportal.co.uk . Alternatively further advice is available on the Council's website or by telephoning the Council.	All applications
Location Plan	<ul style="list-style-type: none"> • Up to date and identify the location of the application site and all adjoining properties • All boundaries and access from the highway should be marked by a red line, and a blue line should mark the boundaries of any adjoining land under the control of the applicant. • Drawn to a scale of 1:1250 (or 1:2500 for large sites) • Including at least two named streets (unless there are not two differently named streets within the vicinity). 	All applications
Evidence	Should specify the reasons why the development is considered to be lawful. This will be either an explanation of why planning permission is not required or evidence of when the development was constructed or the use commenced.	All applications

13. Certificate of Lawfulness – Proposed Developments (e.g. buildings)

What is needed	Details	When required
Completed application form, ownership	Planning applications can be submitted online at www.planningportal.co.uk . Alternatively	All applications

certificate CIL form and fee	further advice is available on the Council's website or by telephoning the Council.	
Location Plan	<ul style="list-style-type: none"> • Up to date and identify the location of the application site and all adjoining properties • All boundaries and access from the highway should be marked by a red line, and a blue line should mark the boundaries of any adjoining land under the control of the applicant. • Drawn to a scale of 1:1250 (or 1:2500 for large sites) • Including at least two named streets (unless there are not two differently named streets within the vicinity). 	All applications
Evidence	Should specify the reasons why the development is considered to be lawful. This will be either an explanation of why planning permission is not required or evidence of when the development was constructed or the use commenced.	All applications
Block Plan	<ul style="list-style-type: none"> • Identify the position of any buildings on the site and adjoining properties • Drawn to a scale of 1:500 	All applications
Existing Elevations	Show all relevant elevations and drawn to a scale of 1:50 or 1:100	All applications
Proposed Elevations	Drawn to a scale of 1:50 or 1:100 and including all new elevations. These should show the development in situ	All applications
Existing Floor Plans	Drawn to a scale of 1:50 or 1:100 and showing all storeys that are to be affected by the proposed development. The floor plans should reflect the building; for instance show all door and window apertures	All applications
Proposed Floor Plans	Drawn to a scale of 1:50 or 1:100 and should demonstrate the uses of each room and in the case of extensions, show the complete floor of the building, including the development	All applications
Existing Site Plan	Drawn to a scale of 1:50 or 1:100 and identify all existing buildings, structures, hardstandings and boundary treatments. This plan should also include any other features of note, such as existing trees, both within and adjacent to the site. (RPA) in addition to all parking spaces.	All applications
Proposed Site Plan	Drawn to a scale of 1:50 or 1:100 and identify all existing and proposed buildings, structures, hardstandings and boundary treatments. This	All applications

	plan should also include any other features of note, such as existing trees in addition to all parking spaces.	
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14. Certificate of Lawfulness – Existing Developments (e.g. buildings)

What is needed	Details	When required
Completed application form, ownership certificate and fee	Planning applications can be submitted online at www.planningportal.co.uk . Alternatively further advice is available on the Council's website or by telephoning the Council.	All applications
Location Plan	<ul style="list-style-type: none"> • Up to date and identify the location of the application site and all adjoining properties • All boundaries and access from the highway marked by a red line and a blue line should mark the boundaries of any adjoining land under the control of the applicant. • Drawn to a scale of 1:1250 (or 1:2500 for large sites) • Including at least two named streets (unless there are not two differently named streets within the vicinity). 	All applications
Evidence	Should specify the reasons why the development is considered to be lawful. This will be either an explanation of why planning permission is not required or evidence of when the development was constructed or the use commenced.	All applications
Block Plan	<ul style="list-style-type: none"> • Identify the position of any buildings on the site and adjoining properties • Drawn to a scale of 1:500 	All applications
Existing Elevations	Show all relevant elevations and drawn to a scale of 1:50 or 1:100	All applications
Existing Floor Plans	Drawn to a scale of 1:50 or 1:100 and showing all storeys that are to be affected by the proposed development. The floor plans should reflect the building; for instance show all door and window apertures	All applications
Existing Site Plan	Drawn to a scale of 1:50 or 1:100 and identify all existing buildings, structures, hardstandings and boundary treatments. This plan should also include any other features of note, such as existing trees , both within and adjacent to the site. (RPA) in addition to all parking spaces.	All applications

15. Listed Building Consent

What is needed	Details	When required
Completed application form and ownership certificate	Planning applications can be submitted online at www.planningportal.co.uk . Alternatively further advice is available on the Council's website or by telephoning the Council.	All applications
Location Plan	<ul style="list-style-type: none"> • Up to date and identify the location of the application site and all adjoining properties • All boundaries and access from the highway should be marked by a red line, and a blue line should mark the boundaries of any adjoining land under the control of the applicant. • Drawn to a scale of 1:1250 (or 1:2500 for large sites) • Including at least two named streets (unless there are not two differently named streets within the vicinity). 	All applications
Block Plan	<ul style="list-style-type: none"> • Identify the position of any buildings on the site and adjoining properties • Drawn to a scale of 1:500 	All applications
Existing Elevations	Show all relevant elevations and drawn to a scale of 1:50 or 1:100	All applications when external alterations proposed
Proposed Elevations	Drawn to a scale of 1:50 or 1:100 and including all new elevations. These should show the development in situ	All applications when external alterations proposed
Existing Floor Plans	Drawn to a scale of 1:50 or 1:100 and showing all storeys that are to be affected by the proposed development. The floor plans should reflect the building; for instance show all door and window apertures	All applications when internal alterations are proposed
Proposed Floor Plans	Drawn to a scale of 1:50 or 1:100 and should demonstrate the uses of each room and in the case of extensions, show the complete floor of the building, including the development	All applications when internal alterations are proposed
Existing Site Plan	Drawn to a scale of 1:50 or 1:100 and identify all existing buildings, structures, hardstandings and boundary treatments. This plan should also include any other features of note, such as existing trees, both within and adjacent to the site. (RPA) in addition to all parking spaces.	All applications
Proposed Site Plan	Drawn to a scale of 1:50 or 1:100 and identify	All applications when

	all existing and proposed buildings, structures, hardstandings and boundary treatments. This plan should also include any other features of note, such as existing trees , both within and adjacent to the site. (RPA) in addition to all parking spaces.	extensions are proposed
Design and Access Statement	A document explaining the design and how access will be provided, including access for those with disabilities. This should include a written description and justification of the planning application.	All applications
Heritage Impact Assessment	A written statement that includes plans showing historic features that may exist on or adjacent to the application site and an analysis of the significance of archaeology, history and character of the building/structure and the principles of and justification for the proposed works	All applications
Method Statement	A statement identifying the works that are to be carried out, the order in which they are to be undertaken the techniques that are to be used and any restoration.	All applications where demolition is proposed
Site Photographs	Photographs to show the building and its features as existing	For works to Grade I Grade II* buildings, or demolition of any Listed Building .

16. Non Material Amendments

What is needed	Details	When required
Completed application form, ownership certificate and fee	Planning applications can be submitted online at www.planningportal.co.uk . Alternatively further advice is available on the Council's website or by telephoning the Council.	All applications
Location Plan	<ul style="list-style-type: none"> Up to date and identify the location of the application site and all adjoining properties All boundaries and access from the highway should be marked by a red line, and a blue line should mark the boundaries of any adjoining land under the control of the applicant. Drawn to a scale of 1:1250 (or 1:2500 for large sites) Including at least two named streets (unless there are not two differently named streets within the vicinity). 	All applications
Block Plan	<ul style="list-style-type: none"> Identify the position of any buildings on the 	All applications

	<p>site and adjoining properties</p> <ul style="list-style-type: none"> • Drawn to a scale of 1:500 	
Proposed Site Plan	Drawn to a scale of 1:50 or 1:100 and identify all existing and proposed buildings, structures, hardstandings and boundary treatments. This plan should also include any other features of note, such as existing trees in addition to all parking spaces.	All applications
Proposed Elevations	Drawn to a scale of 1:50 or 1:100 and including all new elevations. These should show the development in situ	All applications when external alterations proposed
Proposed Floor Plans	Drawn to a scale of 1:50 or 1:100 and should demonstrate the uses of each room and in the case of extensions, show the complete floor of the building, including the development	All applications when internal alterations are proposed

17. Prior Notification of Change of Use

What is needed	Details	When required
Completed application form, ownership certificate and fee	Planning applications can be submitted online at www.planningportal.co.uk . Alternatively further advice is available on the Council's website or by telephoning the Council.	All applications
Location Plan	<ul style="list-style-type: none"> • Up to date and identify the location of the application site and all adjoining properties • All boundaries and access from the highway should be marked by a red line, and a blue line should mark the boundaries of any adjoining land under the control of the applicant. • Drawn to a scale of 1:1250 (or 1:2500 for large sites) • Including at least two named streets (unless there are not two differently named streets within the vicinity). 	All applications
Existing Floor Plans	Drawn to a scale of 1:50 or 1:100 and showing all storeys that are to be affected by the proposed development. The floor plans should reflect the building; for instance show all door and window apertures	All applications
Proposed Floor Plans	Drawn to a scale of 1:50 or 1:100 and should demonstrate the uses of each room and in the case of extensions, show the complete floor of the building, including the development	All applications

18. Prior Notification of Larger Home Extensions

What is needed	Details	When required
Completed application form, ownership certificate CIL form and fee	Planning applications can be submitted online at www.planningportal.co.uk . Alternatively further advice is available on the Council's website or by telephoning the Council.	All applications
Location Plan	<ul style="list-style-type: none"> • Up to date and identify the location of the application site and all adjoining properties • All boundaries and access from the highway should be marked by a red line, and a blue line should mark the boundaries of any adjoining land under the control of the applicant. • Drawn to a scale of 1:1250 (or 1:2500 for large sites) • Including at least two named streets (unless there are not two differently named streets within the vicinity). 	All applications
Block Plan	<ul style="list-style-type: none"> • Identify the position of any buildings on the site and adjoining properties • Drawn to a scale of 1:500 	All applications
Existing Elevations	Show all relevant elevations and drawn to a scale of 1:50 or 1:100	All applications
Proposed Elevations	Drawn to a scale of 1:50 or 1:100 and including all new elevations. These should show the development in situ	All applications
Existing Floor Plans	Drawn to a scale of 1:50 or 1:100 and showing all storeys that are to be affected by the proposed development. The floor plans should reflect the building; for instance show all door and window apertures	All applications
Proposed Floor Plans	Drawn to a scale of 1:50 or 1:100 and should demonstrate the uses of each room and in the case of extensions, show the complete floor of the building, including the development	All applications
Existing Site Plan	Drawn to a scale of 1:50 or 1:100 and identify all existing buildings, structures, hardstandings and boundary treatments. This plan should also include any other features of note, such as existing trees, both within and adjacent to the site. (RPA) in addition to all parking spaces.	All applications
Proposed Site Plan	Drawn to a scale of 1:50 or 1:100 and identify	All applications

	all existing and proposed buildings, structures, hardstandings and boundary treatments. This plan should also include any other features of note, such as existing trees in addition to all parking spaces.	
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19. Prior Notification of Demolition

What is needed	Details	When required
Completed application form, ownership certificate and fee	Planning applications can be submitted online at www.planningportal.co.uk . Alternatively further advice is available on the Council's website or by telephoning the Council.	All applications
Location Plan	<ul style="list-style-type: none"> • Up to date and identify the location of the application site and all adjoining properties • All boundaries and access from the highway should be marked by a red line, and a blue line should mark the boundaries of any adjoining land under the control of the applicant. • Drawn to a scale of 1:1250 (or 1:2500 for large sites) • Including at least two named streets (unless there are not two differently named streets within the vicinity). 	All applications
Method Statement	A statement identifying the works that are to be carried out, the order in which they are to be undertaken the techniques that are to be used and any restoration.	All applications
Site Notice Copy	<p>The site notice should be dated and include details of the applicant, identify the building to be demolished (a plan may be included location on larger sites) and contact details of Northampton Borough Council.</p> <p><i>N.B. The Site Notice must be posted on the site by the applicants, a copy of this and confirmation that this has been done must be provided with the application.</i></p>	All applications

20. Prior Notification of the Installation of Telecommunications Apparatus

What is needed	Details	When required
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Completed application form, ownership certificate and fee	Planning applications can be submitted online at www.planningportal.co.uk . Alternatively further advice is available on the Council's website or by telephoning the Council.	All applications
Proposed Elevations	Drawn to a scale of 1:50 or 1:100 and including all new elevations. These should show the development in situ	All applications
Location Plan	<ul style="list-style-type: none"> • Up to date and identify the location of the application site and all adjoining properties • All boundaries and access from the highway should be marked by a red line, and a blue line should mark the boundaries of any adjoining land under the control of the applicant. • Drawn to a scale of 1:1250 (or 1:2500 for large sites) • Including at least two named streets (unless there are not two differently named streets within the vicinity). 	All applications
Existing Site Plan	Drawn to a scale of 1:50 or 1:100 and identify all existing buildings, structures, hardstandings and boundary treatments. This plan should also include any other features of note, such as existing trees , both within and adjacent to the site. (RPA)in addition to all parking spaces.	All applications
Proposed Site Plan	Drawn to a scale of 1:50 or 1:100 and identify all existing and proposed buildings, structures, hardstandings and boundary treatments. This plan should also include any other features of note, such as existing trees in addition to all parking spaces.	All applications
ICNIRP Declaration	A declaration that confirms that the proposed development complies with the requirements of the International Commission on Non-Ionizing Radiation.	All applications
Justification Statement	This should outline the reasons or need for the development/amendment/works, including plans, where relevant. In addition, an assessment of alternative sites should be included.	All applications
Arboricultural Assessment	<ul style="list-style-type: none"> • This assessment should include Details of the accurate position of all the trees (including canopy spread and root area) and species • Health and vigour and amenity value, whilst 	When works will take place within Root Protection Areas /canopy or result in the removal of trees or hedges.

	<p>specifying whether they are to be proposed to be retained or removed and why.</p> <ul style="list-style-type: none"> • Tree protection measures during the construction process and life of the development 	
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21. Reserved Matters Applications

What is needed	Details	When required
Completed application form, ownership certificate CIL form and fee	Planning applications can be submitted online at www.planningportal.co.uk . Alternatively further advice is available on the Council's website or by telephoning the Council.	All applications
Location Plan	<ul style="list-style-type: none"> • Up to date and identify the location of the application site and all adjoining properties • All boundaries and access from the highway should be marked by a red line, and a blue line should mark the boundaries of any adjoining land under the control of the applicant. • Drawn to a scale of 1:1250 (or 1:2500 for large sites) • Including at least two named streets (unless there are not two differently named streets within the vicinity). 	All applications
Block Plan	<ul style="list-style-type: none"> • Identify the position of any buildings on the site and adjoining properties • Drawn to a scale of 1:500 	All applications
Existing Site Plan	Drawn to a scale of 1:50 or 1:100 and identify all existing buildings, structures, hardstandings and boundary treatments. This plan should also include any other features of note, such as existing trees, both within and adjacent to the site. (RPA) in addition to all parking spaces.	All applications
Any Matter not covered by Outline Application	As described in previous sections	All application

22. Rights of Way Diversion/Stopping Up

What is needed	Details	When required
Completed application	Planning applications can be submitted online	All applications

form, ownership certificate and fee	at www.planningportal.co.uk . Alternatively further advice is available on the Council's website or by telephoning the Council.	
Location Plan	<ul style="list-style-type: none"> • Up to date and identify the location of the application site and all adjoining properties • All boundaries and access from the highway marked by a red line and a blue line should mark the boundaries of any adjoining land under the control of the applicant. • Drawn to a scale of 1:1250 (or 1:2500 for large sites) • Including at least two named streets (unless there are not two differently named streets within the vicinity). 	All applications
Site Plan	Drawn to a scale of 1:50 or 1:100 and identify all existing buildings, structures, hardstandings and boundary treatments. This plan should also include the proposed and existing routes (If applicable).	All applications
Justification Statement	This should outline the reasons or need for the proposed diversion/stopping up, including plans, where relevant.	All applications

23. Variation/Removal of Condition

What is needed	Details	When required
Completed application form, ownership certificate and fee	Planning applications can be submitted online at www.planningportal.co.uk . Alternatively further advice is available on the Council's website or by telephoning the Council.	All applications
Location Plan	<ul style="list-style-type: none"> • Up to date and identify the location of the application site and all adjoining properties • All boundaries and access from the highway should be marked by a red line, and a blue line should mark the boundaries of any adjoining land under the control of the applicant. • Drawn to a scale of 1:1250 (or 1:2500 for large sites) • Including at least two named streets (unless there are not two differently named streets within the vicinity). 	All applications

Justification Statement	This should outline the reasons or need for the development/amendment/works, including plans, where relevant. In addition, an assessment of alternative sites should be included.	All applications
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24. **Works to trees (Tree Preservation Order Applications and Conservation Area Notifications)**

What is needed	Details	When required
Completed application form, ownership certificate and fee	Planning applications can be submitted online at www.planningportal.co.uk . Alternatively further advice is available on the Council's website or by telephoning the Council.	All applications
Location Plan	<ul style="list-style-type: none"> • Up to date and identify the location of the application site and all adjoining properties • All boundaries and access from the highway should be marked by a red line, and a blue line should mark the boundaries of any adjoining land under the control of the applicant. • Drawn to a scale of 1:1250 (or 1:2500 for large sites) • Including at least two named streets (unless there are not two differently named streets within the vicinity). 	All applications
Justification Statement	This should outline the works proposed and the reasons or need for the works, including plans, where relevant. In addition, an assessment of alternative sites should be included.	All applications
Existing Site Plan	Drawn 1:50 or 1:100 and identify all existing buildings, structures, hardstandings and boundary treatments. This plan should also include all existing trees which are subject to the application.	All applications
Specification of Tree Works	A clear and precise specification in line with BS 3998:2010 Tree work – Recommendations	All applications
Reasons for undertaking the works	Clear justification as to why the work is considered necessary	TPO applications

25. **Retrospective Applications**

Requirements for retrospective applications will be the same as for those made in advance of the development or change of use. Where existing and proposed plans are referred to these should be “as existing prior to development” and “as built”.

Glossary

Air Quality Management Areas: These areas are those where issues with air quality have been identified and typically will be around **Major Road** junctions. For an up to date list please visit the Environmental Health pages of the Council's website (http://www.northampton.gov.uk/info/200075/pollution/1083/air_quality_review) or contact Environmental Health.

Allocated Commercial Areas: These are areas that have been allocated for being the location for the majority of commercial and industrial uses that are not appropriate for location in other locations, such as residential areas or places such as the town centre. These are currently mapped in the Northampton Local Plan (http://www.northampton.gov.uk/info/200205/planning_for_the_future/1449/northampton_local_plan_proposals_maps). Further guidance can be obtained by contacting the Planning Department.

Conservation Area: These are areas specially designated for protection and enhancement, following consultation with local residents and property owners, because of their distinctive character and appearance. For an up to date list, please visit the Council's website (http://www.northampton.gov.uk/info/200207/building_conservation_and_trees/1446/conservation-home) or contact the Planning department.

Drainage Assessment: This should be in line with Lead Local Flood Authority's Local Standards and Guidance for Surface Water Drainage in Northamptonshire Document. A copy of the same can be found at : <https://www.floodtoolkit.com/wp-content/uploads/2016/11/Local-Standards-for-Publication-v1-1-August-2016.pdf>

The Drainage for all new development especially within the Upper Nene catchment (including: all branches and arms of the Nene, upstream of Billing Aquadrome, and all tributaries such as Wootton Brook, Dallington Brook and Bugbrooke Brook) must be designed for a flood with a capacity for the 0.5% (1 in 200 yr) annual probability of occurring in any one year, including an appropriate allowance for climate change as per the new guidance published on 19th February 2016.

Flood Risk Assessment: Check the Environment Agency website on <https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications> for more detail on when a Flood Risk Assessment is required, clarification as to whether a site falls within a flood zone and what to include in the Assessments.

Listed Building: A listed building is a building, object or structure that has been judged to be of national historical or architectural interest. It is included on a register entitled the "List of Buildings of Special Architectural or Historic Interest". When a building is listed, **the whole building is protected**, including the interior, as well as any object or structure fixed to the building. Ancillary buildings or structures erected before July 1948 within the curtilage of the building (including boundary walls) are also included in the listing. For a list of current Listed Buildings, please visit the Council's website (http://www.northampton.gov.uk/info/200207/building_conservation_and_trees/1499/schedule_of_listed_buildings_in_northampton) or contact the Planning Department.

Major Application: These comprise proposals of: 10 or more dwellings; residential development on a site of 0.5 hectares or more where the numbers are unknown; development involving building(s) with a floorspace of 1,000 square metres or more; and any development on a site of 1 hectare or more

Major Roads: These are the M1, A43, A45, A4500, A508, A5076 and A5123.

Centres: These are the town centre, Far Cotton, Kettering Road (Kingsley), St James End, Weston Favell and Wellingborough Road (Abington). Maps showing the extent of these centres can be found in the West Northamptonshire Joint Core Strategy (<http://www.westnorthamptonshirejpu.org/connect.ti/website/view?objectId=2737424>); the Northampton Central Area Action Plan (http://www.northampton.gov.uk/info/200205/planning_for_the_future/1748/central_area_action_plan_caap) and the Northampton Local Plan (http://www.northampton.gov.uk/info/200205/planning_for_the_future/1449/northampton_local_plan_proposals_maps). Further guidance can be obtained by contacting the Planning Department.

Root Protection Area: The area around the base of a tree that contains sufficient root volume to ensure the future well being of the tree in the event of nearby soil disturbance as a result of proposed development.

Scheduled Ancient Monument: Scheduling is the selection, for protection, of nationally important archaeological sites. Scheduled Ancient Monuments are not always visible above ground and identified by a number of criteria, including period, rarity, condition and vulnerability. For a list of current Scheduled Ancient Monuments, please visit the Council's website (http://www.northampton.gov.uk/info/200207/building_conservation_and_trees/1497/list_of_scheduled_ancient_monuments_in_northampton) or contact the Planning Department.

Town Centre Uses: These are outlined in the National Planning Policy Framework and include Retail development (including warehouse clubs and factory outlet centres); leisure, entertainment facilities the more intensive sport and recreation uses (including cinemas, restaurants, drive-through restaurants, bars and pubs, night-clubs, casinos, health and fitness centres, indoor bowling centres, and bingo halls); offices; and arts, culture and tourism development (including theatres, museums, galleries and concert halls, hotels and conference facilities)

Use Classes Order: This is the Town and Country Planning (Use Classes) Order 1987 (as amended). This document places a variety of different uses into classes, depending on their nature. As an example, retail outlets, hairdressers, undertakers, travel agencies, post offices and dry cleaners are all classed as being shops (Class A1).



Addendum to Agenda Items Tuesday 4th July 2017

10. ITEMS FOR DETERMINATION

10a

N/2017/0172

Single storey front extension, first floor front extension, and rear dormer
44 St Johns Avenue

Letter of support received from **42 St Johns Avenue** summarised as follows:

Would wish to positively support the application.

States that windows at the rear of his property closest to the application site are an obscure glazed bathroom window at first floor and a kitchen window at ground floor with another set of doors to the kitchen/diner at the rear. These windows are to non-habitable rooms therefore cannot understand the concern of planners.

States that the position of the houses is very different to the normal arrangement. The application property is set back some 7-8 metres and has always had a flank gable wall immediately adjacent. The proposed extension in my opinion is not going to create any further overlooking or harm to my privacy or amenity.

Officer response: According to the Residential Extensions and Alterations Design Guide (Supplementary Planning Document adopted September 2011) habitable rooms include dining rooms and kitchens and any other rooms where occupants spend significant amounts of time. In addition a private garden area has to be considered. The SPD states that “an extension which is sited close to a window of a habitable room of a neighbouring dwelling or its private garden area can create a poor living environment for the occupier in terms of overshadowing and intrusiveness”. It is considered that the proposed gable end wall that would abut almost the entire length of rear boundary with the neighbour at no.42 would have a significantly overbearing and overshadowing impact on the amenity of the occupiers of that property.

10b

N/2017/0449

Single storey bungalow extension
15 Kelmscott Close

No update.

10c

N/2017/0466

Change of use from three bedroom dwellinghouse (Use Class C3) to house in multiple occupation (Use Class C4) for four occupants
105 Southampton Road

NCC Highway – Parking beat survey and additional information demonstrates that there is no residual parking capacity on-street. Cumulative impact from the high concentration of HIMO properties is contributing towards inappropriate parking in other areas. This development will increase the demand exacerbating the existing problems. Any development impact that compromises the safety of motorists and pedestrians on the highway network is considered severe.

Officer Response: As stated in officer report paragraphs 7.7-7.15, it is considered that in view of the recent appeal decisions, the Inspectors have given considerable weight to the sustainability of locations, while considering the impact on parking. As such, in view of the sustainable location of the application site, and number of occupants proposed, and that there is sufficient room within the site to require secure bicycle storage, it is not considered that highway impacts would be so adverse as to recommend refusal on this basis.

An additional representation has been received raising objection on the basis of refuse storage and fly-tipping issues related to the HIMO, parking grounds, and that the assessment of the current planning application has not accounted for existing HIMOS within the 50 metres radius.

Officer Response: Issues raised in this representation related to refuse storage are already discussed in officer's report paragraph 7.16.

In terms of concentration, this has been calculated on the evidence that the Council holds in respect of HIMOs. The current calculation is based on the fact that there are no licensed/confirmed HIMOs within a 50m radius of the site. However, if the mentioned addresses in this representation are operating as HIMOs, the concentration would be 8.8%, which is still within the threshold of 15%.

10d

N/2017/0557

Listed Building Application for demolition of existing changing room facilities and installation of and reconfiguration of the swimming pool changing facilities
Mounts Baths, Upper Mounts

No update.

10e

N/2017/0589

Change of use from dwelling (Use Class C3) to house in multiple occupation (Use Class C4) for 5no. occupants
21 Florence Road

The applicant requests that Members consider the following points:

- The property already has approval for a 4-bed HMO and a request is made for only one additional occupier.
- The property is located in a highly sustainable area, close to public transport and local amenities.
- Private Sector Housing is satisfied with the proposal in terms of room sizes, layout and facilities. The applicant contends that he has an excellent track record and reputation for providing significantly above-average shared accommodation for the student sector in Northampton.
- The proposal is well within the 15% within 50m HIMO density guidelines.
- There have been no neighbour objections.
- Having sought professional advice on the matter, and having researched other local applications (e.g. 89 Adams Avenue), it seems highly probable that, in the event that this latest application is refused, it will be allowed on appeal.



NORTHAMPTON
BOROUGH COUNCIL
 Planning Committee

PLANNING COMMITTEE: 4th July 2017
DIRECTORATE: Regeneration, Enterprise and Planning
HEAD OF PLANNING: Peter Baguley

APPLICATION REF: N/2017/0172

LOCATION: 44 St Johns Avenue

DESCRIPTION: Single Storey Front Extension, First Floor Front Extension, and Rear Dormer

WARD: Obelisk Ward

APPLICANT: Mr & Mrs Mitchell
AGENT: Mr Lee Randall

REFERRED BY: Councillor S Beardsworth
REASON: Acceptable impact on amenity

DEPARTURE: No

APPLICATION FOR DETERMINATION:

1. RECOMMENDATION

1.1 REFUSAL for the following reason:

The development proposed would by virtue of its siting, scale and mass, result in an unacceptable impact on the adjoining neighbouring property (number 42 St. Johns Avenue) in terms of overbearing and overshadowing to the detriment of residential amenity contrary to the aims and objectives of the National Planning Policy Framework, Policies H18 and E20 of the Northampton Local Plan and the Council's Residential Extensions and Alterations Design Guide Supplementary Planning Document.

2. THE PROPOSAL

2.1 The proposal is for a two storey extension to the front/side of the property, a single storey front extension and a rear dormer.

3. SITE DESCRIPTION

3.1 The application site consists of a semi-detached dwelling with an attached garage to the side, a porch to the front and a first floor side extension, which is set back 4.5m from the first floor front elevation. The property is located at a curve in the road and is staggered behind the property to the south, 42 St Johns Avenue. The adjoining

property no. 46 St. Johns Avenue, has a two storey extension to the front, similar to that proposed and a single storey front lounge extension.

4. PLANNING HISTORY

- 4.1 N/2006/0674 – Single storey extension to front, pitched roof over garage and change of use of garage to living accommodation – Approved (not constructed).
- 4.2 N/1997/636 – Two storey extension – Approved.

5. PLANNING POLICY

5.1 Statutory Duty

Section 38(6) of the Planning and Compulsory Purchase Act 2004 requires a planning application to be determined in accordance with the Development Plan unless material planning considerations indicate otherwise. The Development Plan for the purposes of this application comprises the adopted West Northamptonshire Joint Core Strategy (2014) and Northampton Local Plan (1997) saved policies.

5.2 National Policies

The National Planning Policy Framework (NPPF) sets out the current aims and objectives for the planning system and how these should be applied. In delivering sustainable development, decisions should have regard to the mutually dependent social, economic and environmental roles of the planning system. The NPPF should be read as one complete document. However, the following sections are of particular relevance to this application:

Paragraph 17 relates to design and protecting amenity of other properties.

Paragraphs 56 and 57 promote good design in new development.

5.3 West Northamptonshire Joint Core Strategy (2014)

The West Northamptonshire Joint Core Strategy (JCS) provides an up to date evidence base and considers the current Government requirements for plan making as it has been prepared in full conformity with the NPPF. Policies of particular relevance are:

S10 Sustainable Development Principles – development will achieve the highest standards of sustainable design incorporating safety and security considerations, protect, conserve and enhance the natural and built environment; enhance biodiversity and reduce the fragmentation of habitats; and minimise pollution from noise, air and run off.

5.4 Northampton Local Plan 1997 (Saved Policies)

Due to the age of the plan, the amount of weight that can be attributed to the aims and objectives of this document are diminished, however, the following policies are material to this application:

E20 – planning permission for the new development will be granted subject to the design of any extension adequately reflecting the character of its surroundings in terms of layout, siting, form, scale and materials and the development being

designed, located and used in a manner that ensures adequate standards of privacy, daylight and sunlight.

H18 – planning permission for extensions to dwellings will be granted subject to the design and appearance of the extension being acceptable, in keeping with the appearance and character of the dwelling and the effect upon adjoining properties.

5.5 **Supplementary Planning Documents** Residential Extensions and Alterations Design Guide

6.0 **CONSULTATIONS/REPRESENTATIONS**

6.1 **Councillor Sally Beardsworth** - calls application to be determined by Planning Committee – does not think the application should be refused as the neighbours have a similar extension which has set a precedent. Furthermore there are no neighbour objections to the proposal.

7. **APPRAISAL**

Main issues

7.1 The main issues to consider are the impact on the appearance and character of the host dwelling, wider area and amenity of adjoining occupiers.

Design and appearance

7.2 The application seeks to extend the property to the front/side incorporating the existing garage and porch and an existing two storey side extension. The proposed two storey extension would be built above the existing garage, forward of the existing two storey extension, with a ridge height to match the existing roof. The extension will project to the front with a gable with a lower ridge height, similar to the gable frontage of the adjoining neighbouring extension. In terms of design and appearance the proposal is in keeping with the design of the original house. Due to the staggered nature of dwellings in this section of St. Johns Avenue there will be no terracing effect and in addition, the extension will partially rebalance the appearance of the property in keeping with the adjoining semi-detached property.

7.3 At ground floor level, a proposed single storey extension with gable end will project 5.7 metres forward of the existing garage. Whilst this is a substantial projection, due to the 12 metre set back from the highway and the relationship with the property to the south (No. 42), which is set forward of the application property, the appearance of the proposal is considered to be acceptable in the street scene.

7.4 With regard to the rear dormer this would be a flat roof projection with a volume of approximately 35 cubic metres. Although it is a relatively large dormer and would be partially visible from the cul-de-sac that runs to the south of the application site, it is not considered that it significantly detracts from the street scene or the character of the area.

Impact on neighbouring properties

7.5 No. 44 St Johns Avenue shares a side boundary with No. 42 but is set to the rear of this neighbouring dwelling with the front elevation in line with the rear elevation of the neighbouring property. The proposed side extension above the existing garage and the front projection will abut the boundary with No 42. Due to the relationship of

these properties the application site already has an overbearing and overshadowing effect on the residential amenity of the occupiers of this property. The proposed extension, which will bring the first floor side wall of the application dwelling closer to the boundary, will further impact on this neighbour's amenity. Application of the '45 degree rule' as outlined in the Residential Extensions and Alterations Design Guide' confirms that the presence of the proposed extension will detrimentally impact on the amenity of this neighbouring property and impact on habitable rooms to the rear of the property.

- 7.6 It is not considered that the single storey front extension will unduly impact on the amenity of No.42. The extension will be sited adjacent to the enclosed car port of No. 42 and will be set 2 metres behind the front of the car port. It will not overlook or overshadow the front of this neighbouring property.
- 7.7 With regard to the impact on the neighbouring property to the north, No. 46 St Johns Avenue, as this property has been extended at the front, it is not considered the proposal will impact on neighbouring amenity in terms of overbearing, overlooking or overshadowing.
- 7.8 With regard to the proposed dormer it is not considered that this will have any undue impact in terms of overlooking or overshadowing. Two rear windows will serve bedrooms but it is not considered that this will lead to any further significant overlooking than the current situation of bedrooms at first floor level.

Other matters

- 7.9 The proposal will result in the loss of the existing garage, however there is hardstanding to the front of the property providing sufficient parking for several vehicles. It is not considered therefore, that the loss of the garage would lead to any adverse impacts on the highway or adjacent amenity.
- 7.10 Reference has been made to a similar extension built on the neighbouring property, No. 46, considering that a precedent has been set. It should be noted that each case is dealt with on its merits. The relationship between No. 46 St. Johns Avenue and the neighbouring property at No. 48 differs in that the approved extension does not lead to any unacceptable overshadowing or appear visually overbearing. Furthermore, the extension at No.46 was approved in 2005 prior to the adoption of the Residential Extensions and Alterations Design Guide.

8.0 CONCLUSION

- 8.1 In view of the relationship between No. 42 and 44 St Johns Avenue it is considered that the two storey side/front extension would overshadow and have a visually overbearing impact on No.42 St Johns Avenue to the detriment of the amenity of these neighbouring occupiers. The proposed development is therefore considered contrary to the objectives of National Planning Policy Framework, Policy S10 of the West Northamptonshire Joint Core Strategy, Local Policies E20 and H18 of the Northampton Local Plan and the aims and objectives of the Council's Residential Extensions and Alterations Design Guide Supplementary Planning Document and is therefore recommended for refusal.

10. BACKGROUND PAPERS

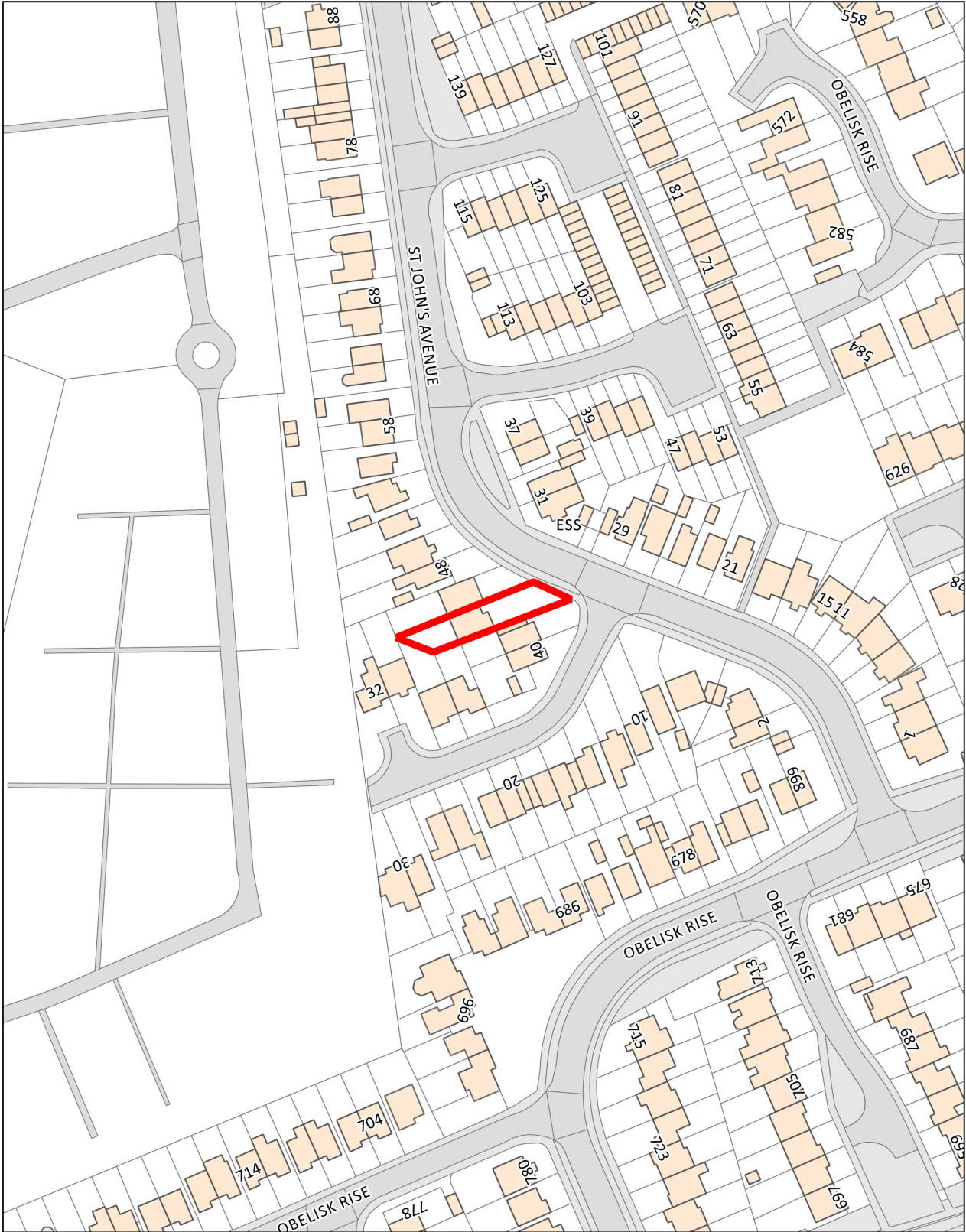
- 10.1 N/2017/0172.

11. LEGAL IMPLICATIONS

11.1 The development is not CIL liable.

12. SUMMARY AND LINKS TO CORPORATE PLAN

12.1 In reaching the attached recommendations regard has been given to securing the objectives, visions and priorities outlined in the Corporate Plan together with those of associated Frameworks and Strategies.



Title: **44 St Johns Avenue**

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Date: 23-06-2017

Scale: 1:1,250

Drawn by: Planning



NORTHAMPTON
BOROUGH COUNCIL
 Planning Committee

PLANNING COMMITTEE: 4th July 2017
DIRECTORATE: Regeneration, Enterprise and Planning
HEAD OF PLANNING: Peter Baguley

APPLICATION REF: N/2017/0449

LOCATION: 15 Kelmscott Close

DESCRIPTION: Single storey bungalow extension

WARD: Talavera Ward

APPLICANT: Northampton Partnership Homes
AGENT: N/A

REFERRED BY: Head of Planning
REASON: Council owned land

DEPARTURE: No

APPLICATION FOR DETERMINATION:

1. RECOMMENDATION

1.1 **APPROVAL** subject to the conditions as set out below and for the following reason:

The proposed development due to its siting, design and scale would not result in any adverse impact on the character of the existing dwelling and wider area or adjacent residential amenity. The proposed development would accord with the Policies H18 and E20 of the Northampton Local Plan, Policy S10 of the West Northamptonshire Joint Core strategy, the Council's Residential Extensions and Alterations Design Guide and the aims and objectives of National Planning Policy Framework.

2. THE PROPOSAL

- 2.1 The application seeks planning permission for a single storey side extension to the existing bungalow to provide two additional bedrooms and allow for a re-organisation of the internal layout of the existing bungalow. The extension would be 5.05m deep and 8.66m wide with an eaves height of 2.6m and 5m to the ridgeline.
- 2.2 The proposed roof would sit level with the existing ridgeline and would follow the design and shape of the existing roof.
- 2.3 The proposal would result in small alterations to the front elevation as the existing door would be bricked up and a new door introduced in the proposed extension.

3. SITE DESCRIPTION

- 3.1 The application site consists of an end of terrace bungalow, owned by Northampton Borough Council, which is located in the corner of a cul-de-sac with similar bungalows. The bungalow backs onto Lings Wood, which is a public open space.
- 3.2 The properties to the rear of the application site are two-storey dwellings and have blank elevations overlooking the application site.
- 3.3 The local area is predominantly residential and the majority of dwellings on this part of the estate comprise of bungalows. The application site is located within a cul-de-sac which is designed to have pedestrian access and wheel chair access to most of the properties. The cul-de-sac has common parking to the front with four parking spaces.

4. PLANNING HISTORY

- 4.1 None.

5. PLANNING POLICY

5.1 Statutory Duty

Section 38(6) of the Planning and Compulsory Purchase Act 2004 requires a planning application to be determined in accordance with the Development Plan unless material planning considerations indicate otherwise. The Development Plan for the purposes of this application comprises the adopted West Northamptonshire Joint Core Strategy (2014), Northampton Local Plan (1997) saved policies, and emerging Neighbourhood Development Plans.

5.2 National Policies

The National Planning Policy Framework (NPPF) sets out the current aims and objectives for the planning system and how these should be applied. In delivering sustainable development, decisions should have regard to the mutually dependent social, economic and environmental roles of the planning system. The NPPF should be read as one complete document. However, the following sections are of particular relevance to this application:

- Section 7 – Requiring Good Design.

5.3 West Northamptonshire Joint Core Strategy (2014)

The West Northamptonshire Joint Core Strategy (JCS) provides an up to date evidence base and considers the current Government requirements for plan making as it has been prepared in full conformity with the NPPF. Policies of particular relevance are:

Policy S10 – Sustainable Development Principles – development will achieve the highest standards of sustainable design, incorporating safety and security considerations and a strong sense of place.

5.4 Northampton Local Plan 1997 (Saved Policies)

Due to the age of the plan, the amount of weight that can be attributed to the aims and objectives of this document are diminished, however, the following policies are material to this application:

E20 – allows for new development providing that the design reflects the character of its surroundings in terms of layout, siting, form, scale & appropriate use of materials and that the proposal is designed and located to ensure adequate standards of privacy, daylight and sunlight.

H18 – allows for house extensions provided design is acceptably in keeping with character and appearance of the host dwelling; and having regard to the effect upon adjoining properties.

5.5 **Supplementary Planning Documents**

Northamptonshire Parking Standards (September 2016)

Residential Extensions and Alterations Design Guide

5.6 **Other Material Considerations**

Growing Together Neighbourhood Plan

The Growing Together Neighbourhood Plan (Covering Blackthorn, Goldings, Lings and Lumbertubs) was made in April 2017, and now forms part of the development plan for Northampton.

Policy DES1 – High Quality Design aims to ensure that the development proposals are designed in a manner that contributes towards the enhancement of the local area, and the creation of a neighbourhood, which is attractive and functional as well as safe and secure.

6. **CONSULTATIONS/ REPRESENTATIONS**

6.1 **Ward Councillors**

No comments received.

6.2 6 Neighbour representations have been received the concerns of which are summarised as follows:

- Impact on parking in the cul-de-sac, as there is an existing pressure on the communal 4-5 spaces serving 8-10 bungalows.
- Construction noise and related activities
- Parking of construction vehicles.
- Access to emergency vehicles during construction phase.
- The proposed extension suggests occupation by a family, which is inappropriate as the local area is made up of retired and elderly people.

7. **APPRAISAL**

7.1 The two main issues to be considered would be impact on the character of the original house and local area and the impact on the residential amenity of the neighbouring properties.

Design and appearance

- 7.2 The proposed extension, to the side of the bungalow, would extend the existing gable continuing the existing roofline and be of a scale and form in keeping with the existing bungalow. The extension would increase the footprint of the original dwelling but, owing to the size of the application site with a large side/rear garden, it is not considered that the proposal would lead to overdevelopment of the site.
- 7.3 The proposed extension would be largely screened by the existing bungalow and, as the application property is located towards the corner of a cul-de-sac, the development would not be widely visible in the streetscene. The surrounding area has similar house patterns and it is considered that the design of the proposed extension would integrate with the existing dwelling and have a neutral impact on the character of the original building and wider area. A condition requiring materials to match the existing dwelling is recommended to ensure a satisfactory external appearance.
- 7.4 It is considered that the proposed development would accord with advice contained within the Council's Residential Extensions and Alterations Design Guide and saved policies E20 and H18 of the Northampton Local Plan, Policy S10 of West Northamptonshire Joint Core Strategy and the advice contained within National Planning Policy Framework.

Impact on the residential amenity

- 7.5 The proposed extension would be located to the side of the application property and situated away from the neighbouring property, No.16 Kelmscott Close, being only marginally visible from this neighbouring rear garden. Due to the location, and siting of the proposed extension it is not considered that the proposal would lead to any undue overbearing or adverse visual impact on this neighbouring property.
- 7.6 No.14 Kelmscott Close, is situated adjacent to the side garden of the application site. The proposed extension would be widely visible from the rear garden of No.14, however, the proposal would retain an appropriate separation distance from this neighbouring property and would not lead to any unacceptable impacts in terms of overshadowing or overlooking.

Highway Safety

- 7.7 The proposed development would result in a 4-bedroom dwelling, which would require three on-site parking spaces as per the Northamptonshire Parking standards.
- 7.8 There is no existing on-site parking provision for the bungalow and none of the surrounding properties have dedicated parking spaces. Dwellings within the cul-de-sac are served by a communal parking spaces to the front of the properties. Moreover, the local area has no on-street parking restrictions.
- 7.9 It is considered that the proposed development would have a neutral impact on highway safety and that a refusal on highway grounds could not be upheld.

Other Matters

- 7.10 Representations received from the local residents have not objected on the principle of the development, however concerns have been raised about the activities related

to construction in terms of construction noise, traffic and parking for construction vehicles.

- 7.11 Advice contained in the NPPF states that local planning authorities should consider whether otherwise unacceptable development could be made acceptable through the use of conditions. Paragraph 206 of the NPPF states “planning conditions should only be imposed where they are necessary, relevant to planning and; to the development to be permitted, enforceable, precise and reasonable in all other respects”.
- 7.12 It is acknowledged that the construction may result in some disturbance to the local residents, however the scale of the proposed development is not large and the build period is unlikely to be of any great length. It is therefore considered that requesting a construction management plan would be overly onerous and unreasonable in relation to the scale of development proposed.
- 7.13 The potential occupancy of the property is not a planning consideration.

8. CONCLUSION

- 8.1 It is considered that the proposed development for single storey side extension is of a scale and design appropriate to the main dwelling and surrounding area and would not lead to any undue impact on the residential amenity of the neighbouring properties or highway conditions. The proposal would be in accordance with Policies S10 of the West Northamptonshire Joint Core Strategy, Policies H18 and E20 of the Northampton Local Plan, the Council’s Residential Extensions and Alterations Design Guide Supplementary Planning Document and advice given within the National Planning Policy Framework.
- 8.2 The application is therefore recommended for approval subject to conditions.

9. CONDITIONS

1. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason: To comply with Section 91 of the Town and Country Planning Act 1990.

2. The development hereby permitted shall be carried out in accordance with the following approved plans: Location Plan, KSC-PL-001, KSC-PL-003 Proposed Plans & Elevations.

Reason: For the avoidance of doubt and to accord with the terms of the planning application.

3. The external walls and roof of the extension shall be constructed with materials of the same type, texture and colour as the external walls and roof of the existing building.

Reason: In the interests of visual amenity to ensure that the extension harmonises with the existing building in accordance with Policy E20 of the Northampton Local Plan.

10. BACKGROUND PAPERS

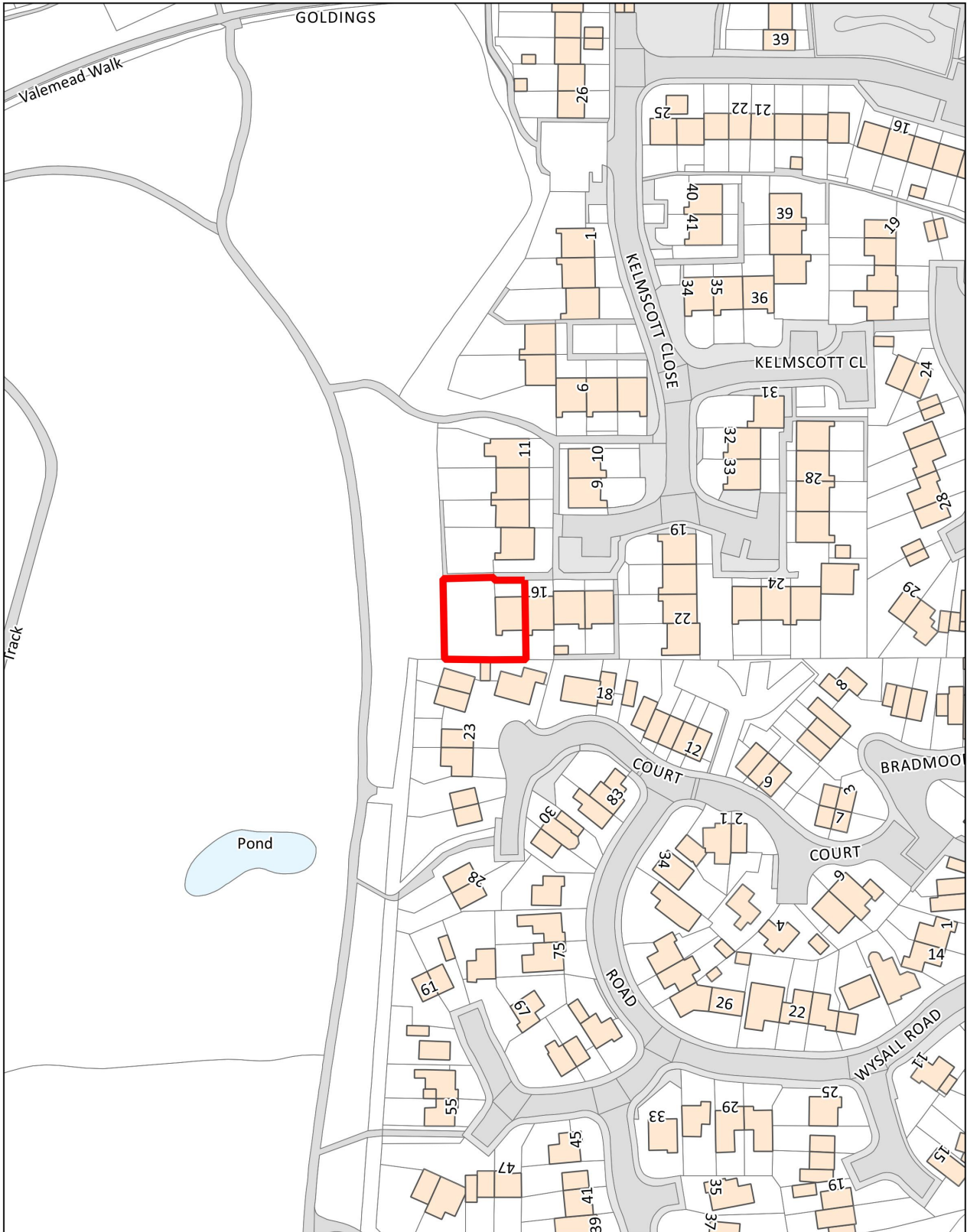
10.1 N/2017/0449

11. LEGAL IMPLICATIONS

11.1 The development is not CIL liable.

12. SUMMARY AND LINKS TO CORPORATE PLAN

12.1 In reaching the attached recommendations regard has been given to securing the objectives, visions and priorities outlined in the Corporate Plan together with those of associated Frameworks and Strategies.



Title: **15 Kelmscott**

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Date: 23-06-2017

Scale: 1:1,250

Drawn by: Planning



PLANNING COMMITTEE:	4 th July 2017
DIRECTORATE:	Regeneration, Enterprise and Planning
HEAD OF PLANNING:	Peter Baguley
APPLICATION REF:	N/2017/0466
LOCATION:	105 Southampton Road
DESCRIPTION:	Change of Use from three bedroom Dwellinghouse (Use Class C3) to House in Multiple Occupation (Use Class C4) for four occupants
WARD:	Delapre & Briar Ward
APPLICANT:	Mr Wesley Boswell
AGENT:	N/A
REFERRED BY:	Councillor V Culbard
REASON:	Concerns regarding parking and refuse
DEPARTURE:	No

APPLICATION FOR DETERMINATION:

1. RECOMMENDATION

1.1 **APPROVAL** subject to the conditions as set out below and for the following reason:

The proposed development is considered acceptable in principle as it would not result in an overconcentration of similar uses within the vicinity of the site, would provide adequate facilities for future occupants and would not be at risk from flooding. Notwithstanding existing parking conditions in the local area, the site is in a sustainable location close to a Local Centre, bus services and amenities and would provide adequate facilities for cycle storage and refuse storage. The proposal thereby complies with Policies H1, H5 and S10 of the West Northamptonshire Joint Core Strategy, saved Policies E20 and H30 of the Northampton Local Plan, the Council's Houses in Multiple Occupation Interim Planning Policy Statement (IPPS) and the aims and objectives of the National Planning Policy Framework.

2. THE PROPOSAL

- 2.1 Permission is sought for a change of use from a dwellinghouse (Use Class C3) to a house in multiple occupation (HIMO) (Use Class C4) for 4 people. No external alterations are proposed to the property. Parking would be on street.
- 2.2 The site lies within an Article 4 Direction area, which removes permitted development rights for change of use from a dwelling to a HIMO.

3. SITE DESCRIPTION

- 3.1 The application site comprises a two storey, mid-terraced, three-bedroom property on Southampton Road, located in a residential area with similar terraced properties on both sides of the street. The application property is currently being used a family dwelling.
- 3.2 The property has a bedroom, kitchen, lounge on the ground floor, three bedrooms and one bathroom on the first floor. There are two outbuildings in the rear garden.
- 3.3 The site is in close proximity to St. Leonard's Road, which contains some retails units and access to bus routes.
- 3.4 The front part of the application site lies on the edge of Flood Zone 2.

4. PLANNING HISTORY

- 4.1 None.

5. PLANNING POLICY

5.1 Statutory Duty

Section 38(6) of the Planning and Compulsory Purchase Act 2004 requires a planning application to be determined in accordance with the Development Plan unless material planning considerations indicate otherwise. The Development Plan for the purposes of this application comprises the adopted West Northamptonshire Joint Core Strategy (2014), Northampton Local Plan (1997) saved policies,

5.2 National Policies

The National Planning Policy Framework (NPPF) sets out the current aims and objectives for the planning system and how these should be applied. In delivering sustainable development, decisions should have regard to the mutually dependent social, economic and environmental roles of the planning system. The NPPF should be read as one complete document. However, the following sections are of particular relevance to this application:

- 5.3 Paragraph 17 - Core Principles seeks to secure high quality design and a good standard of amenity for existing and proposed occupiers.
- 5.4 Paragraph 49 - Housing applications should be considered with a presumption in favour or sustainable development.
- 5.5 Paragraph 50 states that planning should deliver a wide choice of high quality homes; widen opportunities for home ownership and create sustainable, inclusive, and mixed communities; should plan for a mix of housing based on current and future demographic trends, market trends, and the needs of different groups in the community.

5.6 West Northamptonshire Joint Core Strategy (2014)

The West Northamptonshire Joint Core Strategy (JCS) provides an up to date evidence base and considers the current Government requirements for plan making as it has been prepared in full conformity with the NPPF. Policies of particular relevance are:

- 5.7 Policy H1 - Housing Density & Mix & Type of Dwellings - States that development should provide for a mix of house types, sizes and tenures to cater for different accommodation needs. Housing

developments will be expected to make the most efficient use of land having regard to the location and setting of the site, the existing character and density of the local area, accessibility to services and facilities, proximity to public transport routes, the implications of density for affordability and viability, the living conditions provided for future residents, and the impact on the amenities of occupiers of neighbouring properties.

5.8 Policy H5 – Managing the existing housing stock - seeks to manage and safeguard existing housing stock, including through HIMOs, where they would not adversely impact upon the character and amenity of residential areas.

5.9 Policy S10 – Sustainable Development Principles - requires development to satisfy a range of sustainable development principles including through achieving the highest standards of sustainable design; maximising opportunities for reuse and recycling; and promoting walking and cycling and protecting, conserving and enhancing the natural and built environment and heritage assets and their settings

5.10 **Northampton Local Plan 1997 (Saved Policies)**

Due to the age of the plan, the amount of weight that can be attributed to the aims and objectives of this document are diminished, however, the following policies are material to this application:

5.11 Policy E20 – new development should adequately reflect the character of surroundings and ensure adequate standards of privacy, daylight and sunlight.

5.12 Policy H30 – requires HIMOs to be of sufficient size to accommodate the proposed use and not result in an over concentration to the detriment of the character and amenity of the area or result in a substantial demand for on street parking in areas judged to be experiencing difficulties.

5.13 **Supplementary Planning Documents**

Northamptonshire Parking Standards (September 2016)
Planning out Crime in Northamptonshire SPG 2004.

5.14 **Other Material Considerations**

Houses in Multiple Occupation (HIMO) Interim Planning Policy Statement (IPPS) (November 2014)

Proposals for HIMOs should:

- Result in a balanced and mixed community and protect the physical character of the street and neighbourhood as a whole, by not resulting in a concentration of similar uses, a material change or adverse impact on the character of the area, or more than 15% of HIMOs within a 50metre radius.
- Secure the provision of adequate facilities, amenities and minimise flood risk;
- Promote use of public transport, cycling and walking and secure provision of adequate parking;
- Ensure provision of adequate storage for refuse and materials for recycling.

6. **CONSULTATIONS/ REPRESENTATIONS**

Comments received are summarised as follows:

- 6.1 **Councillor Culbard** - raises objection on the basis that application property is on a very busy street where parking and rubbish disposal are already an issue. The proposed development would only make a difficult situation worse. Calls in the application for consideration by the Planning Committee.
- 6.2 **Highway Authority (NCC)** requested a parking survey for the further consideration. The survey was submitted during the course of the application, which reflects some capacity on the streets around the application site. The survey has been submitted to the Highway Authority for further comment. Any further comments received will be reported in the Addendum to this agenda.
- 6.3 **Private Sector Housing (NBC)** - the plans submitted indicate sufficient facilities and amenities for occupation as a HIMO for four persons.
- 6.4 **Environment Agency** has advised they have no comments.
- 6.5 **Two neighbour objections** have been received. These objections are summarised as follows:
- Parking issues in the street and wider area, due to the other developments on the street.
 - Inadequate refuse storage and fly tipping, exacerbation of existing issues.
 - Noise related issues.
 - Not appropriate for the area, as the development would affect the mix of the houses and would result in high density of HIMOs in the area.
 - The proposal would result in anti-social behaviour.
 - Impact on community cohesion.

7. APPRAISAL

Principle of the development

- 7.1 The conversion of the existing dwelling to a HIMO is considered to be in line with national policy requirements to deliver a wide choice of homes to create sustainable and mixed communities. Policy H5 of the JCS allows for HIMOs where the proposal would not adversely impact on the character of the area and amenity of residential areas.

Area concentration

- 7.2 Council records evidence that there are no confirmed HIMOs on Southampton Road, Penrhyn Road and Euston Road within a 50m radius of the application site. The use of this property as a HIMO would equate to less than 1.1% concentration in the area. However, there are two current planning applications under consideration within this 50m radius. If these applications are approved, this would equate to 3.3%. This would clearly fall within the 15% maximum threshold recommended by the Council's adopted Interim Planning Policy Statement in relation to HIMOs. It is considered that there would still be a reasonable mixture of house types within the vicinity in order to meet the differing needs of residents.

Size of property and facilities for future occupiers

- 7.3 Policy H30 of the Local Plan, although dated, is in line with the aims of NPPF in respect of the provision of adequate amenity for proposed occupiers and requires HIMOs to be of sufficient size to accommodate the proposed use. The property is considered to be of sufficient size, providing room sizes in accordance with the Council's HIMO Facilities and Amenities Guidance and appropriate kitchen/dining, WC and wash facilities. A condition restricting the use of the property to a maximum of 4 people would ensure over-development does not occur. All bedrooms would be served by adequate outlook and light. Private Sector Housing are satisfied with the accommodation proposed.

- 7.4 No details have been submitted for cycle storage, but there is adequate space to the rear of the property that can be used for the storage of bins and cycles, the details of which would be required by condition.

Flood Risk

- 7.5 In respect of flood risk, the application site lies on the edge of Flood Zone 2.
- 7.6 It is acknowledged that there would be one bedroom on the ground floor. A Flood Risk Assessment has been submitted with this planning application, which outlines the mitigation measures to reduce the impact on the future occupants of this HIMO. The Environment Agency has raised no objection.

Highways/Parking

- 7.7 The Interim Planning Policy Statement for HIMOs (IPPS) sets out clearly that where limited or no parking provision is proposed, the site must be either within 400m of a bus stop, or within walking distance of a district centre, local centre or neighbourhood parade. Only outside such locations is parking required to be provided.
- 7.8 The application property is located within easy walking distance to facilities along St. Leonards Road. It is considered that the application site is in a sustainable location within 160 metres of bus stops on St. Leonards Road and Towcester Road and within walking distance of local facilities on St. Leonards Road. In this regard, the proposal is considered to be in accordance with the requirements of the IPPS in respect of parking considerations.
- 7.9 Within such areas, the IPPS recommends that storage space should be provided which is accessible to cycle users. Space is available to the rear of the house, and a condition is recommended requiring details to be submitted for approval for secure cycle storage.
- 7.10 The proposal is, therefore, in compliance with this principle of the IPPS. However, a further consideration in respect of parking is the Northamptonshire Parking Standards. This document was adopted in September 2016, after the IPPS.
- 7.11 The Northamptonshire Parking Standards state that Houses in Multiple Occupation shall provide on plot parking at the ratio of one parking space per bedroom. The proposed development will produce a demand for 4 parking spaces, which is an increase of 2 compared to the existing use.
- 7.12 In this case, the Highway Authority object to the proposal because the potential impacts on highway safety are considered severe, and concern is raised regarding the potential negative impacts of an increase in parking demand on the amenity of neighbouring residents.
- 7.13 Notwithstanding the Highway Authority's objection, there is no evidence to support that all 4 residents would own cars. Given the number of occupants arising from the existing use and the sustainable location of the property, it is not considered that a refusal on highway grounds could be upheld at appeal.
- 7.14 Furthermore, regard must be paid to previous appeal decisions over the past few months where Planning Inspectors have consistently taken the view that where a site is close to local amenities and public transport, and no parking is provided, considerable weight has been given to the sustainable location of the site, and the appeals concerned have been allowed. Indeed, some Inspectors have taken the view that proposed occupiers in recognising the lack of parking provision and proximity to amenities, may choose the location for this purpose and not wish to have cars.

- 7.15 Notwithstanding that the further comments from the Highway Authority are awaited and that the submitted Parking Beat Survey reflects that there is limited capacity on the local streets, in view of the recent appeal decisions, and the weight the Inspectors have given to the sustainability of locations, and having regard to the sustainable location of the application site, the number of occupants proposed, and that there is sufficient room within the site to provide secure bicycle storage, in accordance with the requirements of the IPPS, it is not considered that a refusal on highway grounds could be upheld.

Refuse storage

- 7.16 Details have been submitted for refuse storage advising that a bin storage unit will be installed to encourage the safe storage of waste and a waste disposal policy issued to tenants on moving in. There is sufficient space to the rear of the property for bin storage, and notwithstanding the details submitted thus far, a condition is recommended to agree the exact details of refuse storage for the property to ensure it is of an appropriate size.

Amenity

- 7.18 The proposed use falls within Use Class C4, which in effect categorises this as a residential use. There is no evidence to demonstrate that the proposal would generate adverse amenity impacts such as noise or anti-social behaviour over and above those created by a more conventional C3 dwelling. Consequently, it is not considered that a refusal of planning permission, or the imposition of conditions in relation to amenity issues would be reasonable or sustainable at appeal.

8. CONCLUSION

- 8.1 The proposed development would not lead to an unacceptable concentration of HMOs within the locality that would adversely affect upon the character of the local area, street scene, nor would the development have significant adverse impacts on neighbouring amenity or parking provision. The property is of sufficient size to accommodate the level of accommodation as proposed.
- 8.2 The proposed development would be in accordance with the requirements of policies H1, H5, and S10 of the West Northamptonshire Joint Core Strategy, saved Policies E20 and H30 of the Northampton Local Plan, the Council's Houses in Multiple Occupation Interim Planning Policy Statement and the aims and objectives of the National Planning Policy Framework.

9. CONDITIONS

1. The development hereby permitted shall be carried out in accordance with the following approved plans: Site Location Plan, drawing no. WB - CBD - 1 received on 28/4/2017.

Reason: For the avoidance of doubt and to accord with the terms of the planning application.

2. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason: To comply with Section 91 of the Town and Country Planning Act 1990.

3. The development hereby permitted shall be occupied by a maximum of four residents at any one time.

Reason: In the interests of amenity of the proposed occupiers and the surrounding area in accordance with Policies H1 and H5 of the West Northamptonshire Joint Core Strategy

4. Prior to the commencement of development, full details of facilities for the secure and covered parking of bicycles shall be submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details and fully implemented prior to the development being first brought into use and retained thereafter.

Reason: To ensure the provision of adequate facilities in accordance with Policies H1 and H5 of the West Northamptonshire Joint Core Strategy.

5. Notwithstanding the submitted details, prior to the first use of the property hereby permitted details of storage facilities for refuse and materials for recycling shall be submitted to the Local Planning Authority for approval in writing. The development shall be carried out in accordance with the approved details prior to occupation as permitted and maintained thereafter.

Reason: In the interests of amenity and to secure a satisfactory standard of development in accordance with Policies H1 and H5 of the West Northamptonshire Joint Core Strategy and the National Planning Policy Framework.

10. BACKGROUND PAPERS

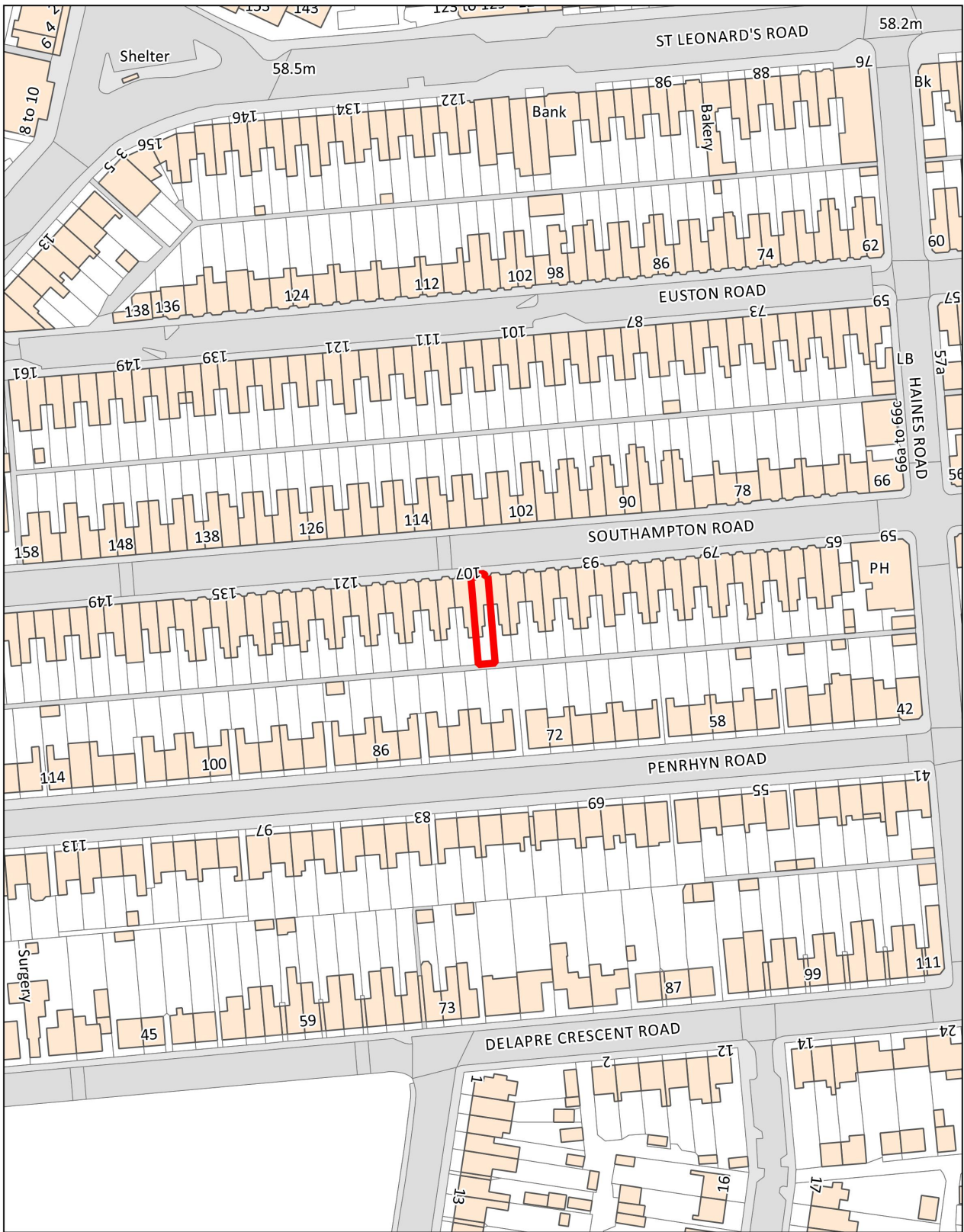
- 10.1 N/2017/0466.

11. LEGAL IMPLICATIONS

- 11.1 The development is CIL not chargeable.

12. SUMMARY AND LINKS TO CORPORATE PLAN

- 12.1 In reaching the attached recommendations regard has been given to securing the objectives, visions and priorities outlined in the Corporate Plan together with those of associated Frameworks and Strategies.



Title: **105 Southampton Road**

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Date: 22-06-2017

Scale: 1:1,250

Drawn by: Planning



PLANNING COMMITTEE: 4th July 2017
DIRECTORATE: Regeneration, Enterprise and Planning
HEAD OF PLANNING: Peter Baguley

APPLICATION REF: N/2017/0557

LOCATION: Mounts Baths, Upper Mounts

DESCRIPTION: Listed Building Application for demolition of existing changing room facilities and installation of and reconfiguration of the swimming pool changing facilities

WARD: Castle Ward

APPLICANT: Trilogy Leisure
AGENT: Peter Haddon & Partners

REFERRED BY: Head of Planning
REASON: Council owned land

DEPARTURE: No

APPLICATION FOR DETERMINATION:

1. RECOMMENDATION

1.1 **APPROVAL** subject to the conditions as set out below and for the following reason:

The proposed works would not harm the character and significance of this Grade II Listed Building and as a consequence the proposal is compliant with the requirements of the National Planning Policy Framework; Policies S10 and BN5 of the West Northamptonshire Joint Core Strategy and Policy 1 of the Northampton Central Area Action Plan.

2. THE PROPOSAL

2.1 The applicant has applied for Listed Building Consent in order to carry out internal alterations to provide improved changing facilities

3. SITE DESCRIPTION

3.1 The Mounts Baths Leisure Centre is located on the north side of Upper Mounts on the northern edge of the town centre. The building is Grade II listed and located within the Boot and Shoe Quarter Conservation Area.

4. PLANNING HISTORY

- 4.1 N/2016/0482 – Listed building consent for internal alterations to building – Approved 5th July 2016.
- 4.2 72/0943 – Extension to baths for teaching swimming – Deemed granted.
- 4.3 70/0442 – Erection of a teaching bath at the rear of swimming baths – Deemed granted.

5. PLANNING POLICY

5.1 Statutory Duty

Section 38(6) of the Planning and Compulsory Purchase Act 2004 requires a planning application to be determined in accordance with the Development Plan unless material planning considerations indicate otherwise. The Development Plan for the purposes of this application comprises the adopted West Northamptonshire Joint Core Strategy (2014) and Northampton Central Area Action Plan (2013).

Section 16 of the Planning (Listed Buildings and Conservation Areas) Act 1990 requires Local Planning Authorities in considering whether to grant listed building consent for any works to have special regard to the desirability of preserving the building or its setting or any features of special architectural or historic interest which it possesses.

5.2 National Policies

The National Planning Policy Framework (NPPF) sets out the current aims and objectives for the planning system and how these should be applied. In delivering sustainable development, decisions should have regard to the mutually dependent social, economic and environmental roles of the planning system. The NPPF should be read as one complete document. However, the following sections are of particular relevance to this application:

Paragraph 17 requires that planning decisions should seek to secure developments of a high quality design, whilst conserving heritage assets in a manner appropriate to their significance.

Section 12 of the NPPF elaborates upon the importance of heritage as a material consideration. In particular, it is made clear that it is desirable to sustain and enhance the significance of heritage assets and put them to a viable use consistent with their conservation. It states that where a development proposal would lead to less than substantial harm to the significance of a listed building the harm should be weighed against the public benefits of the proposal, including securing its optimum viable use.

5.3 West Northamptonshire Joint Core Strategy (2014)

The West Northamptonshire Joint Core Strategy (JCS) provides an up to date evidence base and considers the current Government requirements for plan making as it has been prepared in full conformity with the NPPF. Policies of particular relevance are:

Policy S10 which emphasises the importance of good design and the need for development to protect, conserve and enhance heritage assets and their settings.

Policy BN5 which requires that heritage assets are conserved and enhanced in a manner commensurate with their significance.

5.4 Northampton Central Area Action Plan 2013

The Central Area Action Plan (CAAP) provides specific planning policy and guidance for the town centre and adjoining areas where significant regeneration and investment is proposed in the period up to 2026 and is in conformity with the objectives of the NPPF. Relevant policies include:

Policy 1 (Promoting Design Excellence) states that planning decisions should preserve and enhance the character, appearance and setting of the central area heritage assets.

5.5 **Supplementary Planning Documents**

Boot and Shoe Quarter Conservation Area Appraisal and Management Plan.

6. **CONSULTATIONS/ REPRESENTATIONS**

Comments received are summarised as follows:

6.1 **Conservation (NBC)** – No objections. The current proposal focusses on the reorganisation of the changing area removing existing modern cubicles and creating a family orientated changing area. The proposal will result in no further loss of historic fabric in an area of the building which has already seen change, thus it will not impact on the historic significance of the building.

6.2 **Historic England** – no comments. Advise that the views of the Council's specialist conservation adviser are sought.

7. **APPRAISAL**

7.1 The principle consideration is the impact the proposal will have on the special character of the Listed Building.

7.2 The proposed works are for minor internal alterations to upgrade and modernise the appearance and provision of the changing facilities to the west side of the building. These works form part of the redecoration and refurbishment of the leisure centre to ensure that it complies with Sport England requirements and continues to provide a high-quality facility. The works involve reconfiguring the layout of the wet changing facility in which the present separate male and female arrangement will be replaced by a family orientated changing area.

7.3 The significance of Mounts Baths lies in the form, appearance and features of the original 1930s building. The subsequent alterations of the 1970s and later are of low importance. The proposed works are restricted to the removal of these later additions. The original elements and features of the building will remain entirely unaffected by the works. The alterations will result in the public benefit of a much improved facility. It is considered that the proposal will not impact on the historic significance of the building and is therefore acceptable.

8. **CONCLUSION**

8.1 The proposed works would not harm the character and appearance of the listed building and would support the continued public use of the building. As a consequence the proposed works are considered to be acceptable.

9. **CONDITIONS**

1. The works hereby permitted shall be begun before the expiration of three years from the date of this consent.

Reason: To comply with Section 18 of the Planning (Listed Building and Conservation Areas) Act 1990.

2. The development hereby permitted shall be carried out in accordance with the following approved plans: 4283/001 REV P3, 4283/002 REV P1, 4283/003 REV P1, 4283 (P1) 004A,

Reason: For the avoidance of doubt and to accord with the terms of the listed building consent application.

10. BACKGROUND PAPERS

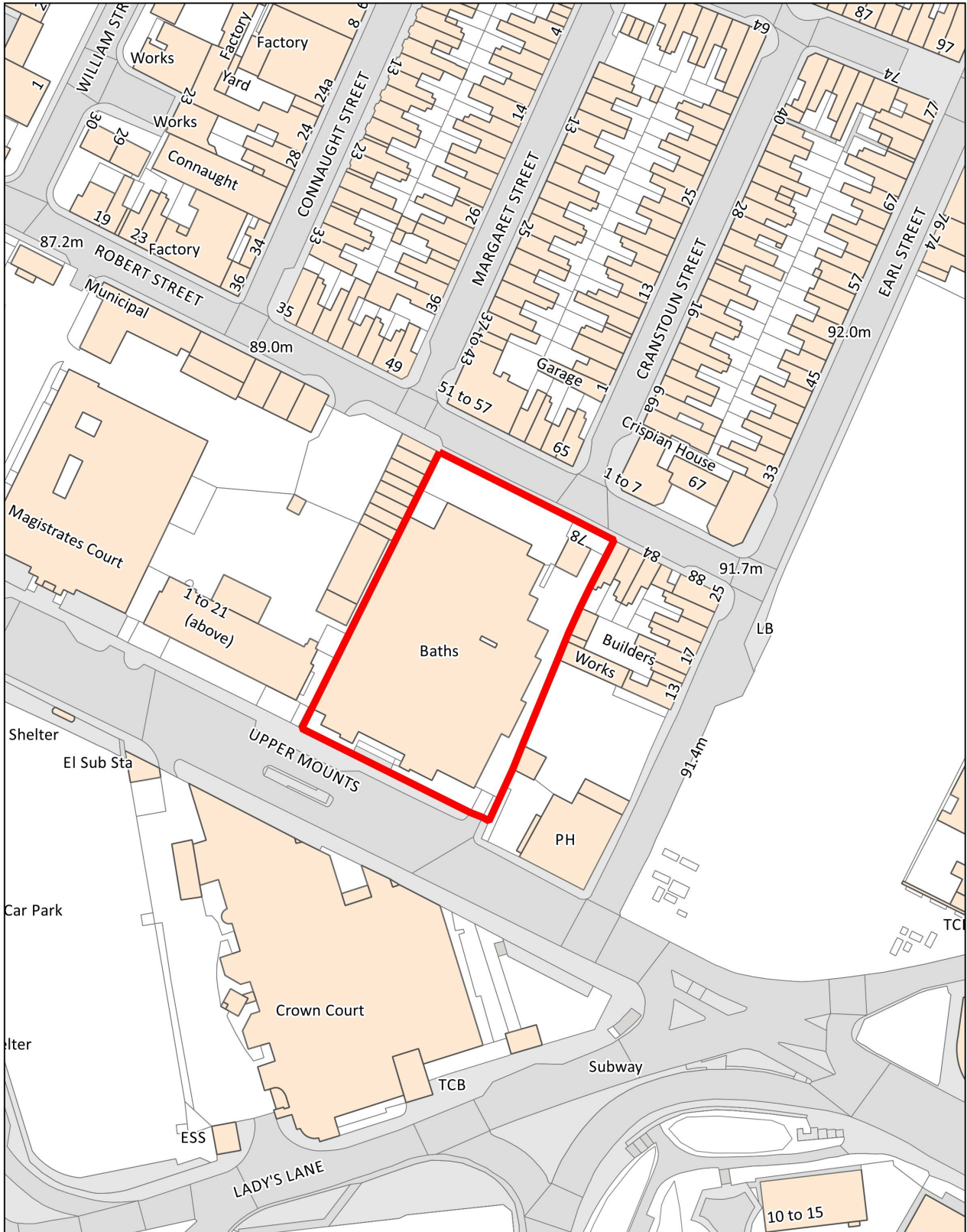
10.1 N/2016/0482


11. LEGAL IMPLICATIONS

11.1 The development is not CIL liable.

12. SUMMARY AND LINKS TO CORPORATE PLAN

12.1 In reaching the attached recommendations regard has been given to securing the objectives, visions and priorities outlined in the Corporate Plan together with those of associated Frameworks and Strategies.



 <p>NORTHAMPTON BOROUGH COUNCIL</p>	<p>Title: Mounts Baths, Upper Mounts</p>	<p>Date: 23-06-2017</p>
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NORTHAMPTON
BOROUGH COUNCIL
 Planning Committee

PLANNING COMMITTEE:	4 th July 2017
DIRECTORATE:	Regeneration, Enterprise and Planning
HEAD OF PLANNING:	Peter Baguley
APPLICATION REF:	N/2017/0589
LOCATION:	21 Florence Road
DESCRIPTION:	Change of Use from Dwelling (Use Class C3) to House in Multiple Occupation (Use Class C4) for 5no occupants
WARD:	Abington Ward
APPLICANT:	Mr Richard Lee
AGENT:	N/A
REFERRED BY:	Councillor Z Smith
REASON:	Parking and impact on character of the area
DEPARTURE:	No

APPLICATION FOR DETERMINATION:

1. RECOMMENDATION

1.1 APPROVAL subject to the conditions as set out below and for the following reason:

The proposed development is considered acceptable in principle as it would not result in an overconcentration of similar uses within the vicinity of the site, would provide adequate facilities for future occupants and would not be at risk of flood. Notwithstanding existing parking conditions in the area, the site is in a very sustainable location close a Local Shopping Centre and bus stops on Wellingborough Road and local amenities, and would provide adequate facilities for cycle storage and refuse storage. The proposal thereby complies with Policies H1, H5 and S10 of the West Northamptonshire Joint Core Strategy, Policies E20 and H30 of the Northampton Local Plan, the Council's Houses in Multiple Occupation Interim Planning Policy Statement (IPPS) and the aims and objectives of the National Planning Policy Framework.

2. THE PROPOSAL

2.1 The proposal is for the change of use of a three bedroom dwelling (Use Class C3) into a house in multiple occupation for five occupants (Use Class C4). The proposed use would include a living room, kitchen, bathroom, separate toilet and single bedroom at ground floor level and three bedrooms above (two single and one

double).The basement does not form part of the proposal. There are no external works proposed associated with the conversion.

3. SITE DESCRIPTION

- 3.1 The site consists of brick built terraced dwelling located along a residential street of similar properties. Parking is provided on street. The property has an existing private rear amenity space. The property is a short distance from the Wellingborough Road Local Centre which offers a range of services including shops, restaurants, public houses and businesses. The site is not within a conservation area.

4. PLANNING HISTORY

- 4.1 Planning permission was granted for four person HIMO under delegated powers (N/2015/1178) in 2015. In 2017, the applicant applied for a five person HIMO including basement conversion and this was refused on residential amenity grounds for the following reason:

“The proposed basement bedroom would have an unsatisfactory level of light and outlook providing future occupiers with inadequate levels of residential amenity contrary to Policies E20 and H30 of the Northampton Local Plan, Policies H1 and H5 of the West Northamptonshire Joint Core Strategy, the Council's Interim Planning Policy Statement on HIMOs and the aims and objectives of the National Planning Policy Framework.”

The current proposal does not include the basement, although the applicant is applying for five occupants.

5. PLANNING POLICY

5.1 Statutory Duty

Section 38(6) of the Planning and Compulsory Purchase Act 2004 requires a planning application to be determined in accordance with the Development Plan unless material planning considerations indicate otherwise. The Development Plan for the purposes of this application comprises the adopted West Northamptonshire Joint Core Strategy (2014), Northampton Local Plan (1997) saved policies.

5.2 National Policies

The National Planning Policy Framework (NPPF) sets out the current aims and objectives for the planning system and how these should be applied. In delivering sustainable development, decisions should have regard to the mutually dependent social, economic and environmental roles of the planning system. The NPPF should be read as one complete document. However, the following sections are of particular relevance to this application:

Paragraph 17 seeks to secure high quality design and good standard of amenity for existing and proposed occupiers.

Paragraph 49 requires that housing applications be considered with presumption in favour of sustainable development.

Paragraph 50 states that planning should deliver a wide choice of high quality homes; widen opportunities for home ownership and create sustainable, inclusive,

and mixed communities; should plan for a mix of housing based on current and future demographic trends, market trends, and the needs of different groups in the community.

5.3 West Northamptonshire Joint Core Strategy (2014)

The West Northamptonshire Joint Core Strategy (JCS) provides an up to date evidence base and considers the current Government requirements for plan making as it has been prepared in full conformity with the NPPF. Policies of particular relevance are:

Policy H1 - Housing Density & Mix & Type of Dwellings - States that development should provide for a mix of house types, sizes and tenures to cater for different accommodation needs. Housing developments will be expected to make the most efficient use of land having regard to the location and setting of the site, the existing character and density of the local area, accessibility to services and facilities, proximity to public transport routes, the implications of density for affordability and viability, the living conditions provided for future residents, the impact on the amenities of occupiers of neighbouring properties.

Policy H5 - Managing the existing housing stock - seeks to manage and safeguard existing housing stock, including through HIMOs where they would not adversely impact upon the character and amenity of residential areas.

Policy S10 - Sustainable Development Principles - requires development to satisfy a range of sustainable development principles including through achieving the highest standards of sustainable design; maximising opportunities for reuse and recycling; and promoting walking and cycling.

5.4 Northampton Local Plan 1997 (Saved Policies)

Due to the age of the plan, the amount of weight that can be attributed to the aims and objectives of this document are diminished, however, the following policies are material to this application:

Policy E20 – new development should adequately reflect the character of surroundings and ensure adequate standards of privacy, daylight and sunlight.

Policy H30 – requires HIMOs to be of sufficient size to accommodate the proposed use and not result in an over concentration to the detriment of the character and amenity of the area or result in a substantial demand for on street parking in areas judged to be experiencing difficulties.

5.5 Supplementary Planning Documents

Northamptonshire Parking Standards (September 2016)

Sets down minimum parking levels based on spaces per number of bedrooms for small HIMOs (Use Class C4), one space per bedroom.

5.6 Other Material Considerations

Houses in Multiple Occupation (HIMO) Interim Planning Policy Statement (IPPS) (November 2014)

Proposals for HIMOs should:

- Result in a balanced and mixed community and protect the physical character of the street and neighbourhood as a whole by not resulting in a concentration of similar uses; a material change or adverse impact on the character of the area; or more than 15% of HIMO's within a 50m radius.
- Secure the provision of adequate facilities, amenities and minimise flood risk.
- Promote use of public transport, cycling and walking and secure provision of adequate parking.
- Ensure provision of adequate refuse and recycling storage.

6. CONSULTATIONS/ REPRESENTATIONS

The application has been publicised by neighbour notification letters to five properties.

6.1 **NBC Private Sector Housing** No objection provided that the kitchen layout is amended to meet HIMO Licensing standards.

6.2 **NCC Highways** – Raise objection on parking and highway safety grounds.

The LHA note that there is a good chance that not all residents of an HIMO will own a car, however there is nonetheless a greater likelihood of a higher number of cars being associated with the property. As all residents will be of driving age, there is a real possibility the property could produce a demand for five vehicles at times. A single dwelling in this area, where parking is already at capacity, producing such a demand could have a significant impact on highway safety as well as residential amenity.

There is no residual parking capacity on-street. Furthermore, the cumulative impact from the high concentration of HIMO's properties in the immediate vicinity is contributing to the excessive demand. This demand is resulting in parking on double yellow lines, across dropped kerbs, on the corners of junctions and double parking. This development will increase the demand further and any development impact that compromises the safety of motorists and pedestrians on the highway network is considered severe. In conclusion, in the interest of highway safety, Northamptonshire Highways must object to the application for the conversion of a residential dwelling to a house in multiple occupancy for 5 residents on the basis of highway safety.

6.3 **Councillor Zoe Smith** - called in on parking, impact on character of area and considers that 5 occupants is excessive in number.

There have been no neighbour comments received.

7. APPRAISAL

Principle of the development

7.1 The conversion of the existing dwelling to a HIMO is considered to be in line with national policy requirements to deliver a wide choice of homes to create sustainable and mixed communities. Policy H5 of the JCS allows for HIMO's where the proposal would not adversely impact on the character of the area and amenity of residential

areas. The property has already had planning permission for a four person HIMO in 2015 which has established the principle of HIMO use.

Area concentration

- 7.2 Council records evidence that there is one established HIMO within a 50m radius of the application site. The use of this property as a HIMO would therefore equate to only 2.5 per cent concentration in the area. This would clearly fall within the 15% maximum threshold recommended by the Council's adopted Interim Planning Policy Statement in relation to HIMOs. It is considered that there would still be a reasonable mixture of house types within the vicinity in order to meet the differing needs of residents.

Size of property and facilities for future occupiers.

- 7.3 Policy H30 of the Local Plan, although dated, is in line with the aims of NPPF in respect of the provision of adequate amenity for proposed occupiers and requires HIMOs to be of sufficient size to accommodate the proposed use. The property is considered generally to be of sufficient size, providing room sizes in accordance with the Council's HIMO Facilities and Amenities Guide. A condition restricting the use of the property to a maximum of 5 people would ensure over-development does not occur. All bedrooms would be served by adequate outlook and light. Private Sector Housing confirm that the accommodation proposed would be acceptable for 5 residents provided that the kitchen layout is changed which is acceptable to the applicant. The size of the kitchen complies with policy requirements and the arrangement of kitchen facilities is not a planning consideration. However, this requirement would be controlled and amended in order to satisfy licensing requirements.

Highways / Parking

- 7.4 The Interim Planning Policy Statement for HIMOs (IPPS) sets out clearly that where limited or no parking provision is proposed, the site must be either within 400m of a bus stop, or within walking distance of a district centre, local centre or neighbourhood parade. Only outside such locations is parking required to be provided. The application property is close to the Wellingborough Road and within easy walking distance to the Local centre which has shops, pubs restaurants and businesses nearby. It is also within 150 metres of the closest bus stop.
- 7.5 Where parking is not provided in accordance with the above, the IPPS recommends that storage space should be provided which is accessible to cycle users. In this case this is indicated at the rear of the house, and a condition is therefore recommended requiring that this should be provided and made accessible to all residents.
- 7.6 On this basis, the proposal is therefore in compliance with this principle of the IPPS. However, a further consideration in respect of parking is the Northamptonshire Parking Standards. This document was adopted in September 2016, after the IPPS.
- 7.7 These standards indicate that the property should provide a minimum of five on plot parking spaces, whereas in fact none are provided. However, comments from the Local Highway Authority indicate a view that the development raises highway safety concerns given that previous Parking Surveys indicate that there is no residual parking capacity for vehicles in the immediate vicinity of the property

- 7.8 The Local Highway Authority has undertaken on street surveys between 1am and 4am in the morning on 28th February 2017 and concluded that there were no available spaces on Florence Road at that time of day which is generally when residents are at home.
- 7.9 Whilst the Highway Authority concerns are noted, regard must be paid to recent appeal decisions, which are a material consideration, in streets also in close proximity to Wellingborough Road, refused on parking grounds. Inspectors have consistently taken the view that, as these sites are in a sustainable location, they met the policy requirement of the IPPS and therefore, the appeals were allowed. The appeals included applications for HIMOs at 89 Adams Avenue and 44 Bostock Avenue. In these instances, it is evident that the Inspector attached significantly more weight to the IPPS and the sustainable location of the application site than to the views of the Local Highway Authority.
- 7.10 The lawful use of the premises as a C3 dwelling house which could be occupied by a large extended family needs consideration. In either situation it is considered that the additional impact of the current proposal, in terms of demand for parking, would be marginal. It would therefore be difficult to justify a refusal of planning permission on this basis.

Refuse storage

- 7.11 An appropriate condition for bin storage is to be secured to ensure an acceptable level of residential amenity.

Amenity

- 7.12 As the proposed HIMO is no more intensive than a family dwelling which could potentially accommodate the same number of occupiers, it is considered that the level of noise and effect on residential amenity would be no more significant.

Flood risk

- 7.13 In respect of flood risk the application site is outside of the areas of the town identified as being at risk from flooding.

Other issues

- 7.14 The development is not chargeable for Community Infrastructure Levy as it would not create any additional floor space.

8. CONCLUSION

- 8.1 The proposed change of use would comply with the requirements of the Interim Planning Policy Statement on HIMOs, would not result in an over concentration of HIMOs within the locality and would provide suitable accommodation for the number of occupants proposed. Bearing in mind that the property already has an extant permission for 4 persons as an HIMO it is considered that the impact of one additional person would not be overly significant.

9. CONDITIONS

- 1) The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason: To comply with Section 91 of the Town and Country Planning Act 1990.

2) The development hereby permitted shall be carried out in accordance with the following approved plans: Location plan, proposed floor plans.

Reason: For the avoidance of doubt and to accord with the terms of the planning application.

3) The refuse and cycle storage shall be implemented in accordance with that shown on the approved drawings prior to the occupation of the building as a 5 person House in Multiple occupation and be retained as such throughout the lifetime of the development.

Reason: In the interests of residential amenity to comply with Policy H5 of the West Northamptonshire Joint Core Strategy.

4) The development hereby permitted shall be occupied by a maximum of 5 residents at any one time.

Reason: In the interests of amenity of the proposed occupiers and the surrounding area in accordance with Policies H1 and H5 of the West Northamptonshire Joint Core Strategy and Policy H30 of the Northampton Local Plan.

10. BACKGROUND PAPERS

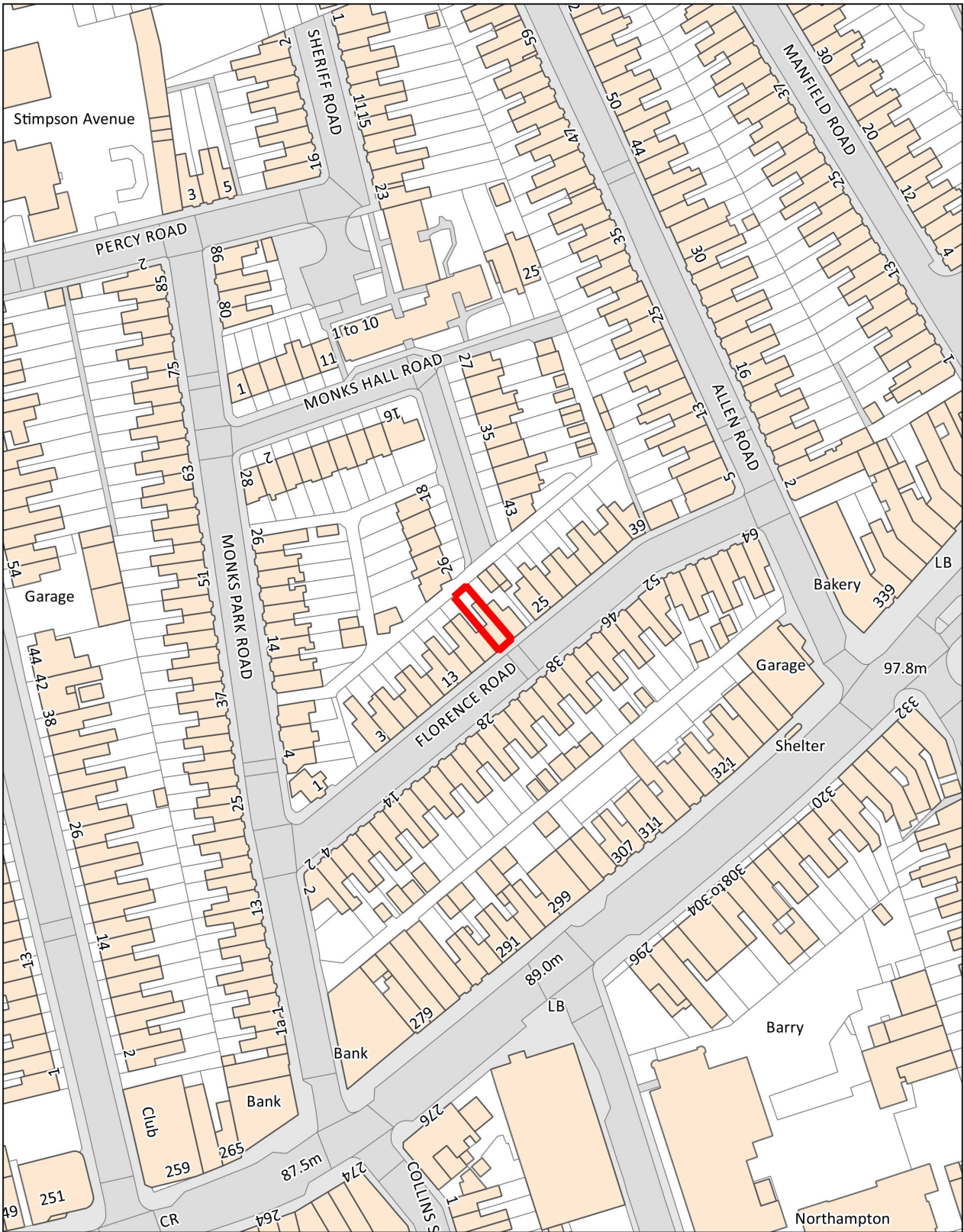
10.1 N/2017/0589

11. LEGAL IMPLICATIONS

11.1 The development is CIL liable.

12. SUMMARY AND LINKS TO CORPORATE PLAN

12.1 In reaching the attached recommendations regard has been given to securing the objectives, visions and priorities outlined in the Corporate Plan together with those of associated Frameworks and Strategies.



Title: **21 Florence Road**

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Date: 22-06-2017

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