

# **ITEM 10 - APPENDIX E**

## **WAVERLEY BOROUGH COUNCIL**

### **CORPORATE OVERVIEW & SCRUTINY COMMITTEE – 17 MARCH 2014**

#### **EXECUTIVE – 1 APRIL 2014**

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#### **Title:**

### **DESIGN STANDARDS AND SPECIFICATIONS FOR NEW COUNCIL HOMES**

[Portfolio Holders: Cllrs Carole King and Keith Webster]  
[Wards Affected: All]

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#### **Summary and purpose:**

To present the final draft of the guidance notes on Design Standards and Specifications for new council homes.

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#### **How this report relates to the Council's Corporate Priorities:**

This report relates to the Council's corporate priorities of delivering more affordable housing in the Borough and understanding the needs of its residents.

#### **Financial Implications:**

Providing new Council homes to a higher standard is likely to have cost implications. The attached document therefore emphasises the need to consider each development on a site by site basis according to the context of that particular development, the needs of that area and the profile of current and future tenants, so that the best possible scheme can be delivered within financial and practical constraints. Initial upfront costs implications will be weighed against the long term cost benefits for tenants and maintenance.

#### **Legal Implications:**

There are no additional legal implications associated with this report beyond those typically involved with the development of new council houses.

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#### **Background**

1. In July 2013 the Housing Delivery Board discussed the process for ensuring good design and requested that a group was established to prepare a set of guidance notes on design standards and specifications for new Council developments. The final draft is attached at [Annexe 1](#).
2. A task and finish project group, comprising the Portfolio Holders of Housing and Housing Delivery and officers from Housing, Planning and Sustainability, met to develop these standards.

3. In preparing the standards, the group took into account the Homes and Communities Agency Design and Quality Standards, the Housing Quality Indicators, the consultation by the Department of Communities and Local Government on Housing Standards, Waverley Borough Council's Parking Standards and feedback from residents on their new housing association homes.
4. In November 2013, the Housing Improvement Sub-Committee received a presentation on the proposed guidance note on Design Standards and Specification for New Council Homes. This was followed by a presentation to the Tenants Panel in December. Comments raised were incorporated into the final draft.
5. At the Housing Delivery Board in January the final draft was discussed. It was agreed that once the standards are agreed, the Council should encourage developers and housing associations to take them into account in their new developments.

### **Overarching Principles**

6. In setting the standards and specifications within this document the Council aspires to create homes that meet the following principles:
  - **Fit for purpose:** homes that reflect modern lifestyles and meet the current needs of tenants
  - **Future proof:** homes that is robust but flexible, with the ability to adapt to the changing needs of future tenants
  - **Community:** homes that respect and enhance the character of the local area and create mixed communities where people want to live
  - **Sustainability:** homes that meet high levels of sustainability to protect tenants from rising fuel costs and minimise environmental impact
  - **Choice:** homes that provide safe places for tenants to live and discourage crime in the local community
  - **Good Management:** homes that enable the council to better manage and maintain their stock

### **Format of Design Standards and Specification for New Council Homes**

7. The draft guidance note on Design Standards and Specification, attached as Appendix A, is divided into two sections:

#### **Design standards (Section 3)**

This section sets out the principles that should be given due consideration in the design of new homes and the standards that are expected to meet. It covers topics such as internal and external space standards, external appearance, storage, parking provision and sound insulation.

## Specifications (Section 4)

This section sets out the detailed internal and external specifications for all new dwellings. A detailed specification is provided for each room and includes items such as electricity, data and telephone sockets, lighting, kitchen and bathroom fittings, flooring, door furniture, ventilation, room decoration and finishing.

This will form the basis of the specification issued as part of the tender documentation for new developments.

8. A summary of the **key standards** outlined in this document include:

Internal space standards to Level 2, as specified in the Government's recent Housing standards consultation.
Accessibility standards will also be to Level 2, where feasible.
All 2+ bed properties across two floors are expected to provide 2 WCs, including one on the ground floor.
Properties of 3+ bedrooms should have two living spaces (i.e. a separate kitchen or kitchen diner)
Wherever practical all new dwellings should be provided with an entrance hall or lobby to conserve energy and ensure that entry is not directly into the living space or flight of stairs.
Where possible, kitchens and bathrooms will be located on an outside wall and have their own window.
Natural light should be maximised through glazing and orientation. Where possible, all habitable rooms should receive direct sunlight with a priority given to living, dining and kitchen space.
Design should be to Secured by Design standards
All new houses must include a (usually rear) private garden providing at least 50 m2 of usable amenity space.
Where possible, flats should have their own private garden. Where this is not possible, communal gardens should be provided that are suitable for children's play.
New developments should meet or exceed the Council's parking guidelines.
Storage to be provided at the levels stated in the London Design Guide standards.
New homes should meet the Code for Sustainable Homes (CfSH) level 4. Where this is not possible, the energy and carbon dioxide (CO2) as well as the water elements of Code 4 must be achieved.
Design should aim to achieve the highest level of credits under the CfSH for sound insulation.

## Conclusion

9. By setting out the standards and specifications within this document, working with consultants and contractors the Council will develop attractive, high quality, energy efficient and future proof properties, which will provide excellent homes for tenants to live in.

10. Corporate Overview and Scrutiny Committee welcomed the proactive approach being taken by Waverley to set high standards for the Council's new affordable housing, and was pleased to see that feedback from tenants had been taken in to account with regard to requirements for provision of adequate internal and external storage space and useable amenity space, and future-proofing for accessibility requirements. The Committee endorsed the Design Standard and Specifications to the Executive for adoption.

### **Recommendation**

That the Executive recommends to Council that the guidance notes on Design Standards and Specifications for new council homes be endorsed and adopted.

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### **Background Papers**

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

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ANNEXE 1



**DESIGN STANDARDS AND SPECIFICATIONS FOR NEW  
COUNCIL HOMES: GUIDANCE NOTES**

**Housing Development Team  
Waverley Borough Council  
Council Offices  
The Burys  
Godalming  
Surrey  
GU7 1HR**

**Dec 2013**

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## **1.0 Introduction**

In 2012, the Council started a new council housing programme with the aim to deliver an additional 30 affordable homes per year. Through this, the Council wants to re-define expectations about affordable housing by developing attractive, high quality homes which provide excellent places for tenants to live, but also enhance their surroundings and protect the local character of towns and villages. Good design is crucial to achieving this aim and should be a guiding consideration right from the offset of a development.

This document sets out the principles and aspirations that the Council seeks for its new homes and is separated into two sections:

### **1. Design standards (Section 3)**

This section outlines the principles that should be given due consideration during the design of new homes and the standards that dwellings are expected to meet.

### **2. Specifications (Section 4)**

This section outlines the detailed internal and external specifications for all new dwellings.

## **2.0 Reviewing the Standards and Specifications**

The Housing Revenue Account business plan 2012-2042 identifies £261 million to invest in new affordable homes over the next thirty years. Over this time Government guidance, building standards and best practice will change, new technologies will emerge and the Council will continue to learn about good design through greater experience. It is important therefore that these Standards and Specifications are regularly reviewed to reflect these changes.

The first review will take place in April 2016, two years after this document is adopted. This will allow sufficient time for the Council's first homes to be completed and feedback from the first tenants to be received. After this, the Standards and Specifications will be reviewed by the Housing Delivery Board on an annual basis. This will be informed by regular surveys of new tenants' experiences to highlight potential areas for improvement.

### 3.0 **Overarching Principles**

This programme provides the Council with an excellent opportunity to develop outstanding examples of affordable housing design to benefit occupiers, the community and the Council's management. In setting the standards and specifications contained within this document the Council aspires to create great homes that meet the following principles:

- **Fit for purpose:** homes that reflect modern lifestyles and meet the current needs of tenants
- **Future-proof:** homes that is robust but flexible, with the ability to adapt to the changing needs of existing and future tenants
- **Community:** homes that respect and enhance the character of the local area and create mixed communities where people want to live
- **Sustainability:** Homes that meet high levels of sustainability to protect tenants from rising fuel costs and minimise environmental impact.
- **Choice:** Homes that provide a range of sizes and types to reflect local needs and provide choice to households on the housing register
- **Secure:** Homes that provide safe places for tenants to live and discourage crime in the local community
- **Good management:** Homes that enable the council to better manage and maintain their stock

### 4.0 **Delivery and constraints**

This document outlines the standards and specifications that the Council aspires to achieve when delivering its new homes and should be the starting point for all designs. At times however financial and practical constraints will mean that the Council has to strike a balance between achieving all standards and specifications and meeting its wider housing objectives. For example, given the Borough's high housing need, it may be preferable to deliver units that are smaller in size than the levels proposed in this document in order to maximise development on restricted sites.

All designs will therefore be assessed on a site-by-site basis and conflicting priorities will be addressed according the context that particular development, including the needs of that area and the profile of future tenants, so that the best possible scheme can be delivered within existing financial and practical constraints.

### 5.0 **Design standards**

The benefits of good design are multi-faceted. High quality and energy efficient housing provides tenants with homes to meet their current and future needs are cost-



effective to live in and provide good sized internal living and external amenity space. Good design benefits the community by contributing to and enhancing the local environment. It can also be a significant factor in ensuring community support for a scheme. Well designed housing can also benefit the environment by creating low-carbon energy efficient homes.

This section outlines the principles and standards that should be given due consideration during the design of new council homes, so that the most can be made of this excellent opportunity to create exemplars of good design in the Borough.

#### **5.1 Pre-application advice**

Whilst this document provides guidance on the Council's standards and aspirations for its new housing development, emphasis is placed on the importance of obtaining pre-application advice from the earliest stages of design so that proposals develop in full consultation with the Council's Planning Team and inline with planning policy. For more information on the Council's pre-application Process please visit [http://www.waverley.gov.uk/info/1023/planning\\_advice/333/need\\_pre-application\\_advice](http://www.waverley.gov.uk/info/1023/planning_advice/333/need_pre-application_advice)

#### **5.2 External appearance**

All design must be of high quality and indistinguishable from market housing. External appearance however will vary depending on the context of the site and how proposals relate to their immediate surroundings. There is therefore no set of right or wrong principles, with each design being justified against site analysis and evaluation with proper regard given to local character and distinctiveness. Character appraisals of the existing area can help when looking for design cues and should be carried out during the pre-application stage to inform design and layout choices.

Many areas of the Borough have a Village Design Statement (VDS) or Town Design Statement (TDS) which provide a clear statement of the character of a particular village or town against which planning applications may be assessed. Where these exist, all new dwellings should be guided by the statements from the offset of proposals. This is important for understanding local views and perceptions and therefore enabling new development to generate local support rather than conflict and opposition. The statements must be explicitly referred to in a scheme's Design and Access statement.

There are a number of Town and Village Design Statements (TDS/VDS) published in Waverley. These include:

- Haslemere Design Statement - adopted as a **material consideration** on 17 July 2012.
- Churt Village Design Statement - adopted as a **material consideration** on 14 December 2010.
- Farnham Design Statement - adopted as a **material consideration** on 20 July 2010.
- Thursley Village Design Statement - adopted as a **material consideration** on 21 July 2009.
- Cranleigh Design Statement - adopted as a **material consideration** on 22 July 2008.
- Frensham Village Design Statement - adopted as a **material consideration** on 22 July 2008.
- Wonersh Village Design Statement - adopted as a **supplementary planning document** on 20 February 2007.
- Dunsfold Village Design Statement - adopted as **supplementary planning guidance** on 24 April 2001.
- Elstead Village Design Statement - adopted as a **material consideration** on 4 July 1995.

Town and Village Design Statements are available on the Council's website:

[http://www.waverley.gov.uk/info/1004/planning\\_policy/1392/village\\_and\\_town\\_design\\_statements](http://www.waverley.gov.uk/info/1004/planning_policy/1392/village_and_town_design_statements)

In addition to the TDS/VDS, the Surrey Design Guide sets out key objectives and principles that need to be taken into account to ensure all new development is of the highest design quality. The Surrey Design Guide was adopted by Waverley Borough Council in April 2002 as Supplementary Planning Guidance and can be downloaded from the Surrey County Council website:

[http://www.surreycc.gov.uk/\\_data/assets/pdf\\_file/0006/171888/Surrey-Design.pdf](http://www.surreycc.gov.uk/_data/assets/pdf_file/0006/171888/Surrey-Design.pdf)

### **5.3 Internal space standards**

It is important that new homes are designed to provide good space standards to enable flexibility that can reflect the changing and varying needs of households. Good size properties also allow the Council good management of their stock as they can be allocated to a wider range of households.

There are various space standards currently available for affordable housing, for example Parker Morris, the London Design Guide and HCA Housing Quality Indicators (HQIs). The table below shows new standards proposed by DCLG as part of their Housing Standards Review consultation. The Council supports this framework and aspires to deliver its new homes at Level Two, which is largely in line with the London Design Guide standards. Level Two should therefore be the starting point for all new proposals, however smaller units may be delivered depending on specific site feasibility. In turn, should housing needs data indicate a requirement for a fully wheelchair accessible unit then Level 3 should be used as a size guide.

Internal Space Standards (m2) (DCLG Housing Standards Review – Illustrative technical standard)

5.4

Standard	Proposed Level 2	Proposed Level 3
1 bed/2 person flat	48	58
2 bed/3 person flat	61	73
2 bed/4 person flat	70	87
2 bed/4 person house	83	104
3 bed/5 person house	96	120
3 bed/6 person house	105	130
4 bed/6 person house	109	135
4 bed/7 person house	118	145

### Bedroom Size

It is important that affordable housing provides decent bedroom sizes, particularly in light of new housing benefit rules that require same sex siblings to share a bedroom until the age of 16. The Government's Housing Standards Review also proposed minimum bedroom sizes and widths for consultation, outlined in the table below. Again, the Council supports this framework and aspires to deliver bedrooms at Level 2 standard, unless site feasibility indicates otherwise.

In addition:

- All new council 2 bed properties must be designed for four people, providing one double and one twin room. This ensures that 2 bed properties can be let to two person, three person and four person households.
- All properties with 3+ bedrooms must provide at least one double and one twin bedroom to maximise the property's potential use.

- All one bed properties must be designed for 2 people (i.e. have a double bedroom).

Minimum Bedroom Space Standards (m2) (DCLG Housing Standards Review – Illustrative technical standard)

	<b>Proposed Level 2</b>	<b>Proposed Level 3</b>
Single bedrooms	7.5	8.5
Principle double bedroom	12.0	13.5
Other double / twin room	11.5	12.5

Minimum Bedroom width (meters) (DCLG Housing Standards Review – Illustrative technical standard)

	<b>Proposed Level 2</b>	<b>Proposed Level 3</b>
Single bedrooms	2.15	2.4
Double and twin bedrooms	2.75	3.0

## 5.5 Living spaces and layout

As well as providing adequate space, it is important that new housing provides the correct number of living spaces to meet a household's needs. The Council expects properties to adhere to the HCA's HQI standards with respect to living spaces, displayed in the table below.

Number of Living Spaces required for each unit size (HCA HQIs)

<b>Required living spaces</b>	<b>1 bed/ 2 person</b>	<b>2 bed/ 3 or 4 person</b>	<b>3 bed/ 5 or 6 person</b>	<b>4 bed/ 7 person</b>
Bathroom	1	1	1	1
WC	1	1*	2	2
Kitchen	1	1	1	1
Living room	1	1	1	1
Dining space	1	1	1	1

\* Two WCs if on two floors

With respect to WC and sanitary provision:

- All 2+ bed properties across two floors are expected to provide 2 WCs, including one on the ground floor.
- Consideration should be given to providing a separate WC and bathroom in 2 bed flats should this be more practical for its intended use than a combined WC and bathroom. .
- All ground floor flats should provide for the future installation of a wetroom, to ensure adaptability and future accessibility.

The exact layout of properties will be largely dependant on plot size and individual design, however where possible the following should be met:

- Properties of three plus bedrooms should have two living spaces (i.e. a separate kitchen or kitchen diner)
- Wherever practical all new dwellings should be provided with an entrance hall or lobby to conserve energy and ensure that entry is not directly into the living space or flight of stairs.
- A living space, which may be a combined kitchen/dining room, should be provided within the entrance floor. (Accessibility Level 2. See section 3.5)
- Kitchens and bathrooms should be located on an outside wall were possible and have their own window.

## 5.6 Accessibility Standards

New council housing should be built to good accessibility and adaptability standards to accommodate the current and future needs of disabled and / or older tenants. DCLG's Housing Standards Review proposed three levels of accessibility standards, described in the table below. In line with space standards, the Council supports development at Level 2, however acknowledges that meeting all Level 2 requirements may not be practical or financially viable. Therefore the key elements of Level 2, that all new dwellings should meet, are highlighted in the Specifications, Section 4.

[Accessibility standards overview \(DCLG Housing Standards Review – Illustrative technical standard\)\\*](#)

Level	Description
<b>Level 1</b>	Provides adequate accessibility for most people, including many older people and basic visitor access for those using wheelchairs.
<b>Level 2</b>	Provides adaptability as well as improved access for everyone;

	making homes suitable for the majority of older people and many part-time wheelchair users, as well as young families with buggies. Also provides good visitor access to wheelchair users.
<b>Level 3</b>	As a revised version of the Wheelchair Housing Design Guide, level 3 is the highest tier and will provide very good accessibility for most people, including the majority of wheelchair users.  Level three provides a distinction between 'wheelchair accessible' design features (ready to be used by wheelchair users) and 'wheelchair adaptable' design features (where the first occupants are unknown).

\*Full, technical details of the accessibility standards are available in the Housing Standards Review technical document:

<https://www.gov.uk/government/consultations/housing-standards-review-consultation>

## 5.7 Sustainability

There is a Council wide commitment to building homes that are future proof and have high sustainability considerations that will protect residents from rising energy costs. All new council homes should therefore strive to achieve Code for Sustainable Homes level 4 and provide exemplars of sustainable development within the Borough. Where Code 4 is unachievable overall, the energy and carbon dioxide (CO2) as well as the Water elements of Code 4 must be achieved. Sound insulation should also be given a high priority (see section 3.13)

New dwellings should be built with very efficient building fabric that will reduce the need to heat and maximise natural daylight that will minimise energy use. Where possible, passive design should be fully considered from the offset with regard to orientation, glazing and materials (see section 3.7).

Whilst aiming to achieve Code level 4, the Council is open to exploring new sustainable technologies that will make homes more energy efficient and minimise costs for tenants, (for example solar tubes.) It is important that such technologies are user friendly and easy for tenants to operate and maintain. We would therefore welcome design and technology proposals that are evidenced to meet these criteria.

District and renewable heating systems should be fully considered for bigger developments and where appropriate.

In addition, design proposals should aim to take into account and facilitate the potential use of future technologies such that they can be installed retrospectively.

Sustainability is also an important consideration when sourcing materials for development. All new development should therefore adhere to the Sustainable Timbers Policy.

### **5.8 Natural Light**

Natural light is good for health and well being as well as creating attractive, welcoming developments. It also improves energy efficiency by reducing the need for lights and meeting some heating requirements through passive solar gain. Importance should therefore be placed on maximising natural light within the design of new dwellings:

- Where possible, all habitable rooms should receive direct sunlight with a priority given to living, dining and kitchen space.
- Glazing to all habitable rooms should not be less than 20% of the internal floor area of that room.

### **5.9 Security considerations**

Security considerations must be taken into account from a scheme's earliest stages and design statements must be explicit in terms of how safety has been considered. Developments are therefore required to meet Secured by Design standards (<http://www.securedbydesign.com/>) and consultation should take place with the Borough's Crime and Disorder Prevention Officer at the pre-application stage.

### **5.10 External space standards**

Feedback from resident satisfaction surveys carried out over the past six years suggests there is the need to increase the external amenity space provided with affordable homes. The design of new council homes should therefore seek to maximise this space whilst also taking into account the need to utilise the site's full development potential and provide good sized internal living spaces.

At a minimum all new houses must include a (usually rear) private garden providing at least 50 m<sup>2</sup> of usable amenity space. The provision of front gardens will be dependant on the context and street scene of the site. It is desirable that each flatted unit also has its own private garden, particularly where units are designed for families (i.e. have 2+ bedrooms) or are on the ground floor. Where this is not feasible design should include an element of usable amenity space through communal gardens. Where flats are intended for families this space must be suitable for children's play, in line with Policy H10. For example, communal space should be positioned so that it is overlooked by the surrounding development to encourage passive surveillance.

All external space, private or communal, should be designed to capture sunlight where possible and north facing gardens should be avoided.

### 5.11 Parking provision

The Council recognises that communities are often concerned about the potential impact that new developments may have on parking. It is therefore essential that the design of new council homes fully accounts for parking requirements. This should be guided by the Council's residential parking guidelines, detailed in the table below, together with a realistic site appraisal in terms of proximity to services and transport and the wider context of parking in that neighbourhood.

#### Waverley Borough Council's Residential Parking Guidelines (adopted October 2013)

Locational Characteristics	Town Centre	Rest of Waverley
1 bed	1 space per unit	1 space per unit
2 bed	1 space per unit	2 spaces per unit
3 + bed	1.5 spaces per unit	2.5 spaces per houses

In addition, careful consideration should be given to the siting and orientation of car parking so that it does not negatively affect the use and appearance of open space. A guide to Car parking 'What works where' can be found at: [Car Parking: What works where | Homes and Communities Agency \(HCA\)](#)

### 5.12 Unit Type, Mix and Number

The unit mix will reflect the type of housing identified as being required in the most up-to-date Housing Needs Survey and Strategic Housing Market Assessment. Regard will also be given to the form and type of development appropriate for that site, as well as the profile of households currently on the Council's Housing Register in that area. This will result in providing a range of properties including houses, maisonettes and flats, reflecting the ethos of the Council's 'Choice Based Lettings' scheme. Emphasis is also placed on creating mixed communities for all household types and ages.

With regard to unit number, the starting point should be to maximise the site for the optimum provision of affordable housing whilst taking into account internal and external space standards together with the Council's planning policies and the area's local character.

### 5.13 Internal Storage



Storage is an important factor in ensuring that properties are future proof and that people have enough space to enjoy their homes. Storage areas should therefore be maximised within new properties and the Council supports the minimum storage standards, detailed in the table below. This storage should be provided through dedicated, built-in storage cupboards such as airing, utility and cloak cupboards, cupboards under the stairs or built-in wardrobes.

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Internal Storage Standards at all Levels (adapted from the London Design Guide)

Bedroom No.	Storage (m2)	Bed Space No.
1 Bedroom	2.5	2 bed spaces
2 Bedrooms	2.5	3 bed spaces
	2.5	4 bed spaces
3 Bedrooms	2.5	4 bed spaces
	3.0	5 bed spaces
4-6 Bedrooms	3.0	5 bed spaces
	3.5	6 bed spaces
	4.0	7 bed spaces
	4.5	8 bed spaces

Notes:

1. Storage is built-in and free of hot water cylinders and other obstructions
2. Storage has a minimum internal height of 2m

#### 5.14 Sound Insulation

Noise is often a key concern for tenants, being a common cause of stress, sleep disturbance and friction between neighbours. Good sound insulation is therefore important not only in creating positive places to live but also in encouraging harmonious communities. New council homes should therefore seek to use building materials that achieve the highest number of credits possible for sound insulation under the Code for Sustainable Homes, the criteria for which is detailed in the table below.

**Code for Sustainable Homes Assessment Criteria for Sound Insulation**

Criteria	Credits
Where: Airborne sound insulation values are at least 3dB higher Impact sound insulation values are at least 3dB lower	1
<b>OR</b> Airborne sound insulation values are at least 5dB higher Impact sound insulation values are at least 5dB lower	3
<b>OR</b> Airborne sound insulation values are at least 8dB higher Impact sound insulation values are at least 8dB lower	4

<p>than the performance standards set out in the Building Regulations approved for England and Wales, Approved Document E (2003 edition, with amendments 2004)</p> <p>This can be demonstrated through EITHER</p> <p>A programme of pre-completion testing based on the Normal programme of testing described in Approved Document E, for every group or subgroup of houses or flats, demonstrating that the standard or standards are achieved.</p> <p><b>OR</b></p> <p>Use of constructions for all relevant building elements that have been assessed and approved as Robust Details by Robust Details Limited (RDL) and found to achieve the performance standards stated about. All relevant dwellings must be registered with RDL.</p>	
<p><b>Default Cases</b></p> <p>Detached dwellings</p> <p>Attached dwellings where separating walls or floors only occur between non-habitable rooms.</p>	<p>1</p> <p>3</p>

The layout and orientation of adjacent buildings and communal spaces is also an important factor in limiting noise disturbance and should be considered from the earliest design stages. For example, where possible bedrooms should not be placed adjacent to neighbour's living areas and noisy communal equipment (such as lifts or plants) should be a sufficient distance from doors and windows.

#### 5.15 Refuse and recycling

New dwellings should meet the Council's emerging requirements for refuse and recycling provision on new developments. Details are available on request.

#### 5.16 Relevant documents:

The following documents are of particular relevance to the design of new Council

- Town and Village Design Statements - [http://www.waverley.gov.uk/info/1004/planning\\_policy/1392/village\\_and\\_town\\_design\\_statements](http://www.waverley.gov.uk/info/1004/planning_policy/1392/village_and_town_design_statements)
- Waverley Borough Council Parking Guidelines October 2013 - [http://www.waverley.gov.uk/downloads/download/1621/waverley\\_borough\\_council\\_parking\\_guidelines-october\\_2013](http://www.waverley.gov.uk/downloads/download/1621/waverley_borough_council_parking_guidelines-october_2013)

- “Surrey Design”, adopted by Waverley as Supplementary Planning Guidance on 23rd April 2002 - [http://www.waverley.gov.uk/info/1004/planning\\_policy/270/surrey\\_design\\_guide](http://www.waverley.gov.uk/info/1004/planning_policy/270/surrey_design_guide)
- SPD for Residential Extensions (provides general advice regarding the design/juxtaposition of buildings, windows, distances between buildings etc) - [http://www.waverley.gov.uk/info/485/planning\\_applications/923/residential\\_extensions\\_supplementary\\_planning\\_document\\_spd](http://www.waverley.gov.uk/info/485/planning_applications/923/residential_extensions_supplementary_planning_document_spd)
- SCC Standing Advice for parking spaces and driveway lengths

External documents:

- Secured by Design - <http://www.securedbydesign.com/>
- DCLG Housing Review Document on technical standards - <https://www.gov.uk/government/consultations/housing-standards-review-consultation>
- HCA Housing Quality Indicators - <http://www.homesandcommunities.co.uk/hqi>
- Code for Sustainable Homes - <https://www.gov.uk/government/policies/improving-the-energy-efficiency-of-buildings-and-using-planning-to-protect-the-environment/supporting-pages/code-for-sustainable-homes>

## **6.0 Specifications**

This section outlines the internal and external specification requirements for new council homes. Building new homes to a high specification will ensure that they provide a good living environment for tenants, but also that on-going maintenance costs are kept to a minimum and that the life-span of the property is maximised.

In addition, building new homes to a similar specification with tried and tested components and materials enables the Council better management of their properties in terms of repairs, maintenance and replacements.

<b>KITCHEN</b>	
<b>Range</b>	Rixonway Kitchens - Trieste range with choice of colour for worktop, draw/cupboard door front and handles. Metal rails to draw units.  <u>Or</u> Howdens Kitchen – Greenwich Range. Choice of colour.  <u>Or</u> equivalent range from alternative approved supplier
<b>Flooring</b>	Tarkett Ltd Textar Anti Slip sheet flooring (or equivalent from alternative approved supplier) laid in a continuous seamless sheet with heat welded joints. Choice of colour.
<b>Lighting</b>	LED lighting, 150 lux.
<b>Lighting control</b>	Local switch at entrance to space.
<b>Ventilation</b>	Humidity activated electro/mechanical air extraction. Min 30 l/s.
<b>Power points (appliances)</b>	Power points supplied for washing machine, dishwasher, fridge/freezer and cooker.  Cooker to be provided with both gas and electric points (where gas available).  Switches and sockets over worktops should be 700mm from an internal corner. Controls to a radiator, boiler, cooker hood and other items that are usually mounted outside of this range are exempt. (Accessibility Level 2)
<b>Small power</b>	4 No. TSSO's above work surfaces  2 No. TSSO's in dining area (where situated in kitchen)
<b>Cupboard units</b>	Min no. of cupboard doors: 7 (1 bed accommodation); 8 (2 bed accommodation); 9 (3+ bed accommodation). One lockable cupboard.  Wall units set back 150mm from the cooker space.  Sufficient void space at rear of unit to accommodate service runs (75mm minimum).
<b>Work surfaces</b>	Min. length of work surfaces (excl. sink): 2m (1 bed accommodation); 3m (2 bed accommodation), 4m (3 bed accommodation).  Min. 300mm long worktop provided both sides of the cooker.
<b>Storage</b>	Tall cupboard for household appliances, part shelved.
<b>Tiling</b>	Johnsons 150mm x 150mm ceramic wall tiles (or equivalent from alternative approved supplier) finished with white edging trims. White Grout. White sealant.

	Three courses of tiles above worktops to form splash backs. Tiling behind cooker to height of wall units and width of cooker space.
<b>Heating</b>	Radiator with TVR.
<b>Allocated spaces</b>	Spaces allocated for cooker, dishwasher, full height fridge/freezer and washing machine space (minimum 625mm clear width).
<b>Waste</b>	Separate sink and washing machine waste trap required.
<b>Sink</b>	Astracast Alto single bowl sink top with drainer – supplied by City Plumbing or equivalent from alternative approved supplier.
<b>Taps</b>	Bristain Group Ltd. Utility Range mono-block kitchen. Mixer with ¼ turn lever (or equivalent from alternative approved supplier). Aerated.
<b>Fire protection</b>	Combined (ionisation and optical) mains operated with 10 – 15 year battery back up and test reset button.

<b>BATHROOM (located on an outside wall, where possible)</b>	
<b>Flooring</b>	Tarkett Ltd Textar Anti Slip sheet flooring,(or equivalent from alternative approved supplier) laid in a continuous seamless sheet with heat welded joints. Choice of colour.
<b>Sanitary Ware</b>	Armitage Shanks - Roca 'Laura' range or Sandringham Range (or equivalent from alternative approved supplier): – White 560mm . Wash Hand basin with pedestal or similar approved supplier (same width); white Close coupled W.C suite. Roca Range (or equivalent from alternative approved supplier) – white 1700 or 1500 x 550mm steel bath with slip resistant base and hand grips.
<b>Lighting</b>	IP54 Surface LED. 100 Lux@ FFL.
<b>Lighting control</b>	Local switch outside door.
<b>Ventilation</b>	Exterior walls/windows to have humidity activated electro/mechanical air extraction. Extract a min. 30 l/s.
<b>Tiling</b>	Johnsons 150mm x 150mm ceramic wall tiles (or equivalent from alternative approved supplier). Choice of colour. Tiling finished with white edging strip. White Sealant. 3 courses of tiles to form splash back above basin.  Ceiling height tiling to 3 sides of bath.  Tiling around back of toilet, shelf, window sill (if applicable).
<b>Finishes</b>	Toilet roll and towel holder. Shower rail and curtain.
<b>Heating</b>	Towel rail with TVR.
<b>Bath and shower</b>	Bristan Group Ltd. Utility Range ¼ turn lever basin and bath pillar taps to basin and bath (or equivalent from alternative approved supplier).

	Bath with mixer tap (thermostatic controlled / aerated / flow restrictor for code 4) with flexible shower hose and second wall mounted cradle.  Basin taps to be aerated with thermostatic blending valves on hot water.
<b>Small power</b>	1 no. shaver socket.
<b>Other</b>	Aerated taps and other water saving devices.

<b>WC (located on an outside wall and natural ventilation where possible)</b>	
<b>Lighting</b>	IP44 Surface LED. 100 Lux@ FFL.
<b>Lighting Control</b>	Local switch outside door.
<b>Flooring</b>	Tarkett Ltd Textar Anti Slip sheet flooring (or equivalent from alternative approved supplier), laid in a continuous seamless sheet with heat welded joints. Choice of colour.
<b>Ventilation</b>	Exterior walls/windows to humidity activated electro/mechanical air extraction. Extract min.30l/s.
<b>Tiling</b>	Johnsons 150mm x 150mm ceramic wall tiles (or equivalent from alternative approved supplier). Choice of colour. Tiling finished with white edging strip. White Sealant.  3 courses of tiles to form splash back above basin.  Tiling around back of toilet, shelf, window sill (if applicable).
<b>Finishes</b>	Toilet roll and towel holder.
<b>Heating</b>	Radiator with TVR.
<b>Sanitary Ware</b>	Armitage Shanks - Roca 'Laura' range or Sandringham Range (or equivalent from alternative approved supplier): – White 560mm. Wash Hand basin with pedestal or similar approved supplier (same width); white Close coupled W.C suite.
<b>Taps</b>	Basin taps to be aerated with thermostatic blending valves on hot water.
<b>BEDROOMS</b>	
<b>Lighting</b>	Pendant LED. 100 Lux@ FFL.
<b>Lighting control</b>	1 local switch at entrance.
<b>Small power</b>	4 TSSO's in master bedroom. 3 TSSO's in other bedrooms. Include 1 TSSO in TV position close to TV point if master or second bedroom.
<b>Heating</b>	Radiator with TRV.
<b>TV/Radio/Sat TV</b>	1 no. Triplex outlet, in TV position (if master or second bedroom).
<b>Ventilation</b>	Natural via openable window.

<b>Fitted wardrobe (where included)</b>	To be filled with a single MDF shelf with hanging rail below.
<b>Telephone / data</b>	Telephone point (if master or second bedroom).
<b>Flooring</b>	Carpeted - 50% wool / 50% nylon hessian backed with heavy duty underlay complete with gripper rods fixings. Heat welded seams at door thresholds.

<b>LIVING ROOM</b>	
<b>Small power</b>	5 TSSOs , including 2 at TV position close to TV point.  2 No. TSSO's in dining area (where situated in living room)
<b>Lighting</b>	1 or 2 Pendant LED (depending on size). 150 lux @ FFL.
<b>Lighting control</b>	Local switch at entrance to space.
<b>Fire detection</b>	Combined (ionisation and optical) mains operated with 10 – 15 year battery back up and test reset button.
<b>TV/Radio/Sat TV</b>	1 No. Triplex outlet at TV position.
<b>Heating</b>	Radiator with TVR.
<b>Ventilation</b>	Natural via openable windows.
<b>Telephone / data</b>	2 No. Telephone points, including one next to TVR.
<b>Flooring</b>	Carpeted - 50% wool / 50% nylon hessian backed with heavy duty underlay complete with gripper rods fixings. Heat welded seams at door thresholds.
<b>Windows</b>	Glazing to the window to the main living area should start no higher than 850mm above floor level. In the main living space, the handle to at least one window should be at or below 1200mm above floor level. (Accessibility Level 2)

<b>HALLS, STAIRS AND LANDING</b>	
<b>Lighting</b>	Pendant LED. 100 LUX @ FFL.
<b>Lighting control</b>	Local switches in hall and landing, 2 way control.
<b>Small power</b>	2 No. TSSOs - 1 in hall and 1 on landing.
<b>Telephones / data</b>	1 No. master socket.
<b>Door access</b>	Door chime.
<b>Heating</b>	Radiator with TVR.
<b>Fire</b>	2 combined (ionisation and optical) mains operated with lithium rechargeable



<b>Protection</b>	battery with 10 – 15 year guarantee and test reset button. One in the hall and one in the landing.
<b>Flooring</b>	Carpeted - 50% wool / 50% nylon hessian backed with heavy duty underlay complete with gripper rods fixings. Heat welded seams at door thresholds.
<b>Accessibility</b>	All halls and landings within the entrance floor and the floor level above should provide a clear width of at least 900mm. (Accessibility Level 2)

<b>LOFT SPACE</b>	
<b>Loft hatch</b>	Locking loft hatch.
<b>Boarding</b>	Boarded routes to services (allow for proprietary loft boarding legs).
<b>Lighting</b>	Pendant luminaries.
<b>Switch</b>	Local switch at entrance to space.

<b>HOME OFFICE (flexible location)</b>	
<b>Telephone / data</b>	1 No. telephone point.
<b>Small power</b>	2 TSSOs

<b>DÉCOR THROUGHOUT</b>	
<b>Walls</b>	1no. mist coat and 2no coats of Emulsion; Vinyl for wet areas, matt for all other rooms.
<b>Timber</b>	Skirting/Architraves/Linings/Staircase balustrade; 2 no. coats of white gloss.

<b>OTHER INTERNAL</b>	
<b>Windows</b>	<p>All windows fitted with internal sills, providing additional storage space.</p> <p>All windows to be recessed in external walls, providing better energy efficiency and aesthetic quality.</p> <p>Painted softwood curtain battens with shaped rounded ends to each window (where construction is traditional).</p> <p>Window handles should be located at or below 1400mm above floor level.</p> <p>All windows to have child proof locks.</p>
<b>Internal doors / doorways</b>	<p>Plywood faced paint quality solid core, four or flat panel and to be of the appropriate fire resistance.</p> <p>Door stops to all internal doors.</p> <p>Throughout the home, all internal doorways, should provide a minimum clear opening width of 750mm. (Accessibility Level 2)</p>

<b>Heating</b>	Heating systems will depend on heating sources proposed and the level sought under the Code for Sustainable Homes.
<b>Storage</b>	Storage is to be prioritised over ensuite WCs.  Airing cupboard to be fitted with at least three full width, full depth slatted softwood shelves.  Allowance to be given for internal shelving to storage cupboards.  Storage should be enclosed, namely purpose built cupboards with doors.
<b>TV/Radio/ Sat TV</b>	Integrated reception system – Aerials external on roof. IRS unit to receive digital, freeview and Sky Plus together with DAB radio. Aerial cabling wired to socket outplates in the living room, main and second bedroom – wiring coiled in loft space for connection to aerial by others.
<b>Flooring</b>	Vinyl to all ground floor rooms where floor is concrete screed.
<b>Carbon monoxide detection</b>	All properties should be fitted with an appropriately placed hard wired carbon monoxide detector.
<b>Switches, stopcocks and controls</b>	Switches, stopcocks and controls should be located between 450mm and 1200mm above floor level, and at least 300mm (measured horizontally) from an internal corner, wherever practicable.(Accessibility Level 2)

<b>EXTERNAL</b>	
<b>Planting</b>	Turf rear and front gardens where appropriate.  Give due regard to indigenous planting.
<b>Lighting</b>	Wall mounted IP 65 rated, outside back and front doors.
<b>Fencing</b>	1.8m high close boarded fencing to boundaries and privacy panels.
<b>Property approach</b>	Level or gently sloping with a minimum of a 1/15 gradient.
<b>Paving</b>	Paved pathway around the property and where appropriate to the garden shed.  Small paved patio area to the rear of the property (where appropriate).
<b>Storage</b>	Secure by Design Shed (CfSH level 4)  Bike secure storage (CfSH level 4)  Bin/Recycle Storage Internal & External (Code 4)
<b>Drying facilities</b>	Rotary Washing Line (CfSH level 4)
<b>Water storage</b>	220L Water Butt linked with downpipe (CfSH level 4)
<b>TV/Radio/Sat TV</b>	Integrated reception system aerial at high level

	Cabling to property for provision of Digital TV
<b>Telephone</b>	Cabling to property for provision of telephone services.
<b>Entry System</b>	All flats and wheelchair units to be provided with basic speech only entry phone system.
<b>Front door</b>	Number, bell and letter box to be provided  A 300mm nib should be provided to the leading edge of the entrance door; creating a side clearance zone that extends for a distance of at least 1200mm in front of the door. All other external doors providing access into, or out from, the dwelling) should also provide at least 800mm clear opening width and door nibs to the leading edge. (Accessibility Level 2)
<b>Access</b>	An accessible threshold is required (i.e. level). (Accessibility Level 2)
<b>Water supply</b>	1 no. bib tap with hose union connection.
<b>Service meters</b>	Service meters to be placed in accessible location for reading purposes.
<b>Car parking</b>	Where private parking is provided within the curtilage of a dwelling, a standard parking bay should be capable of being widened to 3.3m. (Accessibility Level 2)  Parking areas should be level or gently sloping. (Accessibility Level 2)
<b>Accessibility</b>	All outdoor spaces should provide a 1500mm clear turning circle, free of any door swing, and suitable for turning a wheelchair. The surface of any paved or other hard ground surface should be reasonably smooth, even and slip resistant under normal weather conditions. (Accessibility Level 2)  Where a private rear garden is provided, this should include a level patio area at least 2000mm deep and not less than 8m <sup>2</sup> . (Accessibility Level 2)

<b>COMMUNAL SPACE (FLATS)</b>	
<b>Light</b>	Where dwellings accessed via an internal corridor the corridor should receive natural light.  LED lighting
<b>Ventilation</b>	Where dwellings accessed via an internal corridor the corridor should receive adequate ventilation.
<b>Accessibility</b>	The communal entrance should provide a level external landing area at least 1200mm wide x 1200mm deep and fully covered. (Accessibility Level 2)  A 300mm nib should be provided to the leading edge of all communal doors and gates within the scope of this section; creating a side clearance zone that extends for a distance of at least 1200mm in front of the door. (Accessibility Level 2)  A 1500mm clear turning circle should be provided inside the entrance area, in front of the entrance door when closed. (Accessibility Level 2)
<b>Lifts</b>	Lifts must be wheelchair accessible.

	The Council will aspire to provide lift access to flats situated above the first floor. This will be considered against practical and financial considerations (including the cost of installation, maintenance and tenants' future service charges) together with the likely needs profile of future tenants.
<b>Fire Protection</b>	Adequate combined (ionisation and optical) mains operated with 10 – 15 year battery back up and test reset button.

<b>UNACCEPTABLE MATERIALS AND PROCESSES</b>	
	High alumina cement in structural elements
	Woodwool slabs in permanent formwork to concrete or in structural elements
	Calcuim chloride as a concrete additive
	Sea dredged aggregates or aggregates for use in reinforced concrete which do not comply with the requirements of British Standard 882 (1983) and aggregates for use in concrete which do not comply with the relevant sections of British Standard 8110 (1985)
	Calcium silicate bricks or tiles
	Asbestos cement products; or asbestos in any other form including vermiculite containing asbestiform fibrous dust
	Lead or any products containing lead for use in connection with drinking water
	Materials which are generally composed of mineral fibres either man made or naturally occurring which have a diameter of 3 microns or less and a length of 200 microns or less or which contain any fibres not scaled or otherwise stabilised to ensure that fibre migration is prevented
	Urea formaldehyde forma and cellulose fibre
	Plastics for water storage and delivery the release toxic materials
	Materials containing vinyl chloride unless risk form carcinogen is shown to be negligible
	Vermiculite containing asbestiform fibrous dust
	Cellulose fibre
	Polyurethane foam or polyisocyanurate foam unless the risk is shown to be negligible
	Plywood with glues, resins and surface treatments that produce irritant volatiles
	Decorative finishes containing lead or asbestos
	Materials containing chlorofluorocarbons (CFCs)
	Paints and wood preservatives containing pentachlorophenios (PCPs) tributyl tin oxide (TBTO) or Lindane
	Tropical hardwoods unless from a demonstrable replenishable or sustainable source
	Perforated bricks in manholes
	Peat unless from a known source other than an SSSI or Eire
	Any treatment of materials either before or after installation which give rise to toxic or hazardous emissions or particles
	Other substances generally known at the time of use to be deleterious to health and safety or to the durability of the works in the particular circumstances they are used.