

Oxford City Council  
September 2023

## Design and Access Statement



Address: 3 COURTLAND ROAD, IFFLEY, OXFORD OX4 4HZ

Proposal: Insertion of 5no rooflights. Change of use of dwellinghouse (Use Class C3) to a House in Multiple Occupation (Use Class C4) and associated bin and bike storage

## Introduction

This application is for the change of use of the first floor 3 bed flat, to create a 6 bed 6 person HMO (C4) over the first floor and loft levels.

## Site and Surrounding Area

This application relates to a first floor flat with a loft which is above a Pizza Hut shop along the Parade of shops. With a shop unit at ground floor level, access to the uppers is via an entrance door on the street.

## Principle of Development

This is a sustainable High Street location but, being above shops, without easily accessible outdoor amenity space, is more suited to HMO dwellings, rather than a family dwelling.

As of 24th February 2012, an Article 4 Direction came into force requiring planning permission for the change of use from C3 to HMO dwellings. Policy H6 of the Oxford Local Plan states that the change of use of a dwelling to an HMO will only be granted where the proportion of buildings used in full or part as an HMO within 100m of street length either side of the application site, does not exceed 20%. This includes side roads and footpaths.

We measured the 100m stretch on mapping and the 100m stretch from this property goes till 131 and 132 Rose Hill on the south and 89 and 74 Rose Hill to the north. On Courtland Road 100m is 28 and 29 Courtland Road. This comprises a total of 78 Properties, 50 properties on Rose Hill and 28 Properties on Courtland Road. The 20% threshold would therefore 15 properties. On perusal of the HMO register, there are 3 other HMO's on Courtland Rd and a further 2 HMO's on Rose Hill within the 100m stretch the application site. With the proposal, the total will be 6 HMO's which is well within the 20% threshold.

We would also point out that as a property, being above shops is more suitable for an HMO than a regular house.

## Amenities

The proposal has been designed considering the “Landlord’s Guide to Amenities and Facilities for Houses in Multiple Occupation 2019”.

### HMOs where occupiers share kitchen facilities

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Follow the table from left to right to work out the space requirements in your HMO.

Minimum bedroom size	Total number of people in HMO	Minimum kitchen size	1 to 2 storey HMO minimum living space	3+ storey HMO minimum living/ dining space
1 occupant 6.5m <sup>2</sup> or 2 occupants 10.22m <sup>2</sup>	3–5 people	7m <sup>2</sup>	11m <sup>2</sup> separate living room; or 18m <sup>2</sup> combined kitchen/living room (of which 7m <sup>2</sup> must be dedicated kitchen area)	Either: 11m <sup>2</sup> separate living room within 1 floor distance of kitchen; or: 18m <sup>2</sup> combined kitchen/living/dining room (of which 10m <sup>2</sup> must be dedicated to kitchen area).
	6–10 people	10m <sup>2</sup>	14m <sup>2</sup> separate living room; or 24m <sup>2</sup> combined kitchen/living room (of which 10m <sup>2</sup> must be dedicated kitchen area)	Either: 14m <sup>2</sup> separate living room within 1 floor distance of kitchen; or: 24m <sup>2</sup> combined kitchen/living/dining room (of which 10m <sup>2</sup> must be dedicated to kitchen area).
1 occupant 8.5m <sup>2</sup> or 2 occupants 14m <sup>2</sup>	3–5 people	7m <sup>2</sup>	No additional communal living space required	Either: 13m <sup>2</sup> kitchen/diner; or: 11m <sup>2</sup> separate dining room within 1 floor’s distance of kitchen; unless: all bedrooms within 1 floor’s distance of kitchen
	6–10 people	10m <sup>2</sup>	No additional communal living space required	Either: 16m <sup>2</sup> kitchen/diner; or: 14m <sup>2</sup> separate dining room within 1 floor’s distance of kitchen; unless: all bedrooms within 1 floor’s distance of kitchen

- The minimum kitchen area must be provided in all cases.
- A living room will be accepted as a dining room and vice versa, provided the minimum space requirements (given above) are fulfilled.

Bedrooms are circa 10-11sqm (above 8.5m) (the loft rooms are larger to compensate for the fact they are in the slope. No space below 1.5m has been counted. As the rooms are larger than 8.5sqm, the kitchen needs to be 10sqm. The proposed kitchen is 10.54sqm.

All rooms have their own ensuite bathrooms.

## External Amenity Space

There is an existing staircase off the kitchen which goes downstairs to the outdoor space. The bin and bike storage will also be conveniently located there. Policy H16 of the Local Plan 2036 encourages proposals to have direct and convenient access to an area of private open space. When discussing houses it states that these should provide a private garden of adequate size and proportions to the

house proposed, which will be considered to be at least equivalent in size to the original building footprint. This refers specifically to land where gardens can be provided. In this case, the application site is a first floor flat above an existing shop. The property arrangement does not benefit from a significant area of outdoor amenity space. However, given that the existing is occupied as a series of flats without this private outdoor amenity space and that there is a large area of green open space approximately 0.2 miles away providing adequate outdoor space, the lack of provision of gardens on site should be considered to comply with the above policy.

### Parking

A Parking survey was commissioned in September 2022 on this location for a similar application at 80a Rose Hill. The conclusion was the existing parking pressure on in the area is very significantly below the 80% which would be considered high. The Parking standards for HMO's are a maximum provision of 1 car per 2 habitable rooms. The standards for a three bed dwelling is 1-2 cars. It is safe to assume then that the potential increase from the change of use, would be 1 extra car on surrounding streets. This would increase stress from 46% to 48%. This is well below the 88-90% which would be considered high.

Furthermore, the provision of convenient bike storage should work to reduce the reliance cars. Policy M5 requires in HMO's 1 bike per occupant. In this case secure bike storage has been provided in the rear garden with space for at least six bikes.

### Daylight Sunlight Assessment.

The works do not impact daylight and sunlight access to this or any other properties and therefore a full assessment should not be required.

We trust that you will find this proposal acceptable. Should you require any further information, please do not hesitate to contact me at [REDACTED]

Anthony Adler Msc

Director  
EA Town Planning LTD