



Local Development Framework

London
Borough of
Barnet

Supplementary
Planning
Document
Affordable
Housing

February 2007

Executive Summary

This *Affordable Housing* Supplementary Planning Document (SPD) has been prepared to supplement the policies and proposals of the London Borough of Barnet's *Unitary Development Plan* (UDP), adopted in 2006, and the Mayor of London's *London Plan* (2004), which together form the development plan for the area.

The purpose of this SPD is to provide advice to developers, including Registered Social Landlords (RSLs) on the council's approach to affordable housing provision. The SPD supplements policies in the UDP and seeks to elaborate and clarify how the council's affordable housing policies will operate.

The SPD does not introduce new policies. That is a role for the Local Development Framework.

This document will be taken into account as a material planning consideration when planning applications are being considered.

This document has been subjected to post-consultation clarification and update, including the publication of PPS3 – *Housing* in December 2006.

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1 Introduction

- 1.1 The planning system can make an important contribution towards both sustainable communities and development, and affordable housing. The purpose of this Supplementary Planning Document (SPD) is to provide advice to developers, including Registered Social Landlords (RSLs), on the council's approach to affordable housing provision. The acute affordable housing shortage in Barnet has led to increasing numbers of households being forced to live for longer periods in temporary housing, overcrowded conditions and bed and breakfast accommodation.
- 1.2 The distribution of affordable housing across the borough and the funding mechanisms for such accommodation are covered in this SPD. It supplements policies in Barnet's adopted *Unitary Development Plan* (2006) and seeks to elaborate and clarify how the council's affordable housing policies will operate. Therefore the SPD does not set out any new policies but provides guidance on policies established in the adopted UDP (see **Appendix 1**). It is set within the context of national policy guidance, the Mayor's *London Plan*, local housing needs and the council's strategic housing objectives.
- 1.3 Although not a formal part of the *Unitary Development Plan*, this SPD is a material consideration when the council is dealing with planning applications. This SPD will be subject to update as and when appropriate. After adoption of Barnet's *Core Strategy* (part of the emerging Local Development Framework) the SPD will be reviewed to ensure conformity with it. Before making a formal planning application for new residential development, applicants are advised to contact the Planning and Environmental Protection Service.¹
- 1.4 The council is keen to ensure greater flexibility between tenures, maximising housing choice on a lifelong pathway from social rented through intermediate and into owner occupation.

Barnet's Strategic Housing Objectives

- 1.5 Housing has a crucial role to play in meeting the council's strategic vision of "Putting the Community First" (Barnet *Corporate Plan 2006/07 – 2009/10*, available at <http://www.barnet.gov.uk/corporate-plan.pdf>). Working to increase the range of options to people in housing need and to provide alternatives to homelessness will help to deliver this priority.
- 1.6 The *Three Strands Approach* (2004, available at <http://www.barnet.gov.uk>) sets out the council's vision and direction for regeneration, development and planning within Barnet. It is based around the three strands of **Protection, Enhancement and Growth**. The new strategy will protect Barnet's high quality suburbs and deliver new housing and successful sustainable communities, whilst creating employment opportunities. All other council strategies complement this approach and reflect the community and corporate priorities in a spatial manner.
- 1.7 Barnet's *Housing Strategy 2003 – 2010* (available at <http://www.barnet.gov.uk/housingstrategy.pdf>) sets out plans to improve both the supply and quality of housing in the borough. The *Update to Barnet's Housing Strategy 2003 – 2010* (available at <http://www.barnet.gov.uk/housing-strategy-update-2006final-3.pdf>) sets out plans to manage growth and meet the needs and aspirations of local people by facilitating choice and providing ways of helping them to move through different types of tenure as their circumstances change.

¹ Contact either the Major Projects Team on 020 8359 4514 or the Planning Policy Team on 020 8359 4990. Further contact information is given in **Appendix 8**.

- 1.8 The Sustainable Community Strategy 2006 – 2016, *Barnet – A First Class Suburb* (available online at <http://www.barnet.gov.uk/sus-community-strategy-2006-2016.pdf>) sets out how local bodies will work together in order to improve the social, economic and environmental wellbeing of the borough. One of the four main themes for focus is:

Growing Successfully – Barnet’s vision is “that by 2016 Barnet’s residents will say that their local area has got better as a place to live”. To grow successfully means providing affordable and decent housing, excellent transport and public services and local jobs while protecting the environment and everything that currently makes Barnet a popular place to live.

- 1.9 Access to affordable housing (both for rent and for low cost or shared home ownership) is a significant concern for low income households, first time buyers and those providing key services who live in Barnet. The quality of housing in local communities has a major impact on the wellbeing of those that live there. To improve the quality of life for all residents, we are working to help local people access a range of good quality housing options. Another ambition underlying the “Growing Successfully” theme is to ensure that new developments are environmentally sensitive. A key measure of success on this priority is to ensure all new developments meet at least the ‘Very Good’ category of EcoHomes Standard with a target to meet the ‘Excellent’ category where practical.

Key Affordable Housing Objectives

- 1.10 Underpinning Barnet’s strategic approach to housing, this SPD has the following key objectives:
- **Creating High Quality New Homes** – Ensuring high quality design is essential to providing new homes that will stand the test of time, address the needs of present generations and be capable of meeting the needs of future generations. All development including affordable housing should be of a high standard of design, using high quality materials. New development should comply with the council’s overall objective of safeguarding the quality of the environment and local character, protecting all that is excellent about Barnet. Consideration should be given to the impact of development upon the historic environment. All affordable housing must meet the Housing Corporation’s (or any successor agency’s) housing design standards (‘Scheme Development Standards’) or any subsequent standards necessary to secure public subsidy, and the required Housing Quality Indicators. The design of higher-density housing requires special care. Effective long-term management combined with the highest standards of design will ensure a high quality local environment where people want to live and stay.
 - **Creating Mixed and Sustainable Communities** – In order to ensure greater flexibility between tenures, maximising housing choice on a lifelong pathway from social rented through intermediate and into owner occupation is essential. A good range of housing, in terms of dwelling size, type and affordability, is important in providing a choice of accommodation, thereby creating better places for people to live as they move through their life cycle. Flatted development schemes are also required to accommodate a dwelling mix, where well designed and affordable family housing with access to private amenity space is included. To enable mixed and sustainable communities, affordable housing should be in locations that provide safe places to walk and cycle and are close to local facilities and public transport.
 - **Creating Cohesive Communities** – In terms of creating cohesive communities, it is important that mixed tenure design avoids any demarcation of affordable housing from its local environment. A variety of housing tenures should be integrated within a new development and these should not be easily distinguishable from each other. The

affordable housing should be integrated with the private sale where there is mixed tenure residential development. The council will seek to ensure that each part of the development should integrate a mixture of family size accommodation as well as smaller accommodation, to avoid over concentrations of high child-densities in certain parts of the development.

- **Creating Environmentally Sensitive Homes** – The council will seek to ensure that all new developments at minimum meet the ‘Very Good’ category of EcoHomes Standard, with a target for ‘Excellent’ rating. As a minimum, the council will expect all affordable housing built within the borough to comply with the same EcoHomes Standards as that adhered to by the Housing Corporation (or any successor agency) at that point in time. The cost of lifetime maintenance should be affordable for the Registered Social Landlords (RSL). The RSL should be party to pre-application meetings in terms of design to ensure that the layout enables effective management and viable long-term maintenance.
- **Addressing Housing Need** – The council will ensure that the types and sizes of affordable housing provided generally meet the assessed local need, whilst at the same time providing a choice and mix/range of affordable tenure provision, including intermediate (shared ownership, shared equity, key worker discounted market sale) and standard social rented accommodation. It expects the social rented housing to meet priority need and on this basis applications for grant funding if required will be supported.

2 Policy Context for Affordable Housing

National Guidance

2.1 *Planning Policy Statement 3 – Housing* (November 2006) replaces PPG3 and *Circular 6/98*.² One of PPS3's principle aims is to underpin the government's response to the Barker Review of Housing Supply and the necessary step-change in housing delivery through a new, more responsive approach to land supply at the local level. Paragraph 10 sets out specific outcomes that the planning system should deliver:

- High quality housing that is well designed and built to a high standard.
- A mix of housing, both market and affordable, particularly in terms of tenure and price, to support a wide variety of households in all areas, both urban and rural.
- A sufficient quantity of housing taking into account need and demand and seeking to improve choice.
- Housing developments in suitable locations, which offer a good range of community facilities and with good access to jobs, key services and infrastructure.
- A flexible, responsive supply of land – managed in a way that makes efficient and effective use of land, including re-use of previously-developed land where appropriate.

2.2 Paragraphs 27 to 30 relate to affordable housing and state that the government is committed to providing high quality housing for people who are unable to access or afford market housing, for example, vulnerable people and key workers, as well as helping people make the step from social rented housing to home ownership. The government defines affordable housing as including social rented and intermediate housing. In their Local Development Frameworks, local authorities should:

- **Set an overall (i.e. plan-wide) target for the amount of affordable housing to be provided.** The target should reflect the new definition of affordable housing in PPS3. It should also reflect an assessment of the likely economic viability of land for housing within the area, taking account of risks to delivery and drawing on informed assessments of the likely levels of finance available for affordable housing, including public subsidy and the level of developer contributions that can reasonably be secured. Local Planning Authorities (LPAs) should aim to ensure that the provision of affordable housing meets the needs of both current and future occupiers, taking into account information from their Strategic Housing Market Assessment.
- **Set separate targets for social rented and intermediate affordable housing where appropriate.** A sufficient supply of intermediate affordable housing can help address the needs of key workers and those seeking to gain a first step on the housing ladder, reduce the call on social rented housing, free up existing social rented homes, provide wider choice for households and ensure that sites have a mix of tenures.
- **Specify the size and type of affordable housing that,** in their judgement, is likely to be needed in particular locations and, where appropriate, on specific sites. This will include considering the findings of the Strategic Housing Market Assessment and any specific requirements, such as the provision of amenity and play space for family housing, and, where relevant, the need to integrate the affordable housing into the existing immediate neighbourhood and wider surrounding area.

² Available at http://www.communities.gov.uk/pub/931/PlanningPolicyStatement3Housing_id1504931.pdf.

- **Set out the range of circumstances in which affordable housing will be required.** The national indicative minimum site size-threshold is 15 dwellings. However, LPAs can set lower minimum thresholds, where viable and practicable. This could include setting different proportions of affordable housing to be sought for a series of site size-thresholds over the plan area. LPAs will need to undertake an informed assessment of the economic viability of any thresholds and proportions of affordable housing proposed, including their likely impact upon overall levels of housing delivery and creating mixed communities. In particular, as the new definition of affordable housing excludes low cost market housing, in deciding proportions of affordable housing to be sought in different circumstances, LPAs should take account of the need to deliver low cost market housing as part of the overall housing mix.
- **Set out the approach to seeking developer contributions to facilitate the provision of affordable housing.** In seeking developer contributions, the presumption is that affordable housing will be provided on the application site so that it contributes towards creating a mix of housing. However, where it can be robustly justified, off-site provision or a financial contribution in lieu of on-site provision (of broadly equivalent value) may be accepted as long as the agreed approach contributes to the creation of mixed communities in the local authority area.

2.3 The government published with PPS3 an accompanying document, *Delivering Affordable Housing* (available at http://www.communities.gov.uk/pub/808/DeliveringAffordableHousing_id1504808.pdf), which aims to support local authorities and other key players in delivering more high quality, affordable housing within mixed sustainable communities by using all tools available to them. It outlines the affordable housing challenge that needs to be met, and provides information on how existing mechanisms operate to help in delivery.

2.4 Further national guidance on affordable housing includes :

- PPS1 – *Creating Sustainable Communities* (2005), which indicates that development plans should promote development that creates socially inclusive communities, including suitable mixes of housing.
- *Securing the Future* (2005), the government’s sustainable development strategy, that points to the objective of ‘homes for all’, with plans for provision of new and affordable housing and investment in infrastructure.

Regional Guidance

2.5 The *London Plan* provides the spatial development framework for London and outlines policy principles for affordable housing with which the borough’s own Local Development Framework (LDF) and supplementary planning documents must be in ‘general conformity’. The *London Plan* contains the following relevant policies:

- **Policy 3A.6: Definition of Affordable Housing** – UDP policies should define affordable housing as housing designed to meet the needs of households whose incomes are not sufficient to allow them to access decent and appropriate housing in their borough. Affordable housing comprises social housing, intermediate housing and in some cases, low cost market housing. UDP policies should ensure that new affordable housing provision seeks to meet the full spectrum of housing need.
- **Policy 3A.7: Affordable Housing Targets** – UDP policies should set an overall target for the amount of affordable housing provision over the plan period in their area, based on an assessment of all housing needs and a realistic assessment of supply. In setting targets, boroughs should take account of regional and local assessments of need; the

Mayor’s strategic target that 50 per cent of provision should be affordable and, within that, the London-wide objective of 70 per cent social housing and 30 intermediate provision; and the promotion of mixed and balanced communities. They should take account of the most robust available assessment of housing capacity, and of potential sources of supply, such as:

- » Local authority developments, including estate renewals;
 - » Registered Social Landlords’ developments;
 - » Low cost market housing, where it can be shown to be affordable;
 - » Private residential development negotiations secured through planning agreements or conditions;
 - » Vacant properties brought back into use;
 - » Provision from non-self-contained accommodation.
- **Policy 3A.8: Negotiating Affordable Housing in Individual Private Residential and Mixed Use Schemes** – Boroughs should seek the maximum reasonable amount of affordable housing when negotiating on individual private residential and mixed use schemes, having regard to their affordable housing targets (adopted in line with Policy 3A.7), the need to encourage rather than restrain residential development and the individual circumstances of the site. Targets should be applied flexibly, taking account of individual site costs, the availability of public subsidy and other scheme requirements.

2.6 For the purposes of the *London Plan* the following definitions apply (paragraph 3.26):

- Social Housing – Housing provided by a landlord and access to which is on the basis of housing need. Rents are no higher than target rents set by the government for housing association and local authority rents.
- Intermediate Housing – Sub-market housing, which is above target rents, but is substantially below open market levels and is affordable by households on incomes of less than £49,000 per annum (as at 2003/04, to be reviewed annually to reflect changes in income to house price ratios). This category can include shared ownership, sub-market rent provision and key worker housing which meets this criterion. It may also include some low cost market housing where its price is equivalent to other forms of intermediate housing.

2.7 In November 2005 the Mayor produced Supplementary Planning Guidance (SPG) on *Housing*, to supplement policies in the *London Plan* (available at <http://www.london.gov.uk/mayor/strategies/sds/docs/spg-housing.pdf>).

3 Policies on Affordable Housing in Barnet’s UDP

3.1 The major stages in the adoption of Barnet’s *Unitary Development Plan* (2006) are shown in the table below. Adopted UDP policies are set out in **Appendix 1**.

Table 3.1: Stages to UDP Adoption

Date	Stage
Spring 2004	UDP Public Inquiry
November 2004	Inspector’s Report
June 2005	Modifications to the UDP including an affordable housing target of 50 per cent on sites of 15 units or more, or 0.5 hectares or more.
December 2005	Secretary of State directs Barnet to modify its UDP and reduce its affordable housing thresholds to 10 or more residential units or a site of 0.4 hectares or more.
January 2006	Post-Direction Modifications – the council agrees to modify the UDP in accordance with the Direction.
April 2006	Secretary of State confirms that the Post-Direction Modifications meet the requirements of the Direction.
May 2006	UDP adopted

Barnet Housing Needs Assessment – May 2006

3.2 The council commissioned Fordham Research to carry out a Housing Needs Assessment (HNA), to identify the need for affordable housing within the borough. Using methods that complied with government guidance, the key findings of the HNA were:

- Barnet has a shortfall of 5,148 affordable units per annum (for the next five years).
- The affordable housing requirement in Barnet is significantly above national and regional averages.
- There is a shortfall of all sizes of affordable accommodation, with the largest shortfall being for one and three-bedroom homes.
- Owner occupation is beyond the reach of the majority of households who do not already own their own home; low cost home ownership schemes could help to improve access to home ownership.

4 Types of Affordable Housing

- 4.1 Barnet's *Unitary Development Plan* (paragraph 8.3.17) defines affordable housing as "housing designed to meet the needs of households whose incomes are not sufficient to allow them access to decent and appropriate housing in the borough".

Social and Intermediate Affordable Housing

- 4.2 In order to ensure that communities do not become polarised it is essential to sustain a supply of intermediate housing through the development of low cost homes for sale and rent, or a combination of both. The council's vision, as set out in Barnet's *Housing Strategy*, is to enable a step-change increase in the supply of housing, including the provision of affordable accommodation, to meet housing need. It seeks to provide the widest range of housing options for Barnet's people. The delivery of the council's Three Strands Approach and Sustainable Community Strategy also requires a holistic and flexible approach towards the mix of affordable housing provision. The council will therefore, with reference to the London Plan's 70:30 social rented/intermediate ratio, negotiate, on a site by site basis, a more appropriate split for Barnet in order to enable the delivery of wider sustainable development and regeneration objectives. Appropriate circumstances include the nature of the development, the location, affordability, the aggregate value of other S. 106 requirements connected with the application, other community benefits and the availability of public subsidy. The council therefore considers that a two-tier approach is appropriate for Barnet:
- Social rented housing provided by a Registered Social Landlord at rents no higher than the target rents set in accordance with the Housing Corporation's and government requirements; and
 - Intermediate housing to provide permanent housing for people who cannot afford to rent or buy on the open market but can afford to pay more for housing than the target rent level.
- 4.3 Social rented housing should be accessed on the basis of housing need and be available to the occupier on a long-term basis. Social rented housing provision must be available in perpetuity.
- 4.4 Intermediate housing should offer a range of tenures including shared ownership, housing for sale at a discount, housing for rent and low cost home ownership, where:
- In the case of homes for sale, the purchase price must be no greater than 3.5 times the household income, i.e. no greater than £171,500 at September 2005 prices. Market access will generally be more restricted for multiple income households as lenders will lend at lower multipliers.³
 - In the case of homes for rent, annual housing costs, including rent and service charges, should be no greater than 40 per cent of net household income.
 - A planning covenant (in the case of housing for sale) or the involvement of a RSL ensures that the housing remains affordable in the long-term to households identified as being unable to afford market housing.
 - The costs to the household of purchasing or renting will be at least 30 per cent lower than the costs of homes of similar type that can be acquired on the open market in the

³ See the Mayor's Supplementary Planning Guidance on *Housing* (November 2005) paragraph 15.7.

lowest price-quartile for that size and type of accommodation.⁴

- Shared ownership is a favoured option for intermediate sale, enabling shares to be sold from 25 per cent to 75 per cent of the value, therefore meeting the needs of a range of income levels.

Intermediate Housing – Affordable Ratios on Values

4.5 For intermediate housing, homes in a range of different bedroom sizes must be affordable to households on a range of intermediate incomes of between £16,400 and £49,000 (as updated by the Mayor’s *Housing* SPG) on the basis that:

- A minimum of one-third of the intermediate homes will be for households whose incomes do not exceed £25,000 per annum
- A maximum of one-third of the intermediate homes will be for households whose incomes are between £25,001 and £35,000 per annum
- A maximum of one-third of the intermediate homes for households whose incomes are between £35,001 and £49,000.

Housing in Perpetuity

4.6 The council recognises the benefits of helping people become home owners. However, it also acknowledges its responsibilities for future generations in housing need and therefore seeks a balance whereby affordable units secured through the planning process are retained. Where Housing Corporation⁵ funds are used for shared ownership developments, there will normally be a requirement that allows householders to ‘staircase’ to 100 per cent ownership. Therefore, in cases where shared ownership has not required Housing Corporation funding, the council will seek to limit staircasing to a maximum of 80 per cent of the total equity value. This ensures that a level of housing remains affordable in perpetuity for households with incomes at the higher level.

4.7 Any staircasing receipts from shared ownership, where the homes have been secured through planning powers, should be ring-fenced and reinvested in affordable housing provision in the borough where possible.

Specialist Accommodation

4.8 When schemes of specialist accommodation are proposed they often displace opportunities for market, and consequently affordable, housing. If there is no identified need for the specialist accommodation the developer will be required to provide an element of affordable housing on-site, through re-design exercises if necessary. Developers of specialist accommodation are strongly advised to discuss proposals at an early stage with the Planning and Environmental Protection Service and the Housing Service.

Student Housing

4.9 Whilst recognising in wider planning terms that student accommodation can help to meet specialist needs and contribute to other educational and sustainable development objectives, the council considers that student accommodation does not meet wider housing

⁴ Derived from Table 10.6, London Borough of Barnet *Housing Needs Assessment* (2006)

⁵ In January 2007 the government announced the creation of Communities England – a new agency to deliver regeneration and housing. The proposed agency brings together the Housing Corporation, English Partnerships and some work areas of the DCLG.

need:

Student housing should not be considered as equivalent to social housing, as it is not permanent housing and is only provided on the basis that an individual is a member of a specific educational institution (Mayor's *Housing* SPG, paragraph 16.1).

- 4.10 Halls of residence, cluster flats or hostels do not constitute affordable housing and will not be accepted as part of the affordable housing contribution in terms of the development plan's specific housing policy requirements.

Other Specialist Accommodation

- 4.11 The council expects a contribution to affordable housing from 100 per cent key worker schemes, or sheltered units for sale, where such schemes are not meeting local housing priorities.

5 The Provision and Amounts of Affordable Housing

- 5.1 In accordance with Barnet's UDP (2006), the council will seek to negotiate the maximum reasonable amount of affordable housing on sites of 10 or more units gross or 0.4 hectares or more, and will seek to ensure that these units will continue to be affordable for successive occupiers.

Calculating the Affordable Housing Contribution

- 5.2 The council will normally expect from negotiations on affordable housing that 50 per cent of the accommodation built will be affordable housing. With regard to the *London Plan* objective of a 70:30 social rented to intermediate ratio, the council will negotiate an appropriate affordable mix which delivers wider sustainable development and regeneration objectives for Barnet .
- 5.3 For all schemes, the basis of calculations for the affordable housing requirement will relate to a combination of units, the number of habitable rooms or the floorspace of the residential development. The Mayor's *Housing SPG* (paragraph 18.10) supports different calculations when there is generally a differential mix requirement for different types of provision – social housing, intermediate provision and market provision. In schemes where the affordable housing categories involve dwellings with more habitable rooms-per-dwelling than market provision, or different sizes of habitable rooms within different tenures, it is more appropriate for the calculation of the affordable housing proportion to be in terms of habitable rooms or floorspace.
- 5.4 The council's emerging Supplementary Planning Document on *Sustainable Design and Construction* will provide more specific detail on residential space standards. Therefore, in schemes comprising large residential units where the proposed floorspace of the dwelling is significantly over the council's proposed residential space standards, 50 per cent of the floorspace of the proposed development will be used. Prior to the publication of residential space standards in the *Sustainable Design and Construction SPD* the council will consider large unit applications against the Housing Corporation's Internal Floorspace Standards (**Appendix 4**). For the purposes of affordable housing calculations and in line with Barnet's UDP definition, habitable rooms exceeding 20m² will be counted as two rooms.

Exceptional Circumstances

- 5.5 The affordable housing proportion should be calculated in relation to gross rather than net development, i.e. it should be based on the total number of units proposed in the final development.
- 5.6 However there may be exceptions for estate regeneration and redevelopment of existing affordable housing schemes, although these will only be acceptable where there is no net loss of housing or affordable housing. Barnet has embarked on a major programme to regenerate its four largest estates (Grahame Park, Stonegrove & Spur Road, West Hendon and Dollis Valley) and transform them into thriving, mixed-tenure neighbourhoods. The regeneration programme will replace 3,500 council homes with 8,000 new homes – for existing tenants, for shared owners and key workers, and for market sale. The council will generally seek a proportion of any net gain of units to be affordable housing, providing the overall viability of the development is not undermined where there are other social benefits, e.g. meeting the "decent homes" standards. The calculation on whether there is a loss of affordable accommodation will be made in habitable rooms rather than dwellings, where the redevelopment of an estate is providing a housing mix more appropriate to the needs of existing and future residents.

- 5.7 Barnet's approach is supported by the Mayor's SPG on *Housing* (paragraph 20.1) which states that estate regeneration and redevelopment schemes should be undertaken on the basis of no net loss of housing provision and no net loss of affordable housing provision.

Exceptional Costs and 'Open Book' Approach to Viability

- 5.8 There may be exceptional circumstances which occasionally justify a reduction in the level of affordable housing provision. A developer should, however, take affordable housing provision and other known requirements and constraints into account when negotiating the purchase of land rather than assume a discount on affordable housing provision.
- 5.9 Standard development costs that will not be considered as exceptional include: demolition; landscaping; surveys (e.g. archaeological or ecological); or ground conditions. In such circumstances the onus will be on the applicant to demonstrate that these costs are not offset by depreciated land value or cannot be recouped in the sale price of units.
- 5.10 In cases where there are genuine unforeseen costs associated with the site (e.g. unexpected contamination) and all other sources of remedial finance have been exhausted, the council will expect 'open book' negotiations and may seek independent viability advice on both costs and values. It will also require an Independent Financial Appraisal (IFA) to assist in determining applications as one of the methods of assessment. The costs of this will be borne by the applicant as it seeks to justify the development business case and planning merits of reduced affordable housing provision.
- 5.11 Where there is a potential conflict between different objectives the council will review the relative priority of the obligations sought.

6 Residential Developments

Redevelopment of Large Plots

- 6.1 The council will equally apply its affordable housing threshold to schemes which involve the redevelopment of existing residential property. Policy H5 of the UDP clearly states that affordable housing will be negotiated on any site accommodating 10 dwellings or more units gross, or 0.4 hectares or more. Where a proposal involves the redevelopment (including extensions and conversions) of an existing residential site, it will be the gross number of units, i.e. the number of units proposed in the application, which will determine whether the site is above or below the threshold for seeking an element of affordable housing. If the existing residential site exceeds 0.4 ha and residential development is proposed, the council will expect a contribution to affordable housing based on gross floorspace.
- 6.2 For example, a scheme for the demolition of/conversion of four houses creates 12 new flats, and the new development will have exceeded the affordable housing unit threshold irrespective of the 4 units that would have been lost. The council would therefore expect a 50 per cent contribution to affordable housing from the 12 new units.

Loss of Affordable Housing

- 6.3 Given the high demand for housing in the borough and the need for Barnet to meet strategic housing requirements, the loss of residential uses will not normally be acceptable. The only exceptions are where wider housing, planning or regeneration benefits outweigh specific loss of units. The loss from the current dwelling stock of residential units of a type which are in short supply or serving a special housing need, including Housing in Multiple Occupation (HMO) or other low cost or affordable housing, will normally be resisted.

Mixed Use Schemes and Employment Sites

- 6.4 The council seeks to retain land that meets strategic requirements for small, medium and large scale industrial users. However, if there is no realistic prospect of re-use purely for employment purposes, mixed use development for employment and housing, and particularly affordable housing, will be a priority (Policy GEMP4 – Protection of Employment Land).
- 6.5 The council will expect a contribution to affordable housing in mixed use schemes where the residential units meet or exceed the threshold. Mixed use schemes that fall short of these requirements will need to be justified by way of an IFA. The criteria for requiring affordable and intermediate housing are in Policy H5, and the reasoned justification will apply to the residential component of the scheme.
- 6.6 Where planning permission is granted for a mixed use scheme and the subsequent proposal on the site seeks a change of use from a non-residential element to residential use, a full re-assessment of the affordable housing on the site will be required.

Live-work Units

- 6.7 In some parts of London, live-work accommodation has become an integral part of urban living. Within Barnet, where live-work units are proposed, and where they contribute to meeting or exceeding the UDP threshold, the SPD will expect a contribution to affordable housing from the residential element of the live-work units. This approach is supported by the Mayor's *Housing* SPG (paragraph 18.10).

Additional Dwellings at a Later Date or on Amended “Phased” Developments

- 6.8 When additional residential units are added on the facilitating site at a later date, then the affordable housing Policy H5 will be applicable if the number of units takes the total over and above the trigger threshold. Where a phased residential development with planning permission is subsequently amended and the total units are increased, the council will apply the normal UDP affordable housing requirement of 50 per cent on any net additional units over that already approved.

7 Securing the Delivery of High Quality Affordable Homes

- 7.1 A high quality of design is central to the objectives of Barnet's UDP and the *London Plan*. High quality design is essential to protect all that is excellent about Barnet as a place to live. Matters of design should be discussed at the pre-application stage and the council's Design Guidance Notes, SPGs and emerging SPDs should be considered. The layout of a housing development will largely be addressed through the planning guidance.
- 7.2 To qualify for Housing Corporation funding, affordable housing must comply with:
- The latest Housing Corporation Scheme Development Standards (SDS)⁶
 - Housing Quality Indicators
 - Standards of good practice recommended by the National Housing Federation and National House Builders council.
- 7.3 These are regarded as the minimum standards for social rented housing in the borough, even if grant is not required. Developers are recommended to work closely with a partner housing association or Registered Social Landlord when designing a scheme to ensure these standards are met. Each development must be designed to accommodate SDS standards applicable in the year that grant is required, rather than earlier dates of planning approvals. The minimum gross internal floor areas for social rented properties that the council expects to achieve are stated in **Appendix 4**.

Providing for Mixed and Sustainable Communities

- 7.4 It is unrealistic to expect that all of Barnet's housing needs can be met. Needs therefore have to be prioritised. The council expects the mix of social rented accommodation to meet priority housing need. On this basis the council will support grant funding if required for a scheme. Based on the interrogation of the Housing Service's Saffron database, examining the points levels of potential new tenants, the council's preferred mix for social rented dwellings is:
- 1 Bedroom Homes – 2 persons – 25 per cent
 - 2 Bedroom Homes – 4 persons – 25 per cent
 - 3 Bedroom Homes – 5/6 persons – 40 per cent
 - 4 Bedroom Homes – 7 persons plus – 10 per cent
- 7.5 For intermediate housing the council's priority is for 1 and 2 bedroomed homes.

Family Accommodation

- 7.6 Ensuring a high quality of design is essential to providing new affordable homes, including family accommodation, that will stand the test of time, address the needs of present generations and be capable of meeting the needs of future generations. The council is working to help everyone in Barnet to have access to a high quality home in which they would choose to live in a sustainable, safe and welcoming community. It recognises the design impact, particularly in terms of land requirements, of providing affordable family accommodation of three bedrooms, four bedrooms and larger with private amenity space. It

⁶ Or any subsequent standards or guidance introduced and necessary in order to secure public subsidy

will therefore seek innovative and robust design solutions, to deliver modern and desirable family homes in high quality, local environments where children of different age ranges can play freely and safely, without compromising wider planning and sustainable development objectives which must ensure the optimum use of urban land.

Specific Issues for Delivery

- 7.7 In delivering modern and desirable affordable homes, the council expects:
- All service charges and maintenance costs to be contained within the accepted levels of affordability. High maintenance costs, as with service charges, can affect the affordability of a development for all residents, and therefore housing should be designed to provide for ease of maintenance for low cost home ownership.
 - The capital cost of parking provision should be borne by the developer and therefore the designated parking should result in no additional cost to the occupants. The total number of car parking spaces for affordable homes and/or the management of the car parking arrangements should be negotiated at the pre-application stage.
- 7.8 There is a continuing requirement for housing which is specifically designed to wheelchair user-standards and meets greater space requirements. The Housing Corporation has devised development standards which are applied to all wheelchair housing built by housing associations and other agencies. In accordance with UDP policy, the council will therefore seek to negotiate with developers to ensure that 10 per cent of new housing on development sites of ten units and over (including in the private sector) is designed to standards set out by the Housing Corporation.

8 On-site Provision, Off-site Provision and Payments In Lieu

On-site Provision

- 8.1 The council expects affordable housing to be developed on-site and for completed affordable accommodation to be transferred to a Registered Social Landlord or Affordable Housing Provider (AHP) nominated by the council. Future direct affordable housing provision by developers will be explored providing UDP policy requirements are achieved. In circumstances where the council considers a site as suitable for residential development but the particular design of a proposal means that affordable housing is not easily accommodated on site, it will, subject to other planning considerations, seek revisions to the proposals to enable on-site provision of affordable housing. The council encourages pre-application discussions to address affordable housing issues at the pre-design stage.
- 8.2 In exceptional circumstances the council may consider the affordable housing requirement being provided on an alternative site or through the payment of a commuted sum *in lieu* of affordable housing provision. Exceptional circumstances, for example, could include a listed building where redesigning the scheme would result in poor design or loss of historical or architecturally important features.

Off-site Provision

- 8.3 Off-site provision may be acceptable if it would enable affordable housing provision more appropriate to identified needs to be met, and where the project is deliverable prior to the on-site market development being completed. Agreements for off-site provision should be financially neutral in terms of the benefit to the applicant relative to on-site provision requirements. Consideration will normally only be given to off-site provision where an alternative site which is suitable for residential development has been identified within the borough. In cases where it is appropriate for a developer to provide units on an alternative site, the council will expect to see the required level of affordable housing across all sites concerned. This will usually result in a higher percentage of affordable housing provision on the alternative site. **Appendix 5** provides an example of how an off-site contribution will be calculated.

Commuted Payment in Lieu of Affordable Housing

- 8.4 In accordance with Barnet's adopted UDP (2006), the council may exceptionally accept on sites which are suitable for the provision of an element of affordable housing, the provision off-site, or a commuted payment instead of such provision.
- 8.5 Commuted sums will not normally be accepted, as they provide fewer affordable units. In the limited cases where financial payments are considered appropriate, the commuted sum will be based on the difference between what a RSL would pay for the affordable homes and what the developer could sell the homes for on the open market if these were not provided as affordable housing. In the absence of a developer being able to assess this amount, the council will look at market values of comparable, new build developments in the immediate area. Financial contributions received from developers will be pooled in a specific, affordable housing fund to support the Housing Capital Programme for the provision of new affordable homes. The Housing Development Manager will administer the fund and identify appropriate schemes in accordance with council procedures on capital projects.

- Example – For a site of 0.4 hectares or more or a proposal of 10 units or more gross,

If:

A = Number of units that could be achieved

B = Affordable housing provision x units (A)

C = The cost of transfer to an AHP per unit

D = Verifiable Market Value of the units

Then:

$[D - C] \times B = \text{The commuted sum payable}$

- 8.6 In certain circumstances it may be appropriate to require a mix of on-site and off-site provision.

9 Delivering Affordable Housing

Pre-Planning Application Stage

- 9.1 The council is committed to early and effective engagement on planning proposals. Since July 2004 the council has offered formalised, rechargeable pre-application advice on certain types of major, complex or medium scale development proposals, and planning and development briefs. This service is intended to help speed up the development process and avoid unacceptable proposals. Applicants are therefore strongly encouraged to meet with council planners and housing officers before an application is submitted.
- 9.2 Applicants and housing developers need to ensure that sufficient information is supplied to allow pre-planning discussions to be productive. The information required is as follows:
- Total amount of housing proposed in terms of units and habitable rooms
 - Total amount of affordable housing proposed
 - Amount of social rented and intermediate housing proposed
 - Number of bedrooms and floor areas of both the social rented and intermediate housing units
 - For each form of tenure (social rented and intermediate), the numbers of dwellings of different sizes (in terms of numbers of bedrooms)
 - For each form, of tenure the number of affordable wheelchair units to be provided
 - The 'weekly cost to occupier' of the proposed affordable units, including realistic and affordable service charges
 - Details of the affordability and tenure of the intermediate homes and how these will provide for a range of income groups
 - Assumptions on cost of transfer to a RSL
 - Mechanisms for ensuring adequate management of the properties.
- 9.3 The council will nominate a Registered Social Landlord from its approved list. The RSL will be agreed with the developer and will have an existing development role in the borough, existing local infrastructure, a satisfactory local housing management service, established level of service and nomination arrangements with the council. In addition the RSL will need to be able to secure grant, and under the Housing Corporation's performance assessment must have achieved 'green lights' (i.e. acceptable performance) in the areas of management, viability, development and governance. Other Affordable Housing Providers that are not RSLs will need to be approved by the council's Head of Housing.

Nominations

- 9.4 For all affordable housing, a planning obligation should ensure that the council is able to secure nomination rights and that all the dwellings remain permanently, solely and exclusively available to meet affordable housing need. If open market dwellings are being provided as part of the development, the planning obligation will usually restrict or prevent occupation of a specified proportion of the market housing until the affordable accommodation is completed and transferred to a RSL.

Public Subsidy

- 9.5 In order to deliver high quality, affordable homes that meet need, the council expects developers to provide subsidy for the cost of the affordable homes in order to minimise the need for public subsidy.
- 9.6 If the proposed scheme requires grant, the council will assess the financial assumptions made by the developer through use of an Independent Financial Appraisal (IFA). This will help to determine grant requirements. The council will expect the costs of the IFA to be met by the developer.
- 9.7 Where the council is prepared to support a bid for public funding, the amount of grant will normally be at a significantly lower level than schemes not secured through Section 106 agreements. The council's approach is consistent with *Circular F2-42/98*. The council will only support bids for public funding from nominated Registered Social Landlords on its approved list.

Cost of Transfer to a Registered Social Landlord

- 9.8 In all circumstances, the amount a RSL will pay for the affordable housing is dependant on the mix of affordable housing provided, and the availability of grant for certain unit-types. In some circumstances the council may opt for a lower level of affordable housing provision at a lower cost of transfer to a RSL. In any event, the maximum amount a RSL will pay for the social rented homes or shared ownership is 70 per cent (less RSL on-costs) of the Barnet Total Cost Indicators stated in **Appendix 3**.

10 Construction Training Initiative

- 10.1 On all schemes where eight or more affordable homes are being built, the developer will be encouraged to employ trainees through Notting Hill Housing Trust's Construction Training Initiative, or a similar scheme which assists unemployed people into the construction industry. Further details of this initiative can be found in **Appendix 6**.
- 10.2 As part of any Section 106 legal agreement attached to major residential planning permissions, there will often be an obligation for the developer to provide a construction and skills teaching scheme for that particular development.

11 Use of Legal Agreements

- 11.1 Where affordable housing is being provided the council will secure it through a planning obligation under Section 106 of the Town and County Planning Act 1990.
- 11.2 *Circular 05/2005 – Planning Obligations* further clarifies the objective and the scope of planning obligations and how they can provide community benefit. The council encourages the streamlining of the process, and encourages local authorities to adopt a standard approach by incorporating measures such as “standard clauses and agreements” and “standards charges” to provide further certainty for the developer, to reduce costs and speed up the process. Detailed information is contained in the *Planning Obligations* SPD adopted in January 2007.
- 11.3 There are a number of key obligations that the council will expect to be included in any Section 106 agreement in order to ensure the provision of affordable housing in accordance with UDP policies. These obligations will extend to a design brief which describes the affordable housing units to be provided, and a management schedule which will confirm the arrangements for the allocation of units in accordance with the council’s existing agreements with RSLs working in Barnet.

Appendix 1 – Barnet UDP’s Affordable Housing Policies

Provision of Affordable Housing

- 8.3.2.1 The high cost of owner occupation and private sector rented accommodation in Barnet means that many households on low to middle incomes find it difficult to afford homes in the private market. The council is committed to ensuring that people’s housing needs in the borough are met, and recognises the role that Registered Social Landlords (RSLs), the voluntary sector and other organisations can play in providing different sizes and types of homes which are affordable and meet the needs of residents on lower incomes.
- 8.3.2.2 In Barnet, affordable housing is defined as housing designed to meet the needs of households whose incomes are not sufficient to allow them to access decent and appropriate housing in the borough. Affordable housing comprises social rented housing, intermediate housing and in some cases low cost, market housing. This definition gives the financial certainty to house builders and developers when preparing schemes, in partnership with the public sector, to make effective use of land to assist in meeting local and regional housing need. The level of affordability to the housing authority of such schemes will be a factor taken into account, in order to maximise the supply of affordable housing delivered by the limited social housing grant available for projects by the local authority. Shared ownership can play an important role in providing mixed communities and can be controlled to ensure that such housing is available in the long-term.
- 8.3.2.3 Intermediate housing is positioned between social renting and full owner occupation. These homes are for those who are priced out of the housing market, locally and regionally, but who are necessary for the economic growth of the region, such as ‘key workers’. In Barnet, intermediate housing is defined as housing available for people on moderate incomes who cannot afford to buy or rent general market housing. This should apply to those on incomes of between £15,000 and £40,000 per year, updated by a measure of wage inflation. Such housing may take the form of shared ownership, low cost home ownership (including discounted for sale) or sub-market rented housing. These sources of intermediate housing can play an important role in providing mixed communities, and ensuring that key workers who are necessary to support the economy and public services in London are housed. They can be controlled to ensure that intermediate housing is available in the long-term.
- 8.3.2.4 The GLA’s London-wide *Housing Requirement Study* (2004), which supplements Barnet’s *Housing Needs Survey*, states that:
- There were 4,511 households in Barnet living in unsuitable housing and requiring a move within the borough; and
 - 82% of these could not afford a solution in the local housing market.
- 8.3.2.5 The level of housing need is reflected in the demand for housing services in the borough. In April 2004, there were 10,732 households on the council’s Housing Register. During 2003/04, 1,084 households were accepted as homeless and in priority need and there were 1,987 homeless households in temporary accommodation.
- 8.3.2.6 Barnet has a net supply of social housing lettings that is smaller than the number of homeless households it has a responsibility to house each year (a problem found elsewhere in North and West London). Consequently, Barnet has one of the worst homelessness crises in the country. In summary:

- In 2003/04, the council let a total of 705 homes and had nomination rights to a further 188 Registered Social Landlord homes – a total of 893. This was a 29% fall from the 1998/9 figure of 1,259 homes available, and the long-term trend is for further reductions of supply.
- The situation is worse for larger households, which are predominant in this demand, as only 17% of the number of homes available from 1996-2001 were three bedrooms or more in size.
- Certain areas of Barnet are under more pressure – an applicant willing to live in the west of the borough is competing for more than twice the supply as someone who will only accept living in the south and east.

8.3.2.7 Barnet has introduced a choice based lettings scheme for all its social housing. While this cannot address the basic shortage of housing, it does make the position more transparent and enables home seekers to make more realistic choices. There is a significant body of people who do not have the highest priority but find that they are able to bid successfully for less popular properties. Particular difficulties remain around the supply of larger properties and homes for those with very particular needs. The council will work with housing developers to customise new homes for households with very particular needs, such as wheelchair accessible housing.

8.3.2.8 It is accepted that the planning system can play a role in helping to meet the need for affordable homes in the borough, in addition to those which are delivered by RSLs. Therefore, when considering planning applications for housing development the council will seek to enter into legal agreements with developers to secure the provision of an element of affordable housing, as well as ensuring that over time, such housing is reserved for households that the council is responsible for helping. In requesting such provision, consideration will be given to the viability of the scheme, the site size, its suitability for affordable housing in terms of the mix in the area, whether this might undermine the realisation of other planning objectives of higher priority, whether it would be a successful housing development through the mixing of unit sizes, and to ensuring that the housing can be managed. Management is likely to be through the involvement of a RSL, or an organisation approved by the council for the provision of social rented or shared ownership/equity affordable housing. Working with partners will also ensure that properties are developed to the latest development standards and cost ceilings (Total Cost Indicators), and benchmark rents, set by the Housing Corporation. Other forms of intermediate affordable housing, such as low or subsidised private-rented or discounted sale housing, which meet the UDP definition of affordable housing, will also be considered.

8.3.2.9 Draft PPS3 – *Housing* states that local planning authorities can set a threshold of lower than fifteen where this can be justified. The *London Plan* states that boroughs in setting targets for affordable housing should take account of regional and local assessments of need, the Mayor's strategic target for affordable housing that 50% of new housing should be affordable, and within that the London-wide objective of 70% social housing and 30% intermediate provision, and the promotion of mixed and balanced communities.

8.3.2.10 Based on the council's own assessment of need, and a review of the size of housing sites developed in Barnet to date, the council will seek to negotiate the maximum reasonable amount of affordable housing on sites of ten dwellings or more gross, or on sites of 0.4 hectares or more. This could either be delivered by transferring completed homes to a Registered Social Landlord approved by the council, or by transferring a proportion of the site which is clear, free of contamination and with planning permission to a RSL approved by the council for the provision of social rented or intermediate housing. Further guidance

on the circumstances in which the council expects contributions towards affordable housing are contained in the Supplementary Planning Document on *Affordable Housing*.

- 8.3.2.11 In exceptional circumstances, where the provision of affordable housing would prejudice the realisation of other planning objectives involving community benefit, the council may consider accepting the provision of a lower-than-usual amount of affordable housing in connection with a new development.

Policy H5 – Affordable Housing

Having regard to the council’s target that half the housing provision over the UDP period should be affordable, the council will seek to negotiate the maximum reasonable amount of affordable housing on sites of ten or more units gross, or 0.4 hectares or more, and to ensure that these units will continue to be affordable for successive occupiers.

Provision in Lieu of Affordable Housing

- 8.3.2.12 New housing development of a substantial scale which incorporates a mix of types and sizes of housing can help to encourage the development of mixed and balanced communities. There is a presumption in PPG3 (paragraph 17) that such housing should be provided as part of the proposed development of a site. Normally any potential management problems of a mixed scheme can be resolved through careful attention to design. In exceptional circumstances, there may be sites that are suitable for affordable housing but where a commuted payment or off-site provision is desirable. This can be to release funds to provide affordable housing elsewhere, or where the provision on-site would prejudice the realisation of other planning objectives such as providing community facilities. Such cases should provide, as with on-site provision, additional units that would not otherwise have been provided in the borough (see *Circular 6/98* paragraph 22). Such arrangements will only apply to those sites where, through the application of Policy H5, the provision of an element of affordable housing is deemed to be suitable. Provision in lieu will be a last resort, as it operates against the provision of mixed and socially balanced communities, and often results in less affordable housing being provided.
- 8.3.2.13 The underlying premise is that there should not be any financial difference to a developer whether they make provision on-site, off-site, or through a commuted sum. Further guidance on the formula for calculating commuted payments is given in the council’s supplementary planning document. Any payments received by the council will be ‘ring fenced’ in a fund to be used by the council to provide further affordable housing in the borough.

Policy H8 – Affordable Housing – Commuted Payments

On sites which are suitable for the provision of an element of affordable housing, the council may exceptionally accept the provision off-site housing, or a commuted payment instead of such provision.

Appendix 2 – Provision of Intermediate Housing

Intermediate housing should offer a range of tenures including shared ownership, housing for sale at a discount, housing for rent and low cost home ownership for which:

- To purchase the homes for sale, households should not require a mortgage of greater than 3.5 times their income for the range of income groups.
- For the homes for rent, the applicants should not be expending more than a third of their disposable income on rent and service charges for the range of income groups.
- A planning covenant (in the case of housing for sale) or involvement of a RSL ensures that the housing remains affordable in the long-term to households identified as being unable to afford market housing.
- The costs to the household of purchasing or renting will be at least 30% lower than the costs of homes of similar type that can be acquired on the open market in the lowest price quartile for that size and type of accommodation.

This is summarised in the table below:

Table A2.1: Intermediate Housing in Barnet

	Housing For Sale			Intermediate Rent
	Shared Ownership	Discounted Market Sale	Low Cost Home Ownership	
Mortgage required of no greater than 3.5 times household income	Needs to be demonstrated	Needs to be demonstrated	Needs to be demonstrated	Not applicable
Planning covenant required or involvement of a RSL	Required	Required	Required	Required
Costs of purchasing or renting will be at least 30% lower than properties acquired on open market in lowest quartile	Not applicable	Needs to be demonstrated	Needs to be demonstrated	Needs to be demonstrated
Households should not be expending more than one third of their income on rent	Not applicable	Not applicable	Not applicable	Needs to be demonstrated through presenting details of rents to be charged

Appendix 3 – Barnet Total Cost Indicators

Table A3.1: TCI Base Table for Barnet 2010/2011

Unit Floor Area	Persons	Accommodation £ per unit Cost Group
Up to 25m ²	1	£88,815
25m ² to 30m ²	1 and 2	£101,050
30m ² to 35m ²	1 and 2	£113,284
35m ² to 40m ²	1 and 2	£125,519
40m ² to 45m ²	2	£137,754
45m ² to 50m ²	2	£149,988
50m ² to 55m ²	2 and 3	£162,223
55m ² to 60m ²	2 and 3	£174,458
60m ² to 65m ²	3 and 4	£186,692
65m ² to 70m ²	3 and 4	£198,927
70m ² to 75m ²	3, 4 and 5	£211,162
75m ² to 80m ²	3, 4 and 5	£223,396
80m ² to 85m ²	4, 5 and 6	£235,631
85m ² to 90m ²	4, 5 and 6	£247,866
90m ² to 95m ²	5 and 6	£260,101
95m ² to 100m ²	5 and 6	£272,335
100m ² to 105m ²	6 and 7	£284,570
105m ² to 110m ²	6 and 7	£296,805
110m ² to 115m ²	6, 7 and 8	£308,926
115m ² to 120m ²	6, 7 and 8	£321,161

Note: In selecting the appropriate TCI floor-area band, the actual floor area should first be rounded to the nearest whole number. This rounded figure must then be used to select the TCI floor-area band. Since 1 April 2007 the TCIs have increased annually in line with the Retail Price Index (RPI).

Appendix 4 – Internal Floorspace Standards

The minimum space standards in square metres for social rented accommodation are given in the table below.

Table A4.1: Dwelling Sizes for Affordable Homes

Dwelling Type	Area in Square Metres for Flats
1 Bedspace	30m ² to 35m ²
2 Bedspaces	45m ² to 50m ²
3 Bedspaces	57m ² to 67m ²
4 Bedspaces	67m ² to 75m ²
5 Bedspaces (1 storey)	75m ² to 85m ²
5 Bedspaces (2 storey)	82m ² to 85m ²
6 Bedspaces (1 storey)	85m ² to 95m ²
6 Bedspaces (2 storey)	95m ² to 100m ²
6 Bedspaces (3 storey)	100m ² to 105m ²
7 Bedspaces (2+ storey)	108m ² to 115m ²
7+ Bedspaces	Add 10m ² per bedspace

Source : Housing Corporation, *Housing Quality Indicators Form – Version 3* (April 2005)

Each double bedroom should be a minimum of 11m² and a single bedroom of 6.2m² to allow the necessary furniture requirements as specified in the guidance issued by National Housing Federation in its publication *Standards and Quality in Development – A Good Practice Guide*. These spaces are based on ideal shaped rooms and rooms of a less than ideal shape will need to be larger.

Appendix 5 – Calculation of Off-site Affordable Housing

Example – In a scheme of 90 habitable rooms, the council's normal on-site requirement for affordable housing is 50%.

- Original requirement:
 - » $90 \times [50/100] = 45$ habitable rooms
 - » The off-site requirement will be the proportion of the capacity of the original site, plus the additional properties derived from applying the normal 50% to the habitable rooms which would have been the on-site requirement.
- Transferred requirement:
 - » $45 \times [50/100] = 23$ habitable rooms
- The off-site requirement = original plus transferred = 68 habitable rooms:
 - » This is equivalent to 76% of the total habitable rooms. In effect this means that the off-site provision will be at least 76% of the on-site private market accommodation in order to maintain the overall 50% requirement.

Appendix 6 – Construction Training Initiative

The Construction Training Initiative (CTI) provides a sustainable, workable solution for all parties to enable adult trainees to access work experience on construction sites. Unemployed adults from around 20 partner Housing Associations (as of April 2006) are supported to secure a college place towards an industry recognised qualification by CTI, and then inducted onto the initiative. Trainees are usually supported for two years up until they complete their qualification, although technical trades (plumbers and electricians) are usually supported for three years until they complete a Level-3 award.

All trainees supplied to sites by CTI have received a minimum four months college training before being placed, and most will already have had some work experience on other sites. Most trainees work four days per week on site and spend one day per week at college, and are paid £250 per week (as of April 2006) by the contractor or sub-contractor on PAYE. Trainees working towards Level-3 receive £260 per week. A voluntary, two-day per week option may be available in negotiation with site managers.

Trainees will only be placed on a site whilst opportunities to practise their chosen trade are available, and will be expected to work 40 hours per week including their college day. CTI liaise with site managers to identify opportunities for the placement of trainees based on schedules of work. The trainees will be supplied to a site with their own basic tools and essential PPE. CTI also pay for trainees to take CSCS Health and Safety tests.

CTI Preliminaries will be included in the contract, detailing responsibilities of all parties including supervision and Health and Safety, and individual Trainee Agreements will be signed as each trainee is placed. CTI costs are calculated at 0.3% of the build cost of the affordable housing, which covers all CTI running costs and financial support received by trainees other than their wages. In addition, a 'Provisional Sum' should be set aside to pay trainee wages on site, calculated as 0.7% of the build cost. For example, for £1 million of build costs, a £3,000 CTI fund is payable and £8,000 should be set aside to pay trainee wages on site, giving a total cost of £11,000. The CTI team will liaise with site managers to negotiate and monitor all placements and will also monitor spend to ensure that the agreed Provision Sum is not exceeded.

For further information on the CTI, contact Joe Brennan, Construction Training Manager on 8357 4668 or 07736171853. Alternatively email Jbrennan@nhhg.org.uk

Appendix 7 – Acronym Buster

Acronym	Definition
CTI	Construction Training Initiative
DCLG	Department for Communities and Local Government
DPD	Development Plan Document
GLA	Greater London Authority
GOL	Government Office for London
HCA	Housing Corporation Performance Assessment
HMO	Housing in Multiple Occupation
HNA	Housing Needs Assessment
IFA	Independent Financial Appraisal
LDD	Local Development Document
LDF	Local Development Framework
LDS	Local Development Scheme
LPA	Local Planning Authority
ODPM (now DCLG)	Office of Deputy Prime Minister
PPG	Planning Policy Guidance
PPS	Planning Policy Statement
RSL	Registered Social Landlord
SA	Sustainability Appraisal
SDS	Scheme Development Standards
SPD	Supplementary Planning Document
SPG	Supplementary Planning Guidance
TCI	Total Cost Indicator
UDP	Unitary Development Plan

Appendix 8 – Council Contact Details

Barnet Council contact details on Affordable Housing and Planning/Development :

- Planning and Environmental Protection Service
 - » Major Projects and Heritage Team – residential developments of 10 units or more (020 8359 4514)
 - » Planning Policy Team – LDF and UDP (0208 359 4990)
- Housing Service
 - » Housing Strategy and Development – affordable housing advice/funding (0208 359 4255)
- Council website <http://www.barnet.gov.uk>.

The contents of this document can be made available in your own language on request. For further information, please contact the Planning and Environmental Protection Service on 020-8359-4990 or write to the Planning Policy Team, Planning and Environmental Protection Service, Building 4, North London Business Park, Oakleigh Road South, London N11 1NP.

Haddii aad la tashigaan ku rabtid luuqaddaada, fadlan u soo qor Planning Policy Team, Planning and Environmental Protection Service, Building 4, North London Business Park, Oakleigh Road South, London N11 1NP. Mahadsanid.

Bu görüşmenin kendi dilinizde yapılmasını istiyorsanız, lütfen şu adrese yazınız:

Planning Policy Team, Planning and Environmental Protection Service, Building 4, North London Business Park, Oakleigh Road South, London N11 1NP. Teşekkür ederim.

اگر آپ کو یہ مشورہ اپنی زبان میں درکار ہو تو، براہ مہربانی اس پتے پر خط لکھیں۔ شکریہ

Planning Policy Team, Planning and Environmental Protection Service, Building 4, North London Business Park, Oakleigh Road South, London N11 1NP.

আপনার যদি এই কনসালটেশন (শলা-পরামর্শ) আপনার নিজস্ব ভাষায় প্রয়োজন হয়, তাহলে অনুগ্রহ করে যাকে লিখবেন তিনি হলেন

Planning Policy Team, Planning and Environmental Protection Service, Building 4, North London Business Park, Oakleigh Road South, London N11 1NP আপনাকে ধন্যবাদ।

જો તમને આ સલાહમંત્રણા તમારી પોતાની ભાષામાં જોઈતી હોય તો, કૃપા કરી લખો: અમા ગેયડન

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اگر شما احتیاج دارید کہ این مشاوره را به زبان خودتان دریافت کنید، لطفاً به آدرس زیر نامه بنویسید:

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Εάν επιθυμείτε να γίνει αυτή η συζήτηση στη δική σας γλώσσα, παρακαλούμε να στείλετε σχετική επιστολή στην

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