

APPENDIX 1

Application checklist

This Checklist will help you provide all the relevant information that the Council needs to make a decision on your planning application to convert or subdivide an existing building to permanent residential use. It will also give you a good idea whether your proposal meets our requirements.

Who should Use this Checklist?
Applicants or their Agents

How to get Further Advice
The Council recommends that you discuss your proposals with the Development Management Team before starting to design your scheme or submitting your application.

Contact Us
If you need any further information, please contact us at:

Development Management
PO Box 17
Corporation Street
Blackpool FY1 1LZ

Email: planning@blackpool.gov.uk
Tel: 01253 477477

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Key Requirements		When	Met?																																																								
1.0	Can I Sub-divide or Extend my Property?																																																										
1.1	The following will not normally be permitted: <ul style="list-style-type: none">Conversion of holiday accommodation to residential use in a protected Holiday AreaConversion of an existing ground floor shop in the Town Centre, District or Local CentreConversion and loss of a community facilityConversion of a building located in an allocated employment area	All cases	✓																																																								
1.2	Subject to meeting all other requirements within this document: <ul style="list-style-type: none">Original properties below 160m² can be converted to a single dwelling but cannot be subdividedOriginal properties larger than 160m² can be converted into two or more dwellings providing the resulting mix complies with 1.4 and 1.5	All cases	✓																																																								
1.3	Within the defined inner areas proposals involving extensions to the property (including the roof) will not be acceptable	All cases	✓																																																								
1.4	Within the defined Inner Areas the maximum number of one bed or studio flats in any development is one in three. Outside these areas: <ul style="list-style-type: none">Developments of up to three units should have at least one unit of two or more bedroomsIn developments of four or more units, at least 50% should be of two or more bedrooms	Flats only	✓																																																								
1.5	Larger developments would be expected to provide a mix of one, two and three plus bedroom units.	Flats only	✓																																																								
1.6	All dwelling units must be self-contained	Flats only	✓																																																								
1.7	Proposals for the conversion of existing dwellings or other buildings into houses of multiple occupation (HMOs) will not be acceptable.	Flats only	✓																																																								
2.0	Dwelling Sizes																																																										
2.1	All dwellings must meet the following minimum space standards: <table><thead><tr><th>No. bedrooms</th><th>No. people</th><th colspan="2">Minimum Gross Internal Area by Unit Type (m²)</th></tr><tr><th></th><th></th><th>Flats</th><th>Maisonettes and Houses</th></tr></thead><tbody><tr><td>Studio Flat</td><td>2p</td><td>55</td><td>-</td></tr><tr><td>1b</td><td>2p</td><td>55</td><td>-</td></tr><tr><td>2b</td><td>3p</td><td>67</td><td>-</td></tr><tr><td>2b</td><td>4p</td><td>77</td><td>85</td></tr><tr><td>3b</td><td>4p</td><td>81</td><td>89</td></tr><tr><td>3b</td><td>5p</td><td>94</td><td>106</td></tr><tr><td>3b</td><td>6p</td><td>110</td><td>112</td></tr><tr><td>4b</td><td>5p</td><td>99</td><td>110</td></tr><tr><td>4b</td><td>6p</td><td>110</td><td>117</td></tr><tr><td>4b</td><td>7p</td><td>115</td><td>123</td></tr><tr><td>5b</td><td>6p</td><td>118</td><td>125</td></tr><tr><td>5b</td><td>7p</td><td>123</td><td>130</td></tr></tbody></table> <i>For dwellings designed for more than 7 people add 10m² per additional person as a rule of thumb</i>	No. bedrooms	No. people	Minimum Gross Internal Area by Unit Type (m ²)				Flats	Maisonettes and Houses	Studio Flat	2p	55	-	1b	2p	55	-	2b	3p	67	-	2b	4p	77	85	3b	4p	81	89	3b	5p	94	106	3b	6p	110	112	4b	5p	99	110	4b	6p	110	117	4b	7p	115	123	5b	6p	118	125	5b	7p	123	130	All cases	✓
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2.2	No dwelling designed for less than 2 people (i.e. one double or two single beds) will be acceptable	All cases	✓																																																								

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Key Requirements		When	Met?																														
3.0	External Alterations																																
3.1	All signage, awnings, shutters and canopies must be removed unless they are part of the material fabric of the original building or they are important architectural or heritage features	All cases	✓																														
3.2	Street-facing sun lounges must be removed and the replacement façade must be of a high design quality in keeping with the original building and its residential use. Where it is not possible to match the finish of the rest of the facade an appropriate whole facade treatment should be used. Replacement walls, windows and doors must be consistent in proportion and position to those originally built	All cases	✓																														
3.3	When converting a former retail premises to residential use the removal of a shopfront will be considered on a case by case basis. If the retail frontage is removed it must be replaced in accordance with the requirements of 3.2	All cases	✓																														
3.4	You may be required to remove extensions to a property where they are inappropriate to, or out of character with, residential use or it is necessary to provide/improve outdoor amenity space	All cases	✓																														
3.5	Any property being sub-divided or converted into flats must remove any previous non-original roof-lift or inappropriate dormer and replace with a roof in keeping with the roof line as originally built.	Flats only	✓																														
4.0	Entrance and Approach																																
4.1	Generally, front boundary walls must be retained or replaced with something more in keeping with a residential character and appearance. Where street facing boundary walls have been removed these should normally be reinstated in line with those originally in place unless shown to be inappropriate	All cases	✓																														
4.2	All dwellings must have direct access from the street entrance or shared entrance hallway off the street entrance. Rear access will only be considered in exceptional circumstances	All cases	✓																														
5.0	Internal Size Standards																																
5.1	All rooms within dwellings must meet the following minimum space standards:	All cases	✓																														
<table><tr><td>Purpose of room</td><td>Minimum area (m²)</td><td>Minimum dimension (m)</td></tr><tr><td>Double / twin room</td><td>12</td><td>2.7</td></tr><tr><td>Single bedroom</td><td>8</td><td>2</td></tr><tr><td>Kitchen</td><td>-</td><td>2.3</td></tr><tr><td>Living / dining areas</td><td>-</td><td>2.9</td></tr><tr><td colspan="3">Total Aggregate Living/Dining/Kitchen area (m²):</td></tr><tr><td>2 person</td><td>25</td><td></td></tr><tr><td>3 person</td><td>27</td><td></td></tr><tr><td>4 person</td><td>29</td><td></td></tr><tr><td>5 person</td><td>32</td><td></td></tr></table>				Purpose of room	Minimum area (m²)	Minimum dimension (m)	Double / twin room	12	2.7	Single bedroom	8	2	Kitchen	-	2.3	Living / dining areas	-	2.9	Total Aggregate Living/Dining/Kitchen area (m²):			2 person	25		3 person	27		4 person	29		5 person	32	
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For each additional person add 2m²																																	
5.2	In general minimum dimensions must be adhered to over the whole length of the room	All cases	✓																														
5.3	All rooms apart from those in the roof-space must have a minimum floor to ceiling height of 2.4m. All rooms in a roof space with sloping ceilings must have a minimum floor to ceiling height of 2.14m (7'0") over at least half of the	All cases	✓																														

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Key Requirements		When	Met?
	measurable floor area. Floor space below 1.52m (5'0") will not count towards the measurable floor area, it can, however, be counted as storage space		
5.4	Studio flats must provide a sleeping area of at least 12m ² defined by a solid partition while fulfilling all other internal space requirements	Flats only	✓
6.0	Internal Design Standards		
<i>Storage and Circulation</i>			
6.1	All converted dwellings must provide a minimum of 5% of their Gross Internal Floor Area (GIFA) for storage (excluding cycle storage)	All cases	✓
6.2	Designers must minimise the use of dedicated circulation space wherever possible to make dwellings more space efficient and provide larger living areas	All cases	✓
<i>Daylighting</i>			
6.3	All habitable rooms must have natural light and at least one of the living spaces should receive direct sunlight for part of the day. Living spaces include living / kitchen / dining areas	All cases	✓
<i>Bathrooms and WCs</i>			
6.4	All dwellings designed for five people or more must provide a minimum of a bathroom with WC and additional separate WC	All cases	✓
6.5	At least one toilet and bathroom must be immediately accessed from the general circulation area of any dwelling	All cases	✓
6.6	Habitable rooms that are not bedrooms must not have en-suite facilities	All cases	✓
<i>Noise</i>			
6.7	In order to minimise noise nuisance between dwellings, rooms with a similar use should be placed next to and above one another (stacking) wherever possible to avoid living and sleeping spaces sharing common walls, floors and ceilings	Flats only	✓
6.8	Non-habitable rooms such as hallways or storage space should be used as noise buffer's between or within dwellings wherever possible	Flats only	✓
6.9	Building and dwelling layouts should be planned to limit the transmission of airborne and impact sound from common areas	Flats only	✓
7.0	External Space Standards		
7.1	Proposals will be expected to maximise all opportunities for the provision of outdoor amenity space, including the removal of extensions and outbuildings and provision of roof-terraces and balconies. Where these are provided they must be designed as an integral part of a building's appearance and not have a detrimental impact on the residential amenities of others. Where meaningful amenity space cannot reasonably be provided, applicants will be expected to compensate for this with a higher quality internal layout	All cases	✓
7.2	All outdoor amenity space provided must be in addition to parking, cycle or waste storage provision	All cases	✓
7.3	All private external amenity space should normally be overlooked from within the dwelling	All cases	✓
8.0	Car Parking		

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Key Requirements	When	Met?
8.1 Proposals will be expected to provide off-street parking spaces wherever possible, subject to the following criteria: <ul style="list-style-type: none"> Front parking spaces must represent a net gain over existing on-street provision and should not exceed 50% of the front garden area. Appropriate front boundary treatment and adequate residential access to the properties will be expected Rear parking spaces will be balanced against the need to provide private amenity space. Consideration will be given to the availability of on-street parking in the immediate vicinity, and the suitability or value of nearby public outdoor amenity space Any new hard surfacing must have appropriate drainage or be made of permeable materials Provision of a dropped kerb and vehicle pavement crossing must be agreed in writing with the Council's Transportation team. 	All cases	
9.0 Cycle Storage		
9.1 All dwellings must provide the following minimum storage for cycles: <ul style="list-style-type: none"> 1-2 bed: 1 space 3+ bed: 2 spaces. 	All cases	✓
9.2 Individual or communal cycle storage inside the dwelling must have easy access to the street	All cases	✓
9.3 Individual or communal cycle storage outside the dwelling must be secure, sheltered and adequately lit, with easy access to the street	All cases	✓
9.4 Cycle storage identified in habitable rooms or on balconies will not be considered acceptable	All cases	
10.0 Waste Storage and Services		
10.1 Every dwelling must have direct access to adequate space for segregated waste storage for disposal and recycling within the property boundary	All cases	✓
10.2 Waste storage areas should be outside the building. They must be easily accessed from the kitchen and the street, be sheltered from wind and rain and be secure and screened from view at the side or rear of the property wherever possible	All cases	✓
10.3 If waste storage must be within the building it must be ventilated and located to prevent nuisance caused by noise and smells	All cases	
10.4 Waste storage areas should be accessible to all users and located on a hard, level surface	All cases	✓
10.5 Utility meters and service points must be placed in a position that is easily accessible by service engineers and concealed from view	All cases	✓
10.6 Communal waste and recycling storage areas will be expected where possible so as to maximise available outdoor space	Flats only	✓
10.7 Applications for ten or more dwellings within the same building must include a Site Waste Management Plan to be agreed with the Council's Waste Management Team.	Flats only	

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Best Practice	When	Met?
11.0 External		
11.1 Proposals should incorporate design measures to prevent crime, such as: <ul style="list-style-type: none"> Creating areas with good passive surveillance 'Soft' security measures should be considered before 'hard' measures such as high walls or cameras Blank facades, undercroft parking, and storage areas should not flank public spaces Dwellings should have secure entry from the street and from each other Dwellings sharing a street entrance should each be provided with entry phones linked to a secure main door and electronic door release Applications for three or more dwellings within the same building must provide a management plan giving arrangements for shared maintenance of external fabric, security, day to day maintenance of communal areas and waste management 	All cases	✓
11.2 Entrances should, where practical, have level thresholds and approaches suitable for wheel-chair users	All cases	
12.0 Internal design		
12.1 Consideration of ancillary spaces within dwellings should include: <ul style="list-style-type: none"> Adequate space for appropriate white goods. Wherever possible washing machines should be placed away from living areas so as to minimise disturbance Adequate space for clothes air drying is important to reduce energy use in the home. Where provided it must be well ventilated and allow occupants to move about freely 	All cases	✓
12.2 Consideration of appropriate access, movement and facilities within dwellings should include: <ul style="list-style-type: none"> Ground floor dwellings with level access should provide at least one bathroom and WC that is capable of adaptation to disabled access layout and space standards Circulation spaces in ground-floor dwellings with level access should demonstrate that they allow full wheelchair access Dwellings accessed above ground level should have circulation adequately sized to enable two people to pass 	All cases	
13.0 Outdoor space		
13.1 Wherever possible dwellings that result from conversion or sub-division should be provided with external amenity space. <ul style="list-style-type: none"> Green space should be incorporated For dwellings at ground level the minimum area for external amenity space should be 20m² for a 2 person dwelling, rising by 1m² per additional person For dwellings above ground level the minimum area for external amenity space (e.g. balcony or roof terrace) should be 5m² for a 2 person dwelling, rising by 1m² per additional person. Balconies and roof terraces should be a minimum of 1.5metres deep to allow the use of a table and chairs 	All cases	✓
13.2 Provision should be made for there to be an additional 1.2m to one side of the car parking space for potential wheel-chair access	All cases	
14.0 Sustainability		
14.1 New dwellings that result from the conversion or subdivision of existing buildings must demonstrate that all opportunities for the fitting	All cases	

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Best Practice		When	Met?
	of appropriate renewable energy technologies have been fully exploited		
14.2	Dwellings must demonstrate that they have been designed for thermal efficiency both to avoid heat loss and to avoid excessive heat gain without relying on energy intensive mechanical heating or cooling systems	All cases	✓
14.3	All new dwellings should achieve a minimum of Code 3 in the Code for Sustainable Homes 2010	All cases	✓
14.4	Wherever possible new dwellings resulting from the conversion or subdivision of existing buildings should demonstrate the use of rain water and grey water harvesting for toilet flushes and other appropriate uses	All cases	
14.5	Wherever possible green space and planting should be incorporated into developments. This would include the use of green roofs.	All cases	
14.6	All new dwellings should incorporate features such as niches designed for bats or swift bricks wherever appropriate	All cases	✓