

Sustainable Design SPD Appendix A Update

Report of the Cabinet Member for Economic Growth, Environment & Development Services:
Councillor I. Pritchard



Date:	16 April 2019
Agenda Item:	11
Contact Officer:	Jon Allinson
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Key Decision?	YES
Local Ward Members	ALL

COUNCIL

1. Executive Summary

- 1.1 To seek adoption of revised guidance contained within Appendix A of the Sustainable Design Supplementary Planning Document (SPD) entitled 'Space about Dwellings and Amenity Standards for all Development' following public consultation on the revisions.

2. Recommendations

- 2.1 That the Council notes the contents of this report and adopts the revised Appendix A of the Sustainable Design SPD –'Space about Dwellings and Amenity Standards for all Development' (**APPENDIX A**) with additional wording identified following the public consultation.

3. Background

- 3.1 The purpose of this report is to recommend to the Council that the updated Appendix A of the Sustainable Design SPD be formally adopted.
- 3.2 The Sustainable Design Supplementary Planning Document (SPD) supplements the design and sustainability policies of the Local Plan Strategy in the determination of planning applications, and to assist in advising pre-application enquiries. Appendix A of the SPD to which this report relates, sets out 'Space about Dwellings and Amenity Standards for all Development' for both new buildings and domestic extensions. It is considered that given that these guidelines have been applied in the determination of planning applications and responding to pre application enquiries since adoption in 2015, that Appendix A now requires amendment and additional clarification, to assist in a consistent interpretation of the guidelines.
- 3.3 The existing Appendix was reviewed and it was considered that additional explanatory diagrams and expanded clarification text would be required to provide customers with clarity on the guidelines that are to be applied to development proposals, so that appropriate forms of development come forward that do not harm amenity. The alterations included:
 - incorporation of the previous BRE 45° and 25° daylight amenity guidance within the appendix;
 - addition of explanatory diagrams within the privacy and outlook, and daylight and sunlight sections;
 - further clarification and explanatory text within all sections; and

- the addition of a note on the relationship between planning legislation and Right to Light legislation.

Consultation Process

3.4 A consultation on the draft update to Appendix A of the Sustainable Development 'Space about Dwellings and amenity standards for all developments' ran from the 2nd January 2019 until the 1st February 2019. The consultation was advertised on the Council's website and local planning consultation system, as well as an email being sent to all those registered on the consultations system which included all statutory consultees.

Consultation Responses

3.5 The consultation resulted in 6 representations being received. The main points raised can be summarised as follows:

- the changes and update to the appendix are welcome;
- the reference to extending older properties is welcome;
- it is considered that the privacy / outlook / private amenity / garden space guidelines are too prescriptive and would hinder efficient use of land and innovative design
- there should be a guideline relating to space between gable walls; and
- there should be greater flexibility added to the document to address different contexts.
- Representations were also received which relate to topic areas that are not covered by the appendix which was consulted upon e.g. trees, ecology and Appendix B 'Sustainability Checklist'.

3.6 Members should note that, as raised in two of the consultation responses, Appendix B of the SPD was included in the consultation document on the Council's consultation portal. Only approval to consult on an updated Appendix A was sought from the Cabinet. It was not the intention nor approval secured, for consultation regarding this section of the SPD. As such, all comments received regarding this section cannot be considered at this time. Appendix B of the adopted SPD relates to the future adoption of a sustainability checklist for new development. This appendix will need to be reviewed following the adoption of any new Local Plan as part of the wider review of the supplementary planning documents. However the nature of the comments received are such that they can be considered as part of a future wider review.

3.7 Following review of the representations received, an additional note regarding front to front separation flexibility which reflects the local context has been added. A comment was also made about there being no specific reference to gable walls. However, such a reference was considered to be too prescriptive/ unreasonable given the wide scope of permitted development rights. In addition, the relationship of development to adjacent gables would be assessed via the Privacy / Outline guidelines if openings existed on these walls, as set out within this updated Appendix.

3.8 A comment was also received regarding size standards for doors and other openings, and disability standards. These issues are covered by other non-planning legislation e.g. Building Regulations or the Disability Discrimination Act and are not within the scope of this Appendix. Overall, it should be remembered that this is an amenity guideline appendix not a design appendix. Following the consultation an additional note has been added to the SPD for clarity identifying that the appendix is guidance, and any planning applications to which this document applies are assessed on their own merits. Notwithstanding the above, no material amendments to the specific guidelines within the draft SPD Appendix A update, following the public consultation, are proposed.

- 3.9 It should be remembered that the updated appendix is only guidance and forms part of a wider guideline document. This is explained within the Executive Summary of the main SPD Document. It states at Para 1.1 that ‘Essentially SPDs are intended to provide helpful guidance for developers, applicants and other parties involved in the development process and to supplement the policies and proposals of the Development Plan.’ The Sustainable Design SPD as a whole forms guidance which sets out the principles of sustainable development. The updated Appendix A embraces this, but now includes references to how the ‘Space about Dwelling and Amenity Standards should be applied flexibly depending on the context of the development, and other material planning considerations, to allow for forward thinking by developers. As such, as identified throughout the wider document and updated Appendix, the document is guidance and standards contained therein should not be prescriptively applied.
- 3.10 The update was discussed by the Economic Growth, Development and Environment (Overview and Scrutiny) Committee on the 19th March 2019 and Cabinet on the 9th April 2019 who recommended that the update be formally adopted by the Council.
- 3.11 A copy of the post consultation draft updated SPD Appendix A is attached to this report (**APPENDIX A**). Once adopted it will replace the existing Appendix A of the SPD with associated repagination for the subsequent previously adopted parts of the SPD. The existing adopted version of the SPD Appendix is included at **APPENDIX C** for comparison.

Alternative Options	<ol style="list-style-type: none"> 1. Status Quo - If it is not decided to approve adoption of the update to Appendix A of the SPD, it could give rise to inconsistency in interpretation of guidelines to the detriment of residential amenity and could lead to inconsistent planning decisions. 2. Partial amendment - If it is decided to adopt a partially amended updated Appendix A of the SPD, it could give rise to inconsistency in interpretation of guidelines to the detriment of residential amenity and could lead to inconsistent planning decisions.
Consultation	<ol style="list-style-type: none"> 1. Consulted with the Economic Growth, Environment and Development (Overview & Scrutiny) Committee prior to the formal Public Consultation. 2. No further public consultation is required. 3. A summary of representations received from the public consultation is at Appendix B
Financial Implications	<ol style="list-style-type: none"> 1. There are no further financial implications involved in adopting this document.
Contribution to the Delivery of the Strategic Plan	<ol style="list-style-type: none"> 1. Will assist in implementing the Local Plan Strategy which will ensure the controlled and balanced growth of the district.
Equality, Diversity and Human Rights Implications	<ol style="list-style-type: none"> 1. An Equality Impact Assessment accompanies the Sustainable Design SPD updated Appendix A (Appendix D of this report)
Crime & Safety Issues	<ol style="list-style-type: none"> 1. None
GDPR/Privacy	<ol style="list-style-type: none"> 1. No privacy impact assessment undertaken.

Impact Assessment

	Risk Description	How We Manage It	Severity of Risk (RYG)
A	Clarity is not provided and the guidelines continue to be open to wide interpretation, resulting in a lengthy amendment process following planning application submission, in order to make development acceptable to the LPA – an inefficient use of officer time.	Officers would continue to interpret guidelines which may differ from the interpretation of customers, developers and others.	Yellow

Background documents

Adopted Sustainable Design SPD (December 2015)

Relevant web link:

<https://www.lichfielddc.gov.uk/Council/Planning/The-local-plan-and-planning-policy/Supplementary-planning-documents/Downloads/Sustainable-design-SPD/Sustainable-Design-SPD-without-appendix.pdf>

APPENDIX A

Sustainable Design SPD Appendix A Update

Appendix A Space about Dwellings and Amenity Standards for all Development

Introduction

1 The purpose of these guidelines is to ensure a satisfactory standard of amenity for existing and proposed occupiers of residential properties within the District.

2 This is to be achieved by ensuring adequate spacing around dwellings, whilst taking account of outlook and privacy.

3 The provision of adequate space about dwellings is an important element in achieving a high standard of design and layout and provides:

- adequate daylight and sunlight to rooms and rear gardens;
- reasonable privacy for dwellings within their proposed layout and to protect the privacy of existing dwellings;
- a satisfactory level of outlook, within new development and in relation to existing development;
- a reasonable area of private amenity space to allow such uses as drying washing, gardening and children's play, together with space for garden sheds, greenhouses and future extension to the dwelling;
- reasonable communal areas of open space for apartments and some types of special housing.

4 Policy BE1 (High Quality Development) of the Local Plan Strategy notes that in terms of the built vernacular, "New development, including extensions and alterations to existing buildings, should carefully respect the character of the surrounding area and development in terms of layout, size, scale, architectural design

and public views..." Local Plan Strategy. It also notes that development should have a positive impact on amenity.

5 NOTE:

- This Appendix is intended to provide developers and homeowners with useful guidance when looking to carry out new developments, and does not apply to permitted development works. All planning applications are assessed on their own merits.

Daylight and Sunlight

6 The design and layout of both new buildings and extensions should aim to maximise sunlight to internal accommodation and private amenity areas. Ideally primary main habitable room windows, especially for lounge/sitting rooms should not face north.

7 External obstructions can affect the quality and quantity of light entering an adjacent property. New development and extensions should not be of a size that results in an overbearing impact on neighbouring residential property. The Council applies 45° and 25° daylight guidelines.

8 The 45 degree guidelines will be utilised for front and rear extensions to a dwelling or for new built development to assess the impact on the dwelling next door. It shall only apply where the nearest side of the extension or building is perpendicular to the window (Figure A.1). The 25 degree guide line shall apply for windows which face the extension or buildings opposite. (Figure A.4).

45° guideline

9 To apply the 45 degree guideline there are 2 stages to this assessment. Should stage one be met then stage 2 is not required.

10 Stage 1 – Assesses the impact of the depth of the extension. Take the elevation of the window wall of existing neighbouring development and draw diagonally at ground level at an angle of 45 degree from the furthest corner of the extension / new building towards the affected neighbouring dwelling. (Figure A.1)

Figure A.1

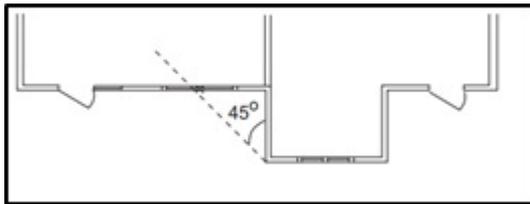


Figure A.1: Stage 1 Plan - 45° guideline assessment. Centre of affected window is within 45° angle on the plan so stage 2 needs to be utilised.

11 Should the 45 degree line lie closer to the extension / new building than the centre of the affected window then there will be no significant reduction in light. If the centre of the neighbouring window is within the 45 degree line then there is likely to be a loss of light, so stage 2 should then be carried out to confirm whether the light reduction is significant.

12 Stage 2– Assesses the impact of the height of the extension or new building. For an extension / new building with a flat roof, draw a 45 degree line from the highest point of the extension towards the affected window.

Figure A.2

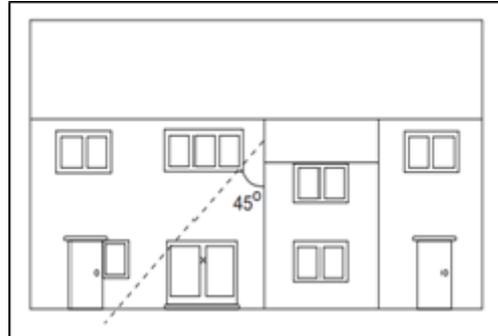


Figure A.2: Stage 2 Elevation - 45° guideline assessment. In this example the impacted patio door is within the 45° angle on both plan (Figure A.1) and elevation, so a significant reduction of light is likely.

13 For an extension / new building with a front to back mono pitched roof, draw a 45 degree line starting at a point halfway between the eaves and the ridge towards the affected window. For standard gable draw a line from the eaves. If the centre of the neighbouring window is within the 45 degree line then there is likely to be a loss of light received. In the case of a floor to ceiling window e.g. patio door, a point 1.6m above the ground on the centre line of the window may be used. Figure A.3 shows both 45° guidelines being applied.

Figure A.3

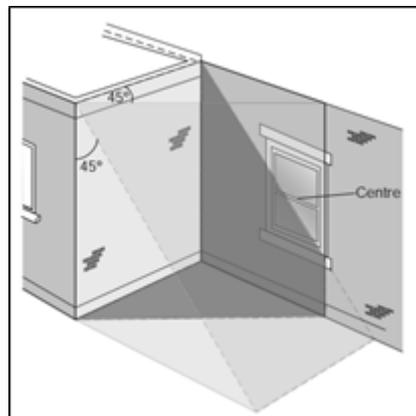


Figure A.3 - Application of both stages of the 45° approach to a domestic extension. A significant amount of light is likely to be blocked if the centre of the window lies within the 45° angle on both plan and elevation. In this example the centre of the window lies outside the 45° angle on elevation so the extension is only likely to have a small impact. Therefore the proposal is acceptable.

14 These guidelines should be applied flexibly, and any existing intervening structures should be taken into consideration (e.g. existing extensions, boundary treatments), as the existing structures are likely to already block light from that direction. The context of the proposal will also be considered e.g. extensions / new buildings which lie to the north of a neighbouring window, no overshadowing will be caused, however there may still be an overbearing impact (see outlook below) or whether the affected window is a secondary window i.e. this window is not the primary source of daylight to the room.

15 A further exemption is the construction of conservatories, which are predominantly glazed. Conservatories which do not meet the guideline may be considered acceptable provided that they are fully glazed above a height of 2m, so as not to allow any light blockage, mitigating the impact of its location.

25° guideline

16 To assess the impact of a new building / structure opposite an affected window (Figure A.4) a 25 degree guideline is applied. To utilise, draw a perpendicular line at a vertical angle of 25 degrees from the centre of the affected window towards the proposal (or 1.6m above ground for a full length window or door). If any part of the building (including roof) is within this line then there is likely to be a loss of light to the window. Should the eaves of the new

building or structure be above this line then there is likely to be an impact on light received and therefore the impact is likely to be unacceptable.

Figure A.4

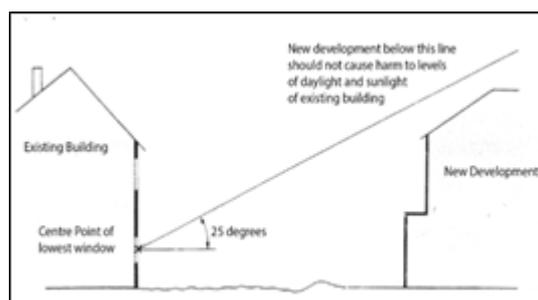


Figure A.4: Section in plane perpendicular to the affected window wall from existing to proposed development showing acceptable application.

Privacy and Outlook

17 To allow for the retention or provision of sufficient privacy to adjacent occupiers, new development should meet the following guidelines:

Adequate Separation

- Be at least 21 metres between dwellings where primary principal habitable windows face each other. If there is an intervening screen the distance between ground floor facing windows can be reduced to 15 metres; or 13 metres in the case of single storey dwellings. Principal habitable windows are defined as windows serving living rooms, play rooms, dining rooms, kitchens and bedrooms. A primary window is the main or only window to which light illuminates the identified room. Less weight is given to secondary windows due to the existence of the primary source of light (Figure A.5).

Figure A.5

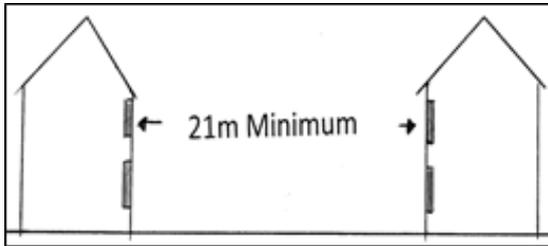


Figure A.5: An appropriate separation distance for facing principal habitable room windows.

Overlooking

- Windows in side elevations at first floor level to serve principal habitable rooms will not generally be supported, where neighbouring properties exist. However, if secondary windows are deemed necessary, that don't meet the separation standards, they should be obscure glazed (to level 3 or above) and either fixed shut or top hung. (Figure A.6)

Figure A.6

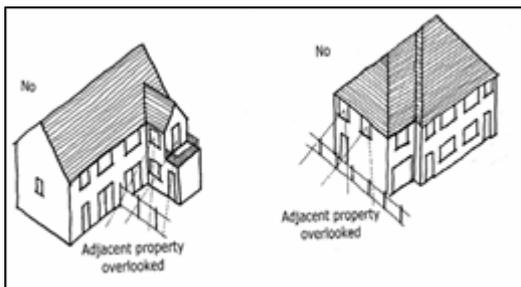


Figure A.6: examples of inappropriate overlooking from side facing windows / balconies.

- No windows serving principal habitable rooms shall be provided on side elevations at ground floor level, unless there is an intervening screen (i.e. wall

or fence) blocking interaction; or the window is obscure glazed top hung / fixed shut.

- In addition, there should be at least 6 metres between a primary principal habitable room window and private neighbouring residential amenity space (e.g. a private garden or private patio), except where there is no overlooking demonstrated.

Outlook

- To avoid any undue overbearing impact on neighbouring properties in terms of outlook as a result of new development, both from and to, where one dwelling faces the two storey side of a neighbouring property, and which is a blank elevation (i.e. no facing windows), the minimum distance separation between the 2 storey parts of each dwelling should be 13 metres or 10 metres in the case of single storey development. (Figure A.7)

Figure A.7

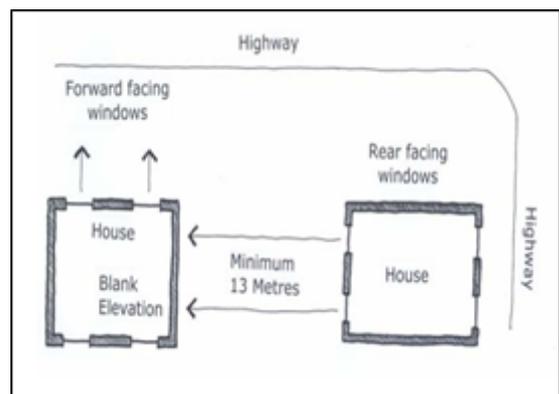


Figure A.7: Protection of outlook

- Balconies / roof terraces – These should be sited carefully and designed to prevent any overlooking of principal habitable rooms; or the gardens of neighbours at a distance of not less

than 10m. Such impacts could be mitigated through solid screens being erected to the sides of balconies / terraces to prevent any direct overlooking of adjacent habitable windows or immediate patio areas.

18 NOTE:

- A reduced separation distance between two front elevations which directly face each other may be appropriate, where the siting of the new development reflects the existing context.
- Increased separation distances will be required where there are significant variations in ground level between new development and existing development. As a general guide, the distance separation between proposed development and existing development should be increased by 2 metres for every 1 metre rise in ground level, where the proposed development would be on a higher ground level.(Figure A.8).

Figure A.8

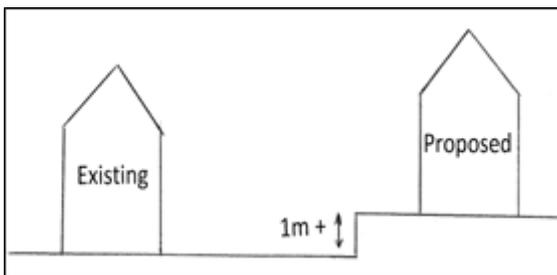


Figure A.8: In this example due to the proposal being on higher ground additional separation is required if the proposal is either face to face with existing development, or if existing development faces the side of the proposed development, due to an increased impact.

- Additional separation is not required where proposals are side by side with existing development; or where proposals are on lower ground when compared to existing development.

Private Amenity/Garden Space

19 The provision of garden space for dwellings is important in order to provide activities connected with outdoor residential use, such as gardening; drying / washing; children's play space, together with some space for garden stores/ sheds. Both new and extended dwellings should allow for an acceptable provision of these uses.

20 All private amenity space should be a minimum of 10 metres in length and the total area of the garden should be a minimum of:

- 45 square metres for dwellings with 2 or less bedrooms;
- 65 square metres for dwellings with 3 and 4 bedrooms;
- 100 square metres for dwellings with 5 or more bedrooms;
- 10 square metres per unit for flats/apartments provided in shared amenity areas.

21 NOTE:

- Flexibility may be applied in relation to the above garden length standard, depending upon the site orientation.
- Also, with regard to garden/private amenity areas for new dwellings or in relation to conversion schemes, flexibility will be applied depending upon the individual merits of the

development proposal, including the proximity to existing public open space.

- In terms of extending older properties the surrounding context should also be taken into consideration.

Other Considerations: Right to Light Legislation

22 The right to light is a legal right which one property may acquire over the land of another. If a structure is erected which reduces the light to an unobstructed property to below sufficient levels, this right is infringed. A right to light can come into existence if it has been enjoyed uninterrupted for 20 years or more, granted by deed, or registered under the Rights of Light Act 1959.

23 Planning permission does not override a legal right to light. There also may be instances where development built under permitted development rights compromises light levels to an existing window.

24 In both instances, where a right to light is claimed, this is a matter of property law, rather than planning law. It will therefore be for the parties affected to seek a legal remedy separate from the planning application process. The Council will have no role or interest in any private dispute arising and it will be for the owner or occupier affected to seek a legal remedy. Impact on right to light will not therefore justify a reason to refuse planning permission.

APPENDIX B

Summary of Representations

Appendix B - Summary of Representations – Update to Sustainable Development Appendix A ‘Space about dwellings and amenity standards for all developments’

Rep Ref	Representation Name	Comment summary	LPA Response	Changes to document
LPA 1	Canal and River Trust	No comments to make	None	No Change
LPA 2	Lichfield City Council	Welcomes changes and updates. However feels that guidelines are not applied in a consistent manner and are aware of examples of this occurring.	These comments are noted.	No Change
LPA 3	Staffordshire County Council - Rural County	<p>Have assessed document in terms of landscape, tree protection, ecology and historic environment. The document is welcomed.</p> <p>Ecology - Would be helpful to have reference to the use of features used by birds or bats when considering extensions. Good design would retain these features. Species that utilise buildings are generally in decline and cannot use trees.</p> <p>Tree Protection - New buildings should avoid root protection zones.</p> <p>Historic Environment - welcome reference to BE1 in appendix, and reference to specific considerations when extending older properties in terms of Private amenity / garden space. Will adopted Appendix B be amended?</p>	<p>This appendix relates to 'Space about Dwellings and amenity standards for development' and not the incorporation of ecological, heritage and arboricultural features and protections.. These issues are addressed in other adopted SPD. Note the Historic Environment comments.</p> <p>There is currently no intention to update Appendix B of the adopted Sustainable Design SPD.</p>	No Change
LPA 4	ENGIE	The commenter is currently preparing applications for the redevelopment of Rugeley Power Station. It is considered that this SPD would hamper innovative design and delivery of housing products particularly in relation to private amenity / garden space. If adopted as proposed it would have negative consequences for housing delivery on this site. The commenter would welcome discussion with LDC before the SPD is adopted.	<p>These comments are noted. However sections 18 /19 (Private Amenity / Garden Space, formerly sections 10/11of the adopted Appendix) of the new appendix are not subject of this update. Note 20 indicates that flexibility to amenity space and size will be applied subject to context. These guidelines have been applied since the SPD was originally adopted in 2015. Currently there are no plans to change these guidelines.</p> <p>LDC is committed to regular discussions with ENGIE regarding the scope of any future outline planning application.</p>	No Change

LPA 5	Campaign for the Protection of Rural England (CPRE)	<p>Welcomes expectation that residential building conversion and non-residential development meet BREEAM standards. There is no mention of space between gable walls. Without adequate separation it is almost impossible to do any maintenance.</p>	<p>References to BREEAM are within Appendix B of which there is currently no intention to update Appendix B.</p> <p>No specific reference to gable walls is included as this is considered too prescriptive. Relationship of development to adjacent gables would be assessed via the Privacy / Outline guidelines set out within this Appendix. This is an amenity guideline appendix not a design appendix.</p>	No Change
LPA 6	Barton Willmore on behalf of IM Land	<p>Privacy and Outlook – Insufficient flexibility in terms of separation distances to respond to the existing character and urban form. Would not allow new developments to create character areas that respond to the Districts historic urban form and could be created through a ‘design – led’ process responding to the context.</p> <p>Agree that guidance is a good starting point for certainty, however flexibility is required to design high quality schemes. NPPF identifies that SPD’s should take account of specific circumstances. Insufficient guidance relating to where reduced front to front separation may be appropriate e.g. mews development or specific character areas where a reduced public realm may be acceptable. To ensure the government’s aim of maximising the use of land, flexibility should be built into the document, to avoid ‘dead space’ which is only required to meet guidelines</p> <p>Private amenity / garden space - more flexible approach should be given to these guidelines to maximise the use of land while providing high quality development with suitable amenity levels</p>	<p>These comments are noted.</p> <p>The Privacy / Outlook guidelines have not materially changed from the adopted document. These guidelines are now supported with diagrams and clarifying text.</p> <p>The reference to the NPPF is noted. Agree that flexibility is required with front to front separation distances which reflect the existing context.</p> <p>It is not considered that the guidelines produce ‘dead space’ - any space would either be within public or private realm with the associated amenity benefits.</p> <p>Sections 18 /19 (Private Amenity / Garden Space, formerly sections 10/11 in adopted document) of the new appendix are not subject of this update. These guidelines have been applied since the SPD was originally adopted in 2015. Currently there are no plans to materially change these guidelines. Note 20 indicates that flexibility to private amenity space and size will be applied subject to context.</p>	Additional note at para 17 has been added to allow flexibility of development separation in relation to existing context.

APPENDIX C

Adopted version of Sustainable Design SPD Appendix A
(2015)

Appendix A Space about Dwellings and Amenity Standards for all Development

Introduction

1 The purpose of these guidelines is to ensure a satisfactory standard of amenity for existing and proposed occupiers of residential properties within the District.

2 This is to be achieved by ensuring adequate spacing around dwellings, whilst taking account of outlook and privacy.

3 The provision of adequate space about dwellings is an important element in achieving a high standard of design and layout and provides:

- adequate daylight and sunlight to rooms and rear gardens;
- reasonable privacy for dwellings within their proposed layout and to protect the privacy of existing dwellings;
- a satisfactory level of outlook, within new development and in relation to existing development;
- a reasonable area of private amenity space to allow such uses as drying washing, gardening and children's play, together with space for garden sheds, greenhouses and future extension to the dwelling;
- reasonable communal areas of open space for apartments and some types of special housing.

4 Policy BE1 (High Quality Development) of the Local Plan Strategy notes that in terms of the built vernacular, “ *New development, including extensions and alterations to existing buildings, should carefully respect the character of the*

surrounding area and development in terms of layout, size, scale, architectural design and public views...” Local Plan Strategy, p. 91 It also notes that development should have a positive impact on amenity.

Daylight and Sunlight

5 The design and layout of both new buildings and extensions should aim to maximise sunlight to internal accommodation and private amenity areas. Ideally main habitable room windows, especially for lounge/sitting rooms should not face north.

6 Good natural light is an important design consideration. It creates attractive interiors, combats the effects of Seasonal Affective Disorder (SAD), and promotes energy efficiency in terms of solar gain, energy generation and less use of artificial lighting, in line with Part L of the Building Regulations. The size and position of windows, the depth and shape of rooms, and even the colour of internal surfaces all affect the quality and quantity of light in an interior.

7 External obstructions also affect the quality and quantity of light entering an adjacent property. New development and extensions should not be of a size that results in an overbearing impact on neighbouring residential property. The Council applies the 45° and 25° Daylight 'Rules', guidance for new buildings and the effect on existing buildings, as set out in the British Research Establishment (BRE) Digest 2009.

Privacy & Outlook

8 To allow for the retention or provision of sufficient privacy to adjacent occupiers, new development should meet the following guidelines:

Appendix A Space about Dwellings and Amenity Standards for all Development

- Be at least 21 metres between dwellings where principal habitable windows face each other. If there is an intervening screen (i.e. fence or wall) the distance between ground floor facing windows can be reduced to 15 metres and 13 metres in the case of bungalows. Principal habitable windows are defined as windows serving living rooms, dining rooms, kitchens and bedrooms.
- Principal habitable room windows in side elevations at first floor level will not generally be supported, although if deemed necessary, they should be at a distance of not less than 10m from the private amenity space of neighbouring residential property.
- In addition there should be at least 6 metres between a principal window and private neighbouring residential amenity space, to minimise the impact of any development on the street scene, except where there is no overlooking demonstrated.
- To avoid any undue overbearing effect in terms of outlook where one dwelling faces the side of a neighbouring property and where there are no facing windows, the minimum distance separation should be 13 metres or 10 metres in the case of a bungalow or single storey development.

9 NOTE: Increased separation distances will be required where there are significant variations in ground level between new and existing development. As a general guide, the distance separation should be increased by 2 metres for every 1 metre rise in ground level between new and existing development.

Private Amenity/Garden Space

10 The provision of garden space for dwellings is important in order to provide activities connected with outdoor residential use, such as gardening; drying washing; children's play space, together with some space for garden stores.

11 All private amenity space should generally be a minimum of 10 metres in length and the total area of the garden should be a minimum of:

- 45 square metres for dwellings with 2 or less bedrooms
- 65 square metres for dwellings with 3 and 4 bedrooms
- 100 square metres for dwellings with 5 or more bedrooms
- 10 square metres per unit for flats/apartments provided in shared amenity areas.

12 NOTE:

- Flexibility may be applied in relation to the above garden length standard, depending upon the site orientation.
- Also, with regard to garden/private amenity areas for new dwellings in Lichfield City centre or in relation to conversion schemes, flexibility will be applied depending upon the individual merits of the development proposal, including the proximity to existing public open space.

APPENDIX D

Sustainable Design SPD Appendix A Update - Equality Impact Assessment

equality impact assessment stage 1 quick check questionnaire



If you are planning on making a change to an existing service or policy, or launching something new, fill out this quick questionnaire to find out if you need to complete a full equality impact assessment. You can also use this form to check your current services or policies.

To find out more about the legal background to equality impact assessments, or for advice on which of your current services should be assessed, read our equality impact assessment help notes.

Section 1: About you and your service area

Your name:	Jon Allinson
Your service area:	Development Services
Your director/line manager:	Claire Billings
Your cabinet member:	Cllr I Pritchard

Section 2: About your plans

Name of service/policy you are assessing:	2019 Update to Appendix A of the Sustainable Design Supplementary Planning Document
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Is it? (please delete as appropriate)
<ul style="list-style-type: none"> ▪ An update to an existing policy/service

Who are the main users of your service/policy? (please delete any that are not appropriate)
<ul style="list-style-type: none"> ▪ All residents ▪ Visitors to the district ▪ Mixture of residents and visitors ▪ Users of a specific service (e.g. leisure centre customers) ▪ Internal (employees) ▪ Disability specific groups ▪ Race specific groups ▪ Gender specific groups ▪ Religious groups ▪ Sexual orientation groups ▪ Marriage and civil partnerships ▪ Older people ▪ Young people ▪ Other (please specify)

Please briefly describe why you are creating a new service/changing an existing service or reviewing current policy/service (where appropriate, include sources of evidence such as customer feedback):
To provide updated guidance to the adopted Local Plan policies

1 For help or guidance contact Colin Cooke on 01543 308121 or Alison Bowen on 01543 308129 or email colin.cooke@lichfielddc.gov.uk or alison.bowen@lichfielddc.gov.uk

Section 3: Will your plans impact on any particular groups?

3a: Please fill in all boxes that apply in the table below. If any boxes don't apply, please leave blank.

Hints & tips Think about who will benefit from or be affected by your plans/policy. Will any particular group be negatively affected, or not able to use the service? For further guidance please see Section 3 of the help notes.

Impact of plans Groups of users	Will your plans have a positive impact on this group? If so please explain why?	Will your plans have a negative impact? If so please explain why? <input checked="" type="checkbox"/> If there is a negative impact on any group(s), please complete section 4 for each group.
Age ranges (indicate range/ranges)	Neutral in relation to this update, although the SPD as a whole does help facilitate the delivery of and retention of a range of services and facilities (eg outreach facilities in a community hall for example)which would be delivered by other partners, some of which may deal with issues relating to religion or belief. Community cohesion, inclusivity, narrowing the equality gap and access to services and facilities are key elements of 'Sustainable Communities' the principles of which underpin the Local Plan Strategy.	No
Disability (physical, sensory or learning)	Neutral in relation to this update, although the SPD as a whole does help facilitate the delivery of and retention of a range of services and the promotion of connected and integrated communities which are accessible.	No
Gender/sex	Neutral in relation to this update, although the SPD as a whole does help facilitate the delivery of and retention of a range of services and facilities (eg outreach facilities in a community hall for example)which would be delivered by other partners, some of which may deal with issues relating to religion or belief. Community cohesion, inclusivity, narrowing the equality gap and access to services and facilities are key elements of 'Sustainable Communities' the principles of which underpin the Local Plan Strategy.	No
Transgender/gender reassignment	Neutral in relation to this update, although the SPD as a whole does help facilitate the delivery of and retention of a range of services and facilities (eg outreach facilities in a community hall for example)which would be delivered by other partners, some of which may deal with issues relating to transgender and gender reassignment.	No

	Community cohesion, inclusivity, narrowing the equality gap and access to services and facilities are key elements of 'Sustainable Communities' the principles of which underpin the Local Plan Strategy	
Race (includes ethnic or national origins, colour or nationality)	Neutral in relation to this update, although the SPD as a whole does help facilitate the delivery of and retention of a range of services and facilities (eg outreach facilities in a community hall for example)which would be delivered by other partners, some of which may deal with issues relating to religion or belief. Community cohesion, inclusivity, narrowing the equality gap and access to services and facilities are key elements of 'Sustainable Communities' the principles of which underpin the Local Plan Strategy.	No
Gypsies and travellers	Neutral in relation to this update. The Local Plan Strategy contains specific policy (H3)in relation to Gypsies, travellers and travelling show people and advises that specific sites will be identified through the Land Allocations DPD. This SPD does not impede the preparation of evidence or policies which will relate to gypsies and travellers.	No
Refugees / asylum seekers	Neutral in relation to this update, although the SPD as a whole does help facilitate the delivery of and retention of a range of services and facilities (eg outreach facilities in a community hall for example)which would be delivered by other partners, some of which may deal with issues relating to refugees/asylum seekers. Community cohesion, inclusivity, narrowing the equality gap and access to services and facilities are key elements of 'Sustainable Communities' the principles of which underpin the Local Plan Strategy.	No
Sexual orientation	Neutral in relation to this update, although the SPD as a whole does help facilitate the delivery of and retention of a range of services and facilities (eg outreach facilities in a community hall for example)which would be delivered by other partners, some of which may deal with issues relating to sexual orientation. Community cohesion,	No

	inclusivity, narrowing the equality gap and access to services and facilities are key elements of 'Sustainable Communities' the principles of which underpin the Local Plan Strategy.	
Marriage and civil partnerships	Neutral in relation to this update although the SPD as a whole does help facilitate the delivery of and retention of a range of services and facilities (eg outreach facilities in a community hall for example)which would be delivered by other partners, some of which may deal with issues relating to religion or belief. Community cohesion, inclusivity, narrowing the equality gap and access to services and facilities are key elements of 'Sustainable Communities' the principles of which underpin the Local Plan Strategy.	No
Religion or belief (includes lack of belief)	Neutral in relation to this update, although the SPD as a whole does help facilitate the delivery of and retention of a range of services and facilities (eg outreach facilities in a community hall for example)which would be delivered by other partners, some of which may deal with issues relating to religion or belief. Community cohesion, inclusivity, narrowing the equality gap and access to services and facilities are key elements of 'Sustainable Communities' the principles of which underpin the Local Plan Strategy.	No
Pregnancy and maternity	Neutral in relation to this update, although the SPD as a whole does help facilitate the delivery of and retention of a range of services and facilities (eg outreach facilities in a community hall for example)which would be delivered by other partners, some of which may deal with issues relating to pregnancy and maternity. Community cohesion, inclusivity, narrowing the equality gap and access to services and facilities are key elements of 'Sustainable Communities' the principles of which underpin the Local Plan Strategy.	No
Carers or the people cared for (dependants)	Neutral in relation to this update, although the SPD as a whole does help facilitate the delivery of and retention of a range of services and facilities (eg outreach facilities in a community hall for example)which would be delivered by other partners, some of which may	No

	<p>deal with issues relating to carers or the people cared for (dependents). Community cohesion, inclusivity, narrowing the equality gap and access to services and facilities are key elements of 'Sustainable Communities' the principles of which underpin the Local Plan Strategy.</p>	
<p>Other (please specify)</p>		

3b: Further details

<p>Please use this space to provide further details if necessary</p>
<p> </p>

Section 4: Can you justify and evidence, or lessen any impact?

4a: If you have identified a negative impact(s) on any group(s) please complete the below table for each affected each group. If any boxes don't apply, please leave blank. If you didn't identify any negative impact(s) on the previous page, skip to section 6.

Hints & tips Is there something you can do to reduce or alter any negative impact you have identified? *For example when we changed waste and recycling collections to kerbside collections, we offered disabled/less able people assisted collections.* Please list all the evidence you have gathered to support your decision(s) – this could include customer feedback, statistics, comparable policies, consultation results. If you don't have any evidence, please carry out appropriate studies and research to gather the evidence you need to support your decision(s). If you have no/insufficient evidence or cannot gather any, you will need to complete a full EIA. For further guidance, see Section 4 of the help notes.

Actions you need to take	We will make the following change(s) to the service/policy to reduce the negative impact. Explain the change(s) and the evidence you have to support your decision? <input checked="" type="checkbox"/> Use section 4b below if you want to give more details.	We won't make changes as we can justify our decision and there are sound reasons behind our decision. Justify why and detail the evidence you have gathered to support your decision. <input checked="" type="checkbox"/> Use section 4c below if you want to give more details.	There is a negative impact, and we cannot justify it and/or have no, or insufficient, evidence to support our decision. <input checked="" type="checkbox"/> You will need complete a full equality impact assessment. See the help notes for more details.
Groups of users			
Age ranges (indicate range/ranges)			
Disability (physical, sensory or learning)			
Gender / sex			
Transgender / gender reassignment			
Race (includes ethnic or national origins, colour or nationality)			
Gypsies and travellers			
Refugees / asylum seekers			
Sexual orientation			
Marriage and civil partnerships			
Religion or belief (includes lack of belief)			
Pregnancy and maternity			
Carers or the people cared for (dependants)			
Other (please specify)			

4b: Further details on changes

Please use the space below to give more details on the changes you will make, if necessary:

4c: Further details on justification

Please use the space below to give more details on the justification/evidence you have gathered, if necessary:

Section 5: Your action plan

Help notes If, as a result of this assessment, you are going to adapt your plans or policy, please include details below. Please include a quick action plan and key dates that will show how you will review your decisions and when. Please include responsibility and expected outcomes. For full guidance on how to complete this section, please refer to the help notes.

Section 6: Record your actions (delete as appropriate)

I have sent this to Policy and Performance for publication on the intranet and on www.lichfielddc.gov.uk	Yes
Date completed:	1/3/19