



Harrogate

BOROUGH COUNCIL

Affordable Housing Supplementary Planning Document (SPD)



Adopted June 2021

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Introduction

- 1.1 The Harrogate District Local Plan 2014-2035 was adopted in 2020 and replaces the previous Harrogate District Local Plan 2001, 2004 Selective Alteration and Core Strategy 2009.
- 1.2 This document provides guidance to support the implementation of Local Plan Policy HS2: Affordable Housing, and expands on that provided in the National Planning Policy Guidance (NPPG) and the reasoned justification to Policy HS2. Reference is also made to other supporting policies in the adopted Local Plan which can be viewed online at www.harrogate.gov.uk/localplan

2 Policy Context

Policy Context

- 2.1** Ensuring good quality housing that meets the needs of local people, underpins the Local Plan vision and housing objectives, and is a key component of creating sustainable, quality neighbourhoods.
- 2.2** There will be a range of factors which influence demand for different sizes of homes and market and affordable housing over time, in particular demographic changes, housing affordability and wider economic performance.

Definition of Affordable Housing

- 2.3** The National Planning Policy Framework (NPPF) 2019 defines affordable housing as: housing for sale or rent, for those whose needs are not met by the market (including housing that provides a subsidised route to home ownership and/or is for essential local workers); and complies with one or more of the definitions contained in the NPPF of:
- a. Affordable housing for rent
 - b. Starter Homes
 - c. Discounted market sales housing
 - d. Other affordable routes to home ownership
- 2.4** Further detail is set out in the Glossary in Appendix 5.

Local Plan Policy

- 2.5** As set out above the current Local Plan is the Harrogate District Local Plan 2014-2035 which was adopted in 2020. The adopted policies include Policy HS2: Affordable Housing.

Policy HS2: Affordable Housing

The Council will require 40% affordable housing on all qualifying greenfield developments including mixed use schemes, and 30% on all qualifying brownfield developments including mixed use schemes and conversions, subject to viability and the demonstration of need for affordable housing. Qualifying sites are those sites which fall within the following thresholds.⁽¹⁾

On all developments comprising 10 or more dwellings, or where the site has an area of 0.5 hectares, on-site provision will be expected. In exceptional circumstances off-site provision or a commuted sum in lieu of on-site provision may be acceptable.

On developments comprising six to nine dwellings in areas designated as rural areas under Section 157(1) of the Housing Act 1985 (as shown on Map 11.2), a financial contribution for the provision of affordable dwellings as a commuted sum will be sought unless the developer makes on-site provision.

The final tenure mix of the affordable housing on individual sites will be determined through negotiation taking account of up-to-date assessments and the characteristics of the area.

The affordable homes should be distributed across the development and integrated with the scheme design and layout such that they are indistinguishable from the market housing on the same site.

¹ See NPPF glossary for definitions of 'affordable housing', 'greenfield' and for definition of brownfield see glossary under 'previously-developed land'

Policy Context 2

Planning permission will be refused for development proposals where it appears that a larger site has been deliberately sub-divided into smaller development parcels in order to avoid the requirements of this policy.

Where a development proposal does not meet the above requirements the applicant will be required to provide evidence to support this, including, where appropriate, the submission of a development appraisal.

Subject to site suitability affordable dwellings should be built to be accessible and adaptable homes, and within this 10% should be built as wheelchair accessible homes. ⁽²⁾

Table 2.1

- 2.6** The 2018 Housing and Economic Needs Assessment (HEDNA) sets out the housing need for the Harrogate District, and identifies the affordable housing need for the District. The HEDNA is published on the Council's website www.harrogate.gov.uk
- 2.7** The HEDNA indicates there are high levels of need for affordable housing in Harrogate District, with an identified need of 4,400 affordable homes in the period from 2014-2035.

2 Accessible and adaptable homes are those that meet requirements of M4(2) Category 2: Accessible and adaptable buildings and wheelchair accessible homes are those that meet the requirements of M4(3) (b) of The Building Regulations (2010), Approved Document M: access to and use of buildings (2015 edition incorporating 2016 amendments for use in England), or any subsequent comparable standard set nationally.

3 Approach to Affordable Housing Calculation

Approach to Affordable Housing Calculation

- 3.1** In line with Policy HS2, the Council will require 40% affordable housing on all qualifying greenfield developments, including mixed use schemes, and 30% on all qualifying brownfield developments, including mixed use schemes and conversions, subject to viability and the demonstration of the need for affordable housing. Qualifying sites are those sites which fall within the following thresholds: ⁽³⁾
- 3.2** On all developments comprising 10 or more dwellings, or where the site has an area of 0.5 hectares or above, on-site provision will be expected. In exceptional circumstances off-site provision or a commuted sum in lieu of on-site provision may be acceptable.
- 3.3** On developments comprising six to nine dwellings in areas designated as rural areas under Section 157(1) of the Housing Act 1985 (as shown on Map 11.2 available to view on the Council's website www.harrogate.gov.uk/localplan Policies Map - District and Designated Rural Area), a financial contribution for the provision of affordable dwellings as a commuted sum will be sought unless the developer makes on-site provision.
- 3.4** The affordable housing targets apply to the gross number of dwellings proposed. Buildings to be converted, redeveloped or replaced will therefore be included but existing dwellings proposed to be retained, refurbished or extended will be excluded from the calculation.
- 3.5** The Council will calculate the affordable housing requirement based on the gross developable area (in hectares) of the red-edged site boundary on a planning application. The gross developable area will exclude major distributor roads and existing private driveways.
- 3.6** The gross developable area will include access roads within the site, car parking areas serving the development, children's play areas and other areas of open space and landscape areas. In mixed developments incorporating other non-residential uses the area will be measured around the housing site and its access roads.
- 3.7** To avoid the site being sub-divided, the affordable housing target will be based on the number of homes on the composite or naturally-defined area. Planning applications for development which forms part of a more substantial proposed development, on the same or adjoining land will be treated as an application for the whole development. This also applies if the development is proposed in phases, with later phases having to fulfil affordable housing requirements from previous phases, if this has not been adequately provided for.
- 3.8** On-site affordable housing is based on either 40% or 30% depending on whether the site is a greenfield or brownfield site with number of units rounded (natural rounding conventions apply).

³ See NPPF Glossary in Appendix 5 for definitions of 'affordable housing', 'greenfield' and for definition of brownfield see glossary under 'previously-developed land'

Delivering Affordable Housing 4

Delivering Affordable Housing

- 4.1** The Council currently works with preferred partner Registered Providers (RPs) for the management and delivery of all new affordable housing developments in the District and regularly engages with them and monitors their performance. In Harrogate, a panel of RPs, (which includes the Council) is used to match one partner RP to each development for the transfer of affordable housing at approved prices. In addition, affordable housing may be delivered by Community Housing Trusts.
- 4.2** This will ensure an even spread of opportunity between partners, whilst having regard to stockholdings and financial capacity. Developers should contact the Council's Housing Team, ⁽⁴⁾ to discuss the most appropriate RP partner or other affordable housing providers operating under equivalent arrangements for their developments. On occasion, the Council, which is also an RP, may deliver the affordable homes itself.
- 4.3** It is expected that most affordable homes will be delivered in partnership with a RP. This is because RPs are regulated by Homes England and have satisfied the Government's regulatory requirements for the provision and management of affordable housing.
- 4.4** Affordable housing will be secured by 106 obligations. Applicant's usually sign a S106 agreement for affordable housing at full or reserved matters stage. This is the Council's preferred approach to ensure affordable housing provision reflects policy and evidence available at that point in time. A S106 template is available to view during the pre-application enquiry process.

4 Jenny Kerfoot Executive Officer Housing Management can be contacted via telephone or email see Section 18. Contacts

5 Affordable Housing Transfer Prices

Affordable Housing Transfer Prices

- 5.1** Following consultation with its partner RPs and Homes England, the Council has established local transfer prices for affordable housing. These are the sums that RPs will pay to developers for the affordable homes they provide, and informed the 2016 Whole Plan Viability Assessment, part of the Council's Local Plan evidence base, which, in turn, informed the Council's affordable housing requirements and was considered by the Planning Inspector at the Examination in Public, where the Local Plan was found to be sound.
- 5.2** Irrespective of tenure, a nominated RP (or on occasion, the Council) will purchase completed homes from the developer at transfer prices which are reviewed and agreed periodically in consultation with RPs and Homes England. Transfer prices are set to ensure that the new homes are affordable to those in housing need and are derived from house price and affordability data contained within the HEDNA.
- 5.3** The HEDNA assesses the need for affordable housing. The analysis within the HEDNA focused on affordable rented housing and calculates an overall need for 4,400 units over the 21 years to 2035 across the District, equating to 208 units per annum.
- 5.4** As set out above, the current Transfer Prices fed into the Council's Whole Plan Viability Assessment (September 2016) at the time of Policy preparation. The current Transfer Prices are as follows; the flat rate of £1100 per sqm will apply to all agreed property sizes up to a maximum of 93sqm for a two-storey 3-bedroom property or 106sqm for a two-storey 4-bedroom property. Where affordable flats are delivered, the transfer price is £1050p sqm GIA (not including common parts). The lower prices reflects the purchaser's liability for service charges. The Whole Plan Viability Assessment can be viewed online on the Council's website www.harrogate.gov.uk

Management Charges 6

Management Charges

- 6.1** All management charges would need to be apportioned fairly between the dwellings based on their relative size. Management charges should be apportioned as set out below:

Apportionment of management charges

The management company contribution applicable to each individual dwelling = $A/B \times C$

Where:

A = Gross internal floor space area of the individual unit (m²)

B = Total gross internal floor space of all dwellings (m²)

C = Total management fee applicable to all dwellings

Table 6.1

7 Accessible and Adaptable Requirements

Accessible and Adaptable Requirements

- 7.1** To support the ageing population and the specific needs of people with mobility issues, Local Plan Policy HS2: Affordable Housing requires **all** affordable homes to be built as accessible and adaptable homes.
- 7.2** Accessible and adaptable homes are those that meet requirements of M4(2) Category 2: Accessible and adaptable buildings of The Building Regulations (2010), Approved Document M: access to and use of buildings (2015 edition incorporating 2016 amendments for use in England), or any subsequent comparable standard set nationally.
- 7.3** The evidence from the HEDNA also indicates that over the plan period there will be an increasing need for housing to be wheelchair adaptable and accessible as the number of people with disabilities is expected to increase substantially. Therefore within the affordable homes provided, 10% should be built out as wheelchair accessible homes.
- 7.4** Wheelchair accessible homes are those that meet the requirements of M4(3) Category 3: Wheelchair user dwellings. Full details are set out in Approved Document M of the Building Regulation 2010 which is available to view online at www.gov.uk
- 7.5** The Council will take account of site-specific factors, e.g. site topography and other circumstances which may make a specific site less suitable for M4(2) and M4(3) compliant dwellings. Evidence of site suitability and/or whether it would render development unviable will be required in determining whether these requirements should apply. The Council will specify which category should be delivered on site. Pre-application discussion, with the Council's Housing team, based on site suitability and localised need is recommended prior to the submission of an application.
- 7.6** The accessible and adaptable standards will be secured via condition; suggested condition wording can be found in Appendix A - Planning Conditions.
- 7.7** This SPD refers to affordable housing only; Policy HS1 Mix and Density refers to accessible and adaptable market dwellings.

Types of Accommodation 8

Types of Accommodation

- 8.1** This section looks at care and retirement accommodation, rural workers' dwellings, park homes, service family accommodation and permanent self-catering accommodation.

Care and Retirement Accommodation

- 8.2** Institutional care homes and nursing homes fall within Use Class C2 (Residential Institutions) of the Town and Country Planning (Use Classes) Order 1987 (as amended) and are not subject to affordable housing provisions.
- 8.3** However, sheltered and retirement housing, including self-contained apartments linked to care (e.g. Extra Care or Assisted Living) fall within Use Class C3 (Dwelling houses) and as such will be expected to provide 40% affordable housing on greenfield developments, including mixed use schemes, or 30% on qualifying brownfield developments, including mixed use schemes and conversions, subject to viability.
- 8.4** In the case of self-contained apartments linked to Extra Care provision, the affordable housing target will generally be met by way of a financial contribution. In exceptional circumstances there may be instances where on-site provision would contribute to or meet the affordable housing target.
- 8.5** The NPPG, in asking 'How does the use classes order apply to specialist housing for older people?' ⁽⁵⁾ advises " *It is for the local planning authority to consider into which class a particular development may fall. When determining whether a development for specialist housing for older people falls within C2 (Residential Institutions) or C3 (Dwellinghouse) of the Use Classes Order, consideration could, for example, be given to the level of care and scale of communal facilities provided.*"
- 8.6** It is therefore important that early pre-application discussions take place between the developer of the specialist housing development for older people and the Council to determine whether the proposal is considered to fall within Use Class C3 (dwellinghouse) and therefore expected to make contributions to affordable housing, either on or off-site, in accordance with local plan policy. An application will need to set out which Use Class(es) the accommodation proposed falls within.

Rural Workers' Dwellings, Park Homes, Service Family Accommodation and Permanent Self-Catering Accommodation

- 8.7** Proposals for rural workers dwellings', park homes, service family accommodation and permanent self-catering accommodation which are capable of normal residential use ⁽⁶⁾ will be treated as applications for dwellings and provision of affordable housing will therefore be required in accordance with local plan policy.
- 8.8** Where applications for tied accommodation, such as Service Family Accommodation are proposed, applications will be considered on their own merits on a case by case basis and pre-application advice is encouraged.

5 NPPG paragraph 014 Reference ID: 63-014-20090626 Revision date: 26 June 2019

6 Normal residential use means that there are no physical reasons why the property cannot be occupied as a normal residential dwelling

9 Distribution of Affordable Housing Units

Distribution of Affordable Housing Units

- 9.1** The nature and size of a proposed development will influence the distribution of affordable units within the site. However, as a general rule, affordable homes should be spread throughout developments, rather than being concentrated into distinct areas, in order to avoid segregation and to promote integrated and sustainable communities.
- 9.2** On all sites affordable housing should be distributed throughout a development, on small sites this could be in small groups or clusters, typically of 4 to 8 units. In larger schemes where more than 100 dwellings are proposed slightly larger clusters, of up to 12 units, may be appropriate, dependent on design and location factors and an appropriate housing mix within the clusters. 100% affordable housing cul-de-sacs are not acceptable. Cul-de-sacs should always contain a mix of market and affordable homes.
- 9.3** In order to promote mixed and sustainable communities but also in recognition of the Plan's evidence base and the Objectively Assessed Need (OAN) which informs the need to deliver market and affordable housing, the preference will be for mixed communities.
- 9.4** Pre-application discussion with the Housing team is recommended prior to the submission of an application.

Design Requirements 10

Design Requirements

- 10.1** The Government published its National Design Guide in October 2019 (which was updated in January 2021) and the Council expects all development, including affordable housing, to reflect the principles set down in that document. The Design Guide expects all new homes to enhance the quality of life for their occupants and requires all homes to be efficient and cost effective to run. New homes must provide a good standard and quality of internal space.
- 10.2** The National Design Guide states that well-designed homes provide good quality internal and external environments for their occupants, and are efficient and cost effective to run, helping to reduce greenhouse gas emissions by incorporating features that encourage sustainable lifestyles. Well-designed homes maximise natural ventilation, avoid overheating, minimise sound pollution and have good air quality, with a good standard and quality of internal space. This includes room sizes, floor-to-ceiling heights, internal and external storage, sunlight, daylight and ventilation.
- 10.3** The Council expects affordable housing to be built to a high standard of design. In the interests of delivering sustainable, inclusive and mixed communities, the affordable homes must be indistinguishable from the open market housing particularly in terms of style, materials, finish and quality of specification; including boundary treatments and hard surfaces e.g. in curtilage parking spaces.
- 10.4** In order to ensure that affordable homes are indistinct from market homes , the Council will only accept affordable terraces where there are market terraces and will want to see market semi-detached properties, not just affordable semi-detached homes.
- 10.5** Minimum space standards ensure that households have decent housing with sufficient room to live, which is particularly important when every bedroom is expected to be used as such as is the case with affordable rented housing. The Council has adopted the Government's Nationally Described Space Standard (NDSS) through the Local Plan (Policy HS5: Space Standards) and this standard is to be regarded as a minimum; in certain circumstances (for example, 1-bed flats) the Council may continue to expect a higher space standard in certain circumstances in order to ensure a good standard of living.
- 10.6** All proposals must show how the space standard is being met, including the built-in storage, and be identified on the house type layouts.
- 10.7** The Council's specification for affordable homes and the NDSS are set out in Appendix B Council's Agreed Specification for Affordable Homes.

11 Affordable Housing Need

Local Affordable Housing Need

- 11.1** Policy HS2 reads; 'The final tenure mix of the affordable housing on individual sites will be determined through negotiation taking account of up-to-date assessments and the characteristics of the area'. The HEDNA provides an estimate of the proportion of homes of different sizes that are needed at a District-wide level and sets out a suggested mix of affordable properties that should be sought. The conclusions informing the suggested affordable mix recognise the role which the delivery of larger family homes can play in releasing a supply of smaller properties for other households; together with the limited flexibility which one-bed properties offer to changing household circumstances which feed through into higher turnover and management issues.
- 11.2** The need for affordable homes of different sizes will vary by area (at a more localised) level and over time. In considering the mix of homes to be provided within specific development schemes, the suggested mix identified in the HEDNA should form the starting point and this information should be brought together with details of households currently on the Housing Register in the local area, the stock and turnover of existing properties. ⁽⁷⁾ Affordable housing mix should be discussed with the Council's Housing team as part of pre-application discussions prior to the submission of a planning application.
- 11.3** When looking at affordable housing tenure and the different types of affordable homes ⁽⁸⁾, the HEDNA indicates that an appropriate rent/sale split would be 70%/30% in favour of rented housing.

7 HEDNA May 2018 Para. 10.41

8 Glossary in Appendix E

Rural Exception Sites and Entry Level Exception Sites 12

Rural Exception Sites and Entry Level Exception Sites

12.1 This section looks at both Rural Exception Sites and Entry Level Exception Sites

Rural Exception Sites

12.2 The NPPF defines rural exception sites as; small sites used for affordable housing in perpetuity where sites would not normally be used for housing. Rural exception sites seek to address the needs of the local community by accommodating households who are either current or past residents or have an existing family or employment connection. A proportion of market homes may be allowed on the site at the local planning authority's discretion, for example where essential to enable the delivery of affordable units without grant funding.

12.3 The Council does not have a specific policy regarding rural exception sites, however NPPF paragraph 77, states local planning authorities should support opportunities to bring forward rural exception sites which will provide affordable housing to meet identified local needs.

12.4 Consultation with the Parish Council and the involvement of a nominated RP will be required from the outset as well as evidence of local housing need.

Entry Level Exception Sites

12.5 Entry -level exception sites are defined in the NPPF as; a site that provides entry-level homes suitable for first time buyers (or equivalent, for those looking to rent) in line with paragraph 71 of the NPPF.

12.6 Again, the Council does not have a specific policy regarding entry-level exception sites, however NPPF paragraph 71 states local planning authorities should support the development of entry-level exception sites, suitable for first time buyers (or those looking to rent their first home), unless the need for such homes is already being met within the authority's area. ,

12.7 Any proposal brought forward as a rural exception site, entry-level exception site or similar would need to be carefully considered to assess whether the development is justified.

12.8 It is a requirement that any proposals are discussed with the Council's Housing team and are subject to a pre-application enquiry prior to the submission of a planning application.

13 Commuted Sums

Commuted Sums

- 13.1** Local Plan Policy HS2 expects on-site provision of affordable housing on all developments comprising of 10 or more dwellings, or where the site has an area of 0.5 hectares or more. In exceptional circumstances off-site provision or a commuted sum in lieu of on-site provision may be acceptable.
- 13.2** On developments comprising six to nine dwellings in areas designated as rural areas under Section 157(1) of the Housing Act 1985 (as shown on the Designated Rural Areas map in the Harrogate District Local Plan 2014-2035), a financial contribution for the provision of affordable dwellings as a commuted sum will be sought unless the developer makes on-site provision.
- 13.3** Where a commuted sum is sought this will be broadly equivalent to providing either 40% or 30% (depending on whether the application site is greenfield or brownfield land) of the total number of dwellings as affordable. In exceptional circumstances, and where it can be robustly justified, it may be appropriate to take a financial contribution on sites above the on-site threshold where doing so would meet wider planning or housing objectives. For example, on flatted schemes where management arrangements may make on-site affordable housing more expensive through the application of service charges. All financial contributions received will be ring fenced and used to provide affordable housing by the Council itself or its RP partners.
- 13.4** The sum due will be based on the difference between the market value of dwellings being built on the site and the value of affordable housing (according to current transfer prices). Where a commuted sum is payable but the full amount of affordable housing is not viable, what surplus is available will be payable in its entirety as the affordable housing contribution.
- 13.5** Commuted sums will be used to deliver affordable housing anywhere in the District and improve or make more effective use of the existing housing stock for affordable housing purposes.
- 13.6** The methodology for calculating commuted sums is set out at Appendix 3 - Commuted Sums.

Financial Viability 14

Financial Viability

- 14.1** In 2016, the Council commissioned HDH Planning & Development Ltd (HDH) to carry out a Whole Plan Viability Assessment to consider the impact that various levels of affordable housing would have on the deliverability of residential developments in different parts of the District. Following this the Plan Viability Update and CIL Viability Assessment was published in January 2019.
- 14.2** This work, which incorporated the transfer values above, has informed the setting of affordable housing targets and thresholds. The HDH study noted that the Council was achieving 40% on most sites (greenfield and brownfield). However, it recommended adopting a two-tier approach with different requirements on brownfield and greenfield sites.
- 14.3** As a result, the Council has adopted targets of 40% and 30% affordable housing on greenfield sites and brownfield sites respectively. The Council expects that these targets will be achieved on the vast majority of sites.
- 14.4** Where, however, an applicant considers that the viability of a scheme is compromised, they will need to submit a Development Appraisal / Viability Assessment to the Council; the appraisal must submit details of all known costs, current site value and projected validations. The onus is on the developer to demonstrate why a site should not include provision in line with the Council's targets.
- 14.5** In line with the guidance in the NPPG ⁽⁹⁾ any viability assessment should be prepared on the basis that it will be made publicly available (other than in very exceptional circumstances). Where financial information is required to be kept confidential, a detailed financial executive summary will be required to be made publicly available in the interests of openness.
- 14.6** The price paid for land is not a relevant justification for failing to accord with relevant policies in the plan. Landowners and site purchasers should consider this when agreeing land transactions. In accordance with the NPPF all viability assessments should be prepared in line with National Planning Guidance and will be made publicly available.
- 14.7** The assessment of Viability Development Appraisals submitted will be subject to a chargeable fee, further information is set out in Appendix D - Development Appraisals and on the Council's website www.harrogate.gov.uk

15 Vacant Building Credit

Vacant Building Credit

- 15.1** The Government introduced Vacant Building Credit (VBC) to incentivise brownfield development, including the reuse or redevelopment of empty and redundant buildings ⁽¹⁰⁾. The NPPF ⁽¹¹⁾ and NPPG ⁽¹²⁾ make it clear that this does not apply to vacant buildings which have been abandoned.
- 15.2** In line with the guidance in NPPG evidence will be required to demonstrate that the building has not been abandoned or made vacant for the sole purposes of redevelopment. The applicant will need to produce evidence to show condition of the property, periods of non-use, whether there have been any intervening uses and evidence of the owners intention, by factors such as; dates of use; efforts at marketing ⁽¹³⁾
- 15.3** The Council already incentivises brownfield development by requiring a lower amount of affordable housing than on greenfield sites.
- 15.4** Where VBC is to be sought the applicant will need to submit a plan identifying the buildings which VBC applies and supporting information as set out in the NPPG ⁽¹⁴⁾ for consideration.

10 NPPG Paragraph: 026 Reference ID: 23b-026-20190315 Revision Date 15 03 2019

11 NPPF Paragraph 63

12 NPPG Paragraph: 026 Reference ID: 23b-026-20190315 Revision Date 15 03 2019

13 NPPG Paragraph: 028 Reference ID: 23b-028-20190315 Revision Date 15 03 2019

14 NPPG Paragraph: 026 Reference ID: 23b-026-20190315 Revision date: 15 03 2019 to Paragraph: 28 Reference ID: 23b-028-20190315 Revision date: 15 03 2019

Planning Applications 16

Planning Applications

- 16.1** For all planning applications, the location and number of affordable homes/plots and their associated parking areas should be clearly specified on layout plans, along with the location and number of 'adaptable and accessible homes' and 'wheelchair accessible homes'.
- 16.2** At Reserved Matters/Full application stage, details of the size and number of bedrooms within each dwelling should also be clearly marked up and different colours used to identify the different house types. Individual unit layout plans must also be supplied clearly showing how they meet the NDSS, 'accessible and adaptable homes' and/or 'wheelchair accessible homes' as set out above and required by Policies HS1, HS2 and HS5.
- 16.3** Applicants should contact the Council's Housing team at the pre-application stage to discuss and agree the type, size, mix, tenure and integration of affordable housing on the proposed development. This is important, because, once the statutory period for deciding the application has started, there is unlikely to be sufficient time to negotiate affordable housing requirements.
- 16.4** Applicants are urged to take the opportunities offered to engage in pre-application discussions with both the Housing and Development Management teams, as insufficient attention to affordable housing requirements is likely to result in a refusal of planning permission. This is a necessary part of the pre-application process. Full details of the Council's pre-application enquiry service is available to view online at www.harrogate.gov.uk/planningapplications

17 Contacts

	Planning Policy	Housing Jenny Kerfoot Executive Officer Housing Growth	Development Management
Telephone	01423 500600		
Address	Civic Centre PO Box 787 Harrogate HG1 9RW		
Website	www.harrogate.gov.uk		
Email	planningpolicy@harrogate.gov.uk	affordablehousing@harrogate.gov.uk	dmst@harrogate.gov.uk

Table 17.1

Appendices

1 Appendix A - Planning Conditions

Appendix A - Planning Conditions

This section sets out draft condition wording

For outline permissions

The development shall not begin until a scheme for the provision of affordable housing has been submitted to and approved in writing by the local planning authority. The development shall be carried out in accordance with the approved scheme. Affordable housing shall meet the definition of affordable housing in the NPPF or any future guidance that replaces it. The scheme shall include:

- I. the numbers, type, tenure and location on the site of the affordable housing provision to be made which shall consist of not less than 40% (30% on brownfield sites) of housing units;
- II. the timing of the construction of the affordable housing and its phasing in relation to the occupancy of the market housing;
- III. the arrangements for the transfer of the affordable housing to an affordable housing provider [or the management of the affordable housing] (if no Registered Provider involved);
- IV. the arrangements to ensure that such provision is affordable for both first and subsequent occupiers of the affordable housing; and
- V. the occupancy criteria to be used for determining the identity of occupiers of the affordable housing and the means by which such occupancy criteria shall be enforced.

For accessible and adaptable homes required under HS1 and HS2

No development shall take place until drawings illustrating that the dwelling(s) hereby permitted complies with Building Regulation (M4(2) 'accessible and adaptable dwellings' have been submitted to and approved in writing by the Local Planning Authority. The approved details shall be fully implemented prior to the occupation of the building. ⁽¹⁵⁾

For wheelchair user dwellings

No development shall take place until drawings illustrating that the dwelling(s) hereby permitted complies with Building Regulation requirement M4(3) 'wheelchair user dwellings' have been submitted to and approved in writing by the Local Planning Authority. The approved details shall be fully implemented prior to the occupation of the building. ⁽¹⁶⁾

15 Wording taken from Appeal APP/E5330/W/18/3215289'17 Wrottesley Rd, Plumstead, London, SE18 3EW

16 Wording adapted from the appeal wording for accessible and adaptable dwellings as above

Appendix B - Council's Agreed Specification for Affordable Homes 2

Appendix B - Council's Agreed Specification for Affordable Homes

All applications for dwellings will be considered against the policies in the Local Plan. Climate Change Policy CC4 Sustainable Design requires all developments to be designed to reduce both the extent and the impacts of climate change.

In addition, all affordable homes need private external space. Where flats are provided, they should have balconies with a pleasant aspect and private or communal areas for clothes drying and bin storage as well as recreation.

Houses, including 1-bedroom houses, must always be provided with private rear gardens as well as areas for bin storage. Flats will, as a general rule, only be acceptable where the market units include flats, and then in the same size.

Parking provision should be similar to that of market housing. In-curtilage parking, preferably a driveway to the side, is favoured over the provision of parking courts. Where parking courts are unavoidable, these must include a turning head separate from the parking spaces or a court of sufficient width and depth so that it is possible to turn a vehicle through 360 degrees even when all the parking spaces are occupied. The location of electric car charging points must be identified on the plans.

The Council will be looking for 1-bed 2 person; 2-bed 4 person; and 3-bed 5 persons dwellings. With some 4-bed 6 person dwellings.

Element	Specification
Building	To meet EPC band B or above. All works must meet the requirements of Building Regulations or any Future Homes Standard introduced, NHBC, Gas Safe Regulations, IEE Regulations, Fire Regulations, existing British Standards, Codes of Practice and manufacturers' recommendations. 10-year NHBC or equivalent warranty to be provided.
Gutters and fall pipes	Matching the market homes on the development
Windows and rear doors	Matching the market homes on the development. Window restrictors to first floor casement windows (except fire escape window).
Front entrance, entrance hall, lobby or porch and front entrance door	Steel faced paint finish secured by design fire door matching market units. Mains operated door bell. Letter box and house numbers to be included.
Internal doors	4 panel painted flush doors.
Heating	Energy efficient heating system; including radiators throughout, thermostatically controlled bar towel rail in bathroom, which must meet the required heat output for the room. Smart controls featuring automation and optimisation functions (or as agreed).
Ventilation	Background ventilation including trickle vents.

2 Appendix B - Council's Agreed Specification for Affordable Homes

Element	Specification
Bathroom/WC/Cloaks	Bathroom window. Electric shower over bath. Shower screen to shared ownership homes, fixed shower rail & curtain to rented homes. Full-sized non-slip bath, wide enough to be used as a shower bath, with handles. Mixer taps to bath & basins. Half height tiling to bathrooms and cloakrooms, fully tiled around bath & to window sills. Electric shaver points in bathroom and cloaks. Extractor fan.
Floor coverings	Flooring to kitchens, bathrooms, cloaks and utility room meeting R10 slip resistance standard.
Kitchen	Fitted kitchen with adequate storage for the property size, to include tall broom unit if no other similar storage available. Stainless steel sink and drainer with mixer tap. Space for washing machine (water and waste pipe connections must be fitted), tall standing fridge freezer and cooker (fittings for an energy efficient cooker must be included). Extractor fan/vented cooker hood. Worktops to have mitred joints and upstand or be tiled from worktop to cupboard. Full height splashback protection to be provided to cooker area. Shared ownership homes to include fitted oven and hob with vented cooker hood.
Electrical	White sockets and switch plates. All lighting to be low energy lamp fittings.
TV	TV wiring to be HD compatible with wiring to loft for TV aerial (communal digital compatible aerial with booster to apartments). Telephone and broadband connections wired into living room.
External lights	At both front and rear with dusk to dawn sensors.
Smoke/CO detectors	Mains operated with battery back-up.
Garden	Outside tap with isolator valve (no external pipework) and external weatherproof electric socket to be provided to private rear garden. Turf to front & rear garden. Dividing fence to rear to be 1800mm treated timber panel or feather edge with matching lockable gates. Paths to be provided to gates minimum width 900mm, paved patio area to rear minimum width 2.4m.
Water	Automatic water cut off device installed (surestop type) in easily accessible location.
Decoration	All ceilings and walls to be emulsioned and woodwork glossed.

Appendix B - Council's Agreed Specification for Affordable Homes 2

Element	Specification
Bins and drying areas	Provision of all necessary refuse and recycling bins. Apartments to have external communal drying areas and bin stores.
Handover	Full property information pack to be provided at handover to include all certification, guarantees and warranties including Landlords Gas Safety Certificate where applicable.

Table 2.1

Where relevant (e.g. kitchens) a choice of fittings to be offered to association.

2 Appendix B - Council's Agreed Specification for Affordable Homes

Technical housing standards – nationally described space standard

Table 1 – Minimum gross internal floor areas and storage (m²)

Number of bedrooms (b)	Number of bed spaces (persons)	1 storey dwellings	2 storey dwellings	3 storey dwellings	Built-in storage
1b	1p	39 (37)*			1.0
	2p	50	58		1.5
2b	3p	61	70		2.0
	4p	70	79		
3b	4p	74	84	90	2.5
	5p	86	93	99	
	6p	95	102	108	
4b	5p	90	97	103	3.0
	6p	99	106	112	
	7p	108	115	121	
	8p	117	124	130	
5b	6p	103	110	116	3.5
	7p	112	119	125	
	8p	121	128	134	
6b	7p	116	123	129	4.0
	8p	125	132	138	

* Notes (added May 2016):

1. Built-in storage areas are included within the overall GIAs and include an allowance of 0.5m² for fixed services or equipment such as hot water cylinder, boiler or heat exchanger.
2. GIAs for one storey dwellings include enough space for one bathroom and one additional WC (or shower room) in dwellings with 5 or more bedspaces. GIAs for two and three storey dwellings include enough space for one bathroom and one additional WC (or shower room). Additional sanitary facilities may be included without increasing the GIA provided that all aspects of space standard have been met.
3. Where 1b1p has a shower room instead of a bedroom, the floor area may be reduced from 39m² to 37m², as shown bracketed.
4. Furnished layouts are not required to demonstrate compliance.

Appendix C - Methodology for Calculating Commuted Sums 3

Appendix C - Methodology for Calculating Commuted Sums

The methodology for calculating commuted sums is as follows:

Commuted sum calculation

Value of market house per square metre less the value of an affordable house per square metre = commuted sum per square metre. This is applied to 40% of the net increase in dwellings in accordance with the Council's target.

The Council expects that the average affordable dwelling is a 2 bedroom house of 79 square metres with a transfer price of £1100psm. Therefore the total commuted sum payable will be the commuted sum per square metre multiplied by 79sm multiplied by the appropriate number of affordable homes.

Table 3.1

For example:

A development of six market houses of 100sm (affordable target = 2.4)

Sales are averaging £275,000 therefore the value of market house per square metre = £2750

Commuted sum payable per square metre = £1650 (£2750-£1100)

£1650 x 79sm = £130,350

2.4 x £115,500 = £312,840 (commuted sum payable).

Table 3.2

Commuted sums formula:

$(A - B) \times (C \times D)$

Where:

- A. = Sale Transfer Value / OMV ⁽¹⁷⁾ per square metre = £xxxx
- B. = the Affordable Price = £1100 per square metre
- C. = Affordable Dwelling Size = 79 (square metres)
- D. = Affordable Housing Requirement: Xno. dwellings @ 40% = ?

On a brownfield site, the target is 30%

Table 3.3

4 Appendix D - Development Appraisals

Appendix D - Development Appraisals

The information to be supplied should include the value of the completed development proposed by this application, and all costs incurred or expected to be incurred in order to achieve this value. The information should ideally including the following as a minimum guide, but may also cover other items specific to the proposed development.

Value:

- Gross internal area of houses excluding garages and conservatories. Habitable roof-space should be listed separately. For industrial buildings, supply gross internal area; for any shops or offices supply net internal area.
- The value used per unit of area. Alternatively, valuations of the completed buildings.
- The cost of sales or lettings, broken down into marketing / estate agents' fees and legal fees.
- Affordable housing should be shown at the transfer value paid by a Registered Provider.
- Current Use Value of the property. This means the value reflecting the existing physical state and use, which are authorised and require no consent to continue.

It may be useful to show more than one scenario.

Costs:

- Build costs. Give the gross external area multiplied by the unit cost per square metre or square foot. State whether this is a tendered sum or an estimate.
- Preliminaries allowed for. State what is included.
- External works where applicable. Broken down, e.g. Xms of road @ £Y per m. Include boundary treatment, landscaping, demolition and site preparation costs as appropriate.
- Standard planning costs - Planning and Building Regulation fees, commuted sums.
- Professional fees- Architects, QS, CDM supervisor etc.
- Contingency allowance.
- Cost of finance. Indicate the period and interest rate.
- Community benefits. If the scheme includes any exceptional benefits such as the restoration of a listed building or the provision of open space above what is required, please state the cost of providing this.
- Abnormal costs if any. What are these (e.g. contaminated land remediation) and when you became aware that there were potential abnormal costs and what the costs are anticipated to be?
- Developers profit - the amount or percentage included.
- Acquisition price as appropriate.

Any other relevant items should be clearly defined and costed.

Please note where Development Appraisals need to be assessed this is likely to be subject to a chargeable fee.

Appendix E - Glossary 5

Appendix E - Glossary of terms ⁽¹⁸⁾

Affordable Housing: housing for sale or rent, for those whose needs are not met by the market (including housing that provides a subsidised route to home ownership and/or is for essential local workers); and which complies with one or more of the following definitions:

a) **Affordable housing for rent:** meets all of the following conditions: (a) the rent is set in accordance with the Government's rent policy for Social Rent or Affordable Rent, or is at least 20% below local market rents (including service charges where applicable); (b) the landlord is a registered provider, except where it is included as part of a Build to Rent scheme (in which case the landlord need not be a registered provider); and (c) it includes provisions to remain at an affordable price for future eligible households, or for the subsidy to be recycled for alternative affordable housing provision. For Build to Rent schemes affordable housing for rent is expected to be the normal form of affordable housing provision (and, in this context, is known as Affordable Private Rent).

b) **Starter homes:** is as specified in Sections 2 and 3 of the Housing and Planning Act 2016 and any secondary legislation made under these sections. The definition of a starter home should reflect the meaning set out in statute and any such secondary legislation at the time of plan-preparation or decision-making. Where secondary legislation has the effect of limiting a household's eligibility to purchase a starter home to those with a particular maximum level of household income, those restrictions should be used.

c) **Discounted market sales housing:** is that sold at a discount of at least 20% below local market value. Eligibility is determined with regard to local incomes and local house prices. Provisions should be in place to ensure housing remains at a discount for future eligible households.

d) **Other affordable routes to home ownership:** is housing provided for sale that provides a route to ownership for those who could not achieve home ownership through the market. It includes shared ownership, relevant equity loans, other low cost homes for sale (at a price equivalent to at least 20% below local market value) and rent to buy (which includes a period of intermediate rent). Where public grant funding is provided, there should be provisions for the homes to remain at an affordable price for future eligible households, or for any receipts to be recycled for alternative affordable housing provision, or refunded to Government or the relevant authority specified in the funding agreement.

Brownfield Land or Previously Developed Land: This can include both land and premises and refers to a site that has previously been used or developed and is not currently fully in use, although it may be partially occupied or utilised. It may also be vacant, derelict or contaminated. Previously-developed land excludes open spaces and land where the remains of previous use have blended into the landscape, or have been overtaken by nature conservation value or amenity use and cannot be regarded as requiring development.

Entry-level exception site: A site that provides entry-level homes suitable for first time buyers (or equivalent, for those looking to rent), in line with paragraph 71 of the NPPF.

Greenfield Land: Land which is undeveloped and has never been built upon. It is generally located outside the existing built up area and usually in agricultural use.

Rural exception sites: Small sites used for affordable housing in perpetuity where sites would not normally be used for housing. Rural exception sites seek to address the needs of a local community by accommodating households who are either current residents or have an existing family or employment connection. A proportion of market homes may be allowed on the site at the local planning authority's discretion, for example where essential to enable the delivery of affordable units without grant funding.

