

**DESIGN GUIDANCE NOTE NO: 7
RESIDENTIAL CONVERSIONS**

This guidance note is one of a series which provide advice on various types of development within the Borough. It deals with the conversion of single family residential properties into two or more self-contained units.

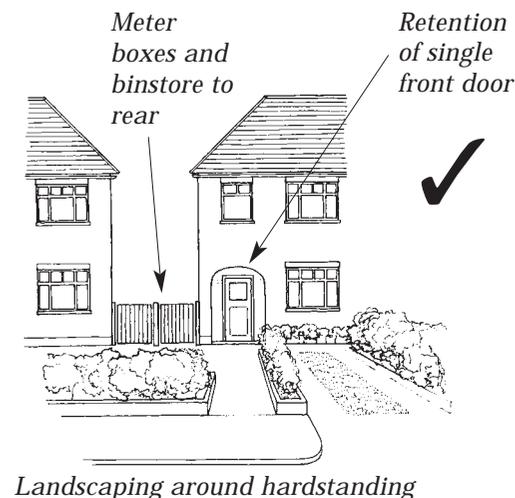
The conversion of large houses into flats offers an opportunity to provide accommodation for smaller households. However, by increasing the number of residential units in a street, conversions can cause additional noise and disturbance to neighbouring residents.

The Borough's Unitary Development Plan (UDP) contains policies which aim to minimise the impact of conversions on the local environment and to ensure that occupiers of both new and existing units enjoy a high standard of amenity. This guidance note compliments these policies by explaining in more detail when and where subdivision is likely to be acceptable. It sets out principles of good design against which the Council will assess applications.

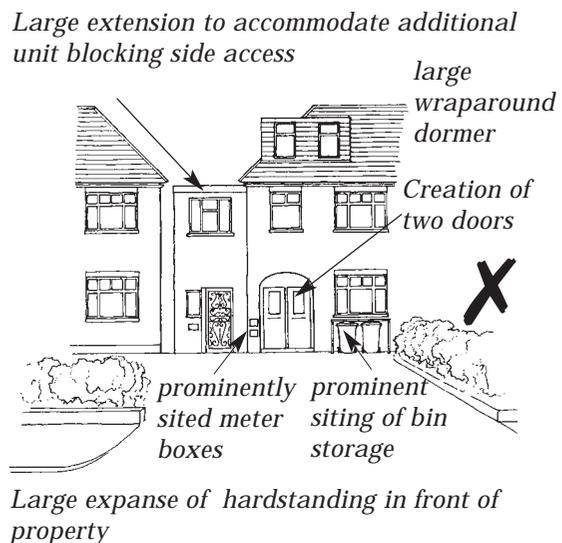
IS A CONVERSION APPROPRIATE?

Whether or not the Council considers that a conversion is acceptable in principle will depend on the character of both the house and the street.

1. To meet current housing needs the Council aims to retain a balance between family and smaller dwellings within the Borough. Therefore, the conversion of small houses suitable for family occupation will normally be resisted. That is, those with less than 5 habitable rooms or a floor area less than 120m².
2. The property should be large enough to be converted without the need for substantial additional extensions. There also needs to be access to the rear garden for both flats, and enough room to provide the necessary off street parking. This is explained in more detail in later sections of this leaflet.
3. Conversions generate extra movement of people and vehicles and



Existing appearance essentially unchanged



Many alterations detracting from the appearance of the property

the alterations required to accommodate such a use can impact upon the character and appearance of a locality. Proposals are likely to be resisted therefore, in areas where houses are occupied by one family only, and where the external alterations needed including a hardstanding for parking a car, would spoil the appearance of the local area.

PRINCIPLES OF GOOD DESIGN

If the principle of conversion is considered acceptable for a particular property, then the following detailed design principles should be taken into account in your proposal:

1. EXTERNAL APPEARANCE

A good conversion should result in the minimum alteration to the external appearance of the house. Particular attention should be paid to the following points:

Front doors: The insertion of an additional front door tends to unbalance the appearance of the house. You should try to avoid replacing the existing front door of the property with two doors adjacent to one another. If possible, additional letterboxes should be sited internally. On especially large properties or those on corner plots, of course, it may be possible for each unit to have its own front door on different sides of the house without detracting from the appearance of the property.

Extensions and roof alterations: Large extensions or alterations to the roof are unlikely to be acceptable. A rooflight may be a much less obtrusive way of making a loft space usable than a dormer window. Another Guidance Note provides more detailed design advice on extensions.

Self-containment: Each new residential unit should be self-contained, that is, it should have its own lockable door which is accessed through a single

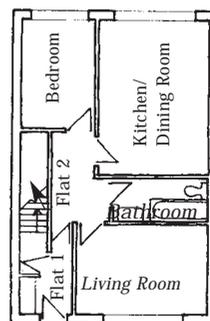
communal front door for the whole house.

2. INTERNAL LAYOUT

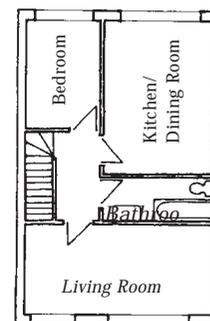
Subdivision requires careful consideration of the layout of each unit and the size and features of the rooms, so that the proximity of the new units to each other does not cause their occupants or neighbours undue disturbance.

Minimum size of unit: The Council's Unitary Development Plan sets down a minimum floor area of 30m² for any new dwelling created through a residential conversion, including bedsitting-rooms and studio flats.

Proposed Ground Floor Plan



Proposed First Floor Plan



Floor layout should ensure that Living Rooms are above one another

Room arrangement: Rooms should generally lead off a hall or corridor, so that each can be accessed independently. The design of rooms, including the position of windows and doors, natural lighting and ventilation will all be assessed by the Council. You should ensure that the layout of each unit means that bedrooms are not located above or below living rooms of another unit, and first floor living rooms are not adjacent to bedrooms in a neighbouring family house. Additional noise which will be generated from the stairs to the upper flat needs to be taken into account in the layout of both units.

The upper flat should be accessed from an internal set of stairs. The design of

the flats must allow easy and unrestricted movement within the property, which means for example the avoidance of steep or narrow stairs and passageways, or difficult changes in level.

Sound-insulation: In order that the occupants of a conversion do not experience a noise nuisance, you must ensure that walls and floors separating dwellings are adequately insulated so as to comply with the standards set down in the Building Regulations.

Fire regulations: You will need to comply with the relevant Building Regulations concerning structural alterations and fire precautions, including the need for fire proofing of the floors and the wall between the two flats. If the conversion involves more than two storeys, then adequate provision must be made for a secondary means of fire escape.

Plumbing and drainage: Building Regulation approval will also be required for facilities such as the new bathroom.

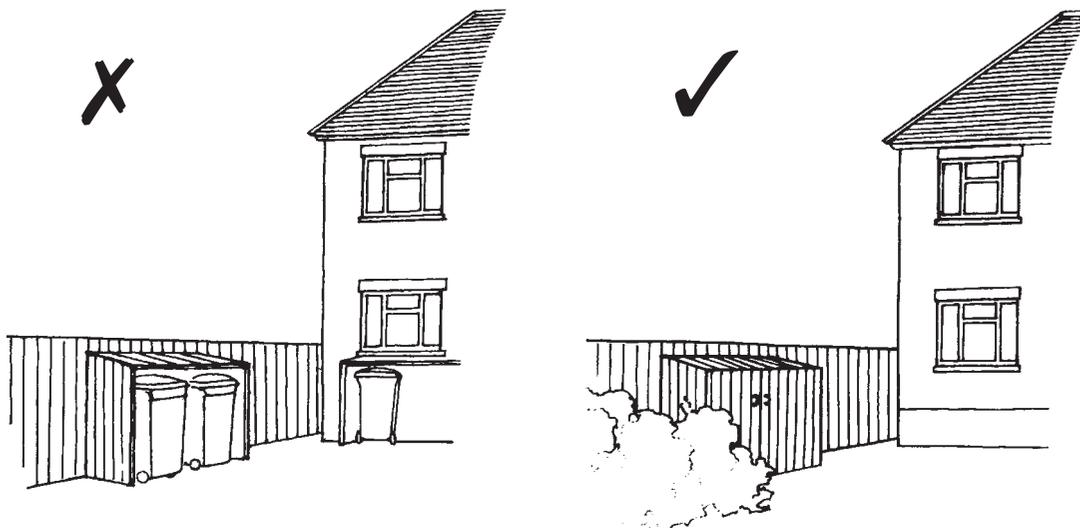
Further advice on the requirements of the Buildings Regulations can be

obtained from the Council's Building Control Group.

3. ACCESS TO A GARDEN

The Council's UDP policy states that conversion will be acceptable only in houses which have useable rear gardens of more than 50m², and should also conform to the amenity space standards which are applied to purpose-built properties. For flats, this standard is 5m² per habitable room. For example, one flat with 2 habitable rooms and one flat with 3 habitable rooms require a combined minimum of 25m².

You will need to make the necessary arrangements to ensure that adequate access to the garden area is available and maintained for the occupiers of each unit. Access to the garden for the upper flat in detached or semidetached houses is best provided by means of a side access. However, in the case of a terraced house, this may necessitate an alternative means of access such as an external staircase. This will only be acceptable where a material increase in overlooking of adjacent properties does not result, and where the addition of



Sensitive use of landscaping can soften the impact of bin-stores when it is necessary for them to be sited to the front of a property

such a staircase does not unduly detract from the appearance of the property.

4. CAR PARKING

Adequate provision must be made for off-street car parking. The Council's UDP contains minimum car parking standards which new development is expected to meet. For residential conversions, as a general rule of thumb, each extra unit will be required to provide a space, as a minimum.

Creating a hardstanding in a front garden can be an acceptable means of providing space. The front garden needs to be large enough to allow a vehicle to be parked at right angles to the street without overhanging the footway. Car parking should be located away from habitable rooms and allow space for a safety strip between the hardstanding and the property. This strip helps to minimise disturbance and pollution to the ground floor flat.

You should refer to the Councils' leaflet "The construction of hardstandings and crossovers" providing advice on good design of hardstandings and vehicular crossovers (LBB Guidance Note No.3). The acceptability of providing car parking in a front garden is dependent upon the character of property frontages in the area. Generally, if the houses in a particular locality are characterised by planted front gardens, hardsurfacing to provide car parking is likely to be detrimental to this character and will be resisted.

5. BIN STORAGE

Bin stores to accommodate at least one 'wheelie' bin per unit should be provided. Where possible, this should be positioned to the rear of the house, although if this is not possible or practical, well-screened facilities sensitively sited to the front or unobtrusively sited to the side must be provided. Care should be taken to ensure that they are sited away from

windows, particularly those to habitable rooms. The visual impact of bin stores can be lessened considerably by suitable landscaping. In addition, a satisfactory point of collection for the bins should be made available.

6. GAS & ELECTRICITY METER BOXES

More than one meter box on the front of a house can look unsightly. Where possible and safe, meter boxes should be located partially buried at the foot of the house wall to the front, or on the side of the property.

7. SECURITY & CRIME PREVENTION

Thoughtful design is one way to help reduce the risk of crime. Security features include the provision of suitably designed lighting of entrances, rear accesses, and communal lobbies or hallways. Your local Crime Prevention Adviser can provide additional advice.

DO I NEED CONSENT FROM THE COUNCIL?

Any conversion of a house presently occupied by a single household into two or more flats requires *planning permission*. You should contact the Council for details of how to apply and the fee payable.

Planning permission must not be confused with approval under the *Building Regulations*. A separate application must be made to the Building Control Group of the Council for the necessary approvals.

Listed building consent will be required for any works which materially affect the special architectural or historic interest of a listed building even if planning permission is not needed.

For residents of the *Hampstead Garden Suburb* any external change to a

property, including restoration of original work is likely to require the formal consent of the Hampstead Garden Suburb Trust Ltd. In some cases, consent for internal building work is required. Residents should always check first with the Trust at the earliest possible stage.

The Council and the Trust have produced a design guidance leaflet for the Suburb. This is available from the Council.

Lessees and tenants, whose property is under the management of a landlord should seek advice from that landlord before incurring any expense.

CONSERVATION AREAS AND LISTED BUILDINGS

The Borough has designated a number of conservation areas which are of particularly high environmental quality. When assessing proposals in these areas, the Council will have special regard to the desirability of preserving or enhancing their character or appearance. Conversions in such areas therefore should be of a standard and type of design compatible with the character of the particular area.

Historic buildings which are considered of particular merit are included in the Statutory List of Buildings of Architectural or Historic Interest. Strict

control will be applied to any type of development affecting such buildings through listed building consent. The Planning Group will be able to tell you whether your property is included in the List. Proposals for the conversion of a listed building are likely to be considered appropriate only if the internal layout and external appearance of the building lends itself to this use.

The Council has compiled a separate list of buildings of local architectural or historic interest. Particular care will be taken to ensure that development proposals affecting buildings included in the "Local List" comply with advice contained in this leaflet.

POWERS TO ENFORCE THE ADVICE CONTAINED IN THIS LEAFLET

If works subject to planning control are carried out without the written consent of the Council, then the Council has the power to ensure that the breach of planning legislation is remedied. This is likely to require the reinstatement of the property to its former condition, which is likely to be a very expensive exercise for the owner. In the case of a listed building the person who executed works or caused them to be executed is liable to prosecution in addition to enforcement proceedings outlined above.

This document supplements and expands upon the policies within the Unitary Development Plan. The advice it contains with them and therefore has the status of supplementary planning guidance.

The document has benefited from Council resolution and a consultation exercise. This has enhanced its status, and due weight will be accorded to it as a material consideration in the determination of development proposals.

Following boundary changes in April 1993 and April 1994, several small areas formerly within the Hertsmere district and the London Borough of Camden, Enfield and Haringey are now included within Barnet. Pending the statutory review of the UDP, the policy context in these areas remains the relevant statutory development plan of the former local authority.



একক পরিবারের আবাসিক দালানগুলোকে দুই অথবা এর বেশী স্বয়ংসম্পূর্ণ ইউনিটে কিভাবে পরিবর্তন করা যায় সেই সম্পর্কে এই প্রচারপত্রে উপদেশ দেওয়া আছে। এই প্রচারপত্রে ব্যাখ্যা করা আছে যে, কখন পরিবর্তনটি সঠিক হবে এবং সুন্দর নকশার নীতিসমূহের বর্ণনা করা আছে। যদি আপনার অভিরিক্ত ভাষায় প্রশ্নোত্তর হয়, তাহলে অনুগ্রহ করে মঙ্গলবার সকাল ১০ - ১২টার মধ্যে (020) 8359 6114 নম্বরে টেলিফোন করুন।

這份傳單指導關於把單一的家庭住宅屋宇改建成為兩或更多間自給自足單位的事項。這份傳單說明改建一事在如何的場合被視為適當，和釋明良好設計的原則。若你想知道更多的資料，請逢星期四上午由十時至十二時之間致電 (020) 8359 6114 查詢。

Αυτό το φυλλάδιο δίδει συμβουλές στη μετατροπή κατοικιών μίας οικογένειας σε δύο ή περισσότερα ανεξάρτητα διαμερίσματα. Το φυλλάδιο επεξηγεί πότε μετατροπές θα είναι κατάλληλες και περιγράφει τις αρχές καλού σχεδίου. Εάν χρειάζεστε επιπρόσθετες πληροφορίες παρακαλείστε να επικοινωνήσετε με το (020) 8359 6114 κάθε Δευτέρα το απόγευμα μεταξύ 2.00 και 4.00 μμ. (στα Ελληνικά).

એક કુટુંબ (સિંગલ ફેમિલી)ને રહેવાના મકાનમાંથી બે કે બેથી વધુ કુટુંબોના સ્લેફ કન્વર્શન્સ (સુવાંગ) રહેઠાણો બનાવવાં હોય તો શું કરવું જોઈએ, તે અંગેની સલાહ આ પત્રિકામાં છે. કેવાં કન્વર્શન યોગ્ય કહેવાય, અને તે અંગેની કેવી ડિઝાઇન સારી ગણાય તેની માહિતી પણ આમાં છે. વધુ માહિતી માટે ગુરુવારે બપોરે ૧:૦૦ અને સાંજે ૪:૦૦ કલાક દરમિયાન (020) 8359 6114 પર સંપર્ક કરવો.

Bu bildiri bir tek aile için inşa edilmiş meskenlerin bir veya daha fazla kendine yeterli birime çevrilmesine ilişkin konularda tavsiyelerde bulunur. Bu bildiri değişikliğin ne zaman uygun olacağını açıklar ve iyi bir çizimin ilkelerini tarif eder. Daha fazla bilgi isterseniz çarşamba sabahları (020) 8359 6114 numaralı telefona başvurunuz.

اس اشتہار میں ایک خاندان کے رہنے والے کسی رہائشی مکان میں ردوبدل کر کے اسے دو یا اس سے زیادہ خود کفیل (سیلف کنٹینڈ) یونٹوں میں تبدیل کرنے سے متعلق معلومات دی گئی ہیں۔ اس اشتہار میں اس بات کی وضاحت کی گئی ہے کہ کن حالات میں یہ تبدیلیاں قابل قبول ہوں گی اور اس سلسلے میں کتنے ڈیزائین کے اصول کیا ہیں۔ اس ضمن میں اگر آپ کو مزید معلومات درکار ہوں تو برائے مہربانی کسی جمعہ کو دوپہر 2.00 بجے سے 4.00 بجے تک ٹیلیفون نمبر (020) 8359 6114 پر رابطہ کیجئے۔

For further information, please contact:
**London Borough of Barnet, Planning Group,
Directorate of Environmental Services
Barnet House, 1255 High Road, Whetstone,
London N20 0EJ
Telephone (020) 8359 4653**