Residential Development Guidelines

Supplementary Planning Document (SPD)

August 2005







Tameside Metropolitan Borough
"An excellent council"

A summary of this report is available in Gujurati, Bengali or Urdu by contacting 0161 342 8355

اس کتابچے کا خلاصہ گجراتی، بنگالی اور اردو میں فراہم کیا جا سکتا ہے۔
براہِ مہربانی 0161 342 8355 پر ٹیلیفون کیجئے۔

এই পুস্তিকাটির একটি সংক্ষিপ্তসার গুজরাটি, বাংলা এবং উর্দুতে পাবার ব্যবস্থা করা যেতে পারে।
অনুগ্রহ করে 0161 342 8355 নম্বরে যোগাযোগ করুন।

આ દસ્તાવેજનું ટુંકમાં વર્ણન ગુજરાતી, બંગાળી અને ઉર્દૂ ભાષાઓમાં ઉપલબ્ધ છે. મહેરબાની કરીને 0161 342 8355 ઉપર ટેલીફોન કરો.

It can also be provided in large print or audio formats.

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2. INTRODUCTION

The purpose of producing this SPD is to provide you with a clear indication of the Council's expectations and to help the Council make consistent recommendations/ decisions on planning applications in relation to residential developments and extensions. Tameside Council is committed to securing high quality development, and poor designs will be refused planning permission.

These Guidelines support the saved policies of the adopted Unitary Development Plan, particularly policy H10: Detailed Design of Housing Developments, and bring together, update and formalise all current Council guidance in relation to new residential developments and extensions.

They also supplement the national and regional frameworks of planning policy and guidance. High quality design and the part it plays in creating successful sustainable communities features high on the government's agenda, which is articulated through planning policy (eg PPS1: Sustainable Development & PPG3: Housing) and recent design guidance (eg By Design: Better Places to Live and the Urban Design Compendium).

3. KEY AIMS & OBJECTIVES OF THE GUIDELINES

The aim of the Guide is to achieve **high quality design in residential developments and house extensions.** From the aim three key objectives have been established:

- **To provide guidance to help applicants submit good quality planning applications**
  Providing guidance will improve and maintain consistency in the standard of information including drawings provided to support planning applications, provide a sound basis for negotiation and allow the Council to fully consider applications.

- **To encourage efficient use of scarce resources**
  Avoiding low density development and minimising the take up of undeveloped land can help promote development which is accessible by public transport and within easy reach of local facilities. Resource efficient design, materials and construction methods further minimises the use of scarce resources.

- **To promote well considered layouts & external appearance**
  A greater choice of housing types that are well designed in terms of both their layout, external appearance and relationship with the landscape and townscape setting will make a significant contribution to promoting regeneration and improving the quality of life of all Tameside's residents.

[For relevant contacts at the Council regarding the issues contained in this document please see Annex 2]

4. PLANNING CONTEXT

4.1 Local Planning Policy:

Tameside's Unitary Development Plan [Adopted 2004]
The Unitary Development Plan policies H1 to H10 set out the Council's Policy in relation to housing developments and criteria against which schemes will be assessed. The policies relate to the allocation of land for residential development, development on unallocated sites, type and size of dwellings, open space provision, mixed use, densities and education and community facilities. Policy H10 specifically details guidance on the design of housing developments upon which this SPD expands.

Policy H10 Detailed Design of Housing Developments
'The layout, design and external appearance of proposed housing developments, which are acceptable in relation to other relevant policies in this plan, will be required to be of high quality and to meet the following detailed criteria:

a) *A design which meets the needs of potential occupiers, provides an attractive, convenient and safe environment for the local community, and complements or enhances the character and appearance of the surrounding area, and*

b) *Suitable arrangements for parking, access to and from the highway, and delivery, refuse and emergency vehicles, including access by pedestrians, cyclists and disabled people, and for convenient access to public transport where appropriate, with no unacceptable impact on the surrounding highway network, and*

c) *Suitable landscaping and fencing, including retention of existing features such as trees and hedges where practical, which enhance the appearance of the development, ensure privacy and security where necessary, enable discreet storage of wheelie bins and minimise the visual impact on surrounding areas, and*

d) *No unacceptable impact on the amenity of neighbouring properties through noise, loss of privacy, overshadowing, or traffic, and*

e) *Minimisation of the opportunities for crime and anti-social behaviour.*

The Council will encourage and permit new and innovative design solutions wherever this can be achieved without adverse effects on existing character'.

Other UDP policies relevant to residential development may include:

- Employment & the Local Economy policies: E2 & E3
- Countryside, Open Land, Spot & Recreation policies: OL2 to OL6, OL8, OL10, OL13, OL15 & OL16
- Transportation & Access policies T4, T6, T7, T8 & T10
- Conservation & Enhancement of the Built Environment policies: C1 to C8, C10 & C12
- Nature Conservation, Trees & Woodland policies: N1 to N7
- Mineral Working, Waste Management & Pollution Control policies: MW6, MW7, MW10 to MW12, MW14 & MW15
- Utilities & Energy policies: U3 to U5

Reference is made throughout the document to existing and proposed local planning guidance, which should be adhered to in conjunction with the requirements of these guidelines:

- Sustainable Design & Construction Guide SPD (to be adopted in October 2005)
- Guidance Note for Developers 1 - Landscaping of Development Sites
- Guidance Note for Developers 2 - Trees in Development
- Guidance Note for Developers 3 - Protection of Trees
- Trees, Landscaping & Development SPD (to replace Guidance Notes 1,2 & 3 [see above] and be adopted in 2006)
- Public Realm Strategy SPD (to be adopted in 2006)
- Greenspace Strategy SPD (to be adopted in 2006)
- Developer Contributions SPD (to be adopted in 2006)

This document should also be read in conjunction with the following national and regional planning policy and guidance, which both support and necessitate the production of this SPD.

4.2 National & Regional Planning Policy:

Planning Policy Statement 1 (PPS1) Delivering Sustainable Development [ODPM: 2005]
PPS1 summarises the approaches to be taken in delivering sustainable development, the core principle underpinning planning. High quality inclusive design is acknowledged as one of the six key principles that contribute to the delivery of sustainable development and should be an aim of all those involved in the development process. PPS1 cites designs failing to improve the character and quality of an area as a valid reason for the refusal of planning permission.

Planning Policy Guidance Note 3 (PPG3) Housing [DETR: March 2000]
PPG3 sets out the Government's objectives in relation to new housing developments and states that local planning authorities should reject poor design particularly where their decisions are supported by clear plan policies and adopted supplementary planning guidance. Good design and layout of new development are identified as means by which the Government's objectives of making the best use of previously developed land and improving the quality and attractiveness of residential areas. PPG3 emphasises design and layout must be informed by the wider context and the needs of people should be put before vehicle movement in designing layouts.

Regional Spatial Statement (Regional Planning Guidance for the North West (RPG13)) [GONW: March 2003]
RSS Core Development Principle 'DP3: Quality in New Development', necessitates new development to demonstrate good design quality and respect for its setting, and Local Authorities to prepare guidance to ensure new development is integrated with surrounding land uses, taking into account the landscape character, setting, the quality, distinctiveness and heritage of the environment and the use of sympathetic materials. This SPD conforms with these requirements.

4.3 National Planning Guidance:

Towards an Urban Renaissance: Final Report of the Urban Task Force [Urban Task Force: 1999]
'Towards an Urban Renaissance' cites design excellence as one of the five principles on which an urban renaissance was founded.

By Design: Urban design in the planning system: towards better practice [DETR/ CABE: 2000]
'By Design' provides practical advice to help implement the Government's commitment to good design. It demonstrates the fundamental principles that are common to good design and how these might be applied to help raise standards of urban design.

Urban Design Compendium [English Partnerships/ The Housing Corporation: 2000]
The 'Urban Design Compendium' is an accompaniment to national planning policy and 'By Design'. It outlines good practice and acts as a guide to delivering better urban design through the planning system.

Better Places to Live by Design: a companion guide to PPG3 [DETR/ CABE: 2001]
'Better Places' goes a stage further than 'By Design' and focuses on the attributes that underlie well-designed, successful residential environments. 'Better Places' challenges Local Authorities and developers to think more imaginatively about design and layout.

Design Bulletin 32: The Layout of Roads in Residential Areas (Department of Environment/Department of Transport: 1992)
DB32 offers guidance (not prescriptive standards) on the designing the layout of roads and footpaths in residential areas.

Places Streets and Movement: A Companion Guide to Design Bulletin 32: Residential Roads and Footpaths (DETR: September 1998)
'Places, Streets & Movement' promotes a flexible interpretation of DB32 in respect of the residential environment. It suggests housing layouts should be based on a balance between highway requirements and other factors.

5. SUBMITTING PLANNING APPLICATIONS

5.1 Planning Permission

Planning permission is required for the construction of new dwellings and residential institutions. It is also needed for the conversion of dwellings into flats, the subdivision of existing multi-occupied dwellings and conversion into hostels or residential institutions such as nursing homes.

Some types of development do not need permission and these are set out in the Town and Country Planning (General Permitted Development Order) 1995. In addition, permitted development rights usually apply to existing residential properties that allow certain types of development, such as extensions within a certain size, without the need for planning permission (see Annex 1).

The 'Statement of Community Involvement' details how the Council will consult all stakeholders when determining planning applications.

For further advice see the Tameside's website planning advice at www.tameside.gov.uk/corpgen/new/planfaq.htm or contact your Development Control Officer (see Annex 2).

The Council welcomes the submission of on-line applications through the planning portal at www.planningportal.gov.uk

5.2 Pre-Application Discussions

Tameside welcomes pre-application discussions. If your proposal is large or complex your Development Control Officer can arrange a meeting where all relevant officers are present. If you require a discussion please refer to the contacts list in Annex 2 to find the relevant Development Control contact for your area.

5.3 Checklists

You are required to provide certain information to help the Council to fully consider your planning application. The attached checklists (see Annex 3) set out the information you will need to provide.

5.4 Design & Access Statements

Design and access statements are important requirements of the checklist in helping promote well-designed layouts & external appearance.

You must provide a short written statement setting out the design and access principles of the development if your application is for built development (including alterations, extensions and landscaping). It provides an opportunity for you to demonstrate that the proposed development will have a positive impact on its surroundings.

You must clearly show how your proposed development relates to its site and the surrounding area:

- How the scale, massing, orientation and materials relate to the site and context;
- How the development relates to neighbouring public space, established building lines, highways and landscape features;
- How the development impacts on the character of the area, views and vistas in the area and street patterns; and
- How the amenity of users and of neighbouring developments has been protected; and
- How the development meets modern access expectations.

5.5 Supporting Visual Material

You are required to provide a number of drawings to identify the development site and illustrate your proposals. Additional material should also be provided to support the design statement.

Suitable illustrative detail will be dependent on the nature and scale of your proposal. However, as a minimum, you will be required to show the proposed development in context with the surrounding area.

Suitable illustrative formats include:

- Sketches/ perspectives;
- Photomontages;
- Models; and
- 3-D Visualisations.

6. EFFICIENT USE OF RESOURCES:

6.1 Avoiding Low Density Development


Higher Density Development

Densities should generally be between 30 to 50 dwellings per hectare, and densities over 50 dwellings per hectare may be acceptable where there is easy access to town, district or local centres or where there is good public transport accessibility.

However the density of new development should consider significant townscape and landscape characteristics of the locality such as the prevalence of 2 storey properties in the Borough, and serve to enhance the character of the area.

6.2 Brownfield Land & Buildings, & Sustainable Locations


A Successful Conversion

At least 80% of new dwellings must be constructed on previously developed sites or the sensitive conversion of empty or underused buildings to housing (including the space above shops, particularly in town centres).

New residential developments are particularly encouraged in locations with good access by public transport and close proximity by walking and cycling to jobs, shopping, leisure facilities and local services.

6.21 Contaminated Land

Brownfield development in Tameside often takes place on former industrial land. Developers will need to be aware that dealing with contamination related to previous uses goes hand-in-hand with bringing many residential sites forwards. Usually, the work which is required to address contamination is covered by a planning condition, and developers should be prepared for the need to undertake remedial action.

6.3 Environmental Responsibility

A Sustainable Design & Construction Guide has been prepared that looks at the issues you should consider to help deliver sustainability. The Council recommends you reference the Guide alongside this document and the Guide can be viewed at www.tameside.gov.uk/planning/susconsguide.htm

Good practice in initiatives based on environmental performance is welcome, and Tameside would like to see you achieve at least a BRE EcoHomes 'good' score. EcoHomes scores are based on an assessment of 7 areas: energy, water, pollution, materials, transport, ecology and land-use, health and well-being (www.breeam.org/ecohomes.html).

You should also consider the following issues when designing residential developments:

- Building Regulations
- Orientating dwellings to maximise solar gain, with principal rooms faced within 30 degrees of due south
- Orientating dwellings to maximise natural light, with larger south facing windows
- Designing dwellings that can adapt to climate change
- Allowing sufficient space on sites for trees and planting, which reduce the effects of CO2 emissions (see Public Realm)
- Potential implications for protected species such as bats and badgers etc.
- Designing in communal waste, recycling and composting facilities (see Detailed Design)
- Use of solar and photo-voltaic panels, water efficient closet fittings, high grade insulation and other energy efficient building elements
- Sustainable Urban Drainage (SUDS)
- Noise pollution and mitigation measures, particularly in town centres and near external noise sources such as industry, main roads, nightclubs and railways
- Air quality in Air Quality Management Areas
- Protection and mitigation measures in risk areas identified on the Environment Agency's Flood Plain Maps

[For relevant contacts at the Council see Annex 2]

7. LAYOUTS & EXTERNAL APPEARANCE:

Your proposals layout and design should take the following issues into account:

7.1 Minimising opportunities for crime & anti-social behaviour

The design and layout of residential developments have a major role to play in reducing crime, the fear of crime and anti-social behaviour.

For major schemes of 10 or more dwellings you should discuss your proposals with the Greater Manchester Police Architectural Liaison Unit, prior to making a planning application.

Achievement of the Police 'Secured by Design' standards is actively encouraged. However, there is a need to avoid fortress type appearances by balancing security with aesthetics.

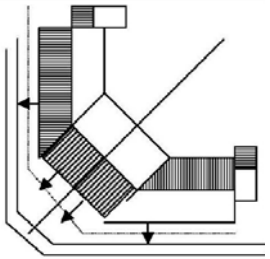
Good practice:

- **Maximise overlooking**
  - Dwellings should front onto the street
  - Blank facades should be avoided

✓   ✗

Side elevations should include windows to maximise overlooking

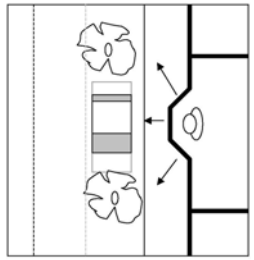
- Design windows to maximise overlooking with aspect on corners



✓ **Aspect on the corner**



✓ **Aspect on the corner**



✓ **Overlooking parking**

- Mixing uses especially at ground floor level to create active frontages

✓ **A doctor's surgery provides an active use throughout the day**





✗ **Garages at ground floor level do not allow for natural surveillance**

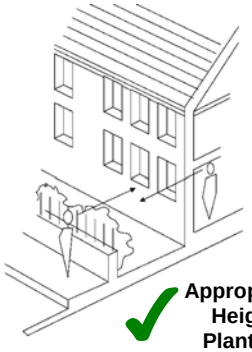
- Entrances to properties should be from communal spaces



✓



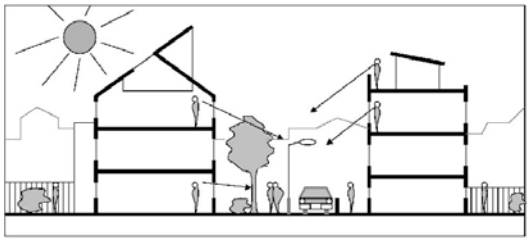
✓



Appropriate Height Planting

- Planting should not be too high or too dense
- Roads and paths should be direct and overlooked routes
- High fences should separate rear gardens
- Parking needs to be in clear view
- Living space should be located to front onto the street

Overlooked parking & high fences separate rear gardens



- Communal space including open space and play space should be overlooked





- Lighting must be sensitive to ensure residents are not unduly affected but provide security for pedestrians and property
- Pathways behind dwellings are to be avoided unless they are overlooked, well lit and secure

7.2 Mixing Housing Types

Mixed neighbourhoods comprise a variety of housing types such as flats, terraces, semi-detached and detached houses; and a number of tenures such as private, housing association housing for the elderly; rented and shared ownership properties. They provide a better balance of demand for local facilities and services; help build communities where residents can move within the community as their housing needs change; and maximise activity through the day and night.



Mix of Types of Dwellings



Mix of Tenures

The Council takes into account housing need, based on the size and type of units most urgently required. Tameside comprises a high proportion of social housing and small terraced houses and to improve choice a mix of types including large upmarket family houses is welcomed.

To improve choice the following are currently not supported:

- Hostels, bedsits, care homes and multiple occupancy dwellings where a combination of the new and existing facilities would represent an over-concentration of this type of development in the local area for example at present in Hattersley and Ashton Renewal Area; &
- Flats replacing single dwellings/ semi-detached dwellings, where:
    1. The proposal represents over-development of the site;
    2. The proposal would have a significant impact on the highway network or character of the area; or
    3. The combination of the proposed and existing flats would create a prevalence of this type of accommodation outside town centres.

7.3 Public Realm

The design of the public realm has the potential to have a positive impact on the health for all members of the community. To realise this roads and footpaths should be direct, safe, overlooked and attractive, with vehicle movement designed as secondary to pedestrian and cyclist movement.

Open space and landscaping should be located and designed as part of the overall structure and considered at the initial stages of the design of any residential development. The ecological and anti-pollution benefits of soft landscaping and open space are well known and addressing these benefits in the creative design of open space and landscaping is actively encouraged.

7.31 Highways & Traffic Calming

Guidance on highways design is provided in 'Design Bulletin 32: Residential Roads and Footpaths', 'Places Streets and Movement: A Companion Guide to Design Bulletin 32: Residential Roads and Footpaths' and through your Development Control Officer. The guidance does not preclude imaginative design and layout subject to adequate solutions being provided to tackle highway issues. (A 'Manual for Streets' is being prepared by DfT and ODPM to replace these documents).



An integrated public realm design



Traffic claming as an afterthought



Isolated footpath

Low vehicle speeds and pedestrian safety are paramount. Therefore all new housing roads should be designed to 20 mph standards and traffic calming measures must be an integral part of the design. However, where the development will be accessed by public transport this should be allowed for in the design and layout of the scheme.

The traffic likely to be generated by the development should not cause problems on the adjoining highway network. The Council may require you to prepare a Transport Assessment before the application is determined. If your proposal is for 30 or more dwellings you should contact Engineering Development through your Development Control Officer at pre-application stage to determine whether a Transport Assessment is required.

If your scheme comprises more than 5 dwellings on any one access, the access will be adopted as a public highway. The Council's Engineering Development department has standards that must be achieved which are being formalised in the forthcoming 'Roads for Adoption' guide. Contact your DC Officer for more information.

You may also be required to provide off site works to highways in order to facilitate the development of your site.

7.32 Pedestrians & Cyclists

Priority will be given to cyclists and pedestrians and the Council may require safety improvements to facilitate this. Improvements may include improved lighting and access routes for example. Reference should be made to 'Places Streets and Movement: A Companion Guide to Design Bulletin 32: Residential Roads and Footpaths', published by the DETR September 1998 for further guidance on the design of footways and cycle paths.

Good practice in footpath design:

- Locate alongside roads to provide natural surveillance;
- Afford direct links to local facilities, for example, a bus route, a school, shops and open space.

Good practice in cycleways design:

- Provide clear, direct routes linked to local facilities;
- Ensure traffic calming measures do not hinder cyclists progress through the site;
- Give priority at junctions through the use of Advanced Stop Lines or cycle gaps.

[For relevant contacts at the Council see Annex 2]

7.33 Public Transport Accessibility

New residential development should be located within reasonable walking distance of a bus stop, Metrolink stop or railway station.

Ideally all parts of the residential development should be within:

- 400m of a bus service running every 15 minutes;
- 250m of a bus service running every 30mins (day) & hourly (evenings & Sunday); or
- 800m of a rail/ Metrolink station.

You may be required to provide a Travel Plan detailing measures to make the site more accessible, and as a result improve facilities for public transport including new or improved bus infrastructure (stops, lay-bys etc) where existing facilities are in poor condition or are located further than 400m from the site. You may also be required to contribute to Quality Partnerships where the site lies on an existing Quality Partnership route. Improvements to rail facilities or access to stations may also be appropriate where such facilities lie within 2km of the site.

If bus stops are to be provided (or moved) within the development they should be:

- Located to maximise their walking catchments;
- Located at natural focal points;
- Spaced at around 300-400m apart, taking account of density;
- Well lit; and
- Appropriately designed and laid out in accordance with GMPTE requirements.

GMPTE seek to avoid bus stops being moved, and should be contacted at the earliest opportunity if it is considered necessary to move the stop.

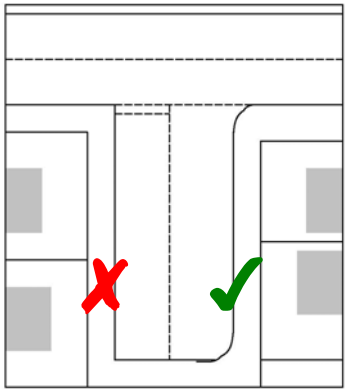
You should contact your Development Control Officer at pre-application stage to discuss public transport access requirements [see Annex 2 for contacts].

7.34 Access for all

All development should be designed to be accessible by disabled persons and responsive to the needs of wheelchair users in accordance with current standards. You will need to consider pavement width and gradients, along with the design and placement of street furniture, the design of surfaces, the treatment of road crossings, the use of dropped and raised kerbs, and access to dwellings. Access standards are now covered under Building Regulations. Information is available on the Council website (www.tameside.gov.uk/corpgen/new/bldregs.htm) or the Office of the Deputy Prime Minister website (www.odpm.gov.uk/buildingregs). Applications conforming to the 'Lifetime Homes' standards that ensure dwellings have suitable access for all are also welcomed.

7.35 Servicing

Public realm design must be compatible with efficient and effective service provision. Streets need to be designed for easy street cleansing, emergency vehicle access and refuse collection; with access routes between refuse storage and collection not being more than a 1:12 gradient or steps.



Streets should be designed for easy street cleansing *and avoid inaccessible corners*

7.36 Public Open Space Provision

You will be required to provide open space and facilities plus suitable maintenance contributions proportionate to the potential number of occupants within the housing development (exceptions are noted in UDP policy H5).

If you are not providing facilities on-site, the Council will seek a commuted sum in lieu of provision to improve surrounding local facilities or provide extra facilities off-site that will directly benefit the occupiers.





✓ **Overlooked open spaces providing a variety of functions** ✓

Variety in the type of open spaces provided is encouraged. Alternative forms of space provision could include nature reserves, woodland and habitat creation.

Space needs to be overlooked by adjoining dwellings, footpaths or minor roads.

Informal open space, for example, at the entrance to an estate can be an attractive feature, but careful consideration must be given to maintenance. Public open space should not be seen as an opportunity to use up unwanted, awkwardly shaped, located or small areas of land.

You should discuss the design of open spaces at an early stage with the Council and details should be agreed before a full or reserved matters approval is granted [see Annex 2 for contacts].



✗ **Open space that is not overlooked**



✗ **Unusable informal open space**

Further information on the appropriate provision of open space in residential developments will be contained within the Council's Supplementary Planning Document on Developer Contributions, which will be adopted by 2006. A Borough-wide Greenspace Strategy is also being prepared for adoption in 2006. This will look at the quality and quantity of existing space and identify where there are greenspace deficiencies to help plan where developer contributions will be invested.

7.37 Landscaping Schemes



✓ **Hard & Soft Landscaping**

You must submit a landscape scheme and details of future maintenance to ensure high quality landscaping throughout the development. Landscaping should be considered from the outset. Detailed proposals should include a full landscape scheme, and schemes comprising native species are looked on more favourably as native species enhance the Borough's wildlife value.

Sensitive landscaping is particularly important adjacent to major roads, rail and canals.

The landscaping scheme should show proposals for soft landscaping and hard landscaping, which includes street furniture, boundary treatment and the design and treatment of vehicle and pedestrian routes. In designing hard landscaping, the use of high quality materials is vital and schemes will

be expected to comprise treatment sensitive to, and as high quality as the proposed dwellings.

Suitable soft landscaping provision can be provided in higher density urban developments by creating habitats on walls, balconies, roof terraces and decks.

Structure landscaping may be required to be planted before development commences so as to mitigate the effects of site construction on the surrounding area.

In preparing a landscaping scheme, features such as trees and hedges should be surveyed and wherever possible retained. Dwellings should not be placed so close to trees so as to endanger their health or lead for calls for their felling on grounds that they unduly overshadow the new dwellings, and allowances should also be made for the growth of the canopy of mature trees and younger trees.

For detailed guidance on landscaping and trees please refer to Tameside's 'Guidance Note for Developers 1 - Landscaping of Development Sites'; 'Guidance Note for Developers 2 - Trees in Development'; and 'Guidance Note for Developers 3 - Protection of Trees'. The three Guidance Notes are to be replaced by the Trees, Landscaping and Development SPD which will be adopted in 2006.

Further requirements on detailing the public realm will be found in the Borough wide Public Realm Strategy SPD, due to be adopted in 2006.

7.38 Education & Community Facilities

Housing developments of 25 dwellings or more are required to contribute towards the provision of additional or extended facilities in proportion to the number of intended occupants, and you may be required to enter into a planning agreement to secure this provision.

Further detail on appropriate provisions will be contained within the Council's Supplementary Planning Document on Developer Contributions, which will be adopted by 2006.

[For relevant contacts at the Council see Annex 2]

7.4 Parking

7.41 Standards

Houses	Maximum Car Parking Spaces	Minimum Standard car parking provision for disabled people	Minimum standard cycle parking	Minimum standard motorcycle parking
At least 2 bedrooms outside town centres	2 per dwelling	No standard	No standard	No standard
Single bedroom dwellings and dwellings within town centres	1.25 per dwelling	No standard	No standard	No standard

Apartments/ Flats	Maximum Car Parking Spaces	Minimum Standard car parking provision for disabled people	Minimum standard cycle parking	Minimum standard motorcycle parking
At least 2 bedrooms outside town centres	2 per dwelling	At least 5% in communal parking	1 secure locker per 5 dwellings with a minimum of 2	Individual consideration
Single bedroom dwellings and dwellings within town centres	1.25 per dwelling	As above	As above	As above
Sheltered Housing	1 per 3 dwellings	10%	No standard	No standard

Car, disabled and cycle parking requirements are now set out in the Unitary Development Plan.

The standards represent the maximum number of parking spaces permitted per dwelling. The Council will discourage residential developments that result in higher levels of parking, particularly in urban areas where public transport is available or demand for car-free housing exists.

In addition to the above standards the Council will expect parking levels proposed to relate to the income and age of the anticipated occupants and to the household type and location, for example, fewer parking spaces will be required in elderly person schemes. Standards of parking provision and access to buildings are also covered by Building Regulations (www.tameside.gov.uk/corpgen/new/bldregs.htm).

In assessing applications to convert existing buildings the Council will consider the demand created by the previous use.

7.42 Location

Inconspicuous and secure parking layouts are welcomed.



✓ **In curtilage parking located at the side of dwellings**

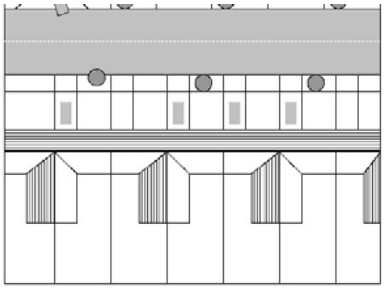


✓ **Discreetly located access to a parking court**

For security reasons parking areas should be well lit and located either within the curtilage of the dwelling, or in clear view of the property they serve.



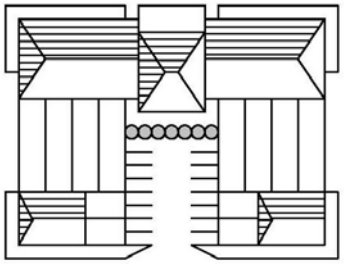
✓ **Parking in clear view of the properties it serves**



✗ **Parking in front gardens dominates the street-scene**

Parking provision should not dominate front garden areas, the street or impede pedestrians. Trees, lamp-posts or bollards should be used to ensure cars do not encroach onto the footway.

Parking should be designed as part of the public realm and incorporate landscaping features to minimise its impact on the street-scene, and large expanses of tarmac should be avoided. Landscaping however should not prevent spaces being easily overlooked.



✓ **Well overlooked parking court**

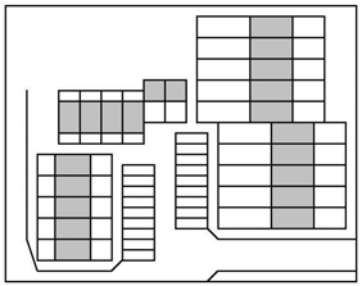


✗ **Large expanses of tarmac should be avoided**

Remote parking or garage courts will be discouraged because they often suffer from crime/vandalism.



✗ **Isolated garage courts are not well used**



✗ **Parking courts that are not overlooked suffer from crime**

7.5 Having Regard to the Character of the Local Area

Some recent housing development has been designed for 'anywhere' as opposed to 'somewhere'. Mass-produced standard designs have been built on thousands of sites around the country and single dwellings or pairs of semi-detached have been replaced with large-scale blocks of flats, sometimes so dense they represent over-development of the site. Such developments have often shown little regard to the local character.

The character of an area is made up from a number of elements, including:

- Townscape;
- Landscape;
- Detailed design; and
- Building materials.

Having regard to local character in designing layouts, landscaping/ open space, façade design and the scale and massing of the dwellings helps create developments that fit into the existing environment.

Successful schemes need not copy existing designs, but can be conceived as contemporary and innovative designs based on an analysis of area's townscape and landscape character and the application of basic urban design principles.

When analysing character and designing schemes you should consider:

- Proportions, scale, height and massing
- Materials/ construction methods
- Roof structure, and roof and cornice lines
- Fenestration
- Roles buildings play (e.g. landmark or terminal building)
- The building line
- Streets vertical and horizontal rhythms
- Arrangement of dwellings and public realm
- Landscape form and features

Careful consideration of layout is vital in integrating old and new developments, and the layouts should be based on good urban design principles.

Good practice - contemporary developments that respect the character of the local area:



Height, scale, building line, setback…



Proportions, roof structure, building line, fenestration…



Scale, massing, building line, regular fenestration pattern…



Vertical rhythm, fenestration, roof-line, detailing…



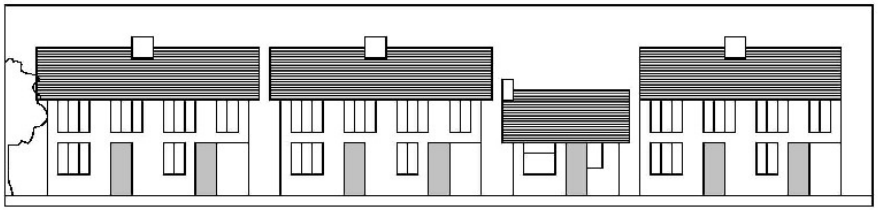
Landscape setting, scale, materials…



Materials, sensitivity but diversity in the roofscape…

Discouraged practice, for example, development that:

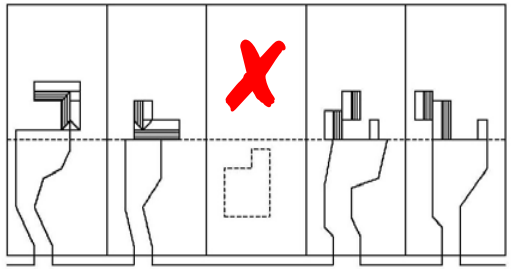
- Does not respect the height, scale and proportions of the area



- Is of a significantly larger height, scale or footprint



Inappropriate ***height,*** scale & car parking has replaced the front garden



- Does not respect the common building line

7.51 Enhancing Character

Where character is of questionable quality, new development can create or enhance character, particularly where the existing area comprises standard layouts that do not obey basic urban design principles.

Layouts and buildings that create landmark buildings at, for example, corner locations, signifying the entrance to a development or terminating a vista are supported.

You should explain any proposed creation or enhancement of the townscape or landscape character and its potential impact on the street-scene in the design statement.

7.52 Conservation areas, areas of landscape value, & buildings of historic or architectural value

The need to preserve and enhance the appearance of these assets will mean that your proposals must be in keeping with the density, height, scale, massing, detailing and landscaping of the existing area, including the use of sympathetic materials. Guidance on specific character areas of Tameside will be prepared and should be referred to when you are designing development within Conservation Areas.

The conversion or reuse of buildings of historic or architectural value must be undertaken sensitively with regard to preserving the building, setting or any features of special architectural or historic interest. [For Conservation contacts see Annex 2]



Landmark buildings surround an important cross roads



Higher buildings signify the entrance to a courtyard



Taller buildings emphasise each corner of this development

7.53 Backland Sites

When developing backland sites (land that lies behind existing properties), the form and layout of your proposals should respect the character of the surrounding area.

You should also consider residential amenity including privacy, garden space, light, parking and access, to minimise the impact on existing residents.

7.6 Respecting Privacy & Natural Light

It is essential to safeguard residential amenity within new developments and between new and existing dwellings.

It is important that habitable rooms (living rooms, dining rooms, kitchens, bedrooms and conservatories) and private gardens have a reasonable degree of daylight and freedom from overlooking. The following minimum distances are applicable to conventional layouts and between new and existing developments. These standards provide a rule of thumb for you and the Council.

Habitable room to habitable room	21 metres
	14 metres on street frontages
	14 metres between bungalows
Habitable room to blank wall	14 metres to two storey wall
	10 metres to single storey wall
	Reduction in distance may be permitted if the affected window is not the main source of natural light to the room
Steep slopes	1 metre extra for every 1 metre in height difference between facing buildings
3 or more stories	3 metres extra for every storey to a maximum 36 metres.
Infill sites	Variation of these guidelines may be acceptable on infill sites where existing spacing should be taken into account
Oblique overlooking	1 metre reduction in distance for every 10 degree reduction in angle from 90 degrees between facing buildings

In providing adequate privacy distances between dwellings you need to take account of local character. For unconventional situations an additional allowance may be required at the discretion of the Council.

You must erect walls/fences of at least 1.8 metres in height to the rear gardens of new dwellings to ensure a reasonable degree of privacy and security. It is also recommended that rear gardens back onto rear gardens to maximise privacy and the security of private space and the rear of the dwelling.

Rigid adherence to these standards can stifle creativity in design and result in uniformity of development. Therefore the Council encourages imaginative design solutions and in doing so may accept the need for a flexible approach to privacy distances between new dwellings within a development site, in particular.

Relaxed standards will be judged on a case-by-case basis. You must explain how an innovative design solution has been developed in the supporting design statement and pre-application discussions organised through the relevant Development Control Officer (see Annex 2) are strongly recommended.

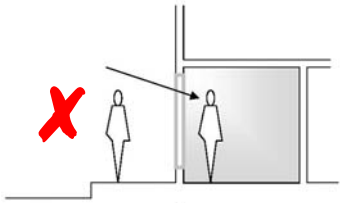
Solutions for helping you to create adequate privacy and natural light may include:

- Careful room arrangement and designing window sizes to relate to their use
- Exploiting the natural contours of the site
- Orientating buildings to create oblique views across the street
- Providing adequate screening
- Including set backs from the street which creates small front gardens
- Raising the floor level at ground floor

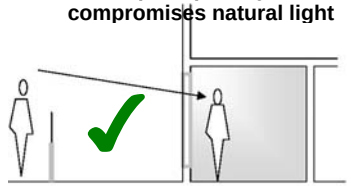


✓ **Providing a small setback & raised floor level allows for adequate privacy of some habitable rooms**

A large window allows for natural light but compromises privacy



A small window allows for adequate privacy but compromises natural light



A small setbacks allows for a large window size & natural light without compromising privacy

7.7 Detailing of a Scheme

When detailing your scheme many elements need consideration. Conditions will be used to ensure appropriate levels of control over detailing.



✓ **Detailing adds interest to the facade**



✓ **Bin storage should be located within a purpose built store**

You should consider the design and materials of the following details:

- Doors; windows; porches; roof structure; lighting; flues and vents; gutters; pipes and other rainwater detailing; balconies; garage doors; ironmongery and decorative features; flashings; doorways; thresholds; gardens and their enclosure; bin storage and storage of recycling; cycle storage; external lighting; meter boxes; service entries; inspection boxes; boundary treatment - walls, hedges, fences and gates; space for drying clothes

7.71 Refuse & Recycling Storage

The Council operates refuse collection and recycling services by means of 'Wheelie Bins' and you must ensure that there is space for these bins to be stored within the curtilage of the dwellings.

Enclosures should allow sufficient space for the location of 3 wheeled bins within properties without gardens and 4 wheeled bins where properties have gardens. These should be to the side or rear of the dwelling, or failing that, in a purpose built store at the front. Bin stores should, if located outside, be suitably screened from public view, living room windows and sitting out areas. They should not disadvantage adjacent properties by being located at the extremities of the site.

You must ensure it is possible for bins to be wheeled to the waste collection point (a maximum distance of 25m), and steep gradients (more than 1:12) and steps must be avoided on access routes.

In the case of flat developments of over 7 units, you are encouraged to install Eurobins for both refuse collection and recycling.

7.72 Building Regulations

Most developments will need to meet Building Regulation standards, which ensure the health and safety of people in and around buildings by providing functional requirements for building design and construction. The regulations also help make sure developments are accessible for all members of the community and promote energy efficiency in buildings This assessment is separate from planning permission, and a further application for Building Regulation Approval may be necessary. For advice you should contact the Council's Building Control Section (information is also available online at www.tameside.gov.uk/corpgen/new/bldregs.htm).

Applications conforming to the 'Lifetime Homes' standards that ensure dwellings have suitable access for all are also welcomed.

[For relevant contacts within the Council see the Annex 2]

ANNEX 1: EXTENDING YOUR HOME

1. INTRODUCTION

This guide is for householders who are considering extending their home. It explains the issues that the Council will consider when deciding your planning application, and therefore could help you avoid frustration during the planning process. We also hope that by considering these issues you will find that your extension adds greatest value to your home and your neighbourhood. For this reason, we think that even people considering an extension that does not need planning permission should read this guide.

Good design is important for many reasons. It not only determines the appearance of a building, but also how well it fits in with its surroundings, and how well it performs its intended function. Therefore, not only will a poorly designed extension be unpopular with the Planning Department and your neighbours, you too may be disappointed in years to come! Conversely, a well-designed extension will increase the value of your property, preserve the character of your neighbourhood and allow you to avoid the upheaval of moving home.

The guide is split into three sections. The first contains general advice relating to planning permission and the planning process. The second addresses environmental concerns, which are gaining prominence in all areas of life. The final section covers specific design issues. This section is divided according to types of extension, with the intention that you need only refer to the sections relevant to your proposal.

2. GUIDANCE FOR APPLICANTS

What type of extension do you need?

It is important that you choose the correct type of extension. This choice will depend upon your space requirements, the design and layout of your house and its relationship with neighbouring properties. Remember that there will be a limit on how much you can extend your home. This guide will give you a good idea of which extensions are likely to get planning permission. If yours is not one of them, it may be more realistic to consider moving to a larger home.

Do I need Planning Permission?

Not all extensions will need planning permission. The table below explains the general circumstances in which planning permission would be needed. For specific advice, you should discuss your plans with the Council's Development Control Section, who will be happy to assist.

Type of Development	**Planning permission required if… (figures refer to external volume)**
Extension	▪ The total extensions to the original house (including the proposal) exceed 50m³ for terraced properties and within Conservation Areas or 70m³ for other properties ▪ The extension is closer to a highway than the original house, unless the highway is more than 20m away ▪ The extension is higher than the original house ▪ The total extensions to the original house (including outbuildings) occupy more than half of the garden area ▪ Any part of the extension within 2m of the property boundary exceeds 4m in height ▪ *Remember, any outbuilding larger than 10m³ and within 5m of the house counts as an extension*
Roof	▪ The height of the roof exceeds the highest part of the existing roof ▪ The total extensions to the roof exceed 40m³ for terraced properties and 50m³ in

Type of Development	Planning permission required if… (figures refer to external volume)
	any other case ▪ The work includes an extension to a roof slope facing a highway ▪ The property is within a Conservation Area
Porch	▪ The porch is over 3m in height, has a floor area in excess of 3m² or is within 2m of a highway
Outbuilding	▪ The outbuilding is closer to a highway than the original house, unless the highway is more than 20m away ▪ The height of the outbuilding exceeds 4m with a ridged roof and 3m in any other case ▪ The total extensions to the original house (including outbuildings) occupy more than half of the garden area ▪ *Remember, any outbuilding larger than 10m³ and within 5m of the house counts as an extension*

Some properties, particularly those built more recently, have had their permitted development rights removed. Information on properties which do have more limited permitted development rights is available on the Council website (http://public.tameside.gov.uk/forms/permitdevindex.asp)

2.1 Building Regulations

Whether or not they need planning permission, most extensions will need to meet Building Regulation standards, which ensure the health and safety of people in and around buildings by providing functional requirements for building design and construction (check with Building Control for advice on your extension). The regulations also promote energy efficiency in buildings and contribute to meeting the needs of disabled people. This assessment is separate from planning permission, and a further application for Building Regulation Approval may be necessary. For advice you should contact the Council's Building Control Section, who will be happy to assist (see annex 2 for contact details). Alternatively, information is available on the Council's website (http://www.tameside.gov.uk/corpgen/new/bldregs.htm).

2.2 Submission Requirements

If you do need planning permission, you will have to submit a completed planning application form and a number of plans and drawings. The plans must make your proposals clear to anyone looking at them, including planning officers and members of the public. Freehand sketches will not be acceptable. All plans must be drawn to scale, and although you do not need to employ the services of a plan drawer, you may find it beneficial to do so. As a minimum, your submission should include:

- **A location plan**

This is an extract of an Ordnance Survey plan, with your property outlined in red (and any other land you own outlined in blue). The preferable scale for a household planning application is 1:1250.

- **A site plan**

This is a more detailed plan showing the relationship of your property to its immediate neighbours. This should also include the proposed site plan. Common scales are 1:100, 1:200 or 1:500.

- **Elevation drawings**

You should include elevation drawings of your house which make it clear what your extension will look like. These are usually scaled at 1:50 or 1:100.

- **Floor plans**

Showing the proposed internal layout, scaled at 1:50 or 1:100.

For a house extension you must include three copies of the application forms and all plans and drawings. Full details of the required information are provided in Annex 3 (checklists).

2.3 Project Planning

Building an extension will be a large undertaking and will require careful organisation. It is important that you allow sufficient time to acquire planning permission. From submission, it can take up to 8 weeks for a decision to be made. Therefore, don't arrange for your builders to be on site 4 weeks after submitting your application! Details of planning application fees are available on the Council website (www.tameside.gov.uk/strategicplanning/scalefees.htm). If the extension is needed for the benefit of a disabled person there is no fee.

2.4 Neighbours

You should discuss plans for an extension with your neighbours at the outset. This is a chance to address issues which could become significant obstacles later on. You should try to resolve any objections your neighbours have before submitting an application. This is especially important if their permission will be needed to carry out work on the party boundary.

3. USE OF RESOURCES

3.1 Sustainable Design & Construction

Sustainable development is the core principle underpinning planning in this country. We are all now aware that our actions have long-term consequences for the environment, and that we therefore have a responsibility to behave in a way which minimises our environmental 'footprint' in the future. When planning an extension, there are a number of ways you can make more sustainable choices:

- Materials – Choose materials which are durable, recyclable and environmentally friendly where possible.
- Orientation – Think about the direction your extension will face. If it is south facing large windows can let the sun in and reduce heating bills in the winter.
- Windows – Any replacement windows must meet current Building Regulations approved standards.

The Council has produced a Sustainable Design and Construction Guide, which is available on the Council's website at www.tameside.gov.uk/planning/susconsguide.htm. This is useful as a more detailed guide for people who want to build environmentally friendly extensions.

3.2 Trees

If there are trees in your garden you should give them consideration when planning your extension. If a tree would need to be removed you must first ensure that it is not protected by a Tree Preservation Order. The Council's Arboricultural Team will be able to advise you whether there are any TPOs nearby, and how this may affect your plans. Information on TPOs is also available on the Council website (www.tameside.gov.uk/tmbc/treelist.htm). You should also think about the relationship between trees you wish to keep and your extension. Will the growth of the trees affect any part of the extension (such as guttering)? Certain types of trees can also have an impact on building foundations. The Arboricultural Team will be able to advise you on these issues, too.

3.3 Contaminated Land Issues

The previous use of the land on which your house was built may have left some contamination behind, particularly if it was an industrial site. There are normally relatively straightforward means of addressing contamination issues during construction. However, if neglected at this stage, contamination can become a significant problem. The Council's pollution control section can be contacted for advice on any contaminated land issues in your area. It may be that measures to prevent potential problems can be incorporated into the design. Contaminated land issues are also now covered at the Building Regulations stage, and therefore it is sensible to address them at the earliest stage.

4. DESIGN & LAYOUT

4.1 General Principles

Certain design principles should be applied to all types of extension. These are:

Pay attention to property boundaries:

Extensions usually include elements which can extend beyond the line of the external wall – typically overhanging roof eaves and guttering. If your extension comes too close to the property boundary these will overhang your neighbour's land. To avoid this, allow for any overhanging features when planning the position of the extension.

Design in context:

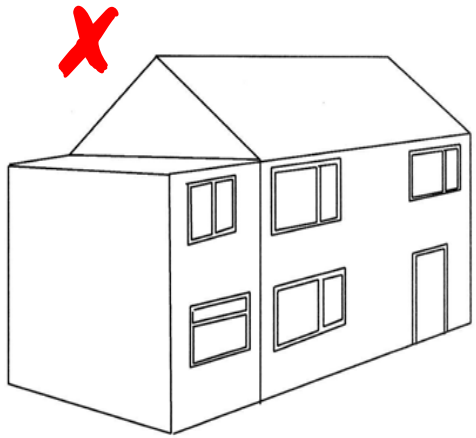
- **Any extension must maintain the architectural style of the house and surrounding properties**
  When designing your extension you should aim to create an extended house, rather than a house with an extension – the visual distinction between the old and new should be kept to a minimum. This can be achieved by ensuring that key features which characterise the original house are present in the extension. These include materials, roof shape and window and door style. Extensions which fail to take account of this principle will not be granted planning permission.

Protect neighbours from loss of privacy and light:

- **Extensions must not have an adverse effect on neighbours' amenity**
  Everyone has rights to a certain amount of privacy and light at home. Your extension should not result in the undue loss of either from neighbouring homes. The Council's judgement on whether a development is acceptable in this respect is based on the distance between new buildings and existing ones. The following table explains the minimum distances that the Council will seek when assessing <u>all</u> extensions.



- **Pitched roof to match**
- **Window position and design matches**
- **Set back**



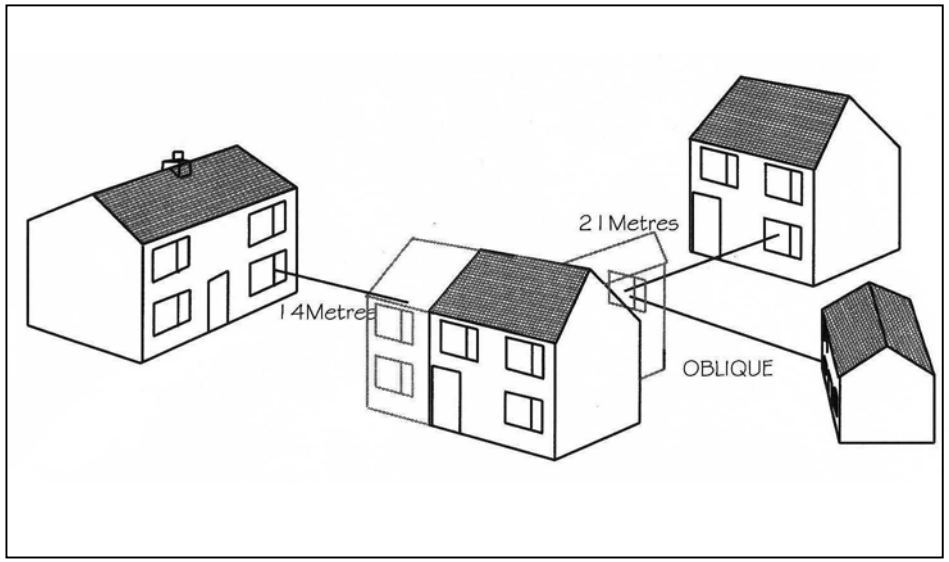
- **Flat roof**
- **Window position and design does not match**
- **Materials likely to clash without set back**



This side extension retains many of the architectural features that are found on the original house

Blank wall to blank wall	No minimum distance
Blank wall to neighbour's habitable room window	14m (reduction in distance may be permitted if the affected window is not the main source of natural light to the room)
Habitable room window to neighbour's habitable room window	21m
Habitable room window to neighbour's habitable room window – oblique relationship	1 metre reduction in distance for every 10 degree reduction in angle from 90 degrees between facing buildings

In cases which already fail to meet these standards, the Council will only permit a further reduction in distance where it can be demonstrated that doing so will have no detrimental impact on the neighbouring property.



4.2 Rear Extensions

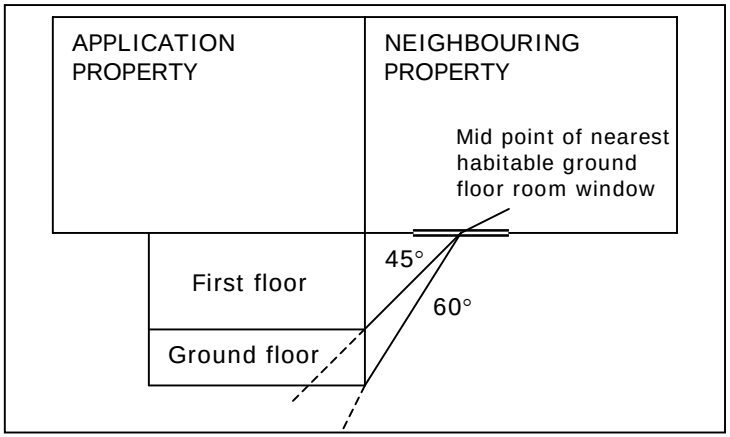
Although rear extensions are generally hidden from the street, they will be visible to neighbours and therefore it is important that the design is in keeping with the area.

- **Rear extensions must not take an excessive amount of light from neighbouring properties**
  Rear extensions can have a significant impact on adjacent property in terms of both overshadowing and privacy. To avoid this impact becoming unacceptable, the Council will limit the size of rear extensions. Two-storey extensions should not exceed a line drawn 45° from the neighbour's nearest habitable ground floor room window. For single-storey extensions, including conservatories, the line can be drawn at 60°.

  If a second storey is proposed on a ground floor extension, this must follow the 45° code irrespective of the size of the existing extension. In such cases, the transition from ground floor to first floor will need to be carefully designed.

  The effect of the 45° and 60° codes is that larger extensions are possible if they are set back from the property boundary.

  To protect neighbours' privacy, windows in the side of any rear extension must be glazed in frosted glass. This also applies to the side elevation of conservatories closest to the neighbouring property.



4.3 Side Extensions

Side extensions can have a prominent effect on the street scene and should therefore be designed with this context in mind. Any side extension should be in keeping with the design and scale of adjacent buildings (including the building to which it is attached).

- **Side extensions must not alter the character of the house**
  Two-storey side extensions which abut the property boundary should be set back at least 0.5m from the front of the house. This avoids a terracing effect (whereby semi-detached or detached houses look more like terraces), and also helps to minimise the contrast between old and new brickwork. For this reason, a smaller set back (a least a brick-depth) will be appropriate in cases where terracing is not a concern. If a first floor is planned on an existing ground floor which abuts the boundary it should also include a 1m setback.





Two examples of a setback on the first floor of a side extension

- **There must be continuity in the roof-design of a side extension**
  The roof of a side extension should be in the same style as the original house. Planning permission will not be granted for flat roof side extensions. Although side extensions may not require planning permission, this principle will be applied to those that do.



An extension that follows the roof design of the original house



This single storey side extension also reflects the roof shape of the original house

Bin Storage

- **Extensions must include provision for the storage of wheeled refuse bins**

Tameside MBC is keen to promote recycling, and this means that houses could have up to 4 refuse bins. These can be unsightly if left at the front of houses. Ideally, this problem is averted by storing bins at the rear of the property to be wheeled to the front only for collection. Providing adequate space is retained at the side to move a bin between the front and rear of the house, a side extension need not interfere with this arrangement. However, if a side extension comes so close to the boundary that this will not be possible, the extension should incorporate a bin store at the front. An example of a bin store is shown on the right.



Parking & Vehicular Access

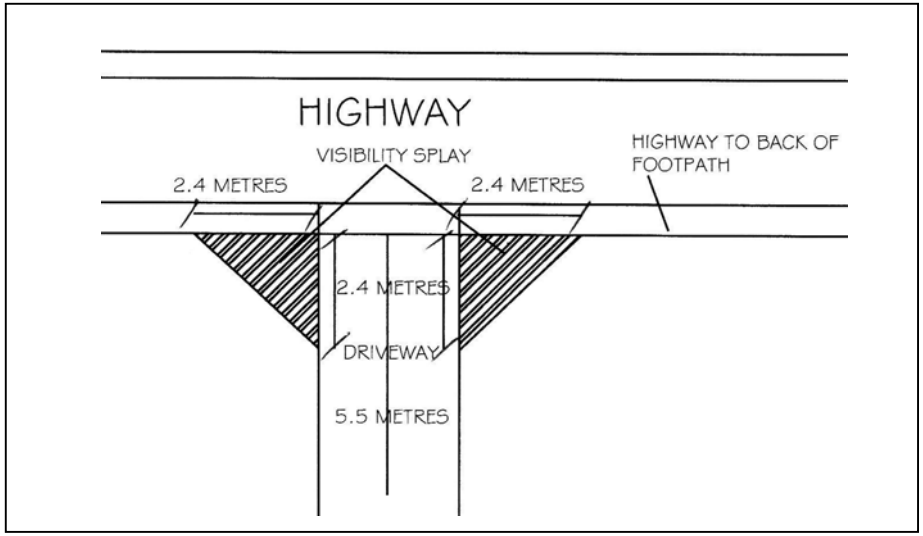
Side extensions can result in the loss of a parking space. As parking in residential locations becomes more difficult, off-street parking provision becomes more valuable, especially to future buyers. By including a garage in the ground floor you can retain (and even improve) off-street parking. However, you must provide 5.5m between the garage door and the pavement to ensure that the highway is not obstructed whilst the garage door is being opened. Single-storey garages should be designed according to the same standards as any other side extension. The internal dimensions of a garage should measure at least 4.8m by 3.1m.

- **The Council will resist proposals which will result in increased parking congestion on residential roads**

Recently constructed houses are often required to include two off-street parking spaces through a planning condition. The Council will be unwilling to relax this requirement in circumstances which could lead to unacceptable congestion on the street, especially where there are highway safety considerations.

- **The vehicular access to residential property should meet the Council's recognised highway safety standards**

You should ensure that any vehicular access to your property from the road maintains adequate levels of highway safety. It is especially important that drivers leaving your property can see, and be seen by, other road users. This is achieved by ensuring that areas either side of the access are kept clear of anything higher than 0.6m. These areas are called visibility splays, and are illustrated in the diagram below.

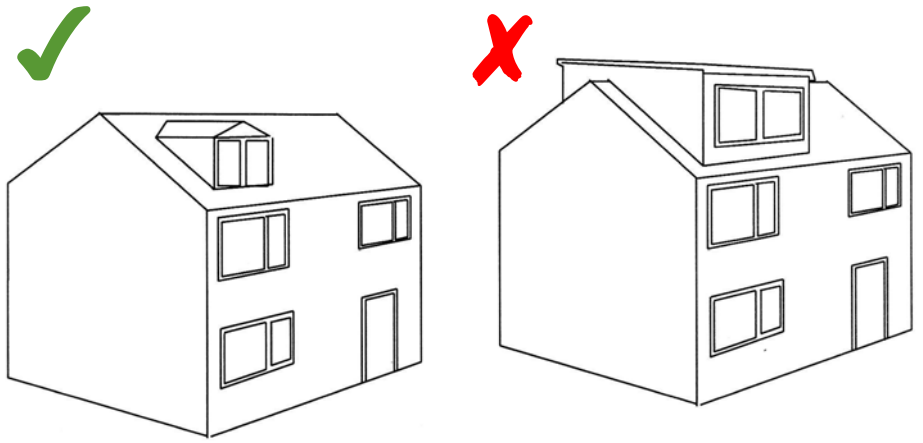


4.4 Roof Extensions

Roof space is often underused, and can be an opportunity to increase the living space in a house with minimum impact on the surrounding environment. Loft conversions themselves do not need planning permission, although they are covered by Building Regulations. If the purpose of an extension is to create more bedrooms, you should assess the option of a loft conversion before thinking about undertaking new building work.

Dormers

- **Dormers should not dominate the roof. They should be built in matching materials to the house**
  Dormers are preferably located at the rear of the property, a position in which they will rarely need planning permission (although you should get confirmation of this from the Planning Department before doing any work). If you wish to install dormers on the front of your house you should ensure that they do not dominate the roof. The design and size of a dormer should reflect the architectural style of your house and the surrounding neighbourhood. ***In most circumstances dormers that take up more than half the roof space will not be permitted, particularly on the front elevation.*** If you find it difficult to relate the design of the dormer to that of the original house, an alternative is to use other nearby dormers as a template. Rear dormers that do require planning permission will also be judged according to these principles.



This dormer complements the overall design and character of the house

Dormers that dominate the roof will not be permitted

4.5 Porches

- **Porches must not dramatically alter the appearance of the house**
  Front extensions fundamentally alter the appearance of a house and are therefore rarely acceptable. Exceptions can be made for a porch, providing it is modest in scale and reflects the style and materials of your house. It should also be in keeping with the appearance of the street. In some cases planning permission will not be necessary for a porch (see advice on page 20).



A porch which is designed to complement the original house

4.6 Walls & Fences

- **Visually prominent walls and fences must enhance the appearance of the street**

  Boundary walls and fences are an important way of creating privacy and security. In most cases walls and fences at the rear of your property will not need planning permission – providing they are not adjacent to a road they may be up to 2m high. However, fences and walls on road frontages have a significant effect on the appearance of the street, and will need planning permission if they are higher than 1m (and sometimes less, if controlled by a condition on a previous planning permission). Boundaries at the front of your property should be constructed in attractive and durable materials. Ideally, you should choose brick or stone which matches the house. If your neighbourhood has a distinctive style of boundary feature you should aim to harmonise with this. Wooden panel fences with concrete posts will be discouraged on road frontages. Walls or fences at the front of property should not be too high. This will promote natural surveillance and increase the security of your neighbourhood.



✓ **A brick wall creates an attractive and robust boundary**



✗ **Wooden panel and concrete post fencing is not appropriate on road frontages**

ANNEX 2: CONTACTS

If you wish to discuss the details of a proposed development you should begin your enquiries with the relevant Development Control Team. However, the other contacts listed here can offer specialist advice on a range of common planning issues.

ISSUE:	WEBSITE/EMAIL	TEL NO:
Development Control Area 1: Ashton, Droylsden & Audenshaw	www.tameside.gov.uk/planning planning@tameside.gov.uk	0161 342 3155
Development Control Area 2: Stalybridge, Mossley, Dukinfield & Longdendale	As above	0161 342 3330
Development Control Area 3: Denton & Hyde	As above	0161 342 3126
Contaminated Land	www.tameside.gov.uk/ehealth/contaminatedland/index.htm	0161 342 2691
Trees (& TPOs)	www.tameside.gov.uk/tmbc/treelist.htm planning.trees@tameside.gov.uk	0161 342 3133
Conservation & Listed Buildings	www.tameside.gov.uk/planning/index.html planning.conservation@tameside.gov.uk	0161 342 3118
Building Regulations	www.tameside.gov.uk/corpgen/new/bldregs.htm building.control@tameside.gov.uk	0161 342 2637 or 2638
Water Quality: United Utilities	www.unitedutilities.com	01925 234000
Designing Out Crime: GM Police Architectural Liaison Unit	www.gmp.police.uk	0161 856 5915

ANNEX 3: CHECKLISTS

Tameside Metropolitan Borough
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IMPORTANT ADVICE TO APPLICANTS AND AGENTS:

Planning Checklist – Is Your Application Valid?

In order to deal with your application quickly we need all the information asked for on the application form.

Your application will not be registered if relevant information is missing

Therefore please read and follow the application Guidance Notes. Then check and tick off those of the following that are relevant to your application:

- ☐ **Have you used the correct forms with at least one original?**
- ☐ **Is the development described fully and accurately in the forms?**
- ☐ **Are all forms signed and dated?**
- ☐ **Are all the relevant questions on the form answered fully and accurately?**
- ☐ **Is the correct Certificate signed and dated (and any necessary agricultural tenancy statement completed and dated)?**
- ☐ **Is the correct fee enclosed?**
- ☐ **Is there a clear, scaled location plan with the site identified, edged in red and the house numbers of all adjacent properties shown?**
- ☐ **Are you supplying good quality drawings which provide full information about site layout, internal arrangement and *all* elevations, both existing and proposed, and, where appropriate, a contextual drawing, eg, the street scene?**
- ☐ **Are all your drawings clearly marked with unique reference numbers?**
- ☐ **Do your drawings show existing vehicular and pedestrian access points, proposed access points, visibility spays and gradient and proposed access points, visibility splays and gradients and details of proposed vehicle and cycle parking and service areas?**
- ☐ **Do your drawings accurately show existing site levels and proposed floor and site levels?**
- ☐ **Do your drawings show trees and shrubs to be removed or retained and details of new landscaping including new trees and shrubs to be planted?**
- ☐ **Do your drawings show all new boundary treatments such as fences and walls, etc?**
- ☐ **Have you indicated clearly what building materials are to be used and where?**
- ☐ **Do your drawings indicate refuse storage and collection arrangements?**
- ☐ **Do your drawings show how disabled people will be accommodated?**
- ☐ **Have you identified any ecological features or wildlife habitats on your site and how your proposals intend to deal with them?**

☐ **If relevant, do you identify how the extraction of fumes and vapours is to be handled?**

☐ **If relevant, have you enclosed full details of acoustic treatments accompanied by justifications?**

☐ **Is there any evidence of ground contamination or landfill gas migration on your site and, if so, have you indicated how this will be dealt with?**

☐ **If your proposals involve illumination, have you provided details and shown how any impacts are to be mitigated, eg by use of cowls?**

☐ **Are there any features of archaeological importance on your site and, if so, how are these to be dealt with or recorded?**

☐ **IF YOU ARE PROPOSING A MAJOR DEVELOPMENT, HAVE YOU CHECKED WHETHER YOU NEED TO SUPPLY:**

- A Design Statement
- A Transport Assessment
- An Environmental Impact Assessment
- A Sustainability Statement
- A Consultation Statement
- An Access Statement
- A retail or leisure impact study
- Information about the economic and/or regeneration impact
- A Travel Plan
- A Flood Risk Assessment If the site is within a flood zone area?

☐ **If your proposals have an effect upon a Conservation Area, or on nearby historic buildings, including Listed Buildings, or street frontages of character, have you:**

- Supplied a statement as required by PPG15;
- Submitted applications for listed building or conservation area consent; &
- Supplied comprehensive two-dimensional visualisations of your proposals and their surroundings.

This list is not necessarily exhaustive and other points may be identified when your application is received.

If you need advice on any of these points, please contact a Development Control Officer who deals with your area (see Annex 2), he or she will be pleased to help. Details can also be found on the Council's website at *http://www.tameside.gov.uk/planning*

For 'major' applications the Council offers a development team approach. If you require further information or would like to arrange a pre-application meeting please ring 0161 342 3128.

Tameside Metropolitan Borough
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IMPORTANT ADVICE TO APPLICANTS & AGENTS:

Planning Checklist
Is Your Householder Application Valid?

In order to deal with your application quickly we need all the information asked for on the application form.

Your application will not be registered if relevant information is missing

Therefore please read and follow the application Guidance Notes. Then check and tick off those of the following that are relevant to your application:

- ☐ **Have you used the correct forms with at least one original?**
- ☐ **Is the development described fully and accurately in the forms?**
- ☐ **Are all forms signed and dated?**
- ☐ **Are all the relevant questions on the form answered fully and accurately?**
- ☐ **Is the correct Certificate signed and dated (and any necessary agricultural tenancy statement completed and dated)?**
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- ☐ **Are you supplying good quality drawings which provide full information about site layout, internal arrangements and *all* elevations, both existing and proposed, and , where appropriate, a contextual drawing, eg, the street scene**
- ☐ **Are all your drawings clearly marked with unique reference numbers?**
- ☐ **Do your drawings show existing vehicular and pedestrian access points, proposed access points, visibility splays and gradients and details of proposed vehicle parking areas?**
- ☐ **Do your drawings accurately show existing site levels and proposed floor and site levels?**
- ☐ **Do your drawings show trees and shrubs to be removed or retained and details of new landscaping including new trees and shrubs to be planted?**
- ☐ **Do your drawings show all new boundary treatments such as fences and walls, etc?**
- ☐ **Have you indicated clearly what building materials are to be used and where?**
- ☐ **Do your drawings indicate refuse storage and collection arrangements?**

This list is not necessarily exhaustive and other points may be identified when your application is received.

If you need advice on any of these points, please contact a Development Control Officer who deals with your area (see Annex 2), he or she will be pleased to help. Details can also be found on the Council's website at *http://www.tameside.gov.uk/planning*