

**Fareham Borough Design Guidance  
Supplementary Planning Document  
(Excluding Welborne)**

**DSN001**

**ADOPTED DECEMBER 2015**

# Introduction

This guide has been written with the aim of answering the question – “what makes good design?”

It has been prepared with the needs of residents, planners, architects and developers in mind, in fact anyone who is involved in the process of designing or making changes to new and existing buildings and places. The guide explains what good design looks like and offers helpful advice on how to resolve everyday design problems in the built environment.

The document is set out into separate sections covering common types of proposals. This approach enables readers to head straight to the pages relevant to their proposals. However, they may find the guidance on other pages useful as well. For example, designers of new housing developments can also draw upon the advice given in the first section of the guide on improving and extending existing houses. The sections of the document are set out below;

- **Policy context** – This section provides the Local and National policy context in which the guidance has been produced.
- **Section 1: Improving and extending your home** -The first section provides clear guidance for residents wishing to extend or improve their home.
- **Section 2: New houses in existing streets; New houses in rear gardens; Flats** - This section explains what is considered good design practice for proposals which involve new houses and flats in existing streets. It has been prepared to be of most benefit to small house builders and developers who may have some previous experience of the planning system but are otherwise looking for guidance on good design.
- **Section 3: New streets; New public spaces** - The section on New streets and New public spaces has been prepared to be of most benefit to developers who may have some previous experience of the planning system but are otherwise looking for guidance on good design. It deals with the typical issues of how to ensure development respects existing surrounding properties, the context and character of an area.
- **Section 4: Shopfronts** - The section on Shopfronts has been prepared to be of most benefit to shop owners. It addresses problems often encountered with how best to design shopfronts to enhance the appearance of the wider building and where possible to be in keeping with or enhance the existing street scene.
- **Technical Annex** - This section provides further guidance on the design of refuse storage.

The Council will expect proposals made in planning applications to have been designed with specific regard to the guidance contained in this document, relevant policies within the local plan and national guidance. It has been written specifically with the aim of encouraging well-designed proposals and preventing poorly thought-out applications being made in the first instance. The guide has not however been created to try and replace discussions between prospective applicants and Council Officers but to assist those conversations and help illustrate good design practice.

This document does not deal specifically with design considerations for development in conservation areas or listed buildings. Please contact us directly to discuss design considerations in these instances.

The issue of whether proposals require planning permission is not covered by this document. Please contact our duty planning officer between 8:45am- 5:15 pm Monday to Friday on **01329236100** to discuss whether planning permission is required or not. Advice on what requires planning permission can also be found on the Planning Portal website at [www.planningportal.gov.uk](http://www.planningportal.gov.uk).

Reference is made in the following Supplementary Planning Document to National Technical Standards in connection with internal sizes of new dwellings. At the time of producing this Supplementary Planning Document, guidance on internal space standards is contained in the “Technical housing standards – nationally described space standard” issued by the Department of the Communities and local Government.

Other things to consider;

- It is important to note that while some works do not require planning permission, Building Regulations approval may still be required. The Building Control Partnership will be happy to advise you on Building Regulation issues and can be contacted on **01329 236100**.
- When considering undertaking works, applicants are recommended to discuss their proposals with neighbours. This means that neighbours’ concerns are understood at an early stage and can be addressed. In turn this will reduce the risk of delay in obtaining planning permission.

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# Policy Context

## Local policy

This document is a supplementary planning document (SPD) which expands on the design guidance already contained within the Fareham Borough Local Plan 1: Core Strategy (LP1) and Local Plan Part 2: Development Sites and Policies Plan (LP2).

It explains in more detail the various principles and criteria set out in the following policies:

- Policy CS17: High Quality Design (LP1).
- Policy DSP2: Environmental Impact (LP2).
- Policy DSP3: Impact on living Conditions (LP2).

It also highlights the importance of ensuring new development does not have an unacceptable impact on the living conditions of residents living nearby.

## Policy DSP2: Environmental Impact

Development proposals should not, individually, or cumulatively, have a significant adverse impact, either on neighbouring development, adjoining land, or the wider environment, by reason of noise, heat, liquids, vibration, light or air pollution (including dust, smoke, fumes or odour).

Development should provide for the satisfactory disposal of surface and waste water, and should not be detrimental to the management and protection of water resources.

## Policy DSP3: Impact on Living Conditions

Development proposals should ensure that there will be no unacceptable adverse impact upon living conditions on the site or neighbouring development, by way of the loss of sunlight, daylight, outlook and/or privacy.

## CS17 High Quality Design

All development, buildings and spaces will be of a high quality of design and be safe and easily accessed by all members of the community. Proposals will need to demonstrate adherence to the principles of urban design and sustainability to help create quality places. In particular development will be designed to:

- respond positively to and be respectful of the key characteristics of the area, including heritage assets, landscape, scale, form, spaciousness and use of external materials,
- provide continuity of built form, a sense of enclosure with active frontages to the street and safety of the public realm,
- ensure permeable movement patterns and connections to local services, community facilities, jobs and shops,
- create a sense of identity and distinctiveness and one that is legible,
- enable and/or encourage a mix of uses and diversity in an area,
- ensure that the public realm has pedestrian priority, is safe, secure, functional and accessible, and is constructed of quality materials and well maintained,
- enable buildings to provide flexible accommodation, which can be adapted to suit all members of a community throughout their lifetime,
- provide green infrastructure, including landscaping, open spaces, greenways and trees within the public realm, and
- provide appropriate parking for intended uses taking account of the accessibility and context of a development and tackling climate change.

In addition new housing will be required to:

- secure adequate internal and external space, dwelling mix, privacy, and sunlight and daylight to meet the requirements of future occupiers.

Demonstration of adherence to the principles must be set out within design and access statements, and/or where relevant, design codes, briefs, frameworks or masterplans and to include a contextual analysis. Where relevant, a report by a licensed assessor which sets out compliance with the BREEAM and/or Code for Sustainable Homes level operating at the time of any application for planning permission.

New housing should seek to achieve the Lifetime Home standard from 2013. Prior to 2013, the Council will encourage developers to meet the lifetime home standard having regard to the viability of the proposal.

## National policy

The government has published the National Planning Policy Framework (NPPF) stressing the importance of good design in the built environment and stating that:

“good design is a key aspect of sustainable development and good planning, and should contribute positively to making places better for people”, and;

“that local planning authorities should give great weight to outstanding or innovative designs that help to raise the standard of design more generally in the area. Equally, they should refuse planning permission for development of poor design that fails to take the opportunities available for improving the character and quality of an area and the way it functions”.

More detailed guidance is provided in the National Planning Practice Guidance (PPG). A specific chapter on design provides advice on the key points to take into account, highlighting the importance of good design, what constitutes a well-designed space, the treatment of buildings, the spaces in-between and issues specific to particular types of development.

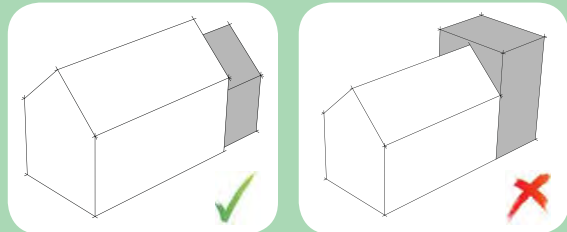
## Section 1: Improving and extending your home



# Improving and extending your home

A successful extension or improvement to a house will respect the existing character of the house and the street. High quality, long-lasting materials which are complementary to the original dwelling will make a big difference to the overall appearance of the house.

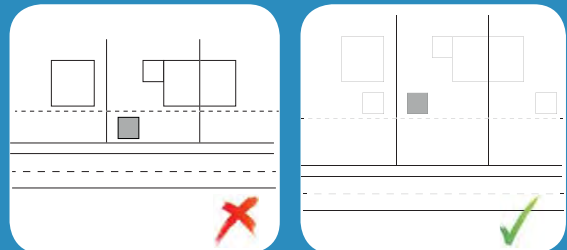
## Side extensions



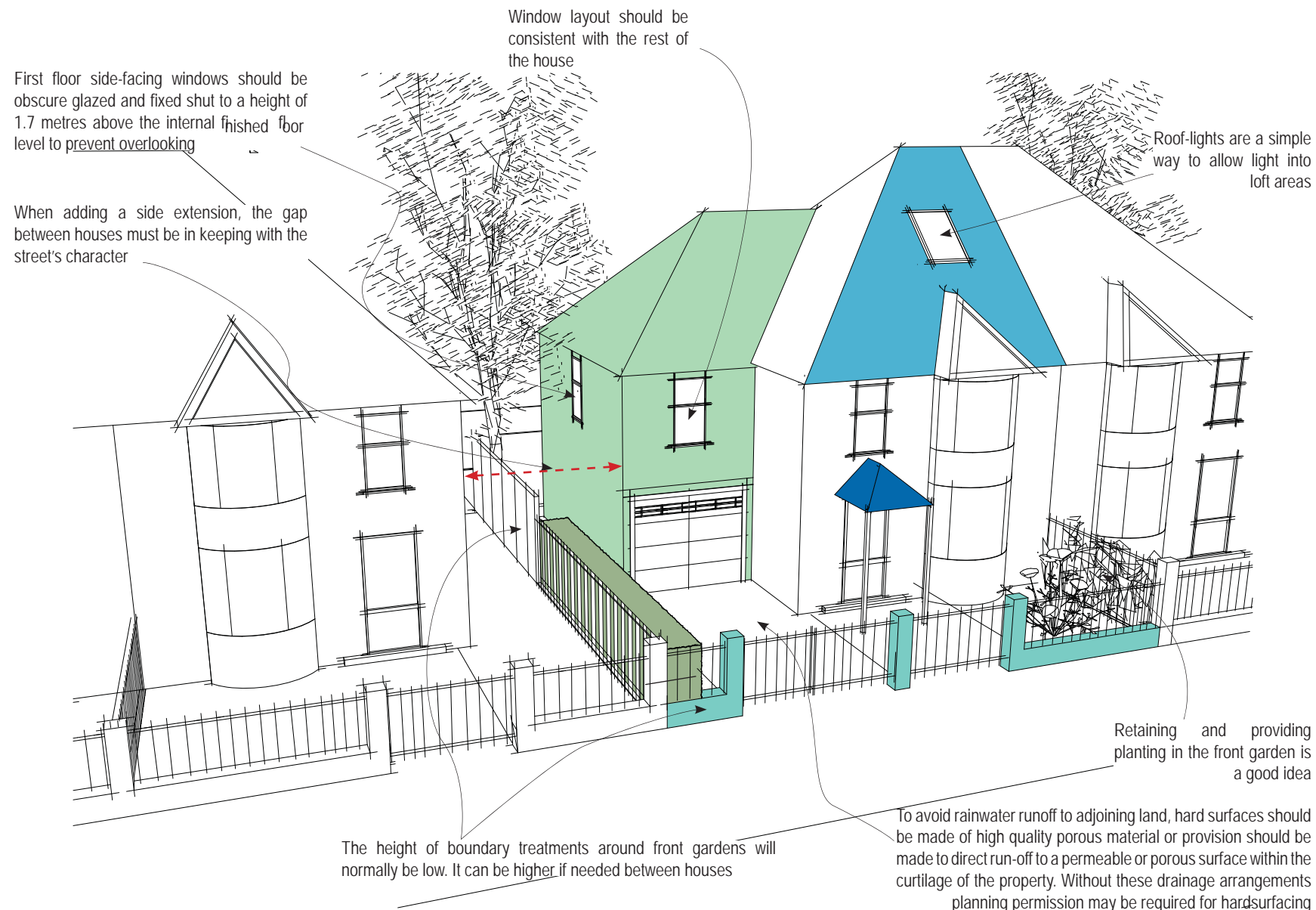
Side extensions look better if the ridge of the new roof sits below the original roofline.

Two storey extensions should be set back from the front wall of the house.

## New buildings in front gardens



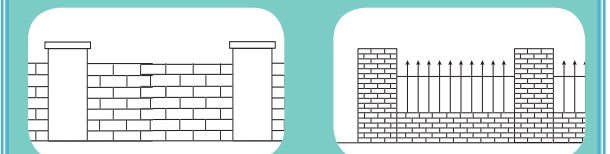
The addition of garages or other buildings in front gardens will normally only be allowed in streets where others are already found. Front gardens must also be large enough to accommodate them.



## Appropriate front boundaries

New proposals for front boundary treatments should reflect the positive aspects of a street's character and where possible enhance it.

The choice of boundary treatment and height should be determined by the positive elements within the street.



Brick walls

Wall and railings



Hedges

## Porches

The design of a porch should reflect the appearance of the existing house. Excessively large or bulky porches are unlikely to be acceptable.

## Dormers

A dormer creates additional headroom within the roof space of a house but because they are so prominent they need to be well designed to stay in keeping with the original house. Where multiple dormers are proposed they should be of a similar scale to each other and be in keeping with the original dwelling.

As a guide:

1. Put a dormer at the back of the house where it is less visible.

2. Keep below the original ridge of the roof.

3. Dormers should not take up the whole roof slope and should be set in from the gable end and eaves.

4. Materials and design of dormer windows should match those of the existing dwelling.

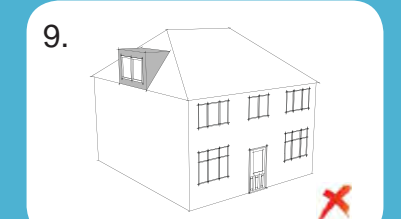
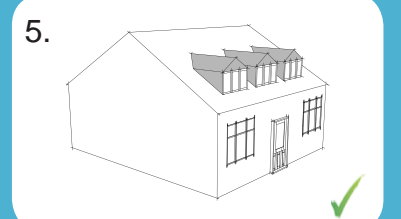
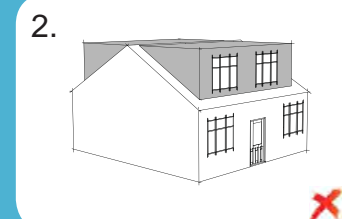
5. Several smaller dormers look better than one very large one.

6. Keep to the original style of the roof and use a gabled or hipped dormer.

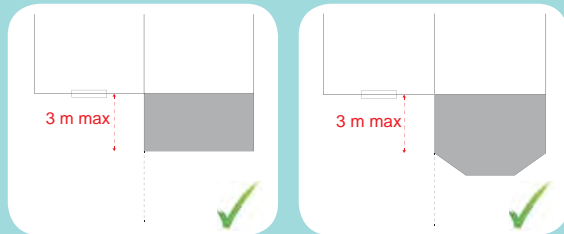
7. Care should also be taken to ensure new dormers do not unacceptably overlook nearby properties.

8. Dormers should be set within the existing roof slope which should remain visible above, below and to the sides of the dormer.

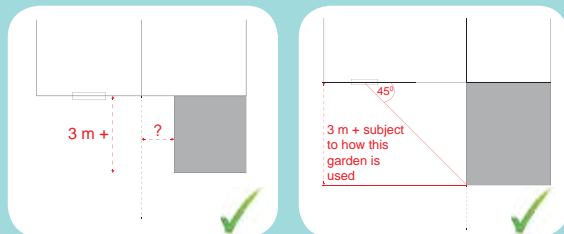
9. Avoid dormers on the hipped end of a roof.



## Rear extensions and conservatories



Extending semi-detached or terraced houses can affect the light to and outlook from habitable rooms\* in adjoining properties if not done carefully. An extension up to a depth of 3 metres from the rear of neighbouring properties will normally be acceptable.

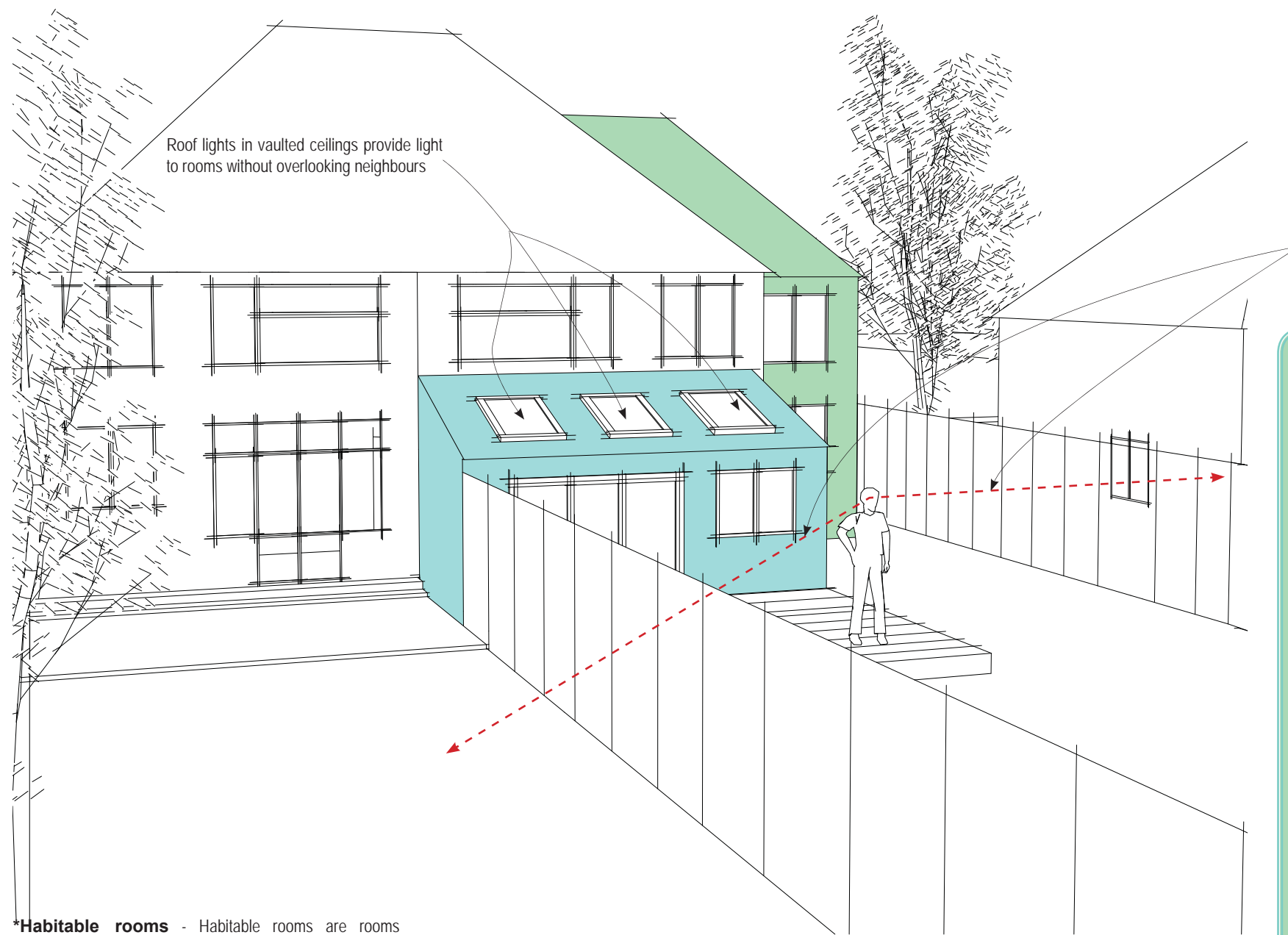


Setting the extension in from the boundary may mean its depth can exceed 3 metres, whilst still minimising the effect on neighbours.

If the extension falls behind a line drawn at 45 degrees from the centre line of the neighbour's window, it is less likely to affect them.

Similarly, where the affected window is set in from the boundary an extension exceeding 3 metres deep may be acceptable.

Well designed extensions will have a minimal effect on the living conditions of neighbours, particularly their light, outlook and privacy.



**\*Habitable rooms** - Habitable rooms are rooms usable for living purposes such as bedrooms, sitting rooms and kitchens. Bathrooms, utility rooms and WCs are not considered to be habitable rooms.

## Side Extensions

Where a two storey extension would affect a sole window in your neighbour's property serving a habitable room at ground floor level, a distance of 6 metres between your neighbour's window and the flank of the extension should normally be achieved.

A lesser distance of 4 metres between the neighbour's habitable room window and the flank of the extension may be acceptable where:

- the neighbouring room is served by other windows which wouldn't be affected by the extension;
- the affected window currently has limited outlook and light available to it;
- existing boundary treatments already affect the light and outlook to the neighbouring window;
- the neighbouring property is built on higher land than the extension;
- the extension is of single storey scale with a roof design which limits the impact upon the neighbouring window.
- the window affected is at first floor level

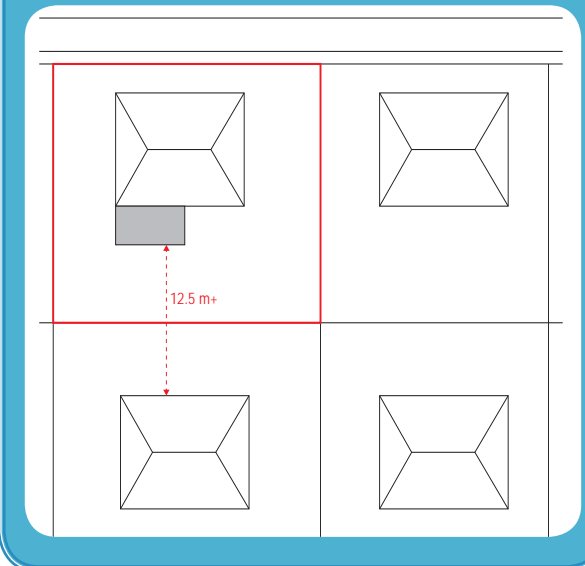
In order to establish whether your proposal will be acceptable ask yourself:

- What is the existing situation?
- How does the orientation of buildings affect sunlight (N, S, E, W)?
- How do levels make a difference?
- Is there any fencing, walls planting etc. (existing or proposed)?
- In the neighbouring property, what room might be affected? e.g. a habitable room?
- What is the importance of any affected windows.



## Two-storey extensions to the rear of neighbouring properties

A distance of at least 12.5 metres should be retained between the windows in the rear of neighbouring houses and the wall of a proposed extension to minimise any loss of light or outlook.



## Balconies

A typical balcony can often give rise to sideways views into neighbouring properties. Solid or opaque 1.7 metre high screens will maintain privacy.



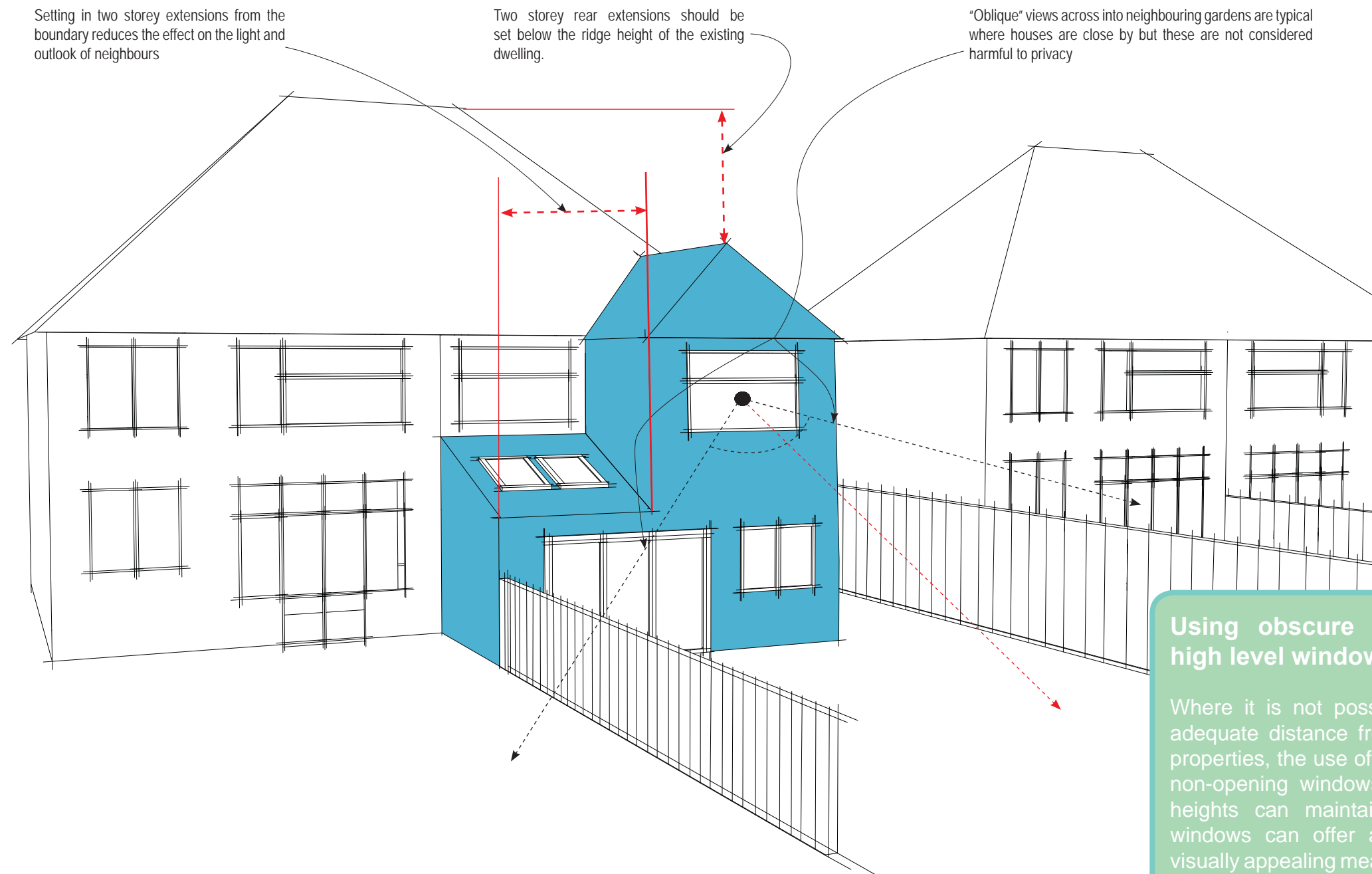
A 'Juliet' balcony has no decked area to stand out on. There are no potentially harmful sideways views.



Setting in two storey extensions from the boundary reduces the effect on the light and outlook of neighbours

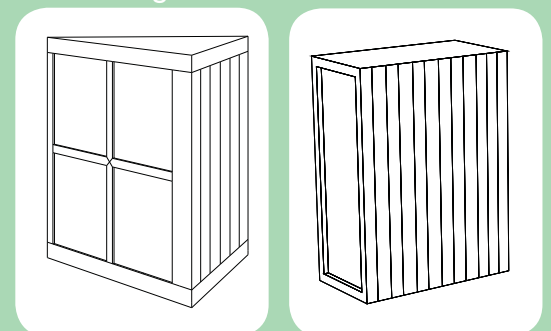
Two storey rear extensions should be set below the ridge height of the existing dwelling.

"Oblique" views across into neighbouring gardens are typical where houses are close by but these are not considered harmful to privacy



## Using obscure glazing and high level windows

Where it is not possible to keep an adequate distance from neighbouring properties, the use of obscure glazing, non-opening windows and raised sill heights can maintain privacy. Oriel windows can offer an effective and visually appealing means of addressing overlooking issues.

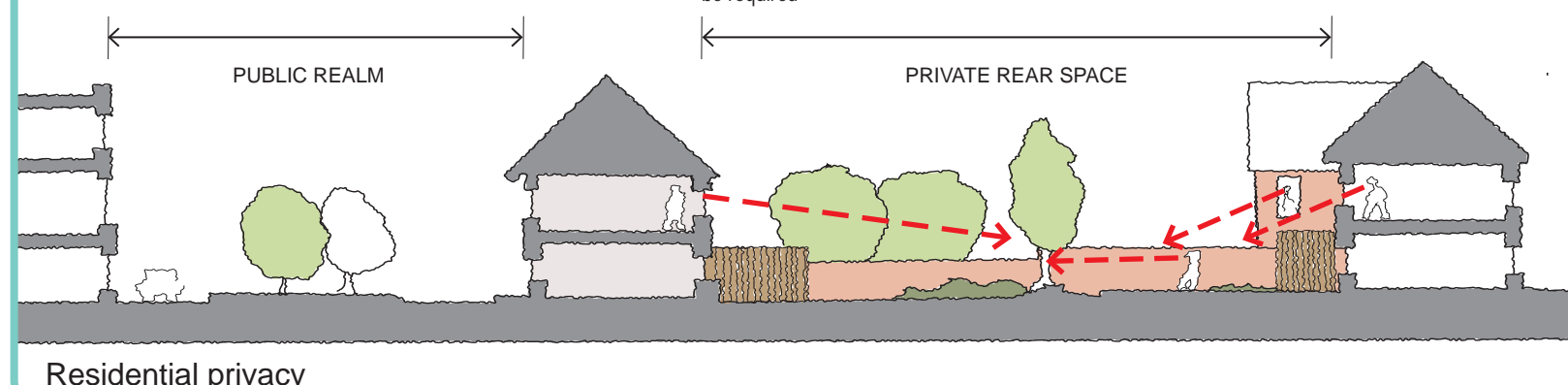


The use of obscure glazed windows to habitable rooms will not be acceptable if they are the sole window.

You should also consider whether the window will need to serve as a 'means of escape' to comply with the Building Regulations.

The distance to properties on the other side of the street should be typical to the surrounding area

First floor windows should be at least 11 metres from boundaries they look towards and no less than 22 metres from facing windows in neighbouring houses. In the case of more spacious areas a greater distance is likely to be required



## Section 2: New dwellings



# New dwellings in existing streets

Well-designed new houses on 'frontage infill' sites will reflect the scale of other plots in the street.

## Scale

It is important that the scale of a new house relates well to its surroundings.

Where most homes in a street are single-storey, a two-storey building is likely to be out of character.

Likewise a single-storey building in a street containing mostly two-storey homes may not be appropriate.

In streets where there is a mixture of single and two-storey housing, a smooth transition can be achieved through careful design.



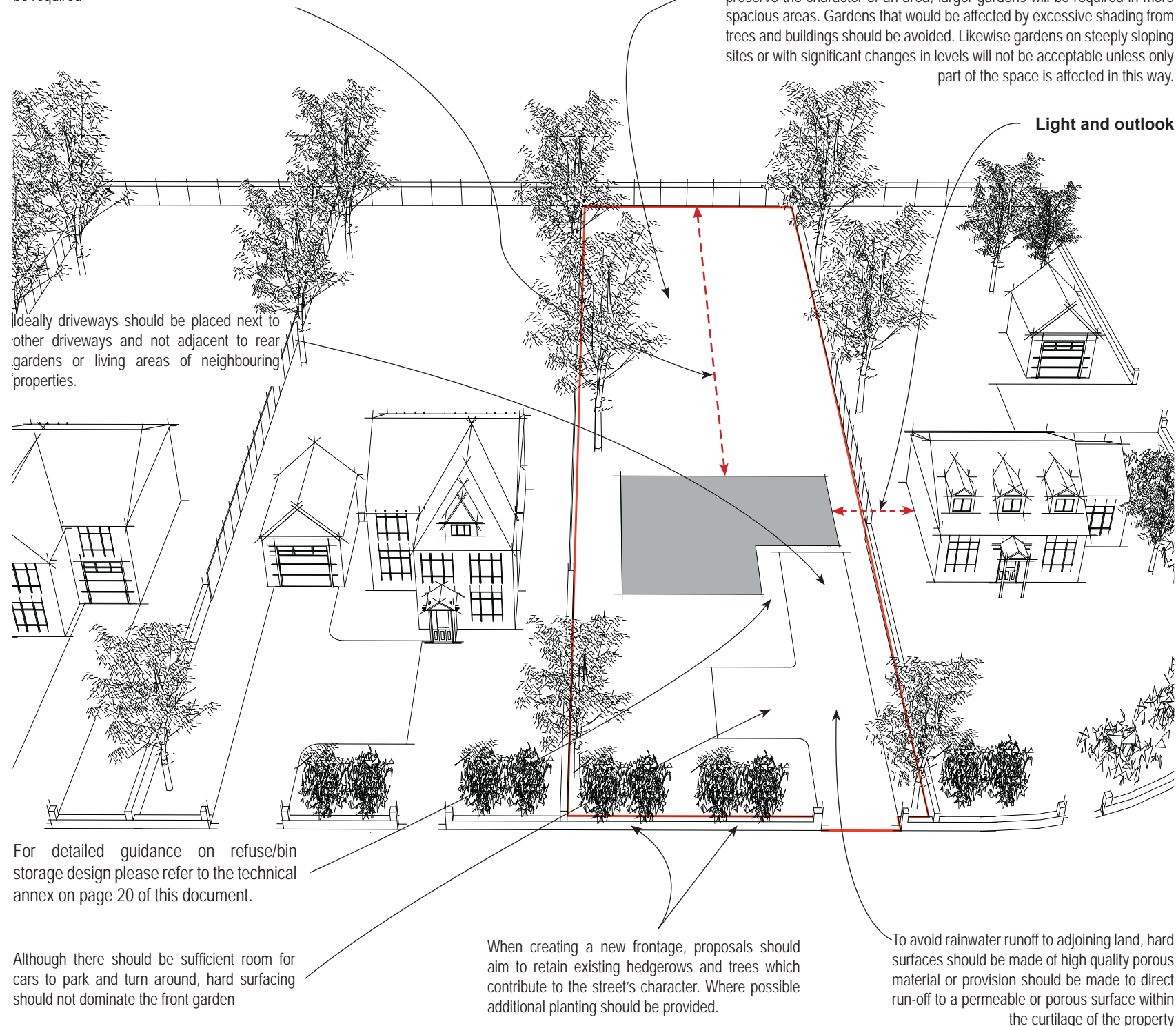
## Character

Gaps between existing houses can sometimes make appropriate plots for new homes. This will depend on the size and width of the plot and how it compares to others in the street.

Care should be taken to ensure the space left between houses reflects the spaciousness and character of the area.

Space should be retained in front of the building to reflect the character of the street and not protrude beyond the building line.

First floor windows should be at least 11 metres from boundaries they look towards and no less than 22 metres from facing windows in neighbouring houses. In the case of more spacious areas a greater distance is likely to be required



**\*Habitable rooms** - Habitable rooms are rooms usable for living purposes such as bedrooms, sitting rooms and kitchens. Bathrooms, utility rooms and WCs are not considered to be habitable rooms.

## Light and outlook

Where a new dwelling would affect a sole window in a neighbouring property serving a habitable room\* at ground floor level, a distance of 6 metres between the neighbouring property's window and the flank of the new dwelling should normally be achieved.

A lesser distance of 4 metres between the neighbouring property's habitable room window and the flank of the new dwelling may be acceptable where:

- the neighbouring room is served by other windows which wouldn't be affected by the new dwelling;
- the affected window currently has limited outlook and light available to it;
- existing boundary treatments already affect the light and outlook to the neighbouring window;
- the neighbouring property is built on higher land than the extension;
- the new dwelling is of single storey scale with a roof design which limits the impact upon the neighbouring window.
- the window affected is at first floor level.

## Internal space

The internal dimensions of a dwelling should seek to meet at least the minimum sizes set out in the National Technical Standards.

# New dwellings in rear gardens

Sometimes referred to as 'backland', 'garden land' or 'tandem' development.

## Private gardens

Private gardens should be adequately sized and provide good quality outdoor space.

A garden length of at least 11 metres long should be provided. Large family homes should have more generous sized gardens. In order to preserve the character of an area, larger gardens will be required in more spacious areas.

Gardens that would be affected by excessive shading from trees and buildings should be avoided. Likewise gardens on steeply sloping sites or with significant changes in levels will not be acceptable unless only part of the space is affected in this way.

## Character

Proposals for new houses in rear gardens should ensure both the new plot and the remaining plot are similar in size to nearby properties.

The new dwelling should be in proportion to the plot so it does not appear cramped or out of character.

Existing mature hedgerows should be retained to minimise the effect on neighbours and the appearance of the area.

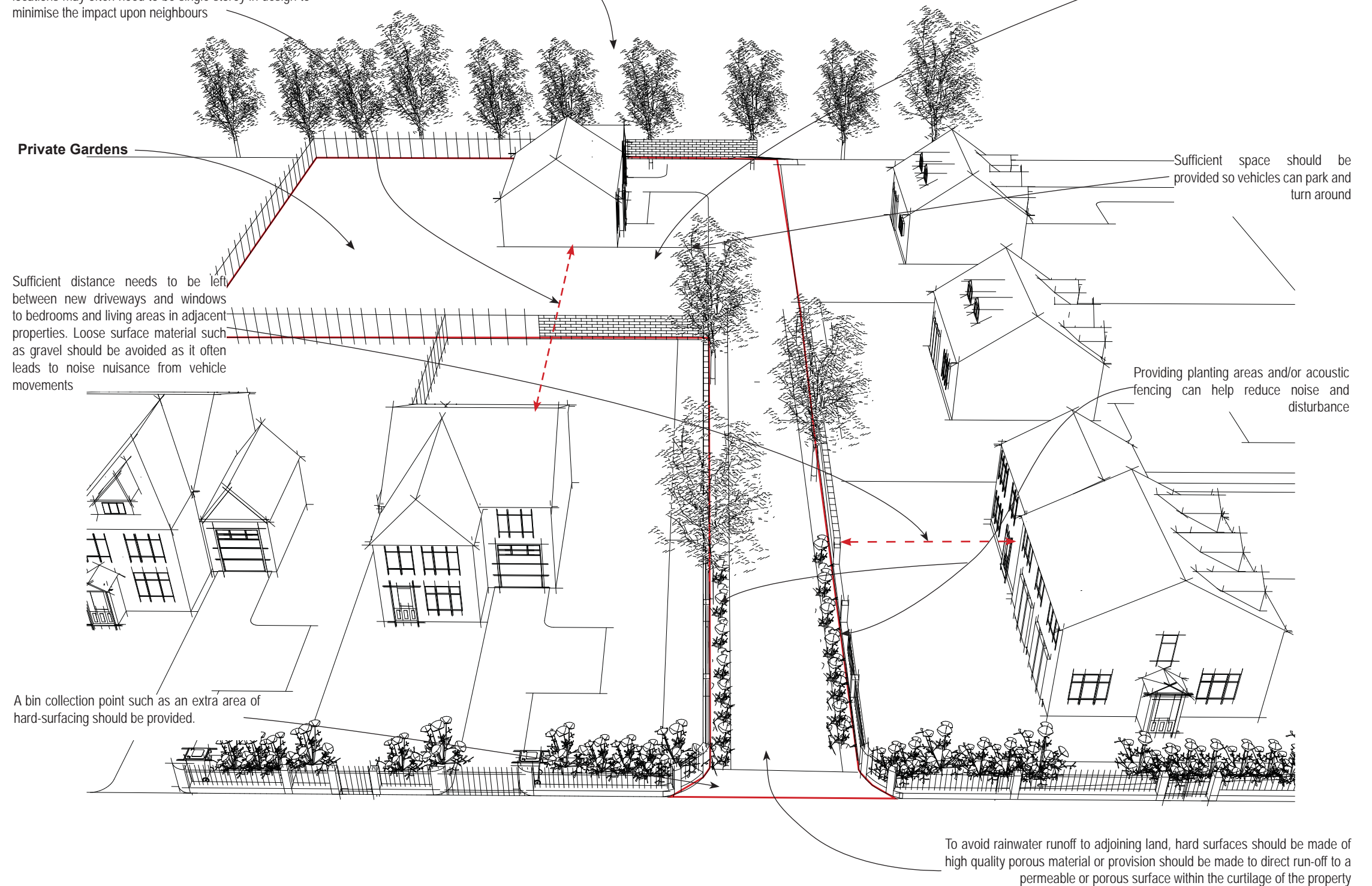
## Internal space

The internal dimensions of a dwelling should seek to meet at least the minimum sizes set out in the National Technical Standards.

Dwellings within backland locations must be carefully designed to preserve the outlook and privacy available to existing properties. Properties constructed in these locations may often need to be single storey in design to minimise the impact upon neighbours

Rear gardens often have mature trees which must be taken into account. Keeping trees adds value and preserves the character of an area.

For detailed guidance on refuse/bin storage design please refer to the technical annex on page 20 of this document.





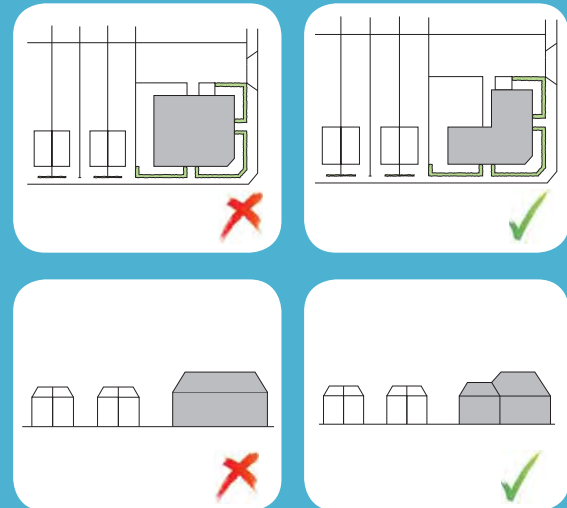
# Flats

Flats are effective ways of enhancing the capacity of sites and are more appropriate in local or Town Centres where they make best use of good transport links and help support local shops. Well designed flats will enhance their setting and reflect the character of the surrounding area.

## Internal space

The internal dimensions of a flat should seek to meet at least the minimum sizes set out in the National Technical Standards.

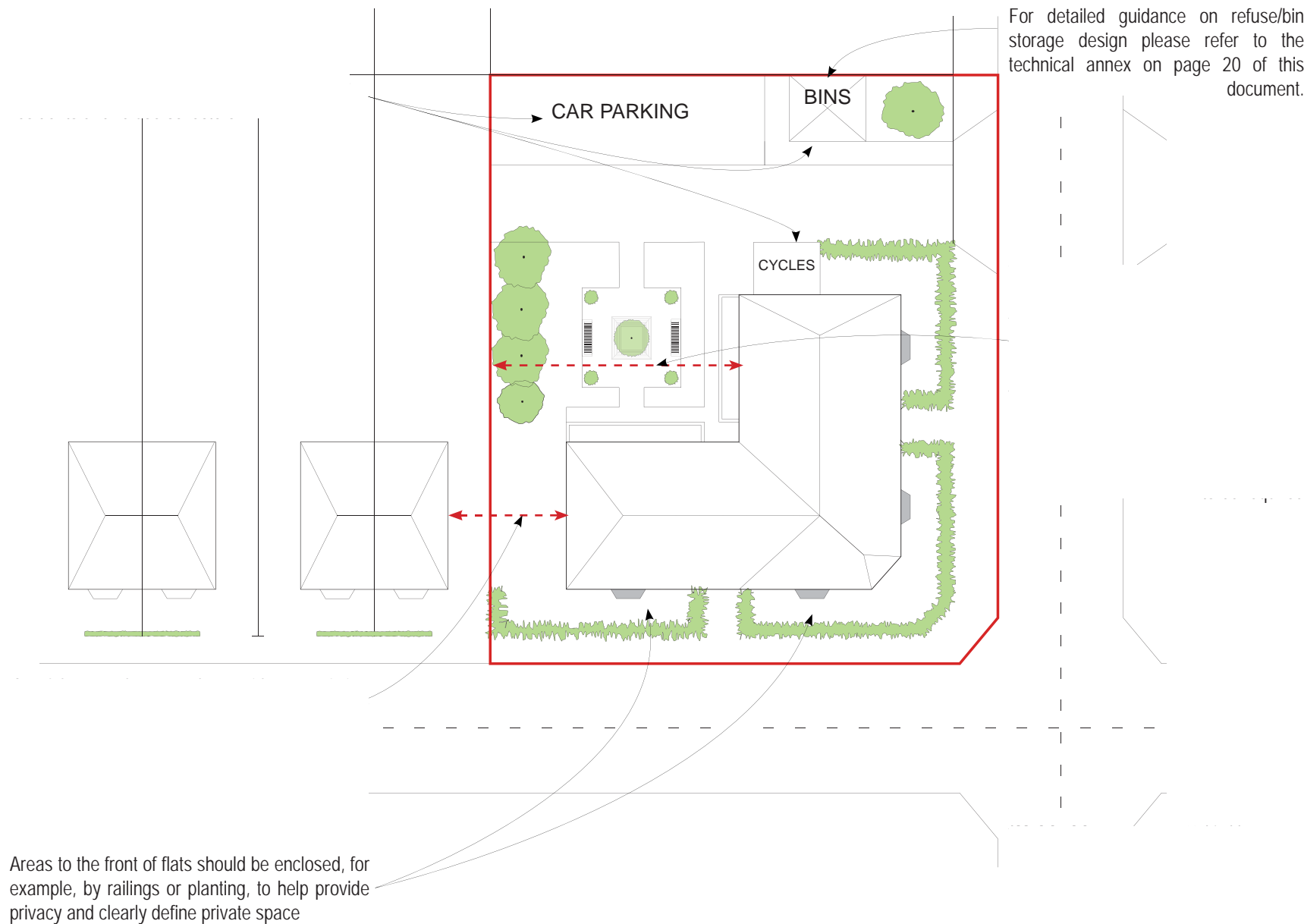
## Reducing the bulk of large buildings



Buildings containing flats will be expected to be in keeping with the existing scale and character of the street.

The bulk of large buildings can often be reduced by breaking up the overall building into smaller parts creating separate buildings or variation to elevations.

Flat buildings can be designed to include and repeat key characteristics of the street, for example bay windows.



## Outdoor space

New flats should have access to adequately sized and good quality outdoor space. There may be exceptional circumstances, such as the conversion of existing non-residential buildings in local or town centre locations, when the provision of outdoor space is not possible.

A garden of 25m<sup>2</sup> will normally be sufficient for most one or two bedroom flats. Where it is not possible to provide each flat with its own private garden, a communal garden will be acceptable.

In the town centre and other centres around the Borough more innovative ways of providing quality outdoor space might be required. For example, courtyards, roof terraces and balconies may be acceptable alternatives to gardens.

Proposals should avoid areas of “landscaping” with no clear sense of ownership which may often become neglected or poorly maintained over time. Instead, space around the building should be clearly defined.

## Balconies

Balconies offer the opportunity for providing quality individual outside space. This is of great importance in areas where it is not possible to provide adequate outdoor space. They also have the added benefit of providing natural surveillance to communal areas.

Adequate space should be provided to enable a balcony to be used as an outside living space. It is also important to consider the privacy of existing buildings and private space when designing proposals that include balconies.



## Section 3: New streets and Public spaces

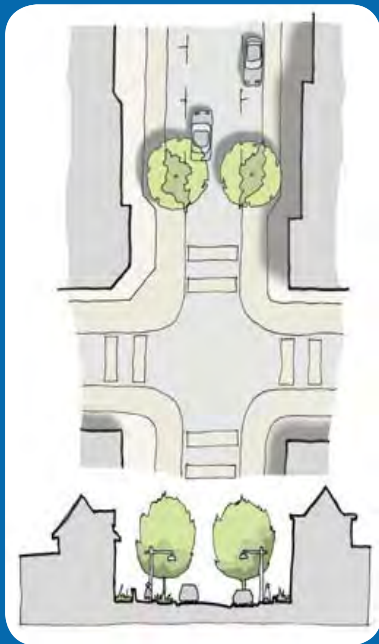


# New streets

Well designed development will connect into existing routes and where possible enhance them. Where new streets are proposed they should respect the existing route hierarchy and ensure good pedestrian links to key destinations.

## Routes

Places are made up of a hierarchy of routes referred to as primary, secondary and minor routes. Large developments will clearly show what routes are major ones and which are more secondary down to the most informal pedestrian routes. This needs to be clear from the dimensions of the street and the corresponding scale of buildings and trees which front it. Smaller developments will need to be designed appropriately to fit into the existing 'route hierarchy' of the surrounding area.



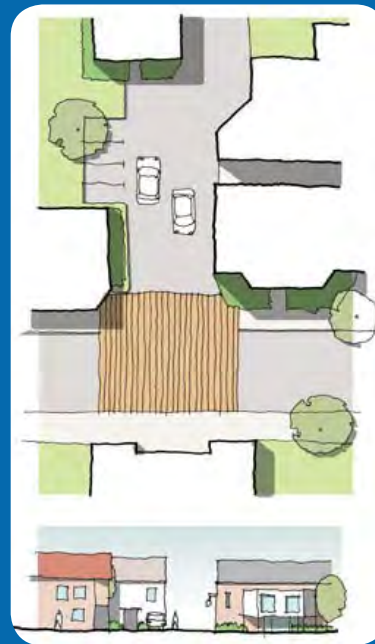
### Primary routes:

On larger sites, some form of 'main street' may typically form the spine of the development. These usually have wider streets, taller buildings, segregated cycle routes and foot-ways. Primary routes should be wide enough to accommodate on-street parking.



### Secondary routes:

Many residential streets would fall into this category. These usually have modest street widths, smaller buildings, mostly smaller street trees and dedicated space for larger street trees, cycle routes and foot-ways may not be segregated and on-street car parking.



### Minor routes :

The lowest in the hierarchy of streets, typically serve only a small number of vehicle movements. On-street parking is not a feature of minor routes which usually have on-plot or rear court parking areas.

Primary route

Secondary route

Minor route

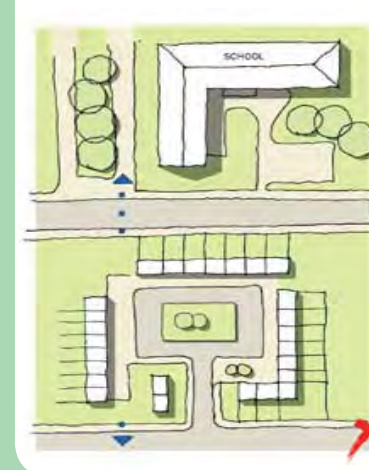


## Making connections

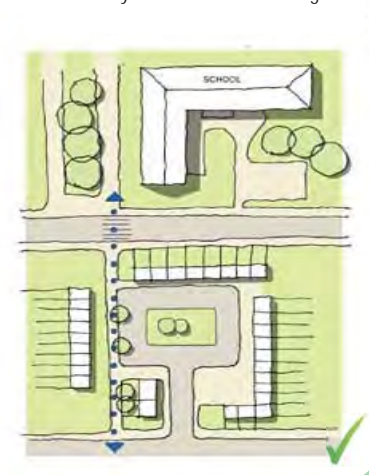
New streets should provide clear and well connected routes. A well connected street will allow people to move easily between places and provide direct routes to key services and facilities. New streets will integrate with the layout of existing layout of streets and routes.



Potential connection closed off



Pedestrian/cycle connection encouraged



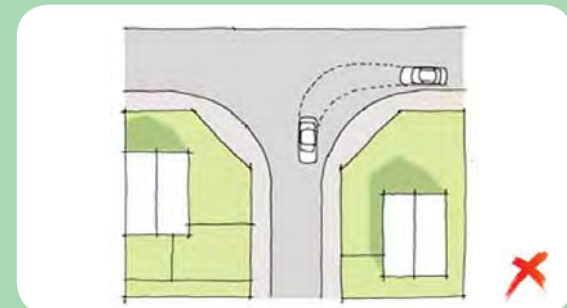


## New streets (lower density)

### Access into the site

In residential developments, where possible, vehicular, pedestrian and cycle access into the site should not be from a single point, but should allow the possibility of entering and exiting the site from several different locations. This is to prevent the inefficiencies experienced with typical cul-de-sac developments and excessive vehicle movements experienced by residents living on a single route in and out.

The design of the access will depend very much on the nature and size of the development and the size and traffic speed of the road or route that it links into.

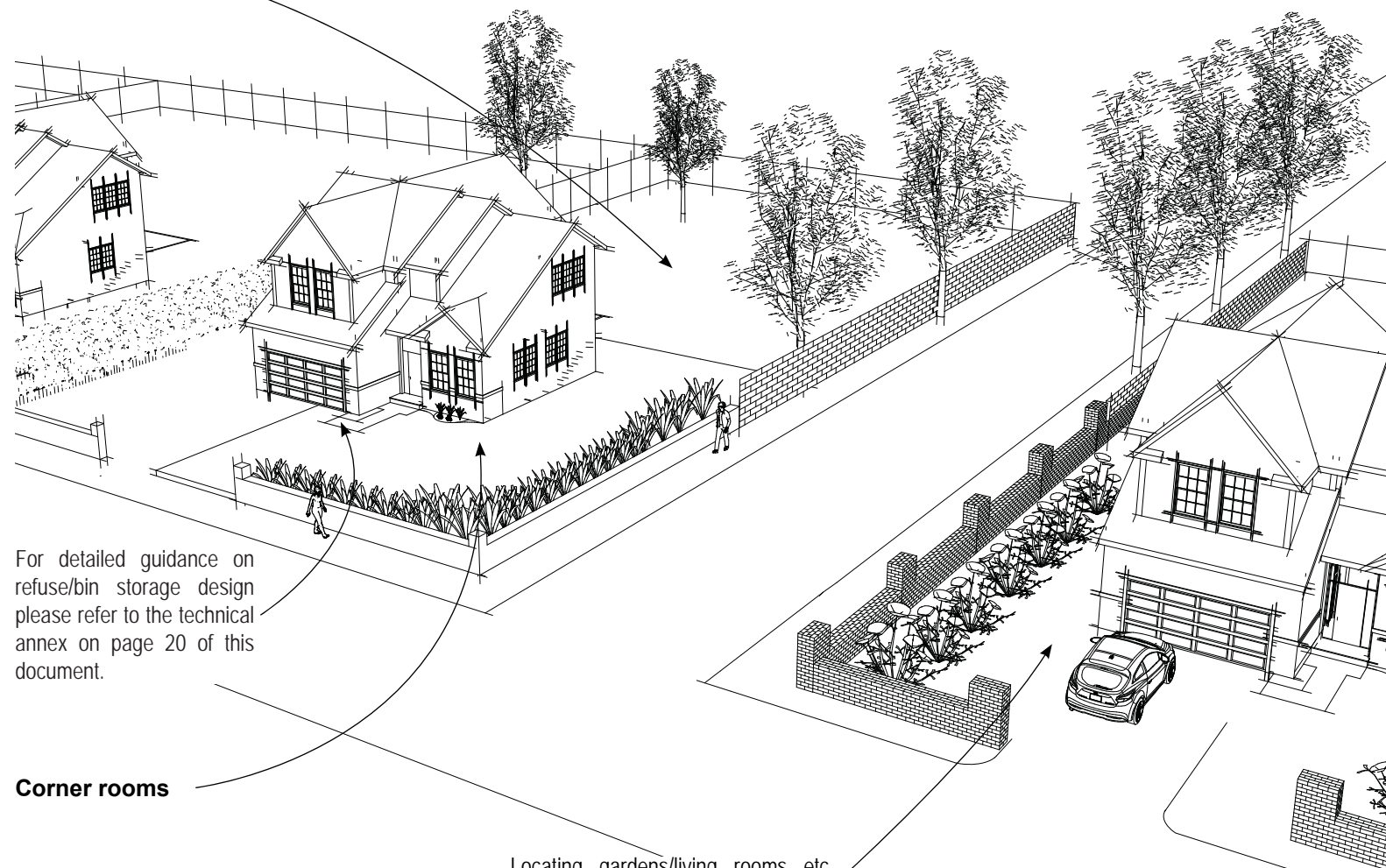


Vehicle dominated layouts are created when footpaths and buildings follow wide swept paths and must be avoided.



Tighter footpaths create less vehicle-dominated road layouts and give greater priority to pedestrians and make better use of the land available.

### Private gardens



For detailed guidance on refuse/bin storage design please refer to the technical annex on page 20 of this document.

### Corner rooms

Locating gardens/living rooms etc. needs consideration at entrances to sites due to noise/pollution issues

### Private gardens

Private gardens should be adequately sized and provide good quality outdoor space.

A garden length of at least 11 metres long should be provided. Large family homes should have more generous sized gardens. In order to preserve the character of an area, larger gardens will be required in more spacious areas.

Gardens that would be affected by excessive shading from trees and buildings should be avoided. Likewise gardens on steeply sloping sites or with significant changes in levels will not be acceptable unless only part of the space is affected in this way.

### Corner rooms



Corner rooms should have windows in walls addressing both sides of the street to allow complete surveillance and avoid the problem of blank flank walls.

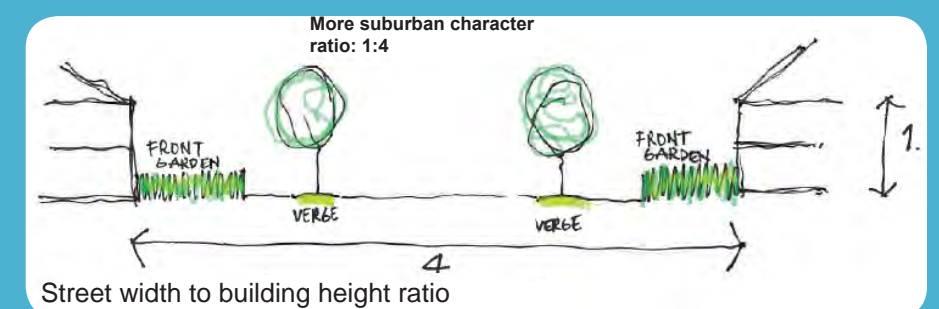
### Layout



In lower density areas, the size and spaciousness of new plots and the buildings on them should respect the surrounding character.



Proposals for higher density development which would be out of keeping with the area's character will be unacceptable.



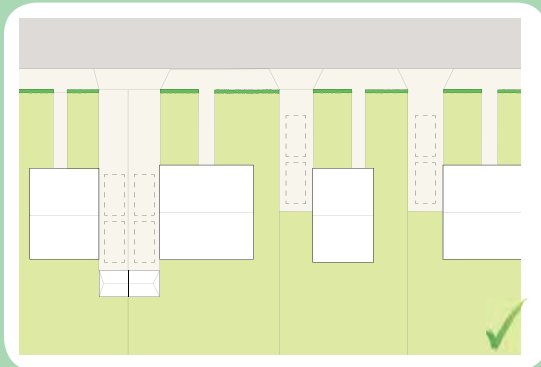
The scale of buildings, widths of streets and frontages will reflect the more suburban character.



## On-plot parking

On-plot parking spaces provide more convenient and secure spaces for vehicles. However, frontage parking can often result in a street which is dominated by hard surfacing and parked cars, particularly when narrow plots (below 5.5m) are adjacent to each other, making it unsightly.

In general, on-plot parking wholly in front of a property should be avoided. Parking to the side of the house and behind the building line of the street will be visually more appropriate.



Private car spaces and drives should be surfaced in high quality porous materials which will allow sustainable drainage and contrast with standard tarmac. Materials that can cause a noise nuisance, like gravel, should be avoided.

Parking spaces should not be placed close to windows to habitable rooms. It is also important that sufficient space be provided for parked vehicles to avoid overhanging on adjacent footpaths.

Even in lower density development tandem parking can lead to on-street parking. This is particularly a problem where the streets are of modest width leading to parking partially on the footway. If on-street parking is likely the width of the street should be designed to accommodate on-street parking.

Well designed houses, incorporating appropriate front boundary treatments, will enable natural surveillance of the street while protecting the privacy of residents.



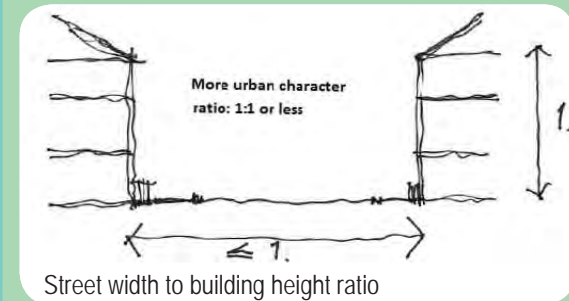
**\*Habitable rooms** - Habitable rooms are rooms usable for living purposes such as bedrooms, sitting rooms and kitchens. Bathrooms, utility rooms and WCs are not considered to be habitable rooms.

## Internal space

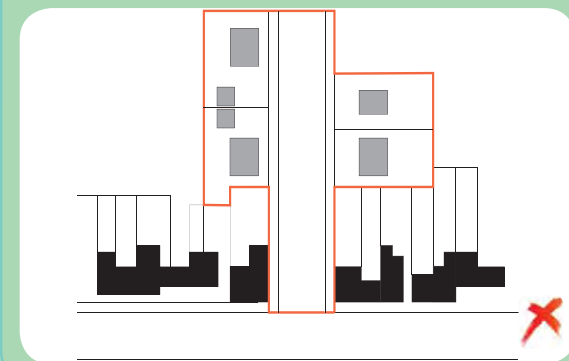
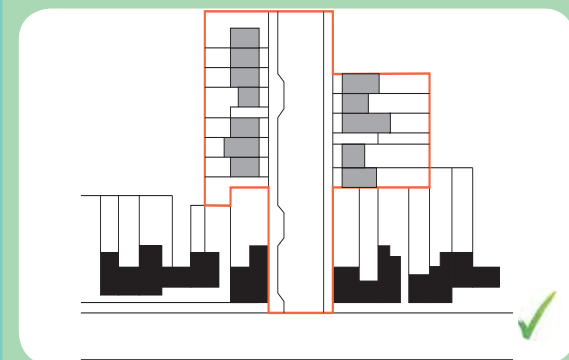
The internal dimensions of a dwelling should seek to meet at least the minimum sizes set out in the National Technical Standards.

## Layout

In existing areas of higher density development, new streets should reflect this character through the size of plots, scale of buildings and width of the street and the sense of enclosure this creates.



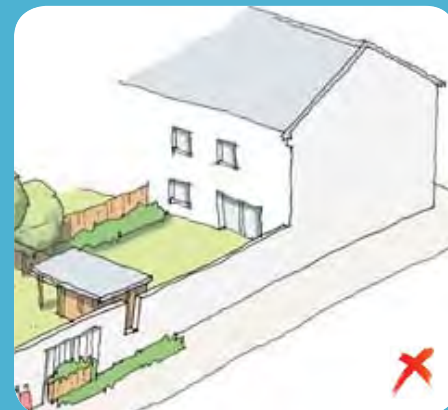
Trying to introduce lower density suburban type housing will be out of keeping with the character of the area.



## Blank walls

Blank walls facing the street should be avoided as they are visually unappealing, with their large, bland elevations. They can cause problems with the lack of natural surveillance, and can become the focus of anti-social behaviour. All walls facing onto a public or semi-public area (such as a car parking area) should have windows from habitable rooms (not bathrooms, halls, stairwells or storerooms).

In exceptional circumstances where blank walls cannot be avoided design solutions that reduce their impact should be used. This could be through the use of planting, such as non-destructive climbers or green walls, or through detailing such as weatherboarding, tile hanging, brick detailing or public art.



# New streets (higher density)

Natural surveillance from windows

Trees and low level planting help break up large car parking areas

Rear courtyard parking and servicing is often appropriate on busy road

A change in surface materials helps define public and semi-private space such as this, as well as encouraging vehicles to enter at a slower speed

**\*Habitable rooms** - Habitable rooms are rooms usable for living purposes such as bedrooms, sitting rooms and kitchens. Bathrooms, utility rooms and WCs are not considered to be habitable rooms.

Entrance arch provides a private feel to a rear court car park

Corner buildings can be local landmarks

Planting should be provided in front gardens to enhance the character of the street

Private gardens should be adequately sized and provide good quality outdoor space. A garden length of at least 11 metres long should be provided. Large family homes should have more generous sized gardens. Gardens that would be affected by excessive shading from trees and buildings should be avoided. Likewise gardens on steeply sloping sites or with significant changes in levels will not be acceptable unless only part of the space is affected in this way.

First floor windows should be at least 11 metres from boundaries they look towards and no less than 22 metres from facing windows in neighbouring houses.

All street elevations should be attractive and contain windows from habitable room\* for natural surveillance

## Internal space

The internal dimensions of a dwelling should seek to meet at least the minimum sizes set out in the National Technical Standards.

## Corner buildings

Corner buildings, because of their location, need to be designed to address all aspects facing the street.

## Rear court car parking

Areas behind buildings can be used to provide communal parking spaces where appropriate. These areas should benefit from natural surveillance provided by neighbouring properties.

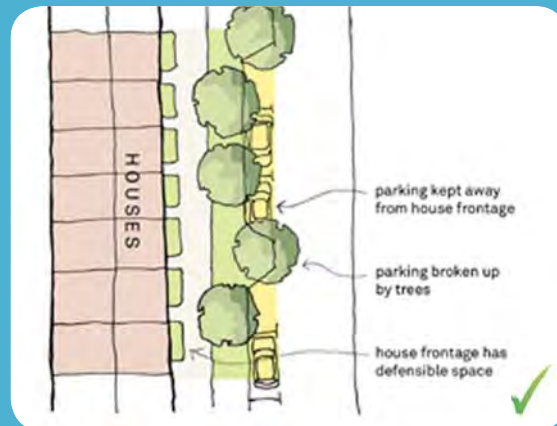
- All spaces should ideally be within 20 metres of the properties they serve.

- Parking should not cause adverse impact to windows at ground level, particularly at night.

- Any block of more than 5 parking spaces should be broken up with appropriate paving and tree planting to reduce its visual impact.

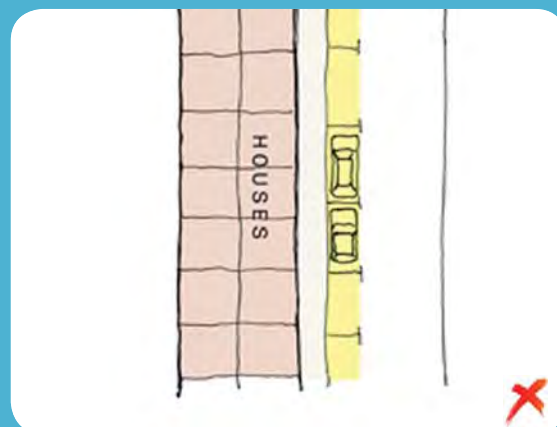


## On street parking



The most traditional car parking method is to provide unallocated spaces on the street. This enables every space to be used by anyone and to its greatest efficiency. It often allows residents to see their car from their house and contributes to an active street and traffic calming, while keeping most vehicular activity on the public side of buildings.

Continuous areas of communal parking are visually intrusive and need to be avoided by breaking up their quantity in one place.



Street layouts should be designed to discourage on-pavement parking near the fronts of houses or elsewhere.

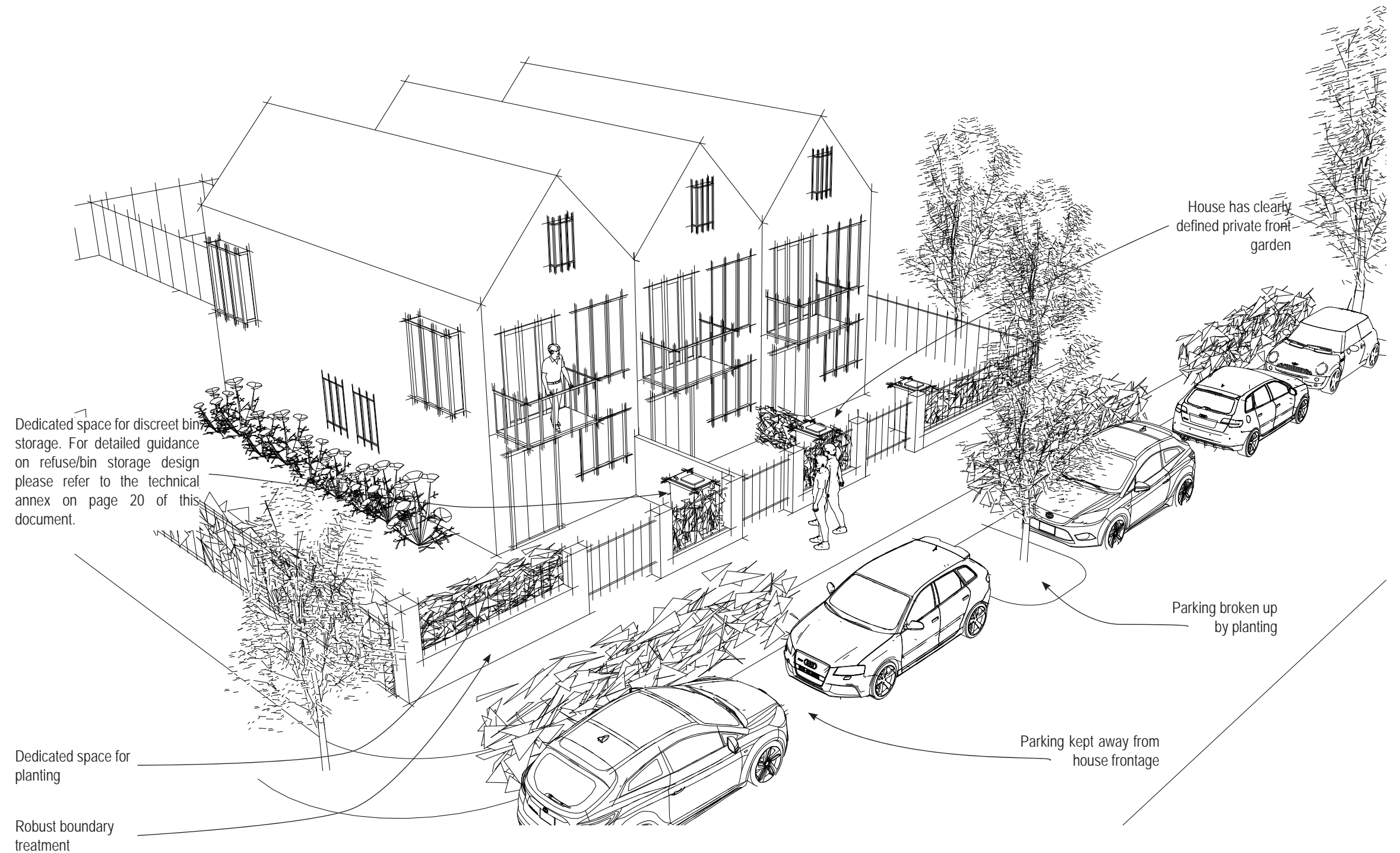
## Parking squares

Parking squares can provide more car spaces in a wide street than parallel kerbside parking.

- They need to be designed with robust materials and as attractive public spaces which also accommodate

parked cars. This can be achieved with generous and appropriate street trees, surfaces other than tarmac and appropriate street furniture.

- Small squares can add interest and provide parking in a traffic calmed environment.
- All unallocated parking spaces should be suitable for adoption and cannot be subsequently allocated or conveyed to individual properties.



## Trees



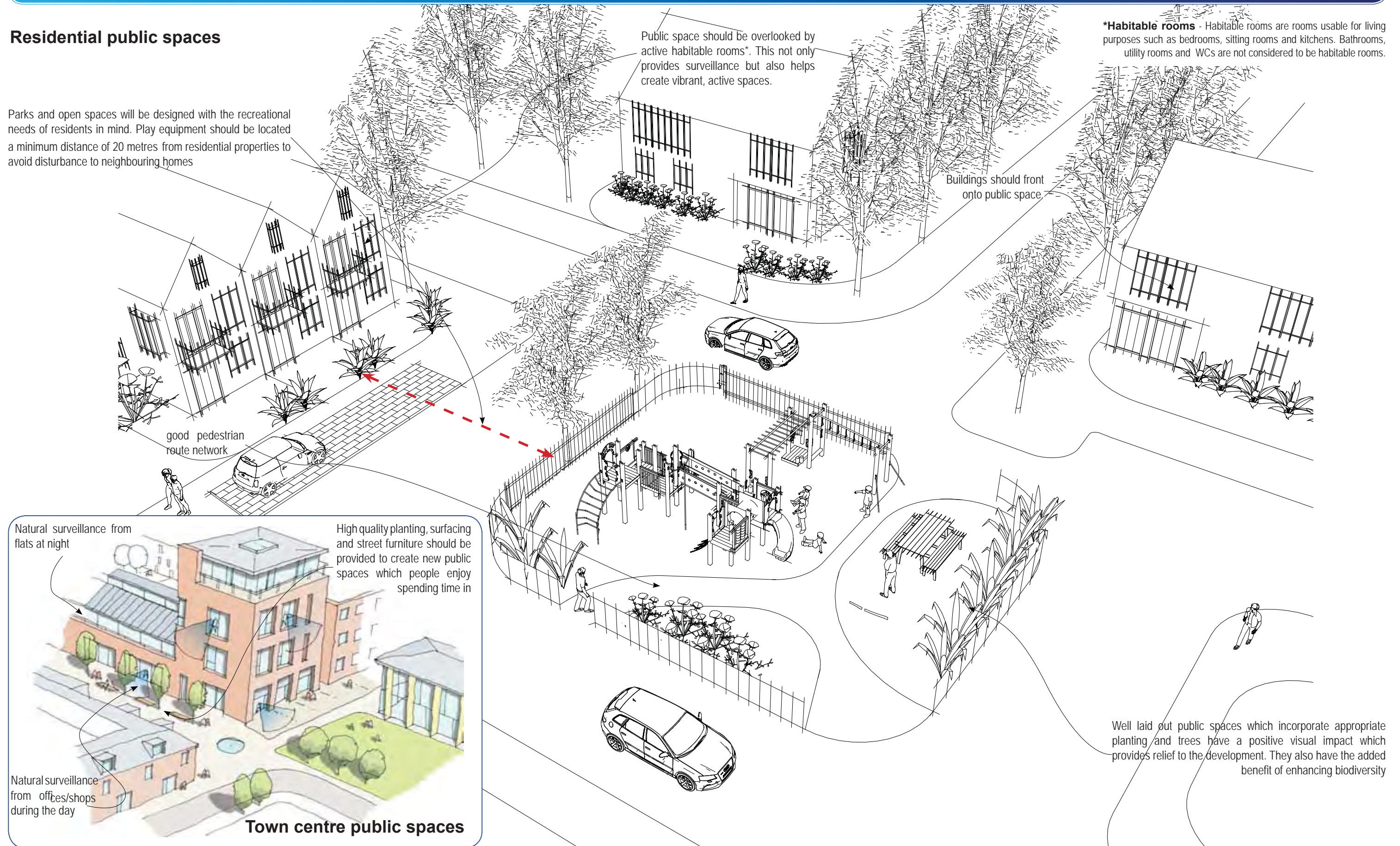


# New public spaces

Larger developments will be expected to provide new well designed and thought out public spaces which function successfully. New development adjacent to existing public spaces will take every opportunity to improve and enhance these spaces and where possible should connect to surrounding public spaces. The scale of surrounding buildings and their uses should reflect the type of public space, its size and location (e.g. town centre, residential, etc.)

## Residential public spaces

Parks and open spaces will be designed with the recreational needs of residents in mind. Play equipment should be located a minimum distance of 20 metres from residential properties to avoid disturbance to neighbouring homes



## Town centre public spaces

Well laid out public spaces which incorporate appropriate planting and trees have a positive visual impact which provides relief to the development. They also have the added benefit of enhancing biodiversity

## Section 4: Shopfronts



# Shopfronts

Well designed shopfronts will enhance the building as a whole and be in keeping with the wider street scene.

## Traditional details

In streets with a strong traditional character, appropriate details, such as pilasters, cornices, corbels and hanging signs should be used.

## Windows

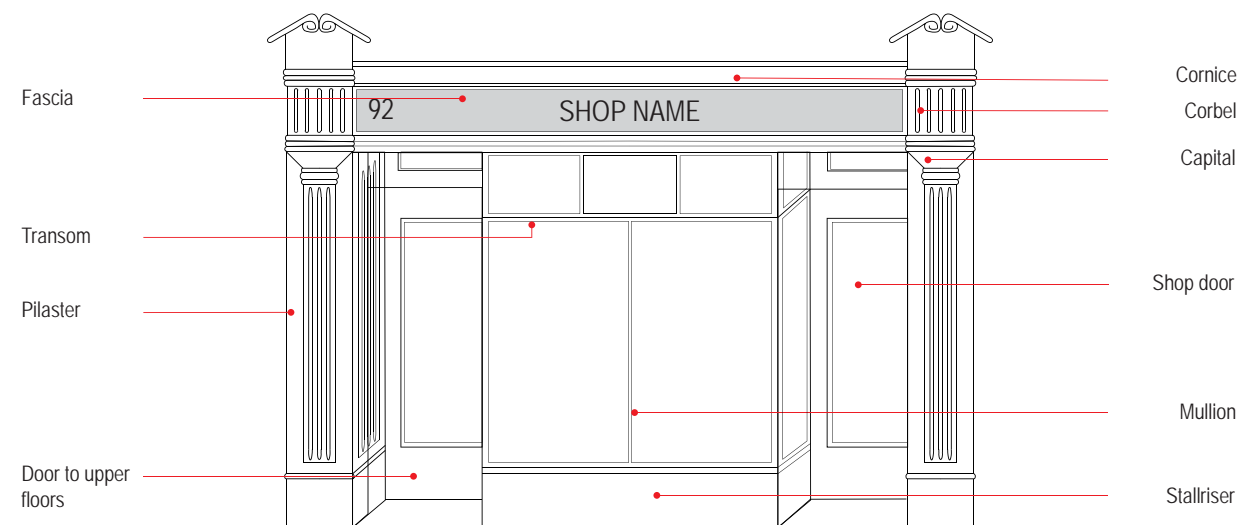
The size and proportions of the windows should relate well to the design of the building.

Large areas of sheet glass are often out of proportion. Dividing them vertically with mullions can help improve their appearance.

## Canopies

Canopies over shopfronts should respect the appearance of the building and not obscure any architectural detail.

Plastic or glossy materials are not appropriate for listed buildings or in conservation areas.



Elements of a shopfront



Bad street scene



Good street scene

## Doorways

Doorways are better recessed so that they provide shelter for shoppers and avoid a flat shopfront.

## Fascias

Fascias which obscure windows, or do not relate well to the building as a whole (for example by extending across a number of units) will look unsightly and will be unacceptable.

The use of plastic fascia signs and internally illuminated box fascias on listed buildings or within a conservation area will not be acceptable.

Shop numbers should be included on fascias to help orientate people within a street.

## Security shutters

Solid external shutters create dead and hostile frontages when down and can attract vandalism and graffiti.

Open grill shutters located between the window display and the glass will be encouraged as an alternative which preserves an active shopfront whilst still providing protection for the premises.



## Technical Annex

# Refuse Storage Design

## Introduction

Fareham Borough Council is responsible for the collection of waste and recyclable material from all domestic properties within its boundary. The service is a key council operation, and it is essential that all new developments are designed to enable effective and efficient collections.

The Council has powers to specify the type and number of bins to be used for waste and recycling collection, and the location where they should be placed for collection.

This guidance complements the Building Regulations, and they should be followed at the planning/design stage of waste and recycling storage and collection facilities.

## Outline of the main requirements

The service is provided using a variety of sizes of wheeled bins.

Each house is allocated one 240 litre bin for waste, and one for recyclable material. Garden waste is also collected in reusable sacks or bags, on the same day as recycling.

Flats are issued with bins of varying size depending on the number and type of dwelling; up to 240 litres of refuse and 240 litres of recycling per dwelling. Garden waste is also collected from flats if required, as outlined above.

Collections from houses are carried out from the kerbside; and residents are asked to place their bin at the edge of the highway on collection day. In the case of flats, collection will take place from a communal bin storage area.

Development proposals must therefore:

- Comply with all applicable legislation
- Provide sufficient internal storage capacity to separate waste and recycling
- Provide sufficient external storage space for the separate waste and recycling containers, including garden waste and with room for other services, for example glass collection
- Locate the waste and recycling storage areas:
  - so householders do not need to carry material (waste and recycling) for a distance greater than 30m
  - so that the collection vehicle can park as close as is possible to the collection point and certainly no more than 25m away.
  - without being impeded by vehicles parked in a parking space,
  - The waste and recycling storage areas must be at ground level, with dropped kerb crossings and road markings provided where necessary, to ensure that bins can be transferred to the collection vehicle unimpeded.

## Waste and recycling capacity

The ratio of bins to number of flats, and the size of bins to be installed will be at the discretion of the Council, in discussion with the developer. Developers pay for all refuse bins, there is currently no charge for recycling bins.

Flats: 240 litres each of refuse and recycling, multiplied by number of households/units.

This equates to:

- Refuse approx 1 x 1100 litre bin per 5 flats
- A mixture of 1100 litre, 340 litre and 240 litre bins can be issued to meet required capacity
- Recycling bins approx 3 x 340 litre bins per 5 flats

Sheltered housing (flats): 110 litres each of refuse and recycling, multiplied by number of units

- Refuse - if 1100 litre bins are used, thought must be given to the residents' ability to lift the heavy lids in order to deposit their waste. The bin store can be constructed with a ramp for the residents to use the bins.
- Alternatively, 340 litre bins can be issued to the required number.
- Recycling approx 1 x 340 litre bin per 5 flats.

Houses: 2 x 240 litre bins - one refuse and one recycling

### Bin types

1100 litre bins are used for refuse, one for every 5 flats. They are not used for recycling because any contamination is not seen until the bin is tipped into the vehicle. 340 litre bins are the largest size issued for recycling.

## Dimensions of bins

The dimensions of the bins are:

240 litre: 1070mm (1800mm with lid open) x 580mm x 740mm

340 litre: 1095 mm x 625mm x 860mm

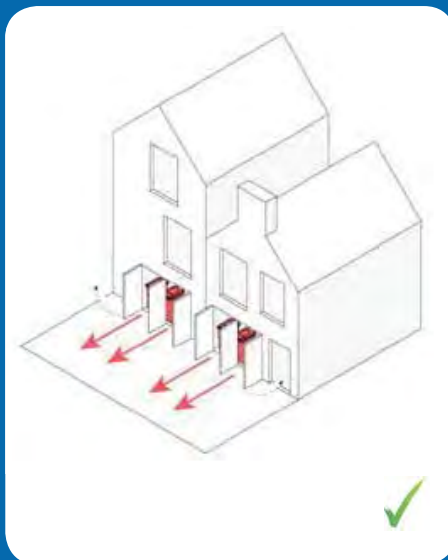
1100 litre (Euro): 1370mm (2350mm with lid open) x 1250mm x 980mm



## Individual Houses

Space should be allocated within the boundary of each house, to store the necessary number of bins for that household, in a manner which does not detract from the street scene. This is particularly important for households where no rear access is proposed.

The route to and from the collection point should allow for ease of use, namely a hard surfaced pathway from the store to the collection point at least 1.5 metres wide and as near level as possible. There should be a dropped kerb at the highway edge to allow easy movement of larger wheeled bins. Again, steps and other hazards to ease of movement should be avoided.



## Flats

### Internal Storage

To enable occupants to easily recycle their waste, developers should provide adequate internal storage, usually within the kitchen, for the storage of waste and recyclable material in separate containers, prior to the transfer of the material to the external bins.

### External Storage

In any communal refuse store adequate space must be provided for separate bins for both refuse and recyclables at the ratios given at the end of this document. Communal refuse stores must be located adjacent to the highway for collection; the route to and from the highway should allow for ease of use, and include a dropped kerb at the highway edge. Residents in flats are not required to pull bins out for collection.

## Construction and Appearance of Communal Bin Stores

### Size

The size of enclosure should provide space for the required number of bins, and should allow room for filling and emptying. A clear space of 150mm between and around the containers should be provided. They should be a minimum of 2m high.

### Location and gradient

Bin stores must be located to allow the collection vehicle to park as close as is practicable to the store, to a maximum distance of 25m. They must be at ground level. The access from the bin stores to the collection vehicle must be level, and with dropped kerbs. If there is a gradient it must not exceed 1:12. Steps must be avoided.

### Surface

The roads in the development and to the bin store must be of suitable construction and surfacing to take the weight of a fully-laden refuse collection vehicle, which at the present time is 26 tonnes.

### Construction

It is recommended that external bin enclosures are of durable construction, and roofed. Enclosures should be well ventilated and secure, with drainage to facilitate periodic cleansing. Doors must be large enough to allow easy removal of the bins, and could incorporate self closures to prevent access by foraging animals. Suitable lighting must be installed inside, and outside where necessary. There must be no protruding taps or other fittings which can be damaged by the bins. Bin stores and entrances must not be obstructed by car parking bays or any other obstruction.

### Security

Lockable gates or doors are recommended to deter fly-tipping. Either a key or PIN code is acceptable; the Council must be supplied with the pin code, or a minimum of four keys per store. Where a development includes several separate bin stores, a matching suite of locks with one master key is required, to avoid crews having to manage large bunches of keys.

### Access

Road markings, such as 'no parking' markings, may be required to maintain access to the bin stores, or to allow room for the vehicle to turn.

## Design

The design of refuse storage facilities can have an adverse impact on the character and appearance of existing buildings, streets and spaces. This is particularly the case in Conservation Areas and within the setting of Listed Buildings. For this reason purpose built external bin enclosures need careful design as an integral part of the domestic built environment as a whole. They should never be added merely as an afterthought. They and the activity associated with them should be away from windows and ventilators, and preferably in shade or shelter. They should not dominate the outlook from any dwelling, either existing or proposed.

## Private Roads

The Council collects bins from the public highway. The Council's collection vehicles will not enter a private road unless a legal agreement has been entered into prior to dwellings becoming occupied. Refuse storage serving dwellings on any private road should be positioned accordingly – generally with a safe bin collection point allocated for use on collection days. Guidance outlined above in relation to bin collection points would apply.

## Management

Details of the management company responsible for maintenance of communal areas, bin stores and grounds must be provided to the Refuse and Recycling Section of the Council before the developer vacates the site. Careless misuse of a bin enclosure, including dumping bulky items, constitutes fly-tipping, and will not be cleared by the Council.

## Dimensions of vehicles

All roads within developments must be sufficient for the refuse collection vehicle to safely manoeuvre. The Council uses 11 metre long, triple axle mid-steer vehicles. The road surface must be of suitable construction for a fully-laden collection vehicle which at the present time is 26 tonnes.

Swept path plans must be provided with the plans.

### For Advice please contact:

- **Development Management (Planning)** [devcontrol@fareham.gov.uk](mailto:devcontrol@fareham.gov.uk)  
Telephone 01329 236100
- **Refuse, Recycling and Transport Manager** [customerservices@fareham.gov.uk](mailto:customerservices@fareham.gov.uk)  
Telephone 01329 236100
- **Building Control Partnership** [bcpartnership@fareham.gov.uk](mailto:bcpartnership@fareham.gov.uk)  
Telephone 01329 236100