

**CABINET: WEDNESDAY, 28 SEPTEMBER 2016 at 2.00 PM**

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A Cabinet Meeting will be held in the City Hall on at 2.00 pm

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**A G E N D A**

**Apologies & Declarations of Interest**

**Leader & Transport, Planning & Sustainability**

- 1 Central Square and Bus Interchange Update *(Pages 1 - 98)*

**Corporate Services & Performance**

- 2 Disposal of Suffolk House, Canton *(Pages 99 - 104)*

**Transport, Planning & Sustainability**

- 3 Supplementary Planning Guidance *(Pages 105 - 174)*

**PAUL ORDERS**  
Chief Executive

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**CYNGOR DINAS CAERDYDD  
CITY OF CARDIFF COUNCIL**



**CABINET MEETING: 28 SEPTEMBER 2016**

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**UPDATE ON CENTRAL SQUARE AND THE BUS INTERCHANGE  
REPORT OF DIRECTOR OF ECONOMIC DEVELOPMENT**

**AGENDA ITEM: 1**

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**PORTFOLIO: LEADER (ECONOMIC DEVELOPMENT AND PARTNERSHIPS), TRANSPORT, PLANNING AND SUSTAINABILITY (COUNCILLOR RAMESH PATEL)**

*Appendices 2, 3, 5 and 6 of this report are exempt from publication because they contain information of the kind described in paragraphs 14 and 21 of parts 4 and 5 of Schedule 12A to the Local Government Act 1972.*

**Reason for this Report**

1. To update Cabinet on the Central Square regeneration scheme.
2. To provide Cabinet with details of the final draft plans for Building 4 at Central Square which incorporates the new Bus Interchange in advance of the plans entering the public domain as part of a new statutory pre-planning community consultation process that will commence in October before a planning application can be submitted to the Local Planning Authority.
3. To update Cabinet on work undertaken to review funding options for delivery of the Bus Interchange and to seek authority to progress a Detailed Business Case.
4. To gain authority to underwrite the second phase of design costs relating to the preparation of a planning application in accordance with the Cabinet Decision taken in March 2016.

**Background**

5. The Central Square regeneration scheme is progressing at an unprecedented pace. Over 620,000 sq ft of Grade A\* office accommodation is now either built or under construction. This represents one of the fastest programmes of commercial development in the UK regional market. This progress has been fuelled by one of the largest commercial property deals in the UK (outside of London) between Rightacres and Legal & General. The masterplan at Appendix 1 illustrates the buildings currently being brought forward. In terms of those

built or under construction: Building One is almost fully occupied; Building Two has secured planning permission, is pre-let and funded, and is now under-construction; Building 3, the BBC Cymru Headquarter building, is under construction and is progressing on programme with the building frame now starting to emerge out of the ground.

6. In addition to the above, Building 4, which incorporates the new Bus Interchange facility, and which totals a further 280,000 sq ft of mixed-use development, will be submitted for consideration by the Local Planning Authority in November.
7. In December 2015 a report was presented to Cabinet to outline proposals for the Bus Interchange and authority was delegated to consider detailed funding options with a view to a further report being presented back to Cabinet with a final recommendation once the developer had submitted a final proposal to the Council. In March 2016 a further update was presented to Cabinet and authority was delegated to agree the terms of a Pre-Planning Agreement with Rightacres for the production of design plans in advance of a future recommendation to Cabinet regarding the funding package. As part of this, authority was provided to underwrite the first phase of design costs, with the second phase subject to a further Cabinet decision.

## **Issues**

### *Current Scheme Design*

8. Preparation of the detailed design and planning application has progressed significantly in recent months, following numerous revisions and refinements to meet the expectations of key stakeholders and to ensure a commercially resilient scheme. Detailed design works are still on-going, but the key design principles of the scheme are now resolved (see Appendix 1).
9. In summary, the development runs north to south from Wood St to Saunders Road on the current site of Marland House and the Wood St NCP Car Park. It consists of a ground-floor drive-in/reverse-out bus interchange with 14 stands; a modern 'airport-lounge' style concourse; a 600+ space cycle hub; and circa 10,000 sq ft of retail space. Above the bus station will be 220 car parking spaces (initially let to the BBC) and an area reserved to enable a direct pedestrian link at first-floor level into the modernised Central Train Station. Above the car parking level will be 120,000 sq ft (gross) of Grade A\* offices at the Saunders Road end, and a further 120,000 sq ft (gross) of residential/hotel at the Wood Street end.
10. The ground floor bus interchange will benefit from two main entrances at either end of the concourse: the primary entrance will face the existing Central Train Station and Central Square; the other entrance will be directly off Wood Street. Following consultation, the concourse has been designed to be completely linear north to south to cater for a variety of users with varying levels of ability. A wayfinding scheme will be developed by Foster & Partners to meet accessibility needs.

11. The majority of bus services will access and egress the 14 bus stands via an entrance off Wood Street with a smaller number of services also accessing via Saunders Road. The Saunders Road entrance will provide the primary access and egress on event days. Great Western Lane will be dedicated to bus use except for service vehicles needing to access the rear of properties on Lower St Mary Street and vehicles needing to access the electricity sub-station (which will remain in situ). The bus bays provided are a minimum of 3.5m in width and have been subject to detailed tracking tests. In addition to computer modelling the Council will also undertake a full scale (real-life) model to ensure bus manoeuvrability around the forecourt and bays has been fully tested. Consultation with bus operators has been positive and is on-going.
12. The 220 car parking spaces will be accessed via an entrance off Saunders Road and is spread across one full floor (undercover) and one half floor (external).
13. Above the concourse and car park levels will be two further uses in two separate development blocks. The first use is commercial office accommodation comprising 120,000 sq ft that will extend five stories above the car park level. Pedestrian access to the offices will be via an entrance off Saunders Road. The second block provisionally consists of 199 units of private rental sector apartments that will extend eight stories above the car park level. Pedestrian access to the residential development will be via an entrance off Wood Street. There is however potential for the Wood Street block of development to be hotel use or a mixture of hotel/residential. The final scheme will depend on commercial deliverability.
14. The Cycle Hub will provide 600+ cycle spaces (internal and external) and is located at the Saunders Road end of the development on the ground floor level. The operation/management of the cycle hub is currently being reviewed and will be informed by a precedent study.
15. In addition to all of the above, the Building 4 development will extend the boundary of the public realm improvements being delivered as part of the Central Square regeneration scheme to include significant improvements to the Saunders Road area, as illustrated in Appendix 1.

#### *Planning Design Costs*

16. Since March significant progress has been made in the preparation of the detailed planning application for Building 4 incorporating the Bus Interchange. A formal application will be submitted to the Local Planning Authority in November 2016. This will be preceded by a four week statutory pre-planning community consultation period that is anticipated to commence from the beginning of October 2016.
17. Rightacres has, at risk, proceeded to fund the preparation of the planning application over and above the phase one cost underwritten by the Cabinet decision in March. The Council now needs to underwrite the

second phase of costs to enable the design scheme to be completed. The Cabinet Decision in March agreed to phase the underwriting of costs to provide the Council with time to eliminate a number of risks and to test affordability, to minimise the risk of costs becoming abortive.

18. The Council has commissioned independent consultants to review funding options and to provide a high level view of affordability. Confidential Appendix 2 confirms that the development is in principle considered affordable and deliverable. The report is based on estimated costs of the development and estimated income that could reasonably be expected to be generated. It also sets out the key risks in taking the scheme forward.
19. Confidential Appendix 3 presents the Pre-Planning Agreement with Rightacres which includes the design cost to be underwritten by the Council to enable the design scheme to be finalised and a planning application submitted.

#### *Delivery*

20. In addition to design works the Council and Rightacres have been working to ensure the development site for Building 4 (incorporating the Bus Interchange) is ready for development once the scheme has been considered by the Local Planning Authority. To that end all existing leases at Marland House have now been terminated and all tenants relocated. In some cases this has required the Council and Rightacres to negotiate the termination of agreements in advance of their end dates at and this has taken some time to conclude.
21. Demolition of the Marland House has been underway since June 2016. The first phase soft-strip has been completed including the careful removal of asbestos. The second phase physical demolition began on the 12 September 2016 and will continue for approximately 10 weeks. Once the planning application for Building 4 and the Bus Interchange has been submitted the Council will provide formal notice to NCP of our intention to redevelop the site. The demolition of the Wood Street NCP Car Park would then commence shortly after the demolition of Marland House.
22. A range of stakeholder engagement has continued over the last 6 months with organisations such as Welsh Government, bus operators, utility companies, representative groups and local businesses. A further round of consultation will take place in October as part of the new statutory pre-planning process which has recently been introduced through the Planning (Wales) Act 2015. The Council will also put in place additional engagement arrangements for the general public in Central Square including specific initiatives to encourage youth engagement. This will also take place throughout October to coincide with the pre-planning community consultation process to ensure the widest range of stakeholders have the opportunity to influence the final plans.

23. One of the key risk reported to Cabinet in March related to the acquisition of Network Rail owned land at Saunders Road. An agreement has been reached with Network Rail and lawyers have been instructed to draw up a contract based on the Heads of Terms presented in Appendix 4. Rightacres have also reached an agreement in principle with Arriva Trains Wales regarding the relocation of existing car parking spaces. A formal Station Change Procedure has now been initiated to enable the land transaction to be finalised (see Appendix 4). The Council has also been working very positively with Network Rail to ensure Building 4 is designed to enable seamless integration with a modernised Central Train Station in due course.
24. Plans are also being progressed ahead of schedule for the area of land immediately north of Wood Street (the St David's House and former Western Mail press site). This site has been proposed for development by Rightacres in response to significant local market interest in accommodation and a formal proposal is expected in due course. Outline plans for the site are being designed by leading architects Gensler.

#### Cardiff Central Station

25. Cardiff Central Train Station sits at the heart of a £1billion regeneration zone that aims to create a new modern gateway to the capital city and to Wales. Progressing the modernisation of Central Train Station in tandem with the surrounding regeneration is a major priority for the Council and its local partners.
26. To this end, Network Rail has begun to explore high level options for dealing with the predicted growth in passengers numbers which are anticipated to exceed the station's capacity by 2024. There is now an urgent requirement to secure Department for Transport funding of up to £5m to progress feasibility works to ensure proposals for the station redevelopment are at an adequately mature stage to enable a bid for development funding in Control Period 6 (2019-2024).
27. Preliminary discussions have taken place between officers of the Council, Welsh Government, Network Rail and the Department for Transport with a view to securing the funding required to take forward the required feasibility work. A further meeting is planned for October. In addition, the Leader of the Council has met separately with the Chief Executive of Network Rail, the Secretary of State for Wales, and the First Minister of Wales to present the case for Cardiff Central Station and to ensure the modernisation of the station is being afforded the highest priority by the Department for Transport and Network Rail.

#### Funding Options

28. The Cabinet meeting in December 2015 provided authority to consider funding options for the delivery of the Bus Interchange. This has been an iterative process that has matured as the detailed design and commercial composition of the scheme has progressed.

29. In particular, the mixed use composition of the scheme has changed over the last 6 months to reflect market conditions and to address significant issues that have arisen as the detailed design has progressed. In particular, the original intention was to develop an underground car park. This was reviewed once the costs and the implications on the construction programme were understood. This decision alone led to a comprehensive redesign of the scheme.
30. Over the last 6 months the market conditions for property development have also been volatile. This has led the Council and Rightacres to consider a range of uses for the commercial space above the Bus Interchange to ensure the development is commercially resilient. The design scheme has been adapted to provide flexible space above the Bus Interchange that is capable of fairly easy adaptation to accommodate a range of residential and commercial uses.
31. The Council has appointed external consultants to review the various funding options available to deliver Building 4 including the Bus Interchange. This work has considered a range of high level funding options and is presented as Confidential Appendix 2. This work has also been supported by independent cost estimates and an independent assessment of the commercial income likely to be generated by the scheme.
32. In order to determine the preferred financial approach the Council needs to proceed to a Detailed Business Case. This will take the form of a 5 Case Green Book Appraisal and will consider in detail the pros and cons and financial implications of the key options identified in Confidential Appendix 2. The Detailed Business Case will be based on a final proposal for the delivery of the scheme from Rightacres. This proposal will have financial implications for the Council. The Detailed Business Case will appraise the developer proposal and will consider alternative funding approaches that may represent better value for money for the Council. The exercise will provide a recommendation for a preferred way forward including an assurance that the preferred approach is affordable and represents value for money. This work will take account of the current capital resources that may be available to reduce the requirement for borrowing; the cost, term and preferred source of any borrowing; the income that can be generated to offset the cost of borrowing; and all of the associated risks and mitigations.
33. The Council will also need to be satisfied that its proposed financial approach does not constitute State Aid and can satisfy the Market Economy Operator Principle, i.e. that the Council is not intentionally or unintentionally providing economic advantage to third parties through its investment and that in acting commercially it is undertaking investment risk that the private sector would be prepared to take.
34. Rightacres has submitted an initial draft Development Agreement to the Council that is summarised in Confidential Appendix 5. This will be negotiated alongside the development of a Detailed Business Case and



will be reported back to Cabinet for approval in parallel with a decision on the preferred funding approach.

## **Transport Issues**

35. In addition to the above, an important aspect of the Detailed Business Case will be the consideration of options for managing the day to day operation of the Bus Interchange element of the building. This might involve a third party operating the facility and it is therefore proposed in this report to delegate authority to officers in consultation with relevant Members to put in place a procurement process if that is (in due course) deemed to be required.
36. The Detailed Business Case will also need to consider in detail costs and funding arrangements associated with the technical fit-out the Bus Interchange. It is estimated that fit out works will cost in the region of £7-9m. The Cabinet Member for Transport, Planning and Sustainability has opened up discussions with relevant Ministers to unlock funding from Welsh Government towards fit-out costs which is an area of assistance Welsh Government has provided to other major bus interchange schemes in recent years.
37. A further issue that will need to be resolved through the business planning process relates to the way in which the Bus Interchange will interact with the surrounding road network and the costs of works that will be required. Work to inform the modelling and design of the road network surrounding the Bus Interchange has begun based on patronage surveys and previously collated data.
38. The Bus Interchange is a fundamental part of the design of Building 4 and will form a core part of the consultation process that will take place across the month of October. It is the Council's intention to re-engage with a range of stakeholders to ensure the public transport aspects of the scheme meet aspirations. In particular the Council is keen to engage the youth of Cardiff in the proposals to ensure the design of the facility provide a safe and welcoming environment that will encourage future generations to utilise public transport. The Council will also try to ensure engagement takes place within residential communities as well as the city-centre by providing information to bus operators that can be distributed on their services and information that can be delivered through the Council's network of Community Hubs.

## **Future Generations & Wellbeing**

39. The development of Central Square and the Bus Interchange will contribute significantly to all of the national 'Well-being' goals. In particular, improving accessibility by public transport and promoting a shift from car use will enable people across the city-region to access economic opportunities within the city centre whilst also reducing pressures on other areas of the transport system through arresting the rate of growth of private transport traffic. The broader development also aims to support a more competitive city-centre economy by building on

the continued regeneration of the city centre and making it easier for everyone across the city and city-region to access an area with the greatest concentration of employment in Wales. A full impact study relating to the goals of the Future Generations and Wellbeing Act will be submitted as part of the planning application process.

### **Reasons for Recommendations**

40. To provide Cabinet with an update on progress with the Central Square regeneration scheme.
41. To provide Cabinet with an update on the latest designs for the Central Transport Interchange before the scheme is submitted to the Local Planning Authority.
42. To provide Cabinet with an update on work undertaken to review funding options for the Central Transport Interchange and to seek authority to progress a Detailed Business Case.
43. To gain authority to underwrite the second phase of design costs in accordance with the Cabinet Decision taken in March 2016.

### **Financial Implications**

44. The existing capital programme includes an allocation of £20 million for the 'Delivery of Central Square development including a new Integrated Transport Hub', which is to be fully funded by capital receipts and s106 contributions associated with Central Square. In addition, £3.715 million of the Central Square Public Realm budget is reliant on resources generated at Central Square.
45. The attached report provides details of the current scheme design being progressed and seeks approval to underwrite the second phase of design costs, with a view to a planning application being submitted by mid-November. In addition to underwriting phase 1 design costs, the council's development partner has incurred a range of costs associated with tenant relocation and commencing demolition of Marland House. The costs incurred to-date coupled with future costs associated with the acquisition of Saunders Road car park and the demolition of NCP all constitute pre-development costs, which will form part of the overall development appraisal associated with the proposal being progressed at this time.
46. The final funding solution identified will need to cover the council's share of the final development appraisal approved by the council and the developer. In addition, the council will need to understand the costs associated with the 'interchange fit-out' and the operating arrangements that compliment a modern, state of the art public facility.
47. An element of the final funding solution will be through the receipt commercial income generated by the overall scheme. The focus should be in ensuring that maximum commercial returns are delivered in order to

support the amount of debt payments required for the scheme. In the event of non-commercial activities occupying space in the interchange then a clear understanding of the cost foregone needs to be included in the final business case.

48. The current proposal provides an opportunity for the council to potentially take a greater investment stake in the mix use scheme described in this report. In doing so the council will have the ability to access a range of commercial income streams, which could be used to service part of the debt required to deliver the proposed development. The council's professional advisors have completed an initial high-level review of the proposal and their confidential report is attached at Appendix 2. As matters contained within the appendix are confidential and commercially sensitive, an additional set of Confidential Financial Implications have been set-out at Appendix 6 and should be read in conjunction with this report.
49. Cabinet should note that any proposed funding solution that is reliant on future commercial income streams (in part or whole), will need to be robustly tested to understand the base assumptions, the level of sensitivity inherent within those assumptions and the resultant impact on affordability should changes occur over the life of the funding term. Other matters such as void periods, management costs, VAT, Stamp Duty Land Tax and wider taxation issues will also need to be factored into the overall affordability assessment. Given that the debt repayment period is likely to be in excess of 35 years, then mitigation strategies to address changing economic conditions and/or market requirements will also need to be put in place as part of the design of the development. The report confirms that due consideration has been given to futureproofing the design concept, to the extent which is reasonably practical at this stage of the development.
50. In addition, it should be noted that if the council was to proceed on the basis of the current proposal, then a significant amount of the land value relating to the Marland House/NCP development plots (sites 9-12), is likely to form part of the overall cost of the mixed use scheme. As a result, this land value would not be available to the council as a funding source, as currently assumed within the existing capital programme. In order to provide assurance around the potential value of the remaining Central Square development plots (North of Wood St) the council will need to seek professional valuation advice to inform its decision making around the mixed use scheme.
51. If after considering the full business case, the council decides not to proceed with the current scheme design, then the pre-development costs outlined above may become abortive (in full or part) and will need to be written-off to the council's revenue account. The resulting budgetary implications can be met from a combination of Central Enterprise Zone (CEZ) earmarked reserve and other existing revenue resources. In-light of the challenging financial climate that the council finds itself in, the impact associated with accommodating such a significant sum should not be under estimated.

52. However, all design work will be warranted to the council and will be available for use as part of any alternative proposal. Similarly, in vacating existing tenants and demolishing Marland House the council will be preserving the value of its asset by maximising the site's potential to form part of any alternative scheme that may be brought forward in the future.
53. The full financial implications of the council taking a greater stake in a mix use scheme will be reported back to Cabinet, once the full business case has been prepared and the preferred funding option identified. The Cabinet report will need to fully set out the budget implications of the proposed way forward along with the associated risks and issues. In particular, the acquisition Saunders Road car park (the current design of the building is based on a footprint, which incorporates that area of land) and satisfying the requirements of Market Economy Operator Principle, represent two key risks at this time.
54. Cabinet should note that the existing Central Square developments are being progressed on the basis that schemes are fully self-financing and any deviation from this base assumption could impact on the council's financial resilience strategy and its ability to support other major projects and initiatives being progressed by the council at this time.

### **Legal Implications**

55. In its dealings with property the Council has to be mindful of its fiduciary duty to its Council Tax payers and the need to demonstrate value for money. The Council's decision makers need to have proper regard to cost and valuation advice at all relevant stages of commercial property projects to ensure probity and accountability in terms of value for money. The appendices to the report provide relevant information for consideration.
56. Changing market conditions impact upon the saleability and rental income from commercial premises. If disposals are not achieved then holding costs occur together with an inability to service project funding. If public funding of the development is to be provided then the Council's decision makers will need to be advised by an external expert that the proposed terms of the funding are such that a private investor would be prepared to provide such funding on similar terms. Unless this requirement is satisfied there is a risk of unlawful State Aid and a breach of the Council's fiduciary duty to its local taxpayers.

### **RECOMMENDATIONS**

The Cabinet is recommended to:

1. Note the progress on the Central Square regeneration scheme and the Central Transport Interchange project.

2. Note the design scheme for the Central Transport Interchange presented in Appendix 1 and agree that they will now form the basis of a planning application to be submitted to the Local Planning Authority.
3. Delegate authority to the Director of Economic Development in consultation with the Leader of the Council, the Cabinet Member for Transport, Planning and Sustainability, the Cabinet Member for Corporate Services and Performance, the Chief Executive, the Section 151 Officer, and the Director of Governance and Legal Services to:
  - (i) Undertake a Detailed Business Case as outlined in paragraphs 33 to 35 of this report to establish the preferred funding approach.
  - (ii) If required, to undertake a procurement process to secure an operator for:
    - (a) The Bus Interchange facility.
    - (b) The Cycle Hub facility.
4. Subject to 3(i) above, agree that a further report be considered by Cabinet to approve the preferred funding approach.
5. Agree to underwrite the second phase of design costs in accordance with Confidential Appendix 3.

**NEIL HANRATTY**  
**Director**  
**22 September 2016**

*The following appendices are attached:*

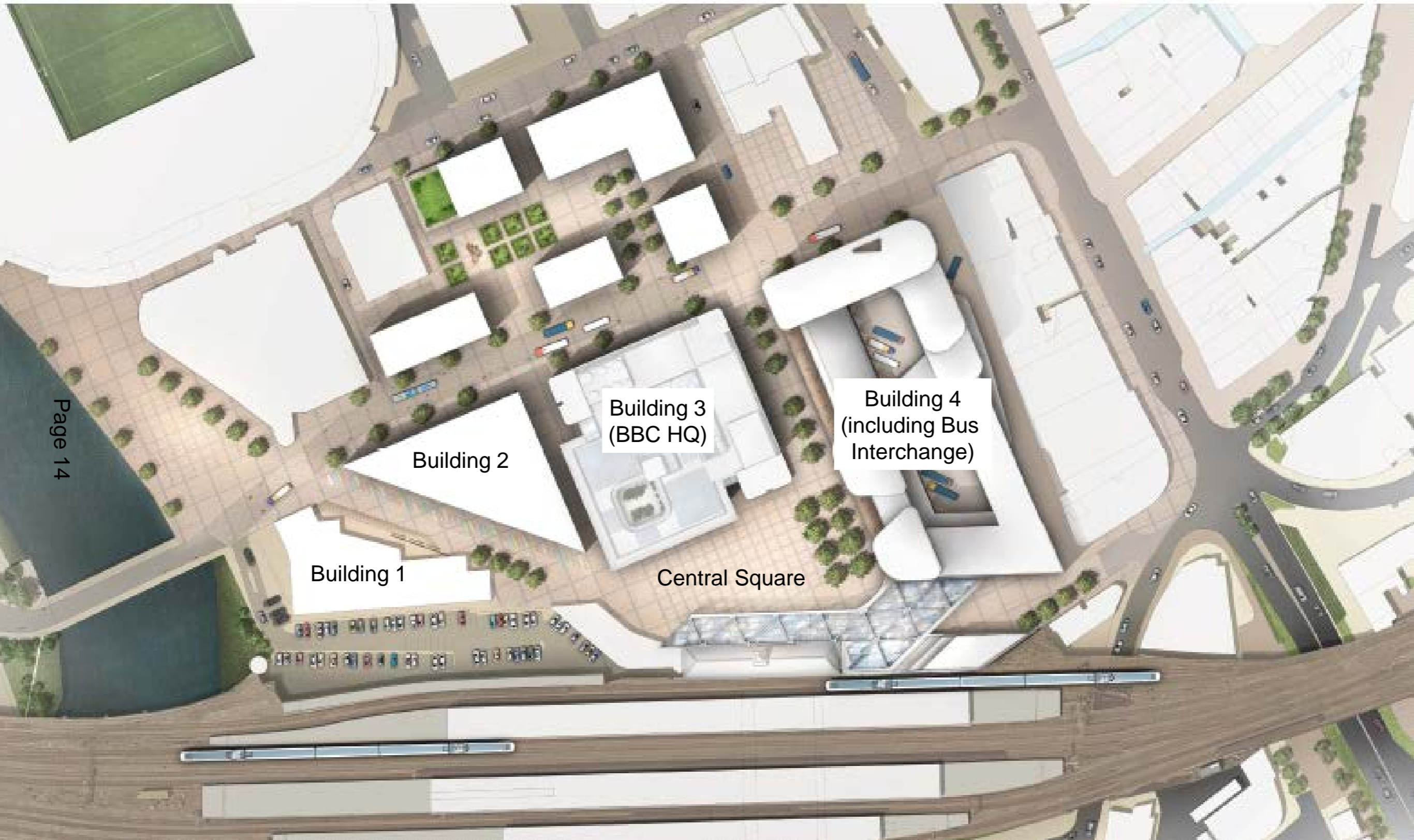
*Appendix 1: Building 4 & Bus Interchange Scheme Design*  
*Confidential Appendix 2: Grant Thornton Funding Options Report*  
*Confidential Appendix 3: Pre-Planning Agreement*  
*Appendix 4: Letter re: Saunders Road site*  
*Confidential Appendix 5: Summary of Development Agreement Proposal*  
*Confidential Appendix 6: Confidential Financial Implications*

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## **Appendix 1**

### **Building 4 & Bus Interchange Scheme Design**

# Central Square Masterplan





General Notes  
 1. Do not scale drawings. Dimensions govern.  
 2. All dimensions are in millimeters unless noted otherwise.  
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Rev.	Date	Reason For Issue	Chk
20	16/09/16	Revision 24	RE
19	06/09/16	Revision 21	RE
18	30/08/16	Revision 19	RE
17	26/08/16	Revision 18	RE
16	19/08/16	Revision 16	RE
15	19/08/16	Revision 15	RE
14	17/08/16	Revision 14	RE
13	15/08/16	Revision 13	RE
12	29/07/16	Revision 12	TB
11	25/07/16	Revision 11	TB
10	20/07/16	Revision 10	TB
9	15/07/16	Revision 9	TB
8	06/07/16	Revision 8	TB
7	01/07/16	Revision 7	TB
6	20/06/16	Revision 6	TB
5	09/06/16	Revision 5	TB

Key Plan.

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Client  
 Rightacres Property  
 Belmont House  
 Cardiff

Project  
 Cardiff Interchange  
 Central Square  
 Cardiff

Title  
 Ground Floor  
 GA Plan

Project No 2510	Sheet First Issue Date 04/19/16	Scale at ISO A1 1 : 250
Sheet Number A-031-00-01	Revision 20	



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11	25/07/16	Revision 11	TB
10	20/07/16	Revision 10	TB
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8	06/07/16	Revision 8	TB
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5	09/06/16	Revision 5	TB
4	06/07/16	Revision 4	TB

Key Plan.

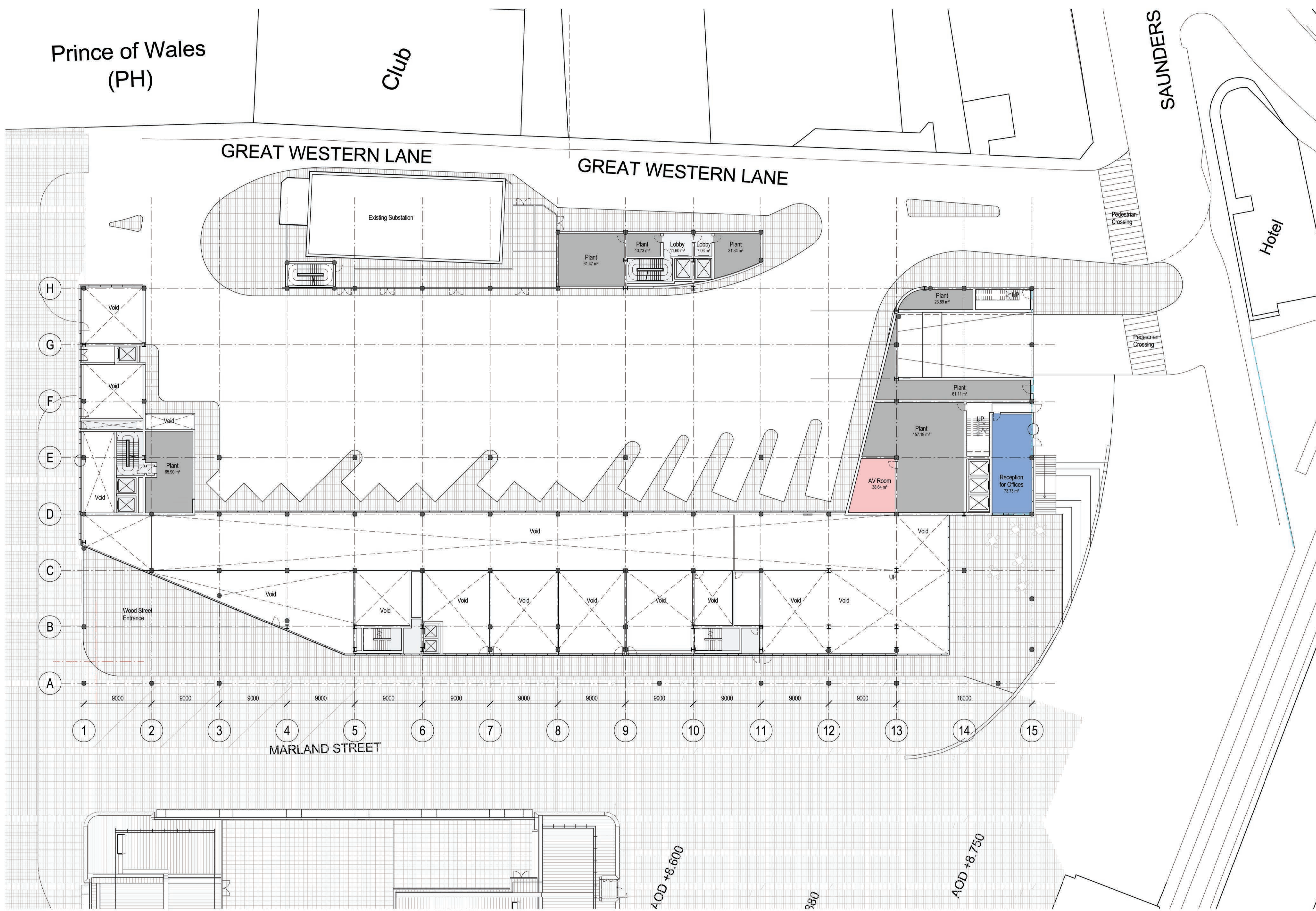
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Client  
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Project  
 Cardiff Interchange  
 Central Square  
 Cardiff

Title  
 Ground Floor Mezzanine  
 GA Plan

Project No 2510	Sheet First Issue Date 07/12/16	Scale at ISO A1 1 : 250
Sheet Number A-031-0M-01	Revision 19	



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12	29/07/16	Revision 12	TB
11	25/07/16	Revision 11	TB
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9	15/07/16	Revision 9	TB
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6	20/06/16	Revision 6	TB
5	09/06/16	Revision 5	TB

Key Plan.

## Foster + Partners

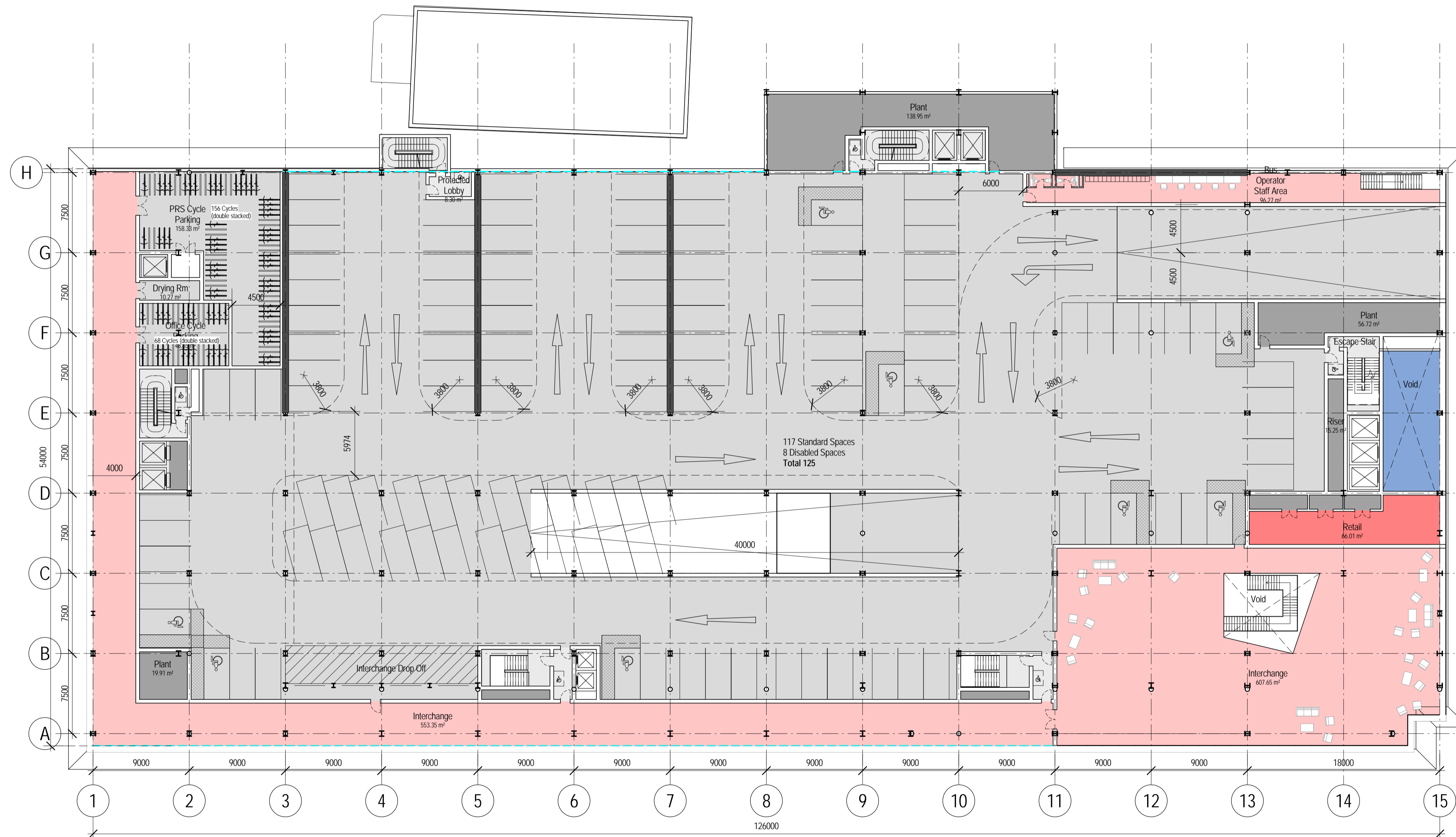
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Project No 2510	Sheet First Issue Date 04/19/16	Scale at ISO A1 1 : 250
Sheet Number A-031-01-01	Revision 20	



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Rev.	Date	Reason For Issue	Chk
16	16/09/16	Revision 24	RE
15	06/09/16	Revision 21	RE
14	26/08/16	Revision 18	RE
13	22/08/16	Revision 17	RE
12	19/08/16	Revision 15	RE
11	17/08/16	Revision 14	RE
10	15/08/16	Revision 13	RE
9	29/07/16	Revision 12	TB
8	25/07/16	Revision 11	TB
7	20/07/16	Revision 10	TB
6	15/07/16	Revision 9	TB
5	06/07/16	Revision 8	TB
4	01/07/16	Revision 7	TB
3	20/06/16	Revision 6	TB
2	09/06/16	Revision 5	TB
1	06/07/16	Revision 4	TB

Key Plan.

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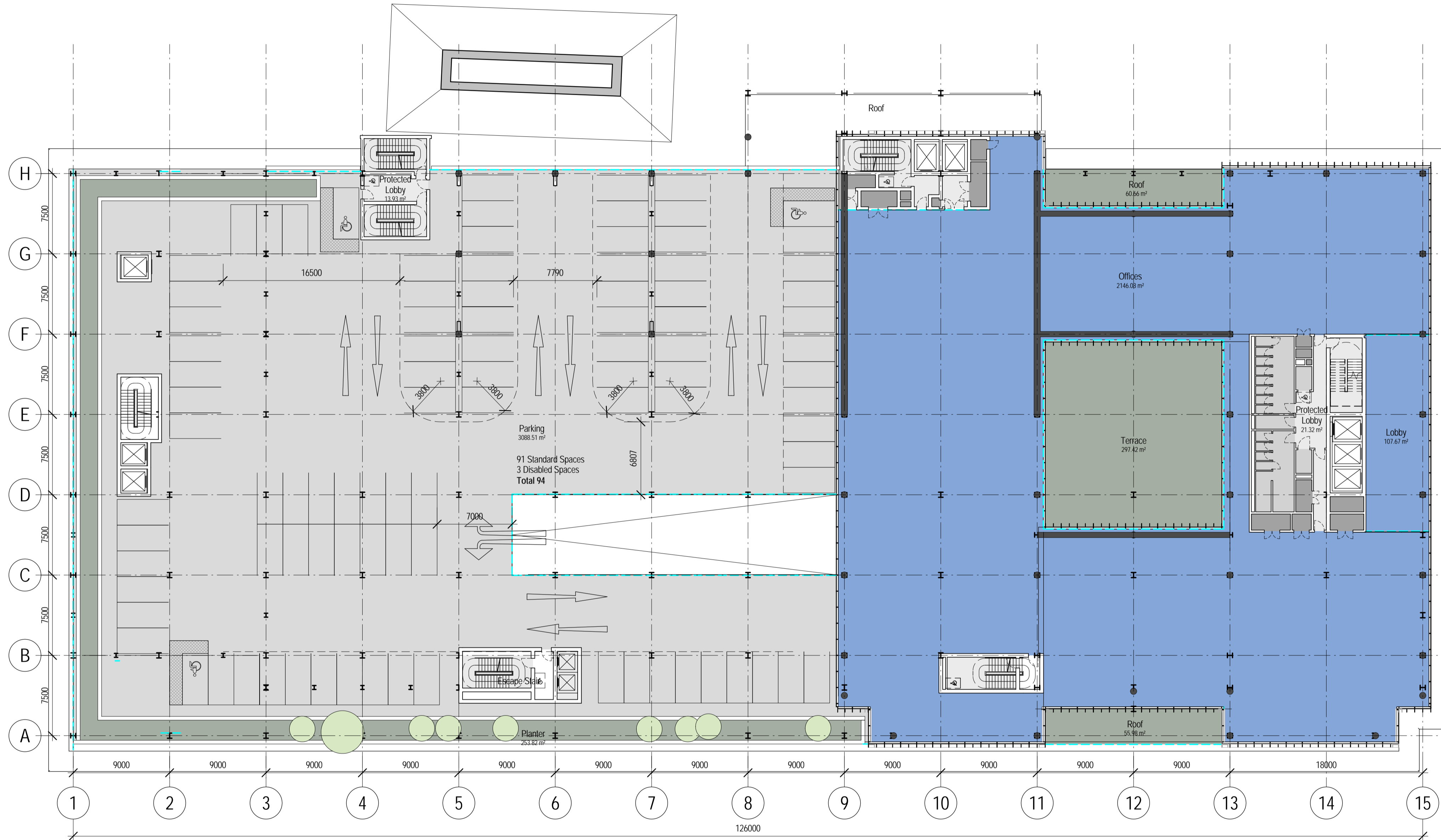
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 Cardiff

Project  
 Cardiff Interchange  
 Central Square  
 Cardiff

Title  
 2nd Floor  
 GA Plan

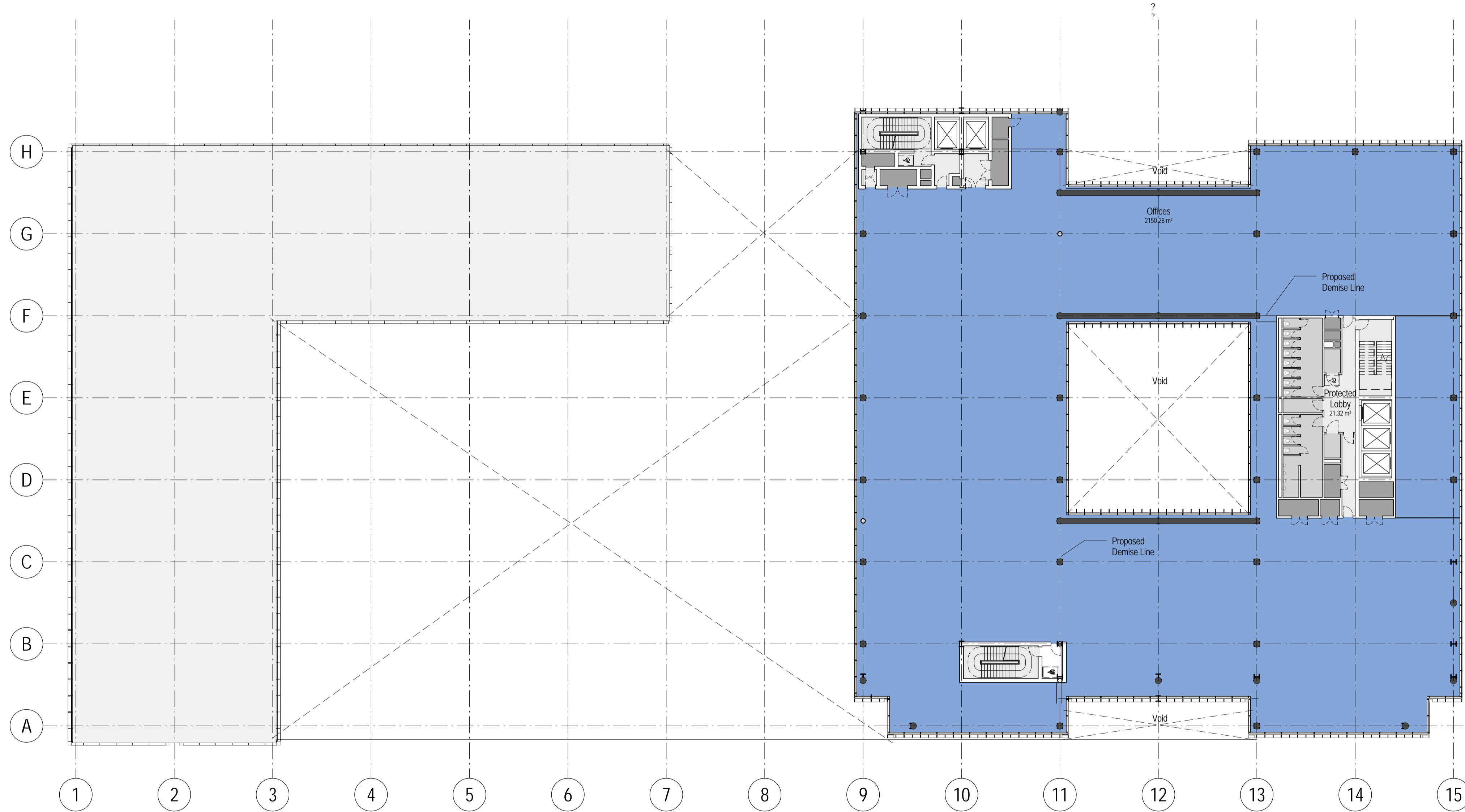
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Sheet Number A-031-02-01	Revision 16	





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2	26/08/16	Revision 18	RE
1	19/08/16	Revision 15	RE



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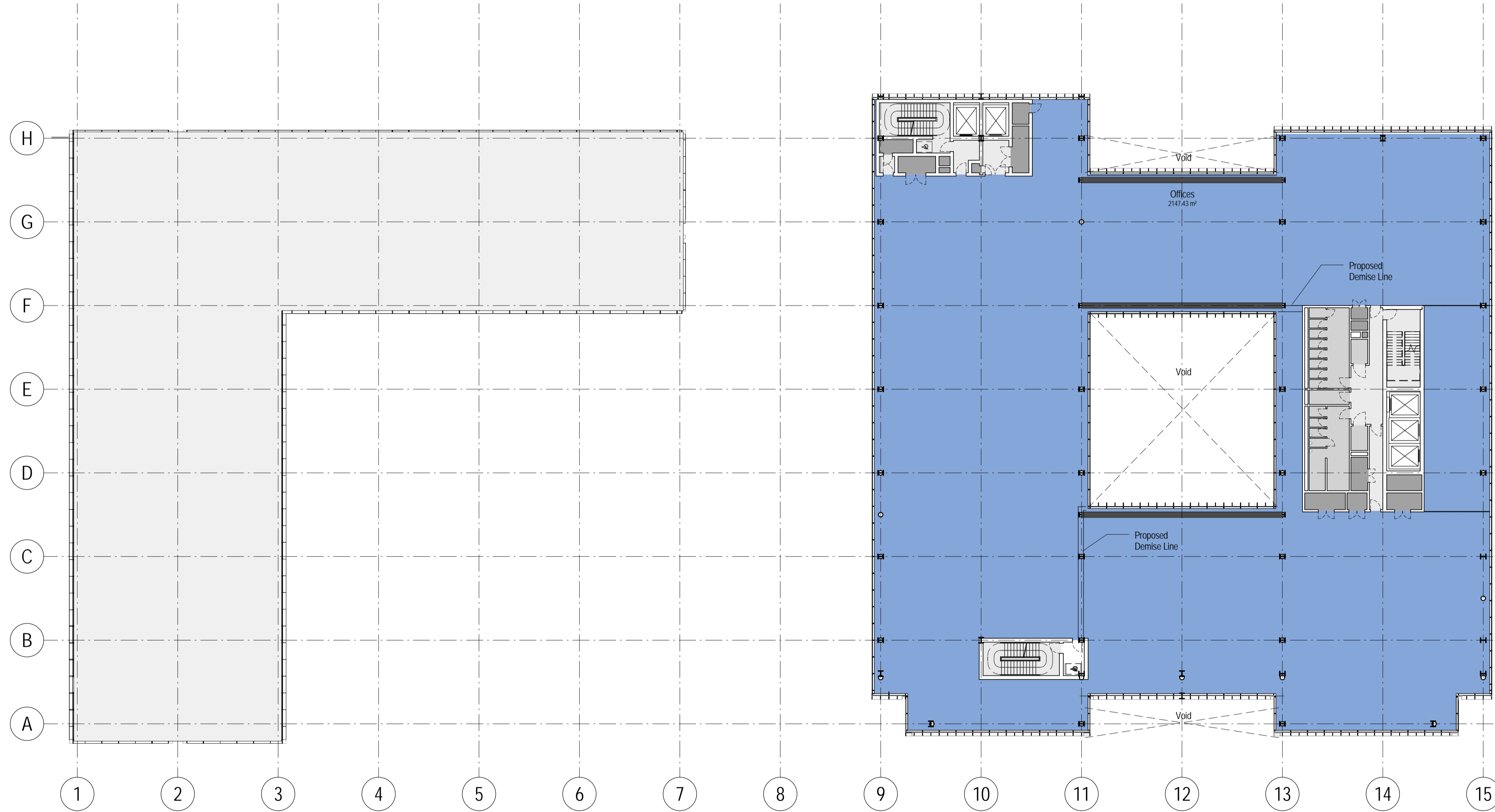
Project  
 Cardiff Interchange  
 Central Square  
 Cardiff

Title  
 4th Floor  
 B2 Office  
 GA Plan

Project No 2510	Sheet First Issue Date 04/19/16	Scale at ISO A1 1 : 250
Sheet Number A-B2-031-04-01	Revision 3	

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2	26/08/16	Revision 18	RE
1	19/08/16	Revision 15	RE



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Project  
 Cardiff Interchange  
 Central Square  
 Cardiff

Title  
 5th Floor  
 B2 Office  
 GA Plan

Project No  
 2510

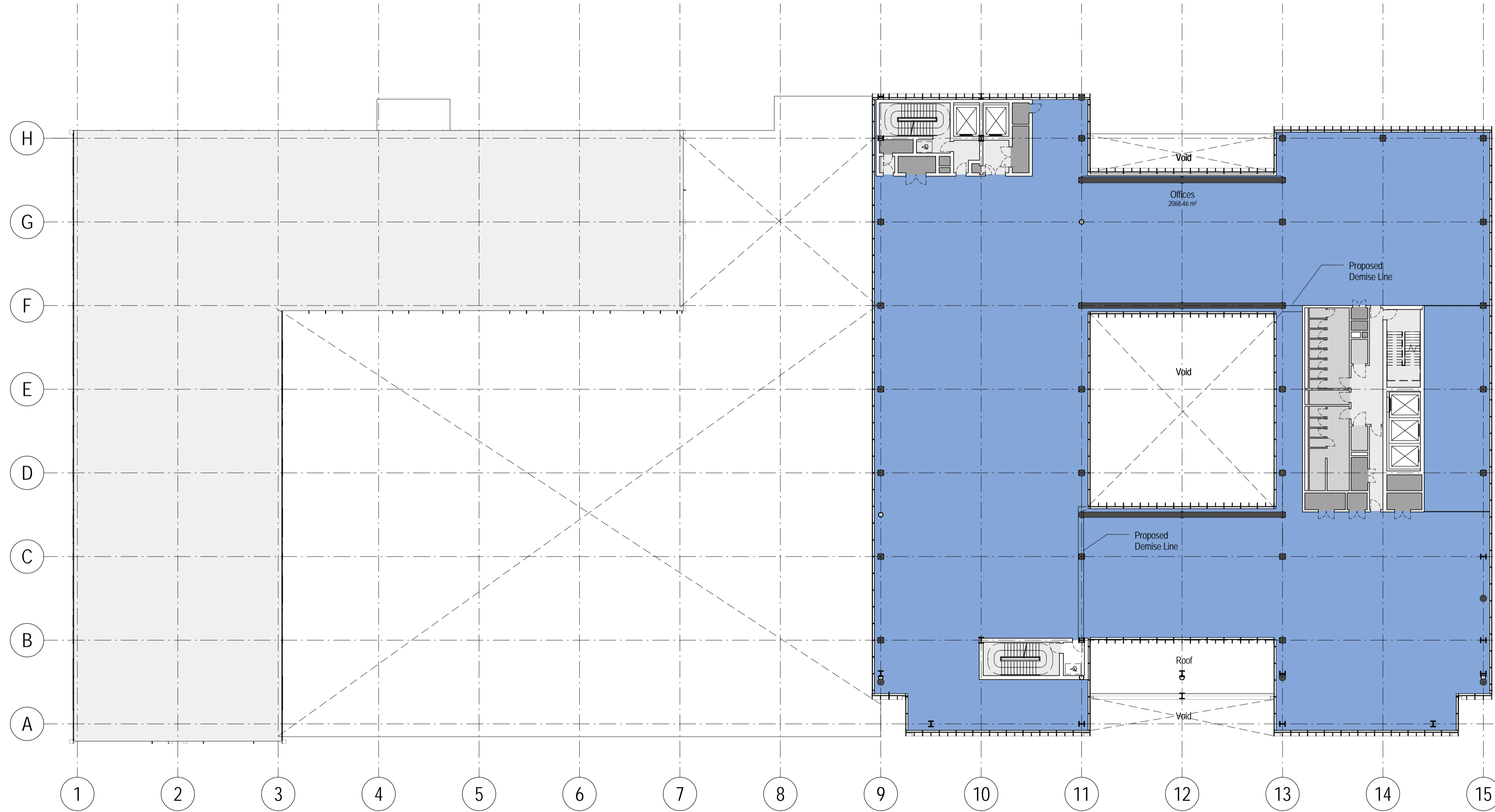
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Scale at ISO A1  
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Sheet Number  
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Revision  
 3

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3	16/09/16	Revision 24	RE
2	26/08/16	Revision 18	RE
1	19/08/16	Revision 15	RE

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 Cardiff Interchange  
 Central Square  
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Title  
 6th Floor  
 B2 Office  
 GA Plan

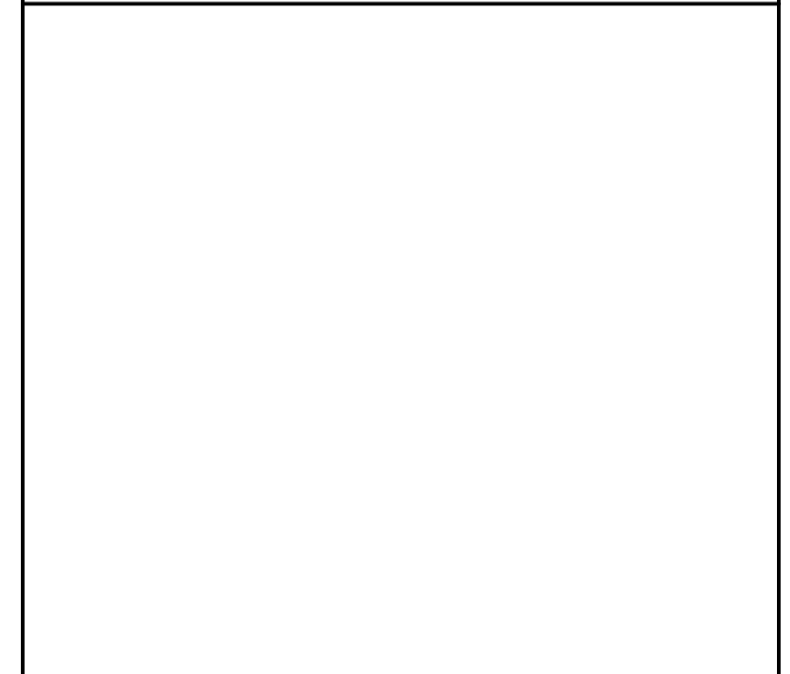
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Sheet Number A-B2-031-06-01	Revision 3	



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3	16/09/16	Revision 24	RE
2	26/08/16	Revision 18	RE
1	19/08/16	Revision 15	RE

Key Plan.



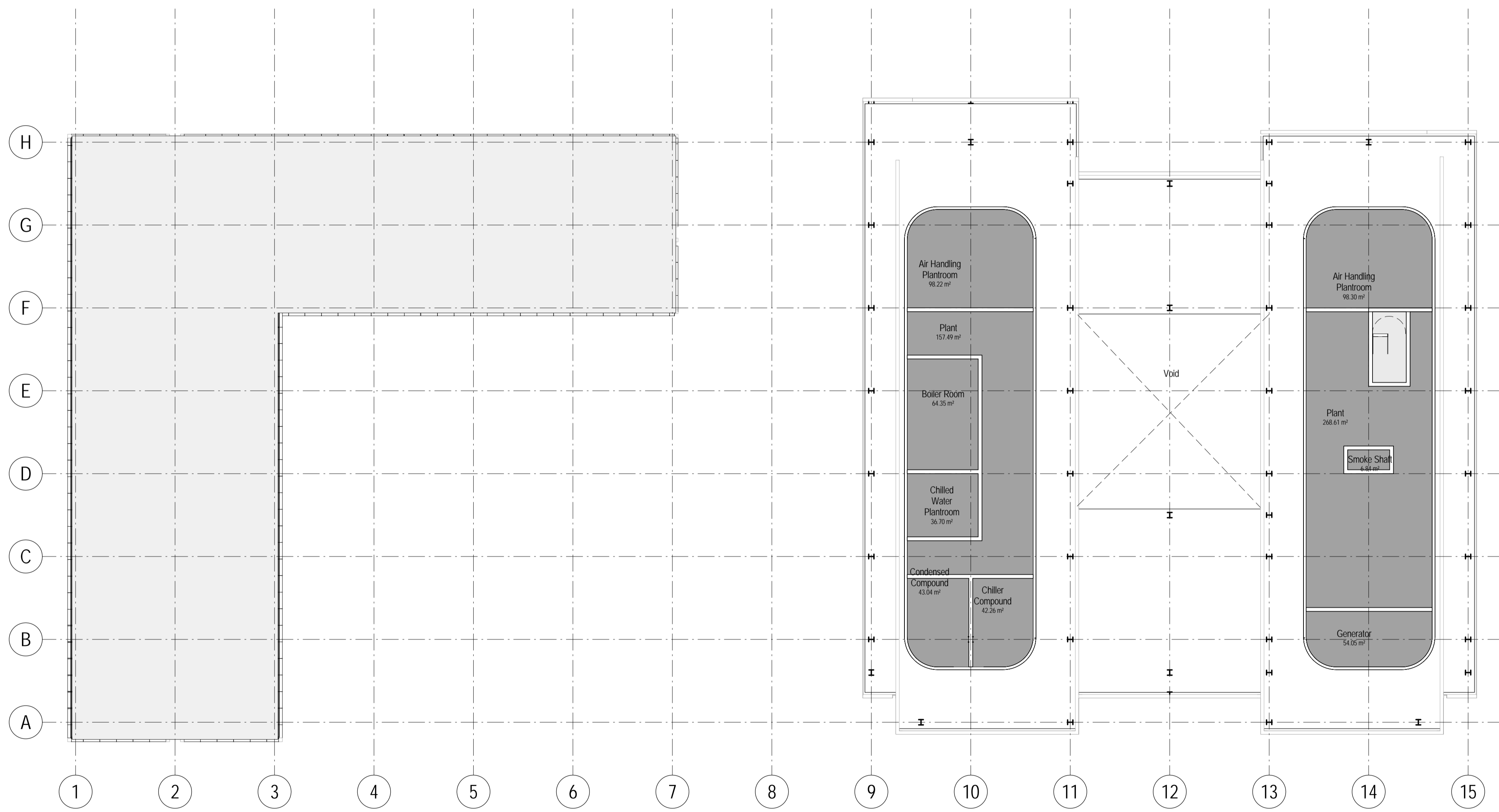
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Project  
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 Central Square  
 Cardiff

Title  
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 B2 Office  
 GA Plan

Project No 2510	Sheet First Issue Date 08/18/16	Scale at ISO A1 1 : 250
Sheet Number A-B2-03-07-01	Revision 3	



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2	26/08/16	Revision 18	RE
1	19/08/16	Revision 15	RE

Key Plan.

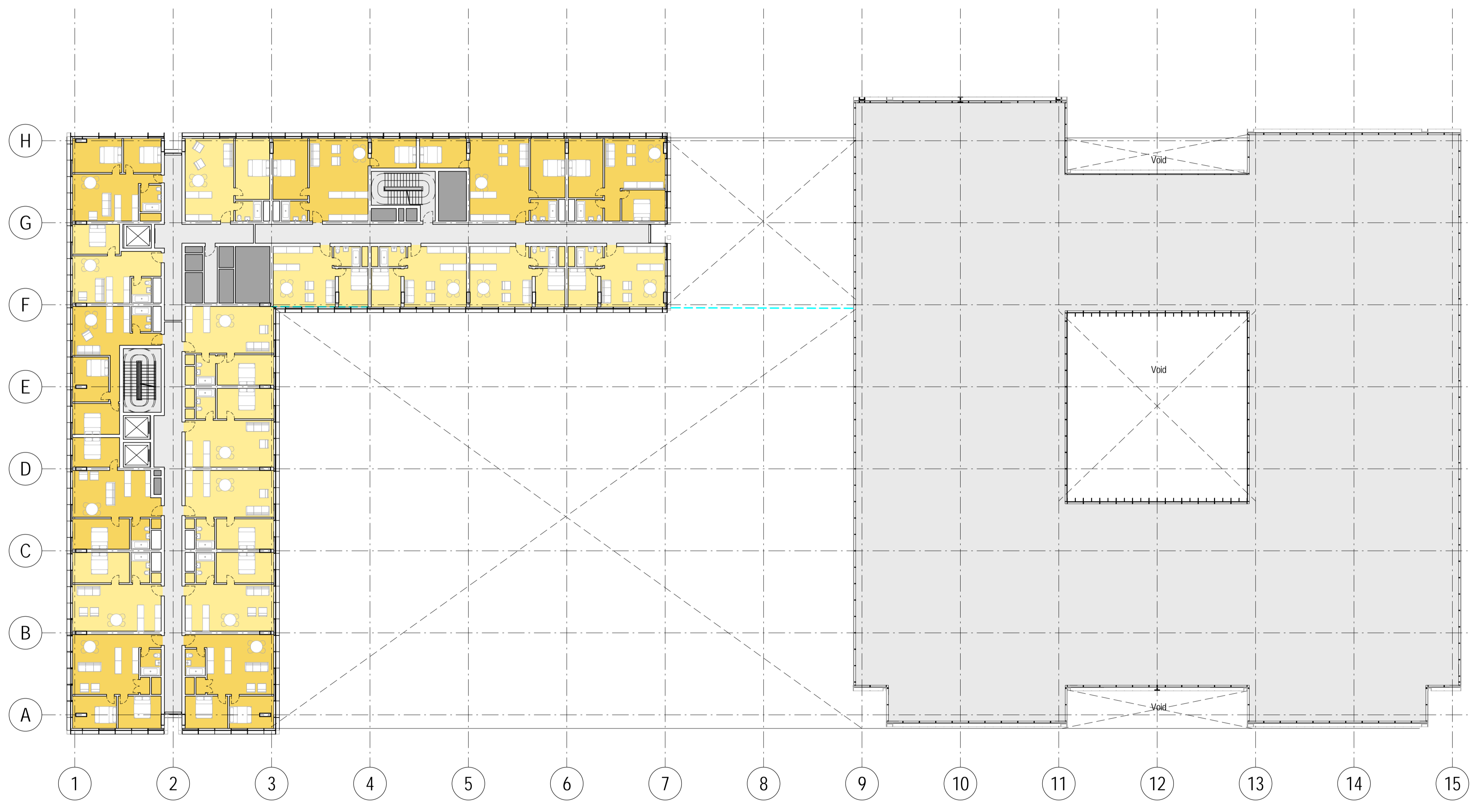
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 Cardiff Interchange  
 Central Square  
 Cardiff

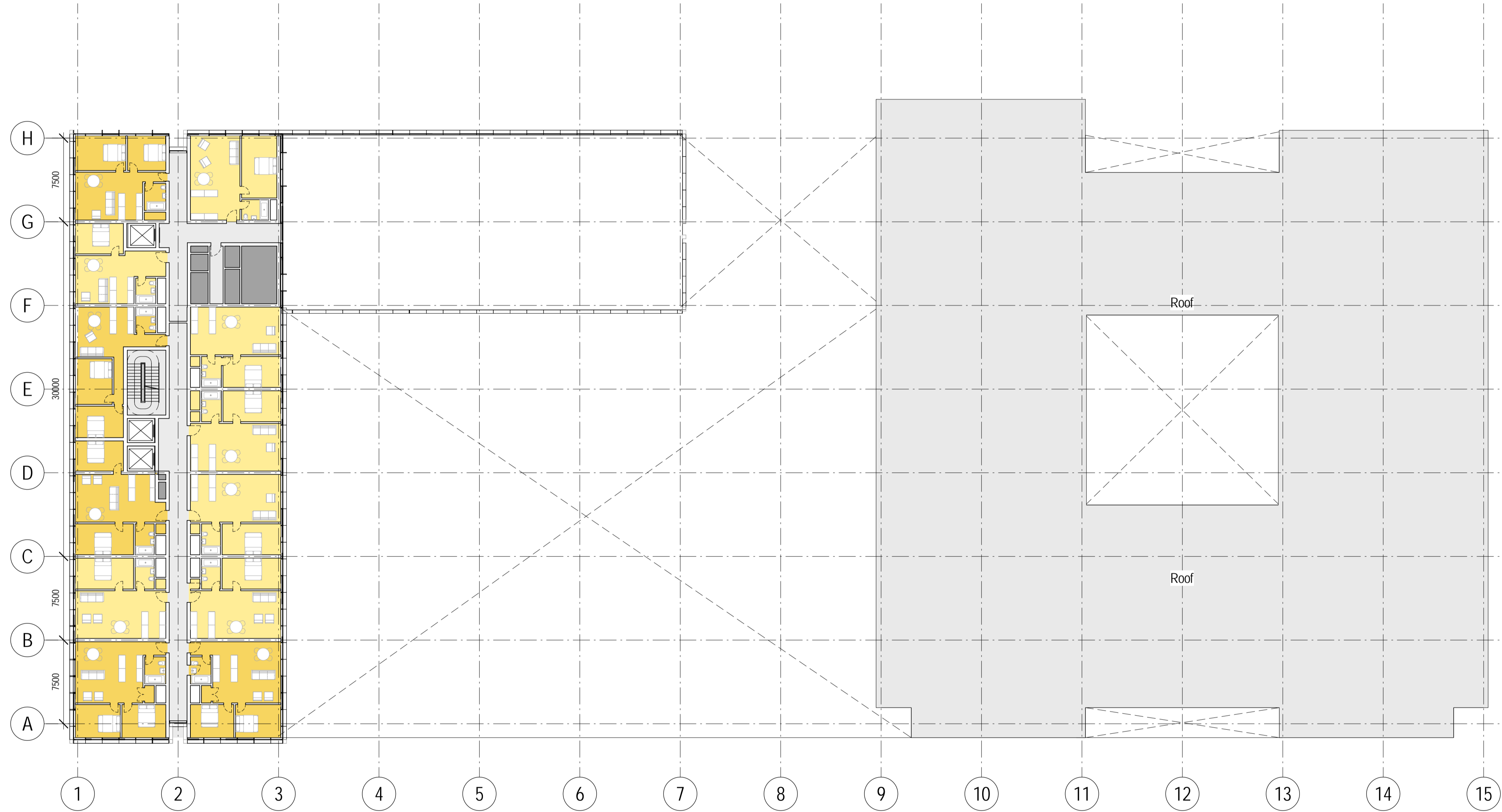
Title  
 4th Floor  
 B1 Residential  
 GA Plan

Project No 2510	Sheet First Issue Date 08/18/16	Scale at ISO A1 1 : 250
Sheet Number A-B1-031-04-01	Revision 3	



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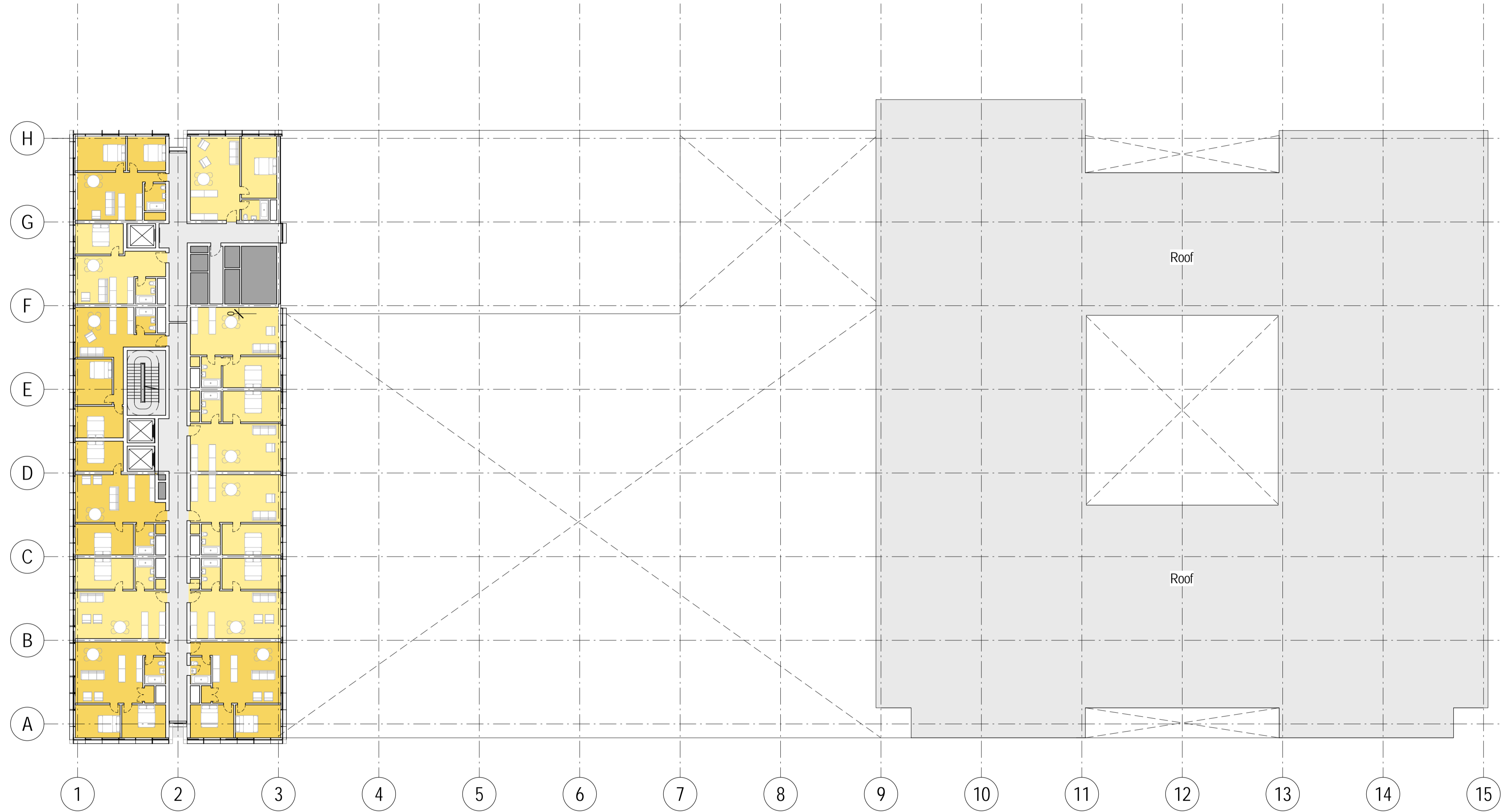
Client  
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 Belmont House  
 Cardiff

Project  
 Cardiff Interchange  
 Central Square  
 Cardiff

Title  
 12th Floor  
 B1 Residential  
 GA Plan

Project No 2510	Sheet First Issue Date 04/19/16	Scale at ISO A1 1 : 250
Sheet Number A-B1-031-12-01	Revision 3	

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2	26/08/16	Revision 18	RE
1	19/08/16	Revision 15	RE

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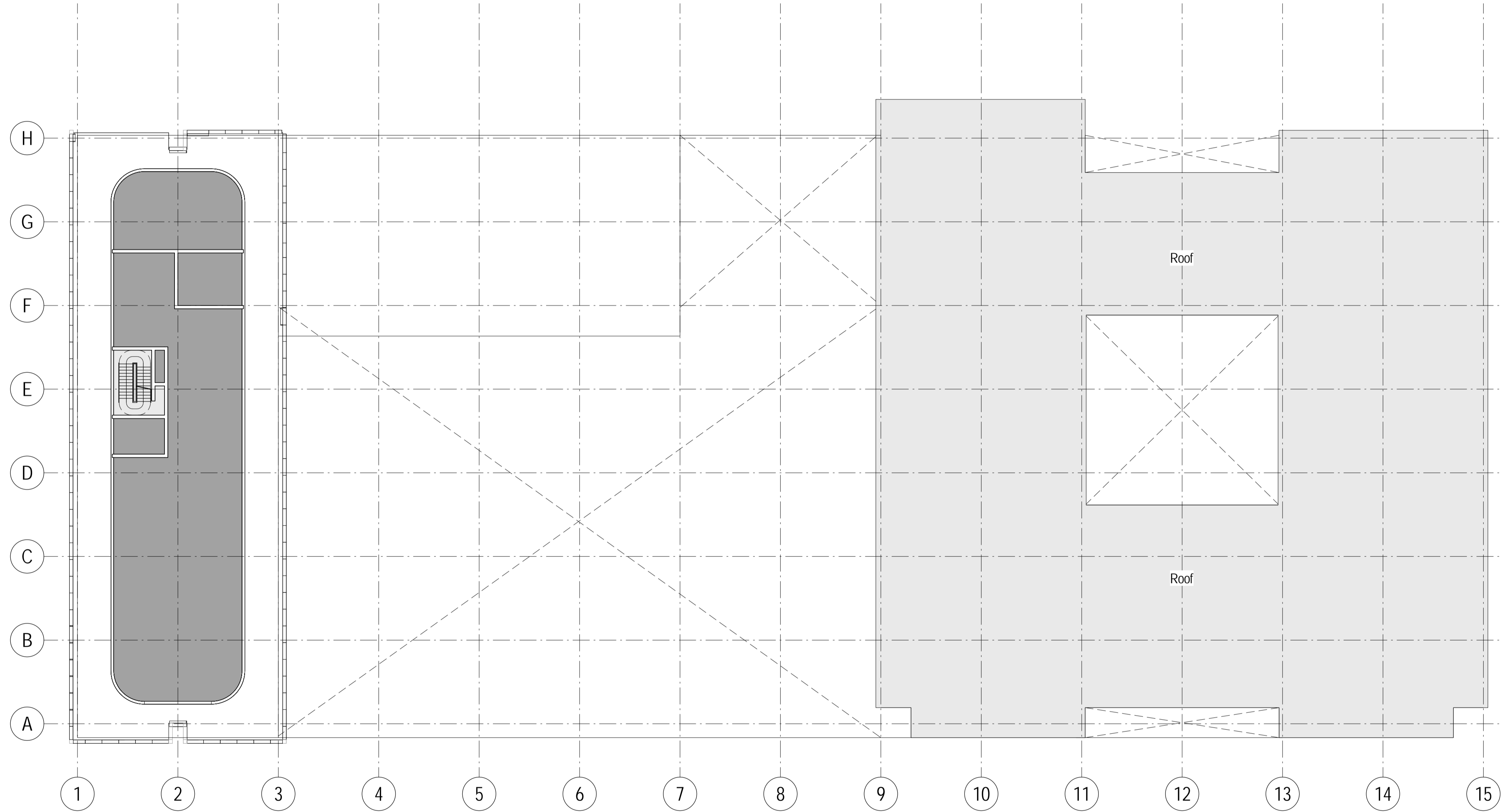
Client  
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 Belmont House  
 Cardiff

Project  
 Cardiff Interchange  
 Central Square  
 Cardiff

Title  
 13th Floor  
 B1 Residential  
 GA Plan

Project No 2510	Sheet First Issue Date 04/19/16	Scale at ISO A1 1 : 250
Sheet Number A-B1-031-13-01	Revision 3	

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2	26/08/16	Revision 18	RE
1	19/08/16	Revision 15	RE

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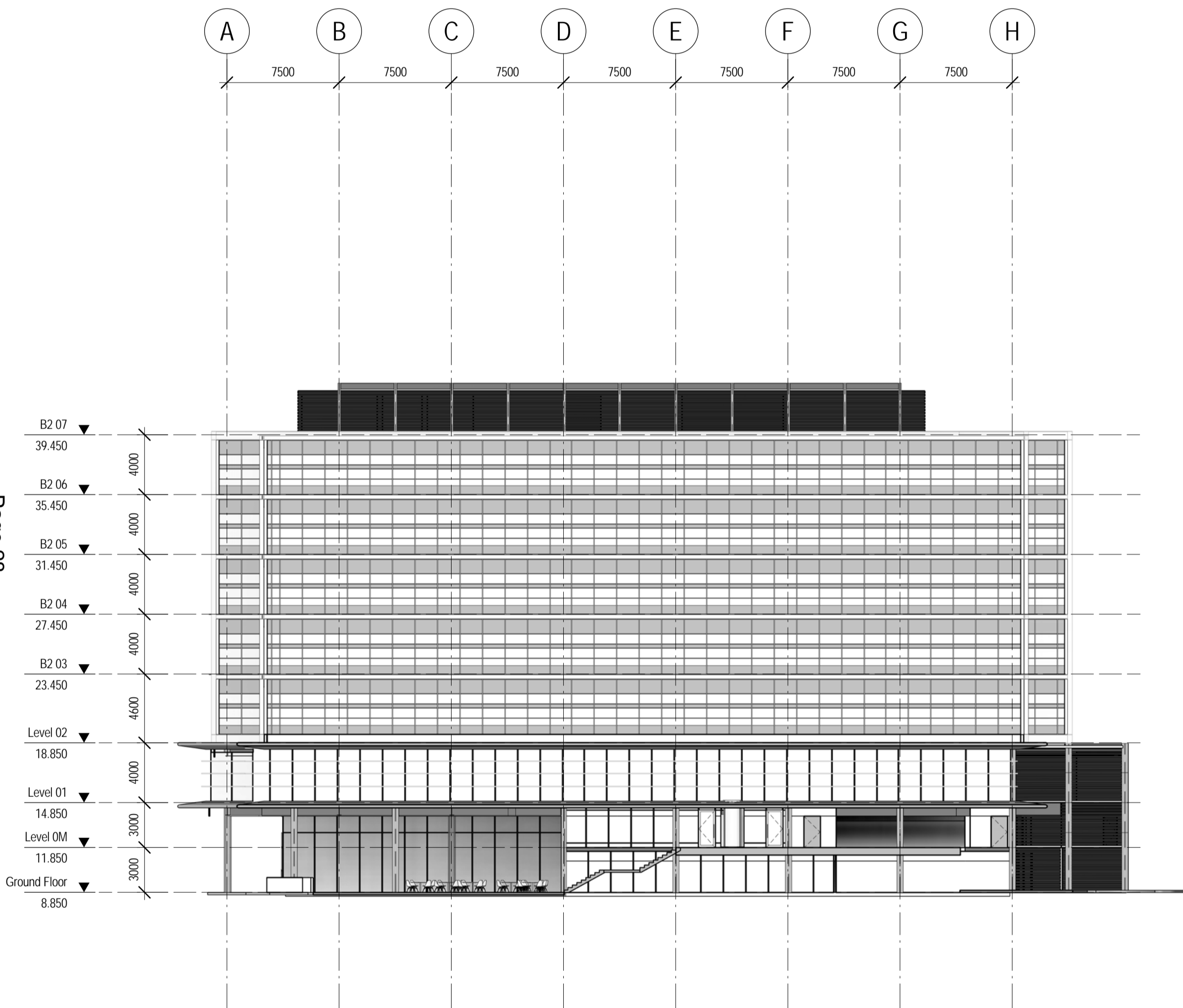
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Project  
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 Central Square  
 Cardiff

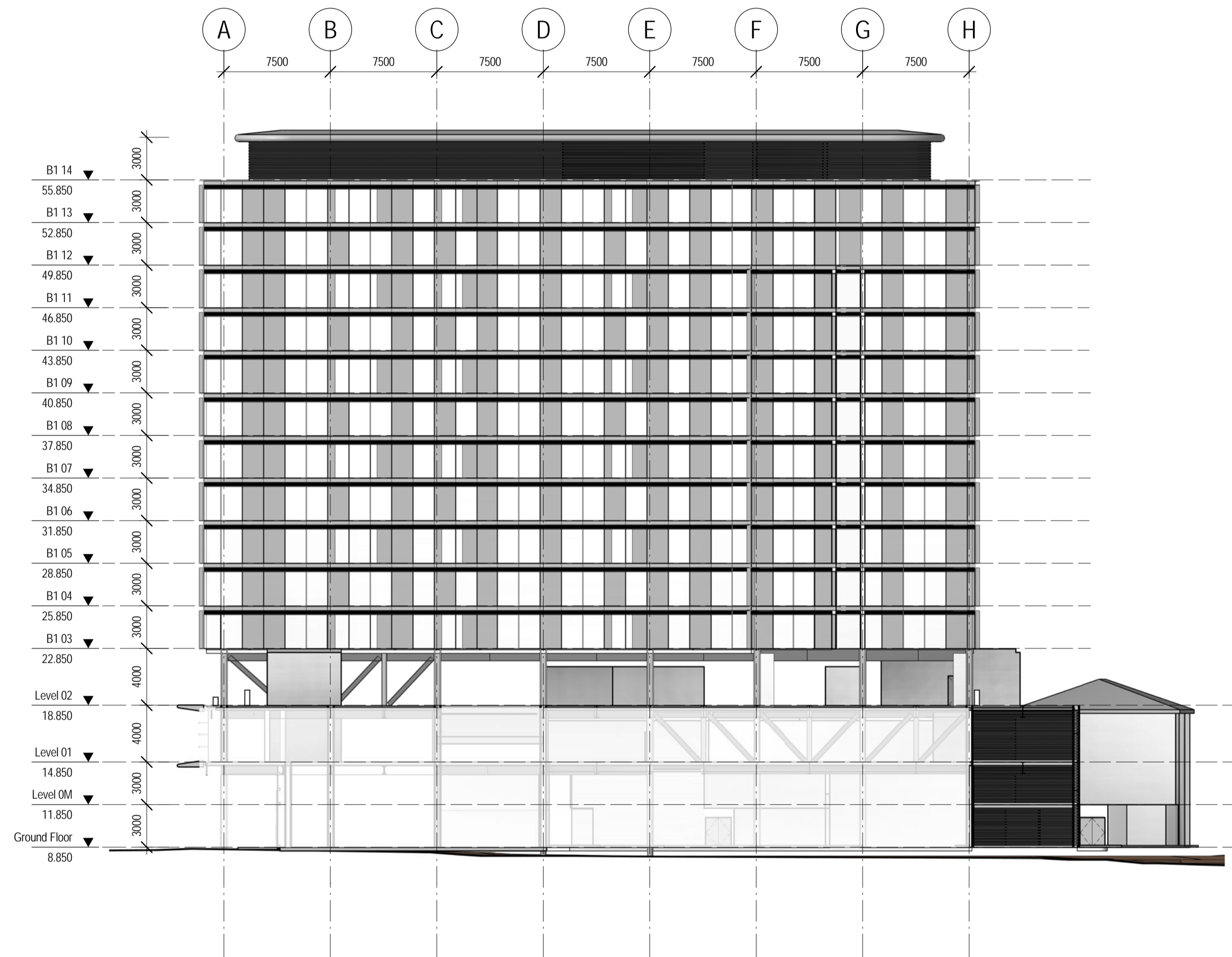
Title  
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 B1 Residential  
 GA Plan

Project No 2510	Sheet First Issue Date 04/19/16	Scale at ISO A1 1 : 250
Sheet Number A-B1-011-14-01	Revision 3	

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**1** South Elevation Office  
 1 : 250



**2** South Elevation PRS  
 1 : 250

Rev.	Date	Reason For Issue	Chk
2	16/09/16	Revision 24	RE
1	02/09/16	Revision 20	RE

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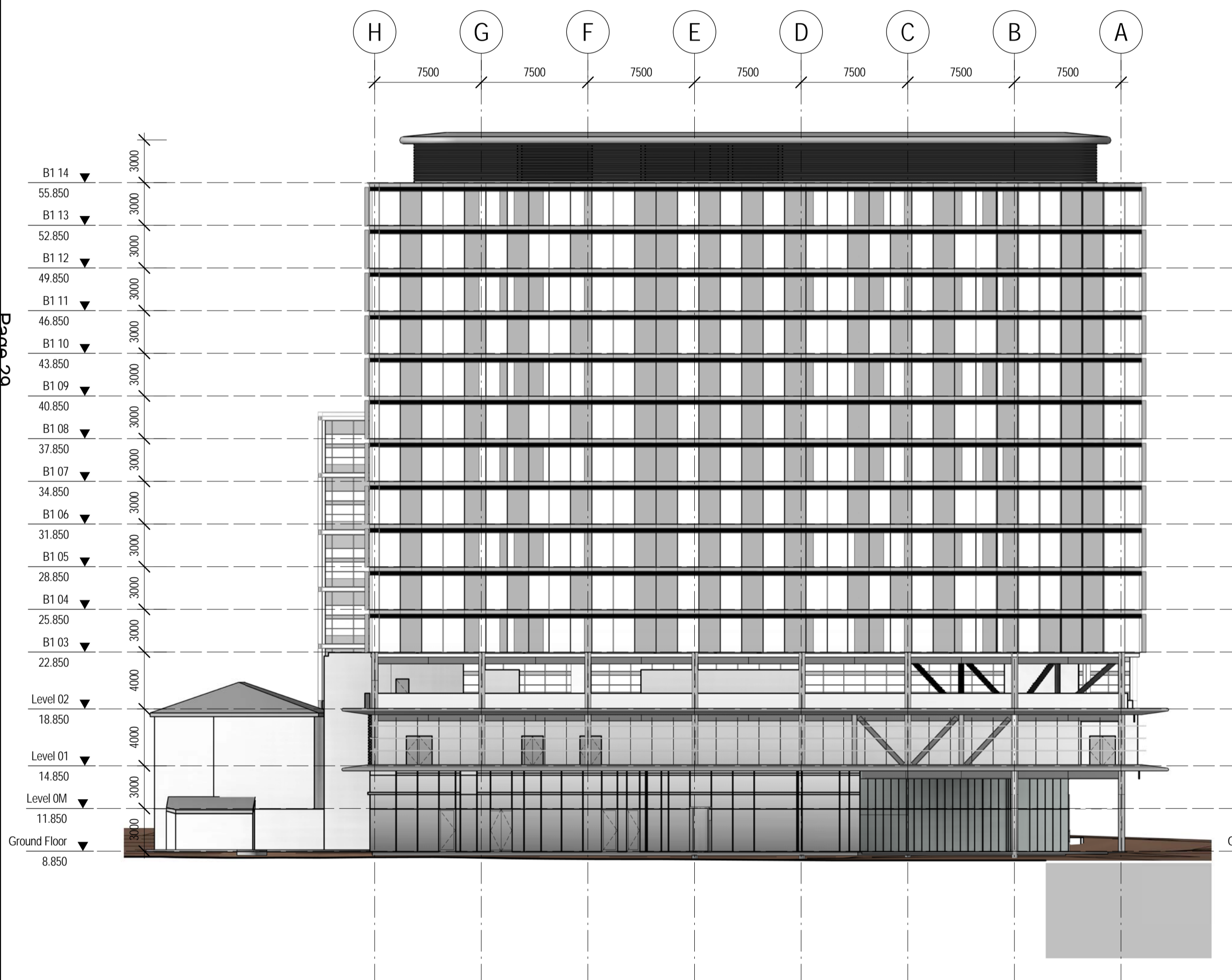
Project  
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 Central Square  
 Cardiff

Title  
 GA Elevation  
 South Elevation

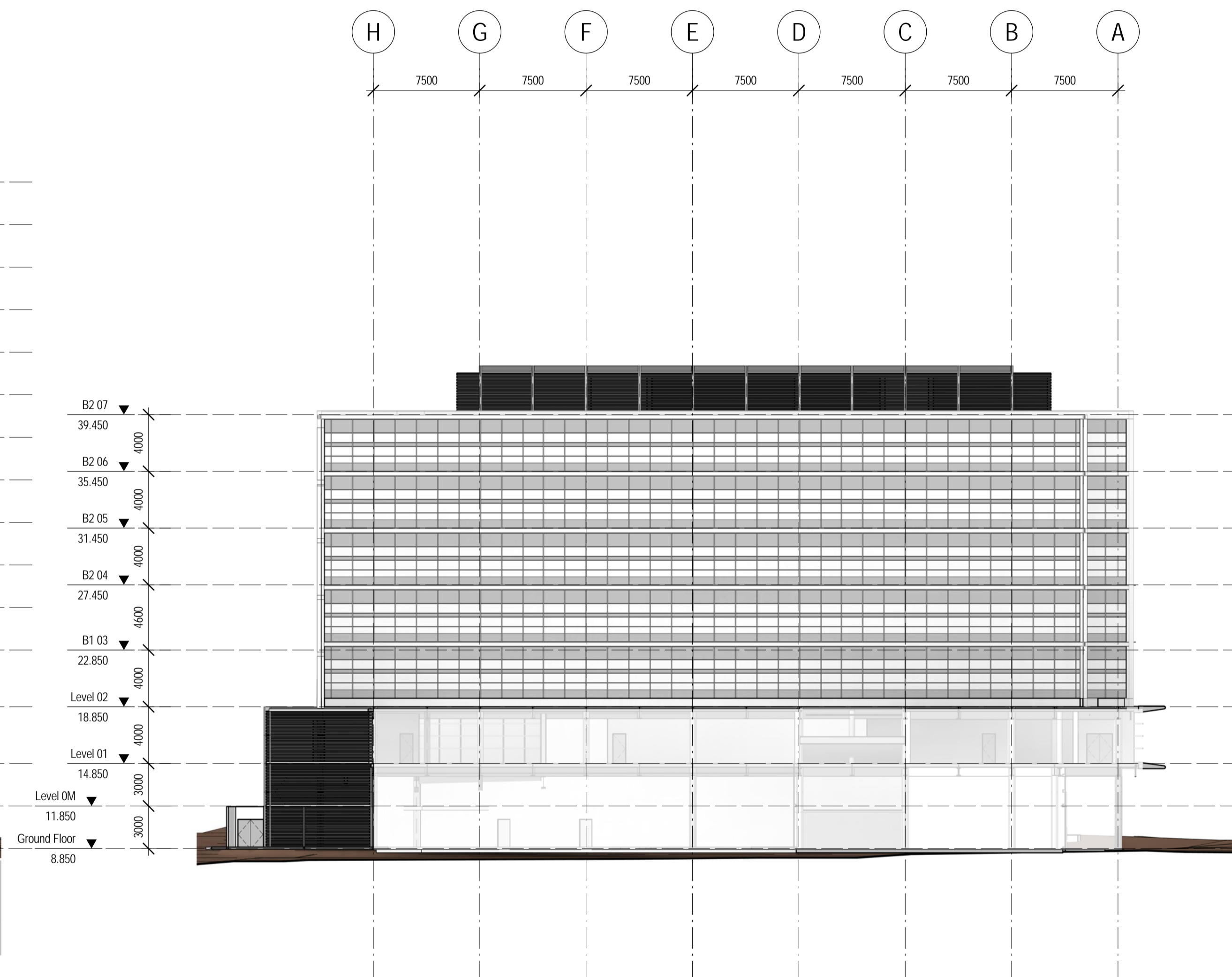
Project No 2510	Sheet First Issue Date 05/16/16	Scale at ISO A1 1 : 250
Sheet Number A-064-XX-04	Revision 2	

Rev.	Date	Reason For Issue	Chk
2	16/09/16	Revision 24	RE
1	02/09/16	Revision 20	RE

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1 North Elevation PRS  
1:250



2 North Elevation Office  
1:250

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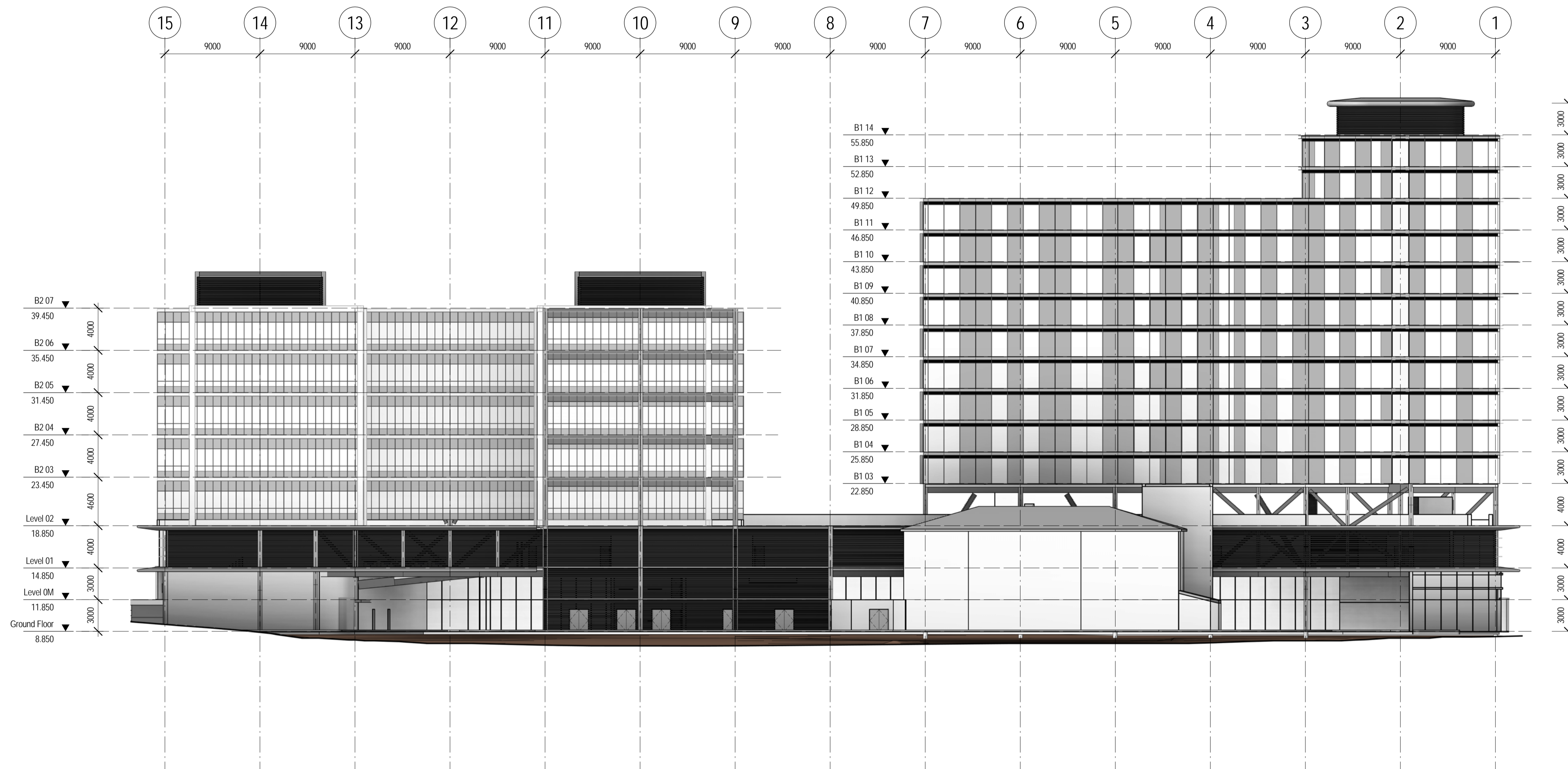
Project  
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 Central Square  
 Cardiff

Title  
 GA Elevation  
 North Elevation

Project No 2510	Sheet First Issue Date 05/16/16	Scale at ISO A1 1:250
Sheet Number A-064-XX-03	Revision 2	

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2	16/09/16	Revision 24	RE
1	02/09/16	Revision 20	RE



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 Cardiff Interchange  
 Central Square  
 Cardiff

Title  
 GA Elevation  
 East Elevation

Project No 2510	Sheet First Issue Date 05/16/16	Scale at ISO A1 1 : 250
Sheet Number A-064-XX-02	Revision 2	



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2	16/09/16	Revision 24	RE
1	02/09/16	Revision 20	RE

Key Plan.

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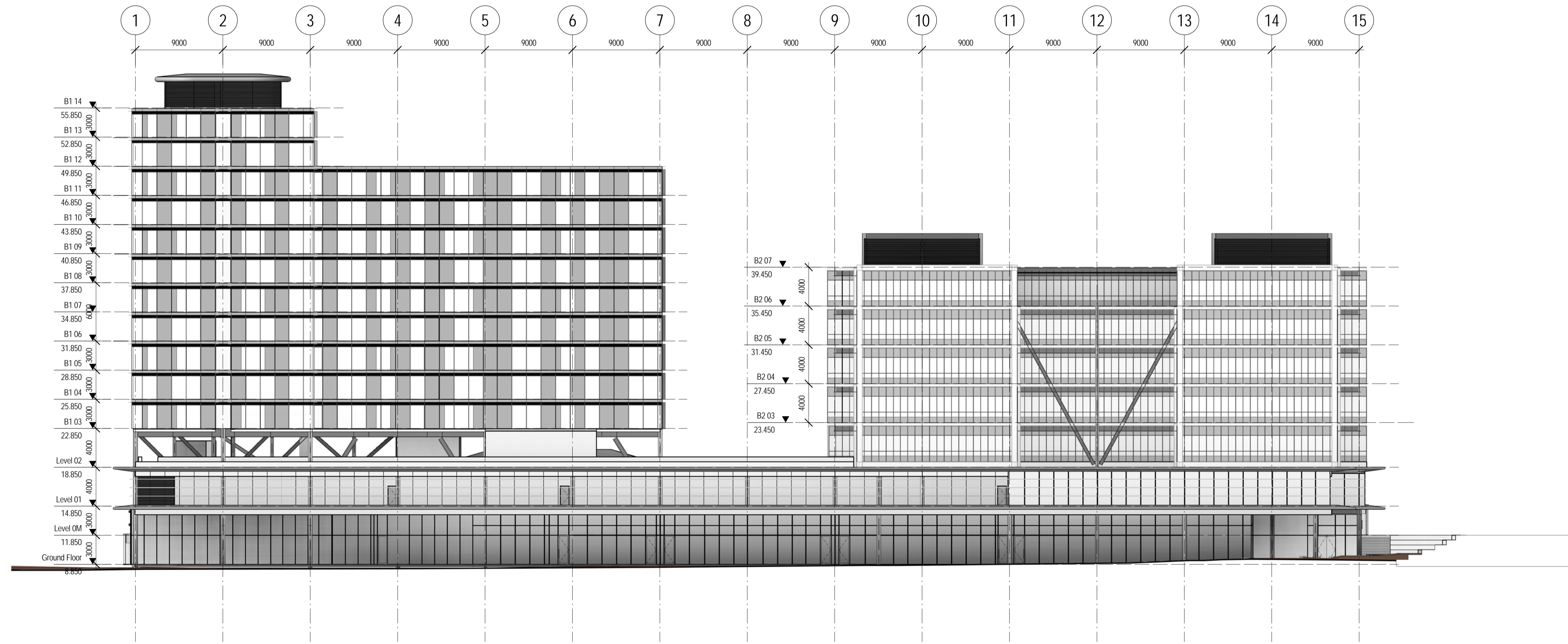
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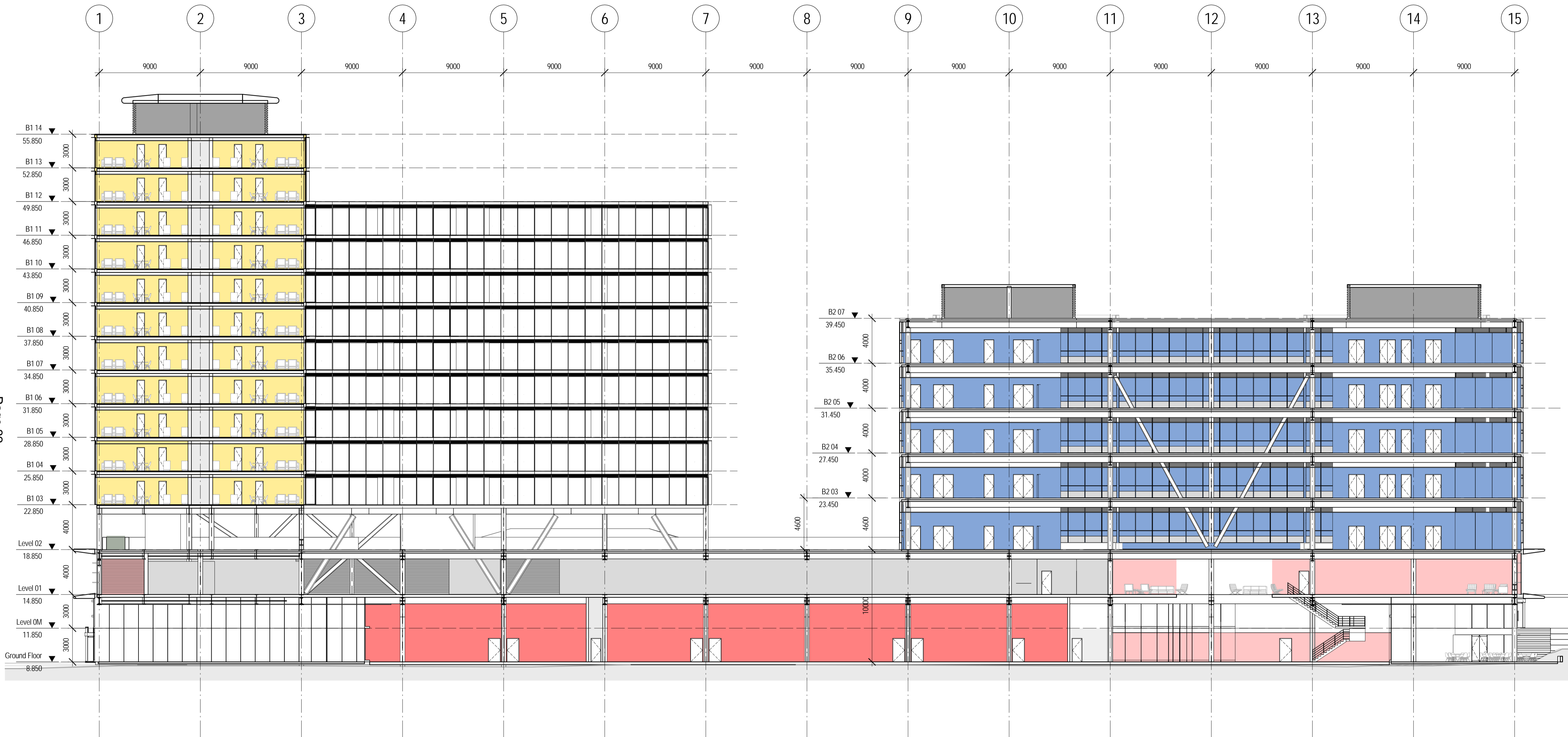
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Project No 2510	Sheet First Issue Date 05/16/16	Scale at ISO A1 1 : 250
Sheet Number A-064-XX-01	Revision 2	



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1	16/09/16	Revision 24	RE

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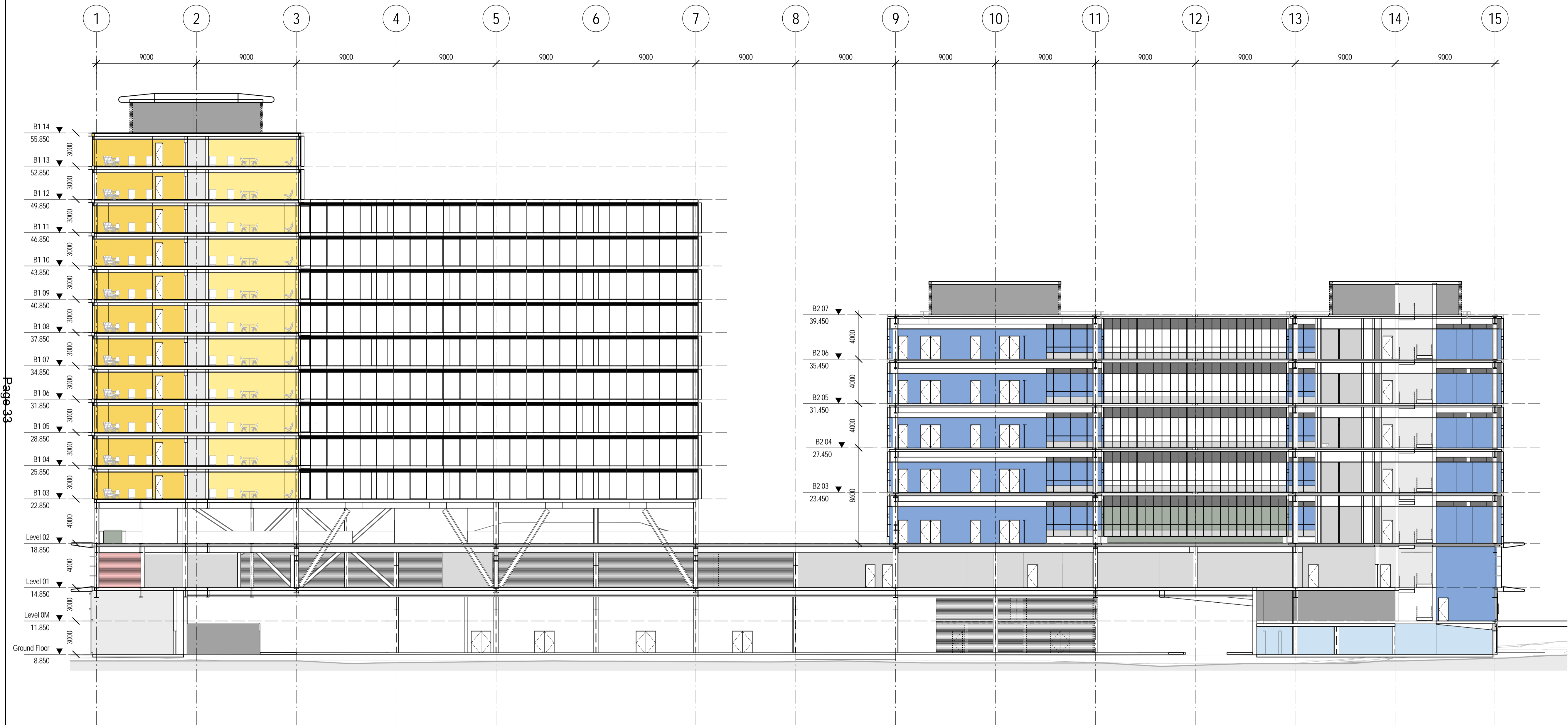
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Title  
 Section 1

Project No 2510	Sheet First Issue Date 05/06/16	Scale at ISO A1 1 : 200
Sheet Number A-053-XX-01	Revision 1	



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1	16/09/16	Revision 24	RE
Rev.	Date	Reason For Issue	Chk

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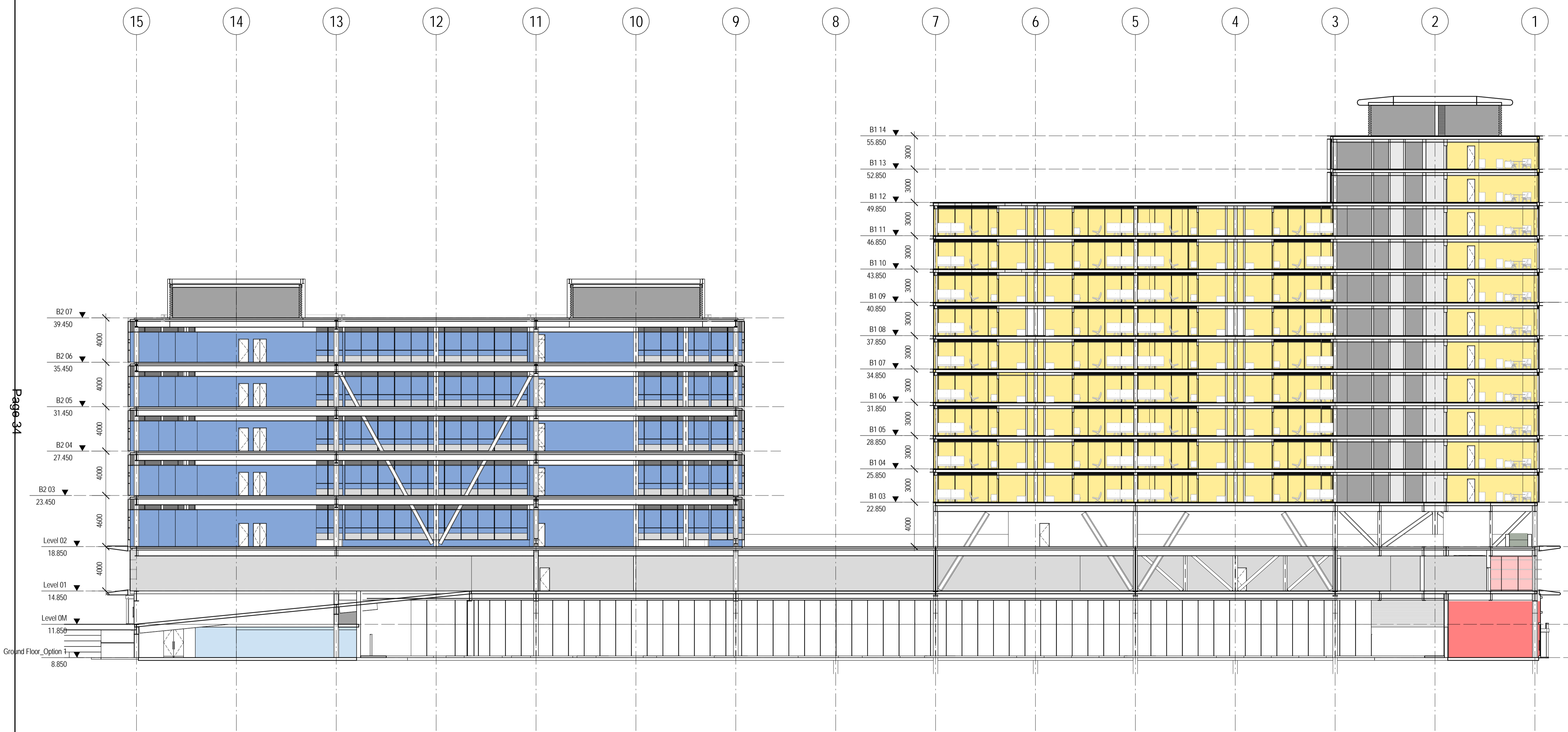
Title  
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Project No	Sheet First Issue Date	Scale at ISO A1
2510	05/06/16	1 : 200
Sheet Number	Revision	
W--051-XX--03	1	

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1	16/09/16	Revision 24	RE
Rev.	Date	Reason For Issue	Chk

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Title  
 Cross Section

Project No 2510	Sheet First Issue Date 05/06/16	Scale at ISO A1 1 : 200
Sheet Number W--051-XX--04	Revision 1	

# Illustration of Central Square Public Real Scheme



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21<sup>st</sup> September 2016

Neil Hanratty  
Director of Economic Development  
Cardiff Council  
County Hall  
Atlantic Wharf  
Cardiff  
CF10 4UW

Dear Sirs

We hereby confirm that Rightacres Property Co Limited has agreed terms with Network Rail Infrastructure Limited for the acquisition of the Saunders Road car park site so as to enable the development of the Public Transport Interchange. The agreed terms provide that Rightacres will grant a licence to Network Rail to provide temporary replacement parking on a site at Crawshay Street Cardiff. The sale price for the Saunders Road car parking site has been agreed and factored into Rightacres' development proposal for the Interchange. The licence arrangement at Crawshay Street will continue until a new multi-storey car park is provided on the south side of the railway station. The agreement with Network Rail remains subject to contract and is currently being finalised. It is intended to be put in place by 31 October 2016.

We trust this assists in clarifying the current position.

Yours faithfully

PP 

Paul McCarthy  
Chief Executive

For and on behalf of Rightacres Property Co. Limited

Rightacres Property Co. Ltd  
8th Floor  
One Central Square  
Cardiff  
CF10 1FS

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By virtue of paragraph(s) 14, 21 of Part(s) 4 and 5 of Schedule 12A of the Local Government Act 1972.

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**CYNGOR DINAS CAERDYDD  
CITY OF CARDIFF COUNCIL**



**CABINET MEETING: 28 SEPTEMBER 2016**

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**DISPOSAL OF SUFFOLK HOUSE, CANTON**

**REPORT OF DIRECTOR OF ECONOMIC DEVELOPMENT**

**AGENDA ITEM: 2**

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**PORTFOLIO: CORPORATE SERVICES & PERFORMANCE (COUNCILLOR  
GRAHAM HINCHEY)**

**Reason for this Report**

1. To seek authority to
  - a. Declare Suffolk House surplus to Council requirements
  - b. Dispose of the property on the open market.

**Background**

2. Suffolk House in Canton is a Council owned property historically utilised to deliver the 14 years and over Looked After Children (LAC) service within Children's Services. A site plan is attached at Appendix 1.
3. The Council is committed through the Corporate Property Strategy 2014 and the annual Corporate Asset Management Plan (CAMP 2016/17) to pursue 'fewer but better buildings'. Identifying opportunities to modernise the estate, reduce running costs, reduce the maintenance backlog, use space more efficiently and generate capital receipts. Suffolk House has been identified as being in poor condition with an extensive maintenance backlog.
4. Along with other Social Services teams, LAC are undergoing a transition to agile working which will complete in late 2016. This will facilitate new ways of working and reduce the office space requirement of the teams considerably, providing an opportunity to relocate to more suitable and cost efficient premises.
5. The Office Rationalisation team are in the process of moving the LAC team to Cord House, Fairwater, a smaller property within the existing operational estate. This move is projected to complete by end of 2016/17. Staff have been consulted on the move and are content.
6. The John Kane fund, reserved from the appropriation of 150 Thornhill Road to the Housing Revenue Account in 2014/15, will be utilised to

meet eligible costs required to facilitate the LAC move and ensure high standard, fit for purpose accommodation is provided. Initial costs are estimated at £60k.

7. Cord House will provide accommodation for the whole of the LAC Service in one place, including the Personal Advisor Service and the Fostering Service, all of whom now function as part of Specialist Services under one Operational Manager. Cord House will benefit children and young families by providing new facilities to deliver LAC services and create a modern office environment to compliment staff agile working and engage with children and young people.

## Issues

8. Due to the poor condition and high cost of outstanding repairs, no alternative operational use has been determined for Suffolk House. The property has also been assessed for its inclusion within the investment estate and considered to be an unsuitable investment with minimal revenue potential due to its poor condition and high maintenance backlog.  
As a result, the CAMP 2016/17 and the Office Rationalisation programme have identified the property as a disposal opportunity to realise capital receipts and CAMP targets.
9. Suffolk House, property impact summary:
  - Running Cost 2015/16: £55,000 pa
  - Maintenance Backlog: Over £215,600
  - Gross Internal Area: 8,763 sqft
10. The disposal of Suffolk House will contribute to the Council's CAMP 2016/17 targets:

	Reduction in building GIA (sqft)	Reduction in maintenance Backlog	Reduction in Running Cost	Capital receipts
CAMP target value	325,651	£4,500,000	£1,600,000	£7,300,000
CAMP target %	4.2	4.3	4.4	n/a

11. Suffolk House is located in a highly sought after area of Cardiff and as a consequence, a high level of interest from potential purchasers has been received.
12. The relocation of the services from Suffolk House will leave the property vacant and a potential security risk. The empty property will incur ongoing revenue costs until completion of a sale. To ensure the Council does not incur ongoing site costs it is proposed that Suffolk House is entered for sale on the open market as soon as possible after vacant possession has been provided.

## **Conclusion**

13. Relocating the LAC teams to alternative, fit for purpose accommodation represents an opportunity to modernise and improve services. The Council no longer has an operational requirement for Suffolk House and disposing on the open market for a capital receipt will make a significant contribution to the CAMP 2016/17 targets, whilst mitigating ongoing Council liabilities. Utilising the John Kane fund represents a long term investment in line with its intended use to directly benefit children and maintain the legacy of the John Kane name.

## **Local Member Consultation**

14. Local Members have been consulted. All queries received have been answered by officers and no objections have been received.

## **Reasons for Recommendations**

15. To ensure the Council achieves 'fewer but better buildings', provides fit for purpose accommodation for essential statutory services and delivers the CAMP 2016/17 targets.

## **Legal Implications**

16. The Council is required to obtain the best consideration reasonably obtainable in the circumstances from its land disposals in accordance with s123 of the Local Government Act 1972

## **Financial Implications**

17. The report recommends the Council dispose of Suffolk House. The annual running cost of this building in 2015/16 was £55,000 per annum. The property is deemed to have a large maintenance backlog as identified in the report. Operating costs of Cord house will be met from within existing revenue budgets.
18. Suffolk House is included in the Office Rationalisation programme and help support the revenue savings target of £1.25 million for 2016/17.
19. Although the disposal and relocation of staff at Suffolk House will release revenue savings, appropriate redevelopment building works and ICT technology is required at Cord House to accommodate the staff. Subject to meeting appropriate criteria, funding of £560,000 has been allocated in the 2017/18 capital programme relating to former John Kane home and can be used for such for the benefit of Children. The directorate should ensure that the balance of any funding available is considered as part of an overall Children's services accommodation strategy and any additional works required at additional sites are managed within the overall sum available.

Holding property has financial implications in terms of costs of keeping the property and also in addressing its maintenance condition. Where property is not required, it should be disposed of promptly to minimise such costs. Any disposal should ensure that the Council minimises its long term liabilities and costs. The Council is reliant on capital receipts to increase the affordability of the capital programme and towards meeting commitments already entered into as part of the Office Rationalisation programme.

## **RECOMMENDATIONS**

The Cabinet is recommended to:

1. Declare Suffolk House surplus to Council requirements.
2. Agree the disposal of Suffolk House on the open market to achieve best value.
3. Delegate authority to the Director of Economic Development in consultation with the Cabinet Member for Corporate Services and Performance to agree the method of open market disposal and disposal price.

**NEIL HANRATTY**

**Director**

**22 September 2016**

*The following appendix is attached:*

Appendix 1: Suffolk House Site Plan

# Suffolk House

# Appendix 1



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<b>Drawn by</b> LHC	<b>Date</b> 29/4/13	<b>Drawing No.</b> 1	<b>Property Information</b>  Financial Services  Strategic Estates  Chief Officer Christine Salter
<b>Scale</b> 1 : 1250	<b>Revision No.</b>		
<b>File / Pathname</b> R : \PROPINFO2 \ OWNERSHIP PLANS \ SUFFOLK HOUSE DWG			

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**CYNGOR DINAS CAERDYDD  
CITY OF CARDIFF COUNCIL**



**CABINET MEETING: 28 SEPTEMBER 2016**

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**SUPPLEMENTARY PLANNING GUIDANCE**

**REPORT OF DIRECTOR OF CITY OPERATIONS**

**AGENDA ITEM: 3**

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**PORTFOLIO: TRANSPORT, PLANNING AND SUSTAINABILITY  
(COUNCILLOR RAMESH PATEL)**

**Reason for this Report**

1. To advise on the outcome of consultation on the following draft Supplementary Planning Guidance (SPG) which help to deliver the Liveable City agenda, bring about positive improvements to neighbourhoods, and to recommend their approval, as amended, by the Council:
  - Houses in Multiple Occupation
  - Waste Collection and Storage Facilities

**Background**

2. The Council has a number of SPGs which were prepared to supplement the policies contained in previous adopted plans. In order to ensure conformity with the recently adopted Cardiff Local Development Plan (LDP) policies, a review of these is underway and a programme of SPG to support and amplify the policies in the LDP is currently being produced. These SPG's are the first tranche of this programme and further tranches will be brought before Cabinet and Council in next 12 months.
3. Welsh Government guidance encourages local planning authorities to prepare SPG to provide advice on how LDP policies will be implemented. This should help those involved in the development and planning process understand the purpose and objectives of policies and assist the submission of permissible planning applications.
4. SPG must be consistent with planning legislation, Welsh Government guidance and the LDP. It should be prepared in consultation with the public and appropriate interests, and their views should be taken into account before formal Council approval. SPG may be given weight as a material consideration when making decisions on planning applications.

5. In May and June 2016 consultation was undertaken for six weeks on the SPGs is in line with the LDP Community Involvement Scheme. Consultation included the following:
  - A 6 weeks public consultation period
  - A public notice in the local press to notify anyone with an interest
  - Copies of the documents were made available to view in all Cardiff Libraries, County Hall and on the Council website.
6. In addition to this Councillors were notified about the current SPG consultation and an email/letter notification was sent out to consultees on the SPG Consultation List – this list included the formal LDP consultees and anyone else who has requested to be kept informed of SPG consultations, including businesses, interested groups and individuals. Each of the SPG appended to this report contains appendices outlining the specific consultation undertaken, a summary of the representations submitted and the changes made in response.
7. Most of the comments received were minor and technical in nature and a summary of the content of each of the SPG's together with a summary of any significant comments received and any proposed changes is included below:

#### **Houses in Multiple Occupation SPG**

8. The SPG seeks to outline the council's position on the growth of Houses of Multiple Occupation (HMO) and establish how the authority would like to manage future developments in order to retain balanced communities and a high standard of development
9. The authority recognises the vital role played by HMOs in contributing towards the housing mix within the city. However, the absence of planning guidance on HMOs can and has led to concentrations of HMOs in certain areas which the council feels can lead to negative consequences. The SPG seeks to address this in the future.
10. The SPG went to public consultation in May 2016. A wide range and variety of comments were received, some of these were replicated by different consultees, but around 30 distinct comments were received. These will be addressed within an appendix in the SPG. Of the comments, a number will lead to changes within the final SPG. These are relatively minor and do not alter the main thrust of the SPG.
11. A number of changes were considered which would have potentially led to loopholes that in practice would have allowed continued development, further reducing the balance of family homes within certain communities. These changes were not acted upon, instead the prospect for a future review if deemed necessary was included in the SPG. This would further consider the concerns raised in the consultation and assess the impact of the SPG.



## **Waste Collection and Storage Facilities SPG**

12. The Waste SPG outlines the minimum requirements for waste storage, collection and presentation for all new developments (commercial and domestic).
13. The current SPG was written in March 2007 and is now out of date with the current waste collection methods and the storage requirements for new developments. The SPG has therefore been updated to reflect the current needs of the residents, developers and Waste Management.
14. The main changes are as follows:
  - Updated storage requirements for all residential dwellings based on the recent collection changes, particularly the sizes of residual waste bins required. The new SPG references the recently rolled-out 140 litre bins and the separate food waste storage requirements, as introduced in 2011.
  - The bin provision for flats have been altered, to coincide with the waste restrictions for houses (140L residual waste per flat). The previous SPG only referenced the waste storage requirements for 1 or 2 bed flats, causing confusion for developers of larger flats.
  - This new SPG makes direct reference to houses converted to flats, and the requirement for waste to be storage in an external area. It is no longer acceptable for waste to be stored in cupboards or rooms within the flat between collections.
  - A designated storage area for bulky waste is required for all purpose built flat developments
  - Identification of the equality considerations for new dwellings (i.e. bins must be within 25m of collection vehicle to enable the Council to offer the Assisted Lift Service to all new properties)
  - Specifies that where possible, all waste should be stored at the rear of properties. If not, storage at the front will require screening from the highway (artificial or natural).
  - Instructions for the best practice for developers, once construction has been completed (covers how to organise the purchase of bins from Waste Management)
  - The waste requirement for commercial units remains unchanged.
15. Comments were received from Councillors during the consultation period. Appendix 6 shows all the responses submitted by Councillors and the reasons why actions were not required.
16. As a summary, the two Councillor responses were very supportive of the proposed update for the Waste SPG, particularly the new requirement for external waste storage for converted flats.

17. The main significant criticism was the allowance of bins to be stored at the front of residential properties. The SPG stipulates that the storage of waste at the front of new developments is not preferable and should be used as a last resort (see paragraph 6.2). It is not possible to expect all developments to avoid waste storage at the front of properties, due to the nature of some developments (i.e. terraced housing), where it is not possible or practical for waste to be stored anywhere other than the front. Waste Management feel it is acceptable to allow waste storage at the front, as a last resort, and where screening is provided (as shown in images on Page 18 and under paragraph 6.2 within the proposed SPG). Therefore, no action was taken to this consultation response.

### **Reason for the Recommendation**

18. To comply with Welsh Government guidance on the process for preparing Supplementary Planning Guidance.

### **Legal Implications**

- 19 The Cardiff Local Development Plan (LDP) was adopted on 28 January 2016 and contains policies and proposals which provide the basis for deciding planning applications. The policies in the adopted Cardiff LDP have special status under section 38(6) of the Planning and Compulsory Purchase Act 2004 which means that planning decisions must be taken in accordance with it unless material considerations indicate otherwise.
- 20 Whilst the LDP contains policies and proposals which provide the basis for deciding planning applications supplementary planning guidance (SPG) can be used as a means of setting out more detailed guidance on the way in which those policies will be applied in particular circumstances or areas. SPG may be taken into account as a material consideration when determining planning applications.
- 21 In order for a SPG to be given as much weight as possible as a material consideration it must be formulated, prepared and adopted in the proper manner. The Houses in Multiple Occupation SPG (HMO) and Waste Collection and Storage Facilities SPG have been subject to public consultation and where appropriate amendments have been made to reflect the comments received.  
Powers and Duties
- 22 The Council has a duty to seek to continually improve in the exercise of its functions (which includes where appropriate powers) in terms of inter alia strategic effectiveness, service quality and availability , sustainability, efficiency and innovation pursuant to the Local Government (Wales) Measure 2009.
- 23 Section 3 of the Wellbeing of Future Generations (Wales) Act 2015 imposes a duty on public bodies to carry out sustainable development in accordance with the sustainable development principle to act in a manner which seeks to ensure that the needs of the present are met

without compromising the ability of future generations to meet their own needs (section 5).

24. In considering this matter the decision maker must have regard to the Council's duties under the Equality Act 2010. Pursuant to these legal duties Councils must, in making decisions, have regard to the need to (1) eliminate unlawful discrimination, (2) advance equality of opportunity and (3) foster good relations on the basis of protected characteristics. Protected characteristics are: (a) Age, (b) Gender reassignment (c) Sex (d) Race – including ethnic or national origin, colour or nationality, (e) Disability, (f) Pregnancy and maternity (g) Marriage and civil partnership, (h) sexual orientation (i) Religion or belief – including lack of belief
- 25 The LDP was subjected to an Equalities Impact Assessment. The SPGs supplement and provide guidance on the policies which were prepared within this framework.

### **Financial Implications**

26. No direct financial implications are expected to arise for the Council following the approval of the specific Supplementary Planning Guidance included in this report.

### **RECOMMENDATION**

Cabinet is recommended to approve the Houses in Multiple Occupation and Waste Collection and Storage Facilities Supplementary Planning Guidance for consideration by Council

**ANDREW GREGORY**

**Director**

**22 September 2016**

The following Appendices are attached:

Appendix 1 - Supplementary Planning Guidance: Houses in Multiple Occupations

Appendix 2 - Supplementary Planning Guidance: Waste Collection and Storage Facilities

# Houses in Multiple Occupation (HMOs)

## Supplementary Planning Guidance



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## Contact

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## 1.0 Introduction

### 1.1 What is Supplementary Planning Guidance (SPG)?

1.1.1 The Welsh Government (WG) support the use of Supplementary Guidance (SPG) to set out detailed guidance on the way in which development plan policies will be applied in particular circumstances or areas. SPG must be consistent with development plan policies and National Planning policy guidance. Before it is adopted, an SPG undergoes a period of public consultation and must be approved by the council. Upon adoption by the City of Cardiff Council in September 2016, the SPG became a material consideration in the determination of relevant planning applications.

1.1.2 This document supplements Policy H5 of the adopted Cardiff Local Development Plan (LDP) 2006 -2026. This relates to sub-division or conversion to flats or Houses in Multiple Occupation (HMOs).

### 1.2 What is the history of the Houses in Multiple Occupation SPG?

1.2.1 The SPG went to public consultation between 9<sup>th</sup> May 2016 and 20<sup>th</sup> June 2016. It was adopted by the City of Cardiff Council on XX/XX/2016. Monitoring of the impact of the SPG will take place after its adoption, alongside a review if deemed necessary.

### 1.3 What is the purpose of this SPG?

1.3.1 The purpose is to provide background information on, and provide a rationale for how the council will assess applications for planning permission to create new C4 and *Sui Generis* HMOs. More information on the policy context is provided in 3.0. More information on the background to this SPG and the role of HMOs in the city is provided in 4.0.

1.3.2 This SPG will identify the threshold at which it is deemed that the concentration of HMOs in an area has reached a level considered to adversely impact upon the community. This is explained in more detail in 5.0. Secondly it provides guidance on how HMOs should be developed, if their development is appropriate in the location proposed. This is explained in more detail in 6.0.

1.3.3 This SPG will be used to assess HMOs that require planning permission. It cannot be taken into account when issuing licences under housing legislation or building regulations. Further information regarding the licensing requirements of all HMOs in Cardiff can be found at the Shared Regulatory Service Website [www.srs.wales](http://www.srs.wales)

## 2.0 Terminology

### 2.1 Dwellinghouse

2.1.1 The Town and Country Planning (Use Classes) Order 1987<sup>1</sup> (as amended) defines a Use Class C3 dwellinghouse as a residence that is used (whether or not as a sole or main residence) by:

- a) a single person or by people to be regarded as forming a single household
- b) not more than six residents living together as a single household where care is provided for residents; or
- c) not more than six residents living together as a single household where no care is provided to residents (other than a use within class C4)

2.1.2 For the purposes of (a) above, a single household is construed in accordance with section 258 of the Housing Act 2004

### 2.2 House in Multiple Occupation

2.2.1 In Planning terms, HMOs can be broken down into two different types. An HMO has the same meaning as in section 254 of the Housing Act 2004.

- a) Small HMOs refer to shared houses or flats occupied by between 3-6 unrelated persons who share basic amenities. This is classed as planning Use Class C4. Changes of use to C4 Use Class require planning permission.
- b) Large HMOs refer to properties with more than six unrelated persons sharing. They do not fall within any use class and are treated as '*Sui Generis*' (meaning 'of their own kind'). Changes of use to a Sui Generis HMO also require planning permission

2.2.2 Separate definitions for HMOs exist in property licensing terms. In broad terms, smaller HMOs are classed as those between 3-5 persons, and larger HMOs as those with 5 or more persons AND 3 or more storeys. These are explained in more detail in 5.3.

2.2.3 Since their creation as a planning use class in February 2016, smaller (C4) HMOs have required planning permission. This SPG explains how the council will assess applications for planning permission for the creation of C4 and sui generis HMOs. This is explained more in 3.1.4

<sup>1</sup>-Town and County Planning (Use Classes) (Amendment) (Wales) Order 2016

## 3.0 Planning Policy Context

### 3.1 National Policy

#### 3.1.1 Planning Policy Wales (Edition 8, 2016)

This document sets out land-use planning policies of the Welsh Government. It is supplemented by a series of Technical Advice Notes (TAN's). Procedural advice is given in circulars and policy clarification letters

#### 3.1.2 Paragraph 3.1.7 states:

*The planning system does not exist to protect the private interests of one person against the activities of another. Proposals should be considered in terms of their effect on amenity and existing use of land and buildings in the public interest. The courts have ruled that the individual interest is an aspect of the public interest, and it is therefore valid to consider the effect of a proposal on the amenity of neighbouring properties. However, such consideration should be based on general principle, reflecting the wider public interest (for example a standard of 'good neighbourliness', rather than the concerns of the individual).*

#### 3.1.3 Paragraph 9.3.3 states:

*Insensitive infilling, or the cumulative effects of development or redevelopment, including conversion or adaptation, should not be allowed to damage an area's character or amenity. This includes any such impact neighbouring dwellings, such as serious loss of privacy or overshadowing.*

#### 3.1.4 Following consultation, on 25<sup>th</sup> February 2016, Welsh Government legislation created the C4 Use Class. This changed the definition of HMOs within the planning system, effectively introducing the existence of smaller HMOs, which until this date had been included in the C3 use class. This means that policy can be created referencing smaller and larger HMOs, as defined in 2.2.1.

### 3.2 Local Policy

#### 3.2.1 The Cardiff Local Development Plan (LDP) 2006-2026 was adopted in January 2016. A policy within the LDP refers explicitly to the sub division or conversion of residential properties. This is outlined below. Several other policies are also applicable to the development of HMOs and will be referenced throughout this SPG. Unless stated otherwise, policies noted within this SPG will refer to those within the LDP.

Policy H5: Sub-Division or conversion of residential properties states:

*Proposals for any conversion to flats or Houses in Multiple Occupation will be permitted where:*

- i) The property is of a size, whereby the layout, room sizes, range of facilities and external amenity space of the resulting property would ensure an adequate standard of residential amenity for future occupiers.*
- ii) There would be no material harm to the amenity of existing, nearby residents by virtue of general disturbance, noise, or overlooking.*
- iii) The cumulative impact of such conversions will not adversely affect the amenity and/or character of the area.*
- iv) Does not have an adverse effect on local parking provision.*

#### 3.2.2 Supporting text in relation to the above policy is as follows:

- 5.18: The subdivision of a residential building into smaller residential units can be an important source of housing. It can take different forms such as:*
- Subdivision of existing houses into flats and HMOs*
  - Conversion of HMOs to flats.*



5.19: *The council requires all flat conversions and HMOs to be of a high quality and to be well designed.*

5.20: *The objectives of the policy are:*

- *To support the creation of attractive sustainable development for self-contained flats and HMOs;*
- *To promote good design and layout.*

5.21: *The subdivision of a building into smaller residential units is a sustainable form of development as it gives a new lease of life to buildings which might be redundant or economically unviable in their current use.*

5.22: *With sympathetic alterations to the exterior of a building, conversion has a lower visual impact on the street scene by preserving the existing frontage and respecting the character of an area.*

5.23: *However, unsatisfactory conversion work can result in accommodation which is an over-intensification form of development resulting in inadequate and poor quality accommodation. Occupants may be exposed to problems, such as overlooking, poor outlook, overcrowding, and lack of amenity space, noise and disturbance from neighbouring premises, and inconvenient and unsafe access.*

### 3.3 **Listed Buildings and Conservation Areas**

3.3.1 Owners of properties that have been listed by Cadw for their special architectural or historic interest or are in a conservation area should seek additional advice prior to contemplating conversion into an HMO. Many alterations or associated facilities (such as bin stores, roof lights or dormer windows) that often form part of an HMO conversion, may require planning permission or listed building consent (LBC) and will be less acceptable within designated historic areas than elsewhere in the city.

3.3.2 Proposals in conservation areas are required to preserve or enhance the character or appearance of the area, as set out in LDP Policies KP17 and EN9 of the LDP. Specific advice regarding each conservation area is available on the Council's website [www.cardiff.gov.uk/conservation](http://www.cardiff.gov.uk/conservation). The location of conservation areas and listed buildings can also be checked on the website.

## 4.0 Impact of HMOs on Communities

- 4.1 In accordance with KP5 of the LDP, the City of Cardiff Council requires all new HMOs to be high quality, well designed and fit to afford a good quality of life to inhabitants and the surrounding community.
- 4.2 As stated in 3.2.2, it is recognised that HMOs can provide an important source of housing, and it is recognised that demographic change has driven many of the changes that have seen traditional family homes become HMOs. HMOs are popular accommodation source for many groups, including students, young professionals, migrant workers and often people on lower incomes.
- 4.3 In spite of the above, concentrations of HMOs, clustered in small geographical areas can detract from the character of the area and actively contribute towards a number of perceived problems, including, but not limited to, those listed below. It is considered that this may conflict with policy KP13 of the LDP which aims to improve the quality of life for all.
- Increased population density, leading to greater demand for infrastructure, such as waste collections and on-street parking.
  - Higher proportion of transient residents, potentially leading to less community cohesion, undermining existing community facilities
  - Areas of higher HMO concentrations becoming less popular with local residents, with many properties taken out of the owner-occupier market.
  - A proliferation of properties vacant at certain points of the year
  - Subsequent impact on crime, local centre viability, as a result of the number of properties temporarily vacant for long periods.
- 4.4 Cardiff has a disproportionate number of HMOs within Wales. According to the 2011 census, the city has a population of 346,090 representing 11% of the Welsh population of 3,063,456. However, Cardiff is home to 33% of Wales' licenced HMOs (see Appendix B). This demonstrates that the number of HMOs is a justifiable concern for the city. In addition, as 5.3 shows, the distribution of these HMOs within the city is very uneven, with the vast majority of mandatory licenced properties being in Cathays and Plasnewydd. This has subsequently led to both these wards being declared as 'additional licenced areas'.
- 4.5 Evidence of the issues noted in 4.3 can be found in numerous sources, some of which are presented in Appendices D, F and G. It provides evidence that a dense concentration of HMOs can lead to substantial concerns and issues for the local authority. Two notable reports highlight these issues; a 2008 Ecotec report for the UK Government entitled *Evidence Gathering – Housing in Multiple Occupation and possible planning responses* and a 2015 report for the Welsh Government entitled *Houses in Multiple Occupation: Review and Evidence Gathering*. Both conclude that a concentration of HMOs in small areas can create negative consequences.
- 4.6 Demographic change occurs in all Local Authorities and within all wards within those Local Authorities. It cannot be used as a determinant of something that is positive or negative, but is useful background in highlighting the pace, uniqueness or notable characteristics in how some wards change compared to others. Some notable statistics are presented below, and more data, including changes over recent decades is shown in Appendix E
- The average household size, at 2.8 persons is higher in Cathays than any other inner ward, and 0.5 persons higher than the city average.
  - 77% of people in Cathays and 51% in Plasnewydd are aged between 15 and 29. The citywide average is 28%.
  - Only 4.5% of people in Cathays and 9.6% in Plasnewydd are aged 0-15. The citywide average is 17%.
- 4.7 The City of Cardiff Council's Waste Management team cite a number of concerns regarding the

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high number of issues concentrated in particular in Cathays and Plasnewydd. Although the data is not dwelling-specific, there is a correlation between wards with very high concentrations of HMOs, and substantially greater numbers of waste concerns. Appendix D presents the data in full. For example;

- In respect of reported incidents from the public concerning street cleansing, Cathays receives more than double the citywide average for calls, and Plasnewydd received 173% of the average.
- Waste enforcement requests from the public number 152 per year in Cathays and 233 in Plasnewydd, compared to a citywide average of 57 per ward.
- In terms of litter and requests from the public for street cleaning, the average calls for Cathays is double the citywide average, and the average calls for Plasnewydd is triple the average.

4.8 There is evidence that a concentration of HMOs can lead to negative consequences in respect of crime and anti-social behaviour. In particular, burglary is considered to be more prevalent in streets with high concentrations of HMOs, and the same pattern is noticeable for anti-social behaviour. Appendix F considers this in more detail. For example;

- Streets with large numbers of HMO are more likely to have police incidents than comparable streets with few, or no HMOs
- This is especially the case for Anti-Social Behaviour and burglary, whereby streets with high numbers of HMOs are significantly more likely to report incidents than comparable streets with lower numbers of HMOs.

4.9 Transient Communities can cause issues in respect of managing and maintaining a vibrant business community over a 12 month period. While it is recognised that HMOs are populated by persons other than students, students do represent a very large portion of HMO occupants, and it can be assumed that many new HMOs will also be occupied by students. As many students are likely to be absent from these properties for 4-5 months of the year, the nature of this type of tenancy can impact upon the viability of local centres, especially in the summer months.

4.10 Collectively, the above issues point to a conclusion that the concentration of HMOs as exists in parts of the city does not come without social or amenity costs. While any individual new HMO may not directly impact upon this, collectively, their concentration is something that the Council can justifiably feel may need management for the benefit of the community at large. In this respect, a concentration of HMOs may conflict with parts of policy KP13.

4.11 Despite the issues associated with concentrations, it is recognised that HMOs play an important role in the housing stock of the city, providing accommodation and homes to a large number of residents, including those who often are unable to purchase their own properties. Where conversion is appropriate, it is important that high design and amenity standards are upheld.

## 5.0 Managing HMO Concentrations

- 5.1 One of the aims of this SPG is to identify a threshold at which the level of HMOs is deemed to be such that it has a detrimental impact upon the community in respect of, but not limited to the issues noted in 4.3. As stated in 2.2.1, this SPG will utilise planning definitions of an HMO, with smaller HMOs being classed as C4 and larger as *Sui Generis*.
- 5.2 It is important to refer to and respect the location of existing HMOs so to identify the areas where the concentration is such that the council would seek to prevent development of additional HMOs. This will be determined by using data at the council's disposal, such as planning applications, licenced HMO data, council tax data or electoral roll information.
- 5.3 For analytical purposes, it is most appropriate to utilise licencing data. Licensed HMOs in Cardiff have two classifications; citywide, a mandatory HMO licencing system is in operation for dwellings that are three-storey or more, and contain at least five residents not forming a single household. In Cathays and Plasnewydd wards, an additional licence is also in operation for properties with three or more residents not forming a single household. Additional Licencing is not used in other wards. As of February 2016, 86% of all mandatory licenced HMOs were concentrated in two wards.

Mandatory Licences		
Citywide	962 HMOs	
Cathays	555 HMOs	58% of citywide total
Plasnewydd	283 HMOs	29% of citywide total
All other wards	124 HMOs	13% of citywide total
Additional Licences		
Cathays	1688 HMOs	
Plasnewydd	257 HMOs	

- 5.4 It is recognised that the Licensing definitions of HMO, as stated previously, differ to those of Planning. However, the combination of *Mandatory* and *Additional* licences does clearly identify clusters of HMO (irrespective of size of HMO) in certain parts of the city. The issues laid out in Section 4 remain; that HMOs impact on surrounding areas, whether the property is mandatory or additionally licenced in Licensing terms or whether it is a C4 or sui generis HMO in planning terms.
- 5.5 There is evidence therefore, that;
- 1) There is a large number of HMOs in the city
  - 2) The location of HMOs is not evenly distributed around the city
  - 3) Irrespective of the positive or negatives that HMOs bring to communities, the disparity in distribution would justify a different approach to their growth in different areas of the city depending on the existing level of concentration.
- 5.6 Having identified in 4.3, some of the issues caused by HMOs, and having illustrated the uneven distribution of them around the city, it is necessary to determine the threshold at which new HMOs may cause harm to a local area. This threshold will resist further HMOs in communities that already have a concentration above this limit, while also controlling the growth of HMOs in communities below this threshold.
- 5.7 A two-tier threshold will be applied to determine when an area has reached the point at which further HMOs would cause harm.
- 1) In Cathays and Plasnewydd the figure of 20%
  - 2) In all other wards, the figure of 10%

This means that within Cathays or Plasnewydd, if more than 20% of the dwellings within a 50m radius of the proposed HMO are already established HMOs (ie, either C4 or sui generis in Planning

terms) then this development would be considered unacceptable. In other wards, the figure would be 10%. This is shown as a map in 7.1 and as examples in 7.2 and 7.3.

This is justified because Cathays and Plasnewydd are home to a vastly greater number of HMO than other parts of the city, and are designated as Additional Licensing areas.

Recognition of the role that HMOs play in these wards is reflected in the higher threshold, which allows for sustainable growth. Elsewhere, with smaller HMO numbers, the 20% threshold would allow for a large number of conversions from a low base. As such, the threshold of 10% is deemed more appropriate, allowing growth in these areas where there is demand, whilst retaining the essential character of those communities, and resisting the problems that can occur from HMO concentrations. The figure of 10% is recommended in the 2015 *Welsh Government Houses in Multiple Occupation: Review & Evidence Gathering* report.

- 5.8 When considering the level of concentration, as stated in 5.7, a definition of 50m from the property in question will be used. Within this, all dwellinghouses that have their main street-facing entrance within this radius will be included. 50m is deemed an appropriate extent to reflect an area that lies within a sphere of influence of a property, such as being affected in terms of amenity or disruption. It is also an appropriate distance in densely populated inner wards, and will ensure that many properties are taken into account. Other cities use radii varying between 40m and 200m. However, larger areas (such as a 100m radius, or entire street length) would firstly cause less impact in terms of amenity, and secondly would not notably alter the outcome in terms of assessing concentrations, and if it did, it would be through the consideration of properties further away from the proposed HMO at the expense of those closer by.
- 5.9 In certain circumstances, it may also be appropriate to consider whether dwellinghouses immediately neighbouring a property are already HMOs. This shouldn't override the core principle as stated in 5.7, but it is a consideration in determining the extent that a new HMO may have upon neighbours. For example, if a property is immediately surrounded by HMOs on all sides, this is worthy of consideration alongside the main determinant of whether the stated concentration within 50m of the property is reached.
- 5.10 A property that is already a C<sub>4</sub> HMO will not automatically be permitted to become a *sui generis* HMO. Even though it is already an HMO, if the concentration in the area is high, then by definition, the creation of the larger *sui generis* HMO will only likely heighten the issues caused by HMOs. As such, C<sub>4</sub> to *Sui Generis* developments will not automatically be considered neutrally or favourably. Correspondingly, while *Sui Generis* HMOs will need to apply for planning permission to convert to a C<sub>4</sub> HMO, it should be viewed positively irrespective of concentration, as it would result in smaller HMO, and thus not heighten issues caused by the concentration of HMOs
- 5.11 HMOs that were in existence prior the creation of the C<sub>4</sub> use class on the 25<sup>th</sup> January 2016 may need to provide evidence of their HMO status via tenancy agreements or other documentation. Otherwise they will be assumed to be C<sub>3</sub> dwellings and treated as such.
- 5.12 Developments of HMOs on brownfield sites, or developments of new HMOs that do not result in the loss of an existing C<sub>3</sub> property may be viewed more favourably. Although this will result in an increased concentration of HMOs, with the issues this may bring, it will be an addition to the total housing stock, which will not result in the loss of family dwellings.

## 6.0 Design Guidance for Proposed HMOs

6.01 This part of the SPG presents design guidance for HMOs that are proposed in suitable locations. A checklist of the information that would be expected alongside an application is included in Appendix A

### 6.1 Room Sizes and Facilities

6.1.1 The Cardiff *HMO Licensing Fire Safety and Amenity Standards* (updated 2014) sets standards in terms of amenity, space standards and facilities which must be adhered to, and is the minimum that would be expected to be achieved.

6.1.2 Specific reference is given to the number of bathrooms, toilets, kitchen facilities, and the size of rooms within HMOs. The figures are the minimum that are accepted for the purpose of licensing, and offer an appropriate level in planning terms in respect of the minimum that would be expected. Applicants should refer to licencing prior to submitting a planning application. This data is reproduced in Appendix C.

6.1.3 In terms of ceiling heights, a height appropriate to afford a good standard of living must be demonstrated as part of the application. In respect of loft conversions, habitable room space is only counted as that which is above 1.5m. A minimum of 2m headroom must be provided above stairwells which is measured vertically from the pitch line of the stairs. The habitable rooms should have a minimum head room of 2 metres. The minimum floor space required for habitable rooms is noted in Appendix C.

### 6.2 Recycling and Refuse Storage

6.2.1 Adequate provision must be made for waste, recycling and composting facilities. Policy W2 (Provision for Waste Management Facilities in Development) of the LDP states:

*Where appropriate, provision will be sought in all new development for facilities for the storage, recycling and other management of waste.*

6.2.2 When waste is stored in frontages, it must be suitably contained within bins, provided by the landlord in bag areas, or by the Council in bin areas. The latest *Waste and Recycling: Collection and storage SPG* states:

*"Developers of high density, multiple occupancy dwellings or five or more flats must provide a dedicated refuse store or screened storage area for bulk bins. The bin store must be capable of housing the maximum number of containers required, based on an assessment of projected arising's."*

6.2.3 The *SPG* provides guidance on the provision of waste storage facilities for larger HMOs, which is replicated below

Number of Bedrooms/Residents	Recycling	General	Garden	Food
1-5	Bags (140L)	1 x 140L	240L	1 x 25L
6-8	Bags (240L)	1 x 240L	240L	2 x 25L
9-10	Bags (380L)	1 x 240L and 1 x 140L	240L	3 x 25L
11+	Bags (480L)	2 x 240L	240L	3 x 25L

6.2.4 Planning applications that cannot demonstrate suitable, ideally covered, storage space, for recycling and waste will be refused. External storage must be provided to accommodate recycling and waste for a 14 day period. External storage areas must not have an adverse impact on the availability of amenity space and will be excluded from calculations.

6.2.5 Particular care should be given to the siting and appearance of refuse storage in conservation areas and within the curtilage of a Listed Building, additional restrictions may also apply.

### 6.3 Amenity space

6.3.1 Amenity space is important in retaining a quality of life for people living within the dwelling, and to a lesser extent, those who live nearby. Amenity space can perform many different functions, such as a secure playing space for children, a horticultural area, a place for drying clothes, or for sitting out in. Policy H5 specifically references amenity space, stating:

*Proposals for any conversion for flats or Houses in Multiple Occupation will be permitted where:*

- i) *The existing property is of a size (without being extended for the proposed use) whereby the layout, room sizes, range of facilities and external amenity space of the resulting property would ensure an adequate standard of residential amenity for future occupiers.*

6.3.2 The City of Cardiff Council has typically used the figure of 25m<sup>2</sup> as the minimum expected external useable amenity space for C3 or dwellings, ie, for those dwellings up to 6 persons. This level should also apply to C4 properties. Each additional person would be expected to have 2.5m<sup>2</sup>. As such, for example, the minimum expected for a 7 bed HMO would be 27.5m<sup>2</sup> of external amenity space. Each additional person should result in a corresponding increase of 2.5m<sup>2</sup>. Useable amenity space is considered to be at least 1.4m wide, enabling storage and access.

Persons in dwellings	Minimum external amenity space required
Up to 6 (C4 Dwellings)	25m <sup>2</sup>
7 (Sui Generis HMO)	27.5m <sup>2</sup>
8	30m <sup>2</sup>
9	32.5m <sup>2</sup>
10	35m <sup>2</sup>

6.3.3 All residents within an HMO should have access to amenity space without impacting upon other residents within the HMO, i.e. access should be through communal space, not a private bedroom. The amenity space should also not overlook occupied bedrooms.

### 6.4 Vehicle Parking

6.4.1 The impact on parking is a key local issue with all residential development, and this is especially the case with HMOs, where there can be a heightened perception of the impact that this type of dwelling can have on often limited street space. As such car parking provision should be effectively incorporated into the design of the development. Policy H5 of the LDP states:

*'Proposals for any conversion to flats or houses in multiple occupation will be permitted where  
iv) it does not have an adverse effect on local parking provision.*

In this regard, the saturation points, as noted in 5.7 will be taken into account when determining the impact an HMO will have upon parking within the street.

6.4.2 Reference should be made to the Councils parking standards, which are set out in the latest *Managing Transport Impacts and Parking Standards SPG*, which provides guidance on:

- Car, cycle, motorcycle and disabled parking provision

- Layout and design
- Minimum Parking Provision

6.4.3 Clear guidance on the need to consider parking provision is noted, in the above SPG, which states:

*Changes of use involving the subdivision of properties to create additional units can potentially result in the intensification of use and an increase in the level of demand for car parking. In areas where there is a high concentration of single dwellings that are in multiple occupation, or have been subdivided into multiple flat/bedsit/apartment units, levels of on-street parking may already be oversubscribed. In locations where these circumstances exist, proposals for the further subdivision of existing dwellings will need to be carefully considered in light of the likely impacts of any intensification upon existing parking pressures. In exceptional circumstances, the likely parking impacts of a proposal may warrant a flexible application of the standards in this SPG with the effect that permission may not be granted unless additional off street parking space can be provided within the curtilage of the building*

6.4.4 The merits and circumstances of each planning application need to be taken into account when applying parking standards; including any requirements for cycle parking, blue badge parking provision, visitor parking, and any factors relating to location and context.

6.4.5 Whatever the proposed parking solution, due consideration must be given to boundary treatments and pedestrian access. Any new hard surfacing must have appropriate drainage and ideally incorporate permeable materials to create sustainable drainage. Permission for new footpath crossings and dropped kerbs will require consent from the Council's Highways Assets section. Consideration of proposals for new front or rear parking spaces utilising existing non-parking space, will be balanced against the need to provide private amenity space.

## 6.5 Cycle Storage

6.5.1 The council supports and encourages the use of cycling as a sustainable means of transportation and as such encourages appropriate cycle provision as part of residential developments. Policy T1 of the LDP states:

*To enable people to access employment, essential services and community facilities by walking and cycling the Council will support developments which incorporate:*

- vii) Supporting facilities including signage, secure cycle parking and, where necessary, shower and changing facilities.*

6.5.2 The council's cycle parking standards are set out in the latest *Managing Transport Impacts and Parking Standards SPG*. The SPG identifies that in HMOs, a minimum of one cycle parking space should be provided for each bedroom. Cycle storage should also be located externally and there must be no storage of bicycles in communal hallways, stairways or landings, as this obstructs the means of escape in case of fire.

6.5.3 Outside cycle storage should be secure, sheltered and adequately lit, with easy access to the street. Cycle parking and storage provision should be considered into the design of an HMO from the outset and shown in any plans

## 6.6 Noise

6.6.1 Design and layout of new HMOs should minimise the potential for noise nuisance. By definition, HMOs are likely to be used by more people than a single dwellinghouse, and there is also a greater likelihood that the occupants will be more transient, or less connected to each other. This can result in a greater number of movements and disturbance to those living within, and nearby an HMO.

6.6.2 Effective sound insulation is important between HMOs and adjoining properties and also within HMOs. This is dealt with under Building Regulations and not Planning, but it is something which



design should consider. Planning conditions may be attached to any permission granted to ensure that adequate noise insulation is achieved.

## **6.7 Light and Outlook**

6.7.1 All habitable rooms must have natural light a means of outlook, light and ventilation. As an example, a living room reliant on roof lights is not acceptable.

6.7.2 Privacy within HMOs and between HMOs and surrounding properties is important. Rooms should be arranged in a manner that maximises the living standards of occupants, preventing the overlooking of neighbouring properties and avoiding bedrooms facing high boundary walls. This accords with KP5 of the LDP.

## **6.8 Access**

6.8.1 HMOs that are above shops or offices should have their own separate access to the street frontage to avoid conflict with the commercial properties on the lower floor(s). If this is not possible, strong justification must be given for the utilisation of shared entrances.

6.8.2 Access to the building should be through the front door with direct access from the street entrance or a shared entrance hallway off the street entrance. All entrances should be visible, well lit, secure and clearly numbered.

6.8.3 Rear or side access should only be used as the primary access if it is well lit and already extensively used for this purpose. External staircases at the back of the building, via a back alley are not acceptable as the main access as they cause a loss of privacy for neighbouring properties.

## **6.9 External alterations and internal alterations impacting on external appearance**

6.9.1 The visual impact of any conversion on the external appearance of the property is a key issue, and consideration of this through good design must be considered. KP5 of the SPG states:

*To help support the development of Cardiff as a world-class European Capital City, all new development will be required to be of a high quality, sustainable design and make a positive contribution to the creation of distinctive communities, places and spaces by:*

- i) *Responding to the local character and context of the built and landscape setting so that layout, scale, form, massing, height, density, colour, materials, detailing and impact on the built and natural heritage are addressed within development proposals.*

6.9.2 6.1.3 Presents guidance on ceiling heights and floor levels. If floor levels are altered, the impact on the appearance from the street must be considered, with the lower floor level not visible to those using the street. This is best achieved by using obscured glazing. Additionally, in cases where it may be appropriate to split larger rooms into smaller rooms (See Appendix C), care must be taken to ensure that new windows align with the divided room. This is especially the case in traditional bay fronted properties, where it is not appropriate for two rooms to share the same window.

6.9.3 Future maintenance of the HMO needs to be considered. Materials should be durable, and low maintenance planting is preferred. Retention of any existing gardens is strongly favoured, for amenity value, biodiversity and to assist flood prevention. A respect for the adjoining properties and public spaces, including pavements is essential and thought should be demonstrated for how the building interacts with pavements or other public spaces. During development work, appropriate licences for skips and scaffolding must be obtained from the City of Cardiff Council (City Operations, Asset Management)

6.9.4 New HMOs will need to have consideration in respect of designing out crime and the creation of safe environments. Applicants are encouraged to seek out Police Design Out Crime Officers and

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refer to secured by design principles, which can be found at [www.securedbydesign.com](http://www.securedbydesign.com). Policy C3 (Community Safety / Creating Safe Environments) of the LDP states:

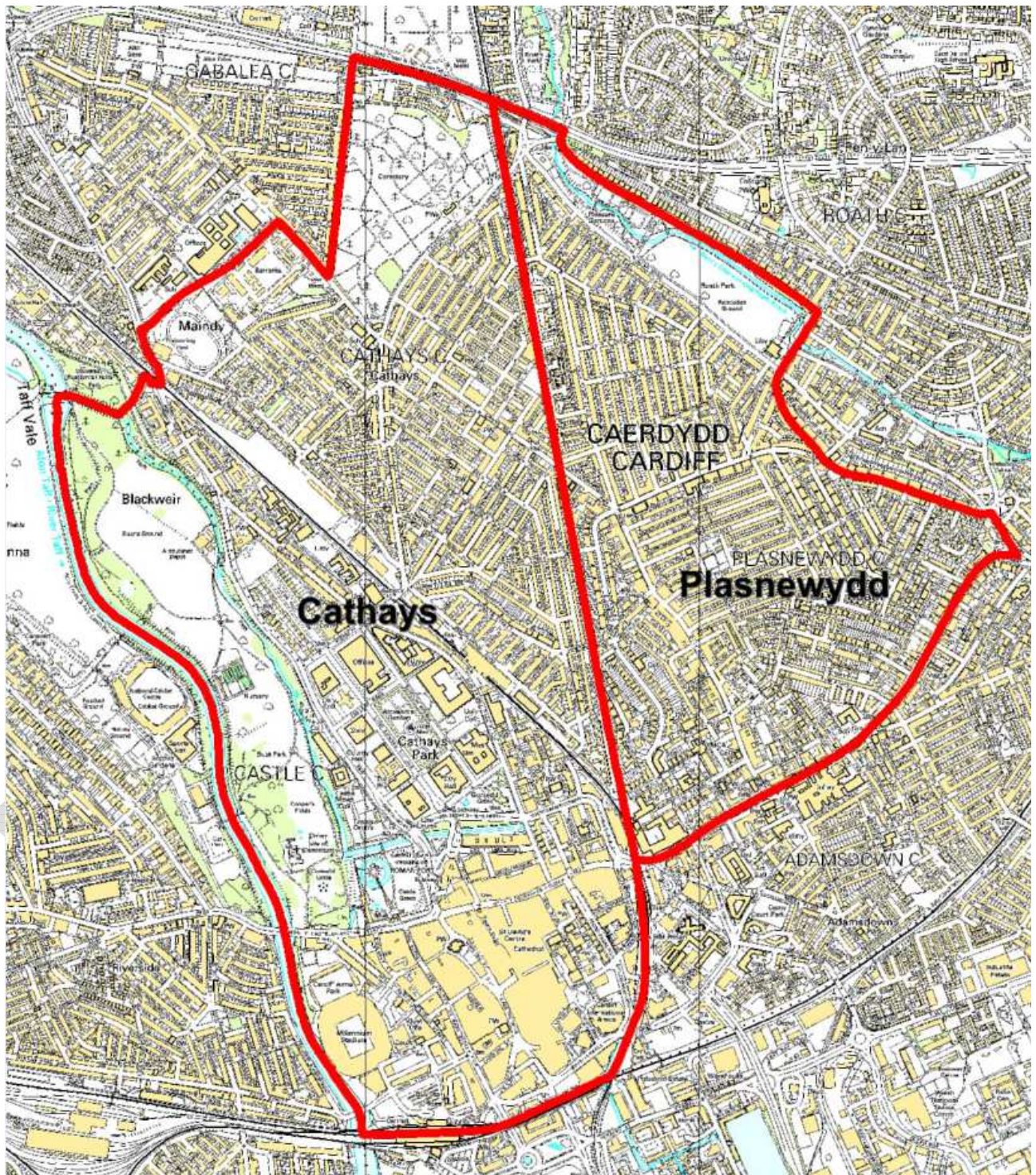
*All new development and redevelopment shall be designed to promote a safe and secure environment and minimise the opportunity for crime. In particular development shall:*

- i) Maximise natural surveillance of areas which may be vulnerable to crime such as publicly accessible spaces, open space, car parking areas and footpaths*
- ii) Have well defined routes, spaces and entrances that provide convenient movement without compromising security*
- iii) Maintain perceptible distinction between public and private spaces through well-defined boundaries and defensible space.*
- iv) Provide a good standard of lighting to public spaces and routes while minimising energy use and light pollution; and*
- v) Be designed with management and maintenance in mind, to discourage crime in the present and future.*

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## 7.0 HMO Threshold Map

- 7.1 The map below shows the Cathays and Plasnewydd wards, within which the 20% concentration threshold would apply (See 5.7). All other wards would fall under the 10% concentration threshold.



In the overleaf examples, a property is shown in blue. A 50m radius is shown from the property, to reflect the immediate local community. Existing HMOs (both mandatory and additionally licenced and council tax defined) are marked in red, while C3 dwellinghouses are green.

- 7.2 In the first example, there are 34 dwellings within the radius, 16 of which are considered HMOs according to the councils licencing and council tax records. This constitutes 47% of properties, meaning the threshold of 20% has been exceeded. The council therefore would look to refuse this application unless its

implementation, judged in the light of all other material considerations, would serve the public interest.



7.3 In the second example, a property in Grangetown is shown. Within this 50m area, only one out of 53 other properties is an HMO. This is below the 10% threshold and therefore the conversion to an HMO would not be opposed subject to satisfactory compliance of the criteria set out on Policy H5, and this SPG.



## 8.0 Appendices

### 8.1 Appendix A: Planning Application Checklist

- Site Layout Plan
- Application Form
- Plans detailing existing and proposed layouts
- External appearances – if altered.
- OS Plan highlighting property in red
- Appropriate fee

Further details at [www.cardiff.gov.uk/dc](http://www.cardiff.gov.uk/dc)

### 8.2 Appendix B: HMO licencing across Wales

The below data is taken from an April 2015 *Houses in Multiple Occupation: Review and Evidence Gathering* report into HMOs that was conducted on behalf of the Welsh Government. It uses Licenced HMO data and demonstrates that Cardiff is the location for a disproportionate number of HMOs.

Year 2013-2014	HMO licences			Selective licences	Total licences
	Mandatory HMO licences	Additional HMO licences	Total HMO licences		
Isle of Anglesey	12	29	41	0	41
Gwynedd	261	518	779	0	779
Conwy	29	168	197	0	197
Denbighshire	32	92	124	0	124
Flintshire	7	0	7	0	7
Wrexham	28	257	285	0	285
Powys	4	40	44	0	44
Ceredigion	323	326	649	0	649
Pembrokeshire	7	0	7	0	7
Carmarthenshire	33	0	33	0	33
Swansea	727	867	1,594	0	1,594
Neath Port Talbot	6	0	6	63	69
Bridgend	20	0	20	0	20
Vale of Glamorgan	7	5	12	0	12
<b>Cardiff</b>	<b>929</b>	<b>1,403</b>	<b>2,332</b>	<b>0</b>	<b>2,332</b>
Rhondda Cynon Taf	82	451	533	0	533
Merthyr Tydfil	1	0	1	0	1
Caerphilly	9	0	9	0	9
Blaenau Gwent	3	0	3	0	3
Torfaen	0	0	0	0	0
Monmouthshire	0	0	0	0	0
Newport	158	324	482	0	482
<b>Wales</b>	<b>2,678</b>	<b>4,480</b>	<b>7,158</b>	<b>63</b>	<b>7,221</b>

Source: <https://statswales.wales.gov.uk/Catalogue/Housing/Hazards-and-Licences/dwellingslicenced-by-area-licencetype> and Welsh Government.

### 8.3 Appendix C HMO Licensing Standards

The below data refers to the minimum standards of amenity space, as expected by the City of Cardiff Council in licenced properties. Final published SPG may contain a link to Regulatory Services Website

#### Space Standards

**Example 1:** Shared house of 3 or more occupants.

**Kitchen:**

7m<sup>2</sup> for up to 6 persons with 2.5m<sup>2</sup> per additional user. Not to be more than 1 floor away from any bedroom unless the property has a dining room or other eating area.

**Bedroom:**

Where a separate living room is provided:

Minimum 6.5m<sup>2</sup> for a single room

Minimum 11m<sup>2</sup> for a double room

Where no separate living room is provided:

Minimum 10.0m<sup>2</sup> for a single room

Minimum 15m<sup>2</sup> for a double room

**Living room:**

11.5m<sup>2</sup> for up to 6 persons with 2.5m<sup>2</sup> per additional person.

**Example 2:** Flat with combined lounge kitchen and a separate bedroom (Total of 2 rooms excluding bathroom)

**Lounge – Kitchen:**

10m<sup>2</sup> for 1 person or 13m<sup>2</sup> for 2 people

**Bedroom:** 6.5<sup>2</sup> for 1 person or 11m<sup>2</sup> for 2 people.

**Example 3:** Flat with combined lounge bedroom and a separate kitchen. (Total of 2 rooms excluding bathroom)

**Lounge – bedroom:** 10m<sup>2</sup> for one person 15m<sup>2</sup> for 2 people.

**Kitchen:** 5.5m<sup>2</sup> For up to 2 people.

**Example 4:** Flat/bedsit with combined lounge kitchen and bedroom (Total of 1 room excluding bathroom)

1 person unit = 13m<sup>2</sup>

2 person unit = 15m<sup>2</sup>

**Example 5:** Flat with separate lounge, separate bedroom/s , and separate kitchen.

**Bedroom:** 6.5m<sup>2</sup> for 1 person 11m<sup>2</sup> for 2 people

**Lounge:** 8.5m<sup>2</sup> For 1 person. 10m<sup>2</sup> for 2 persons and 11m<sup>2</sup> for up to 6people with an additional 2.5m<sup>2</sup> per person after this.

**Kitchen:** 5.5m<sup>2</sup> For up to 2 people. 7m<sup>2</sup> For up to 6 people with 2.5m<sup>2</sup> per additional person.

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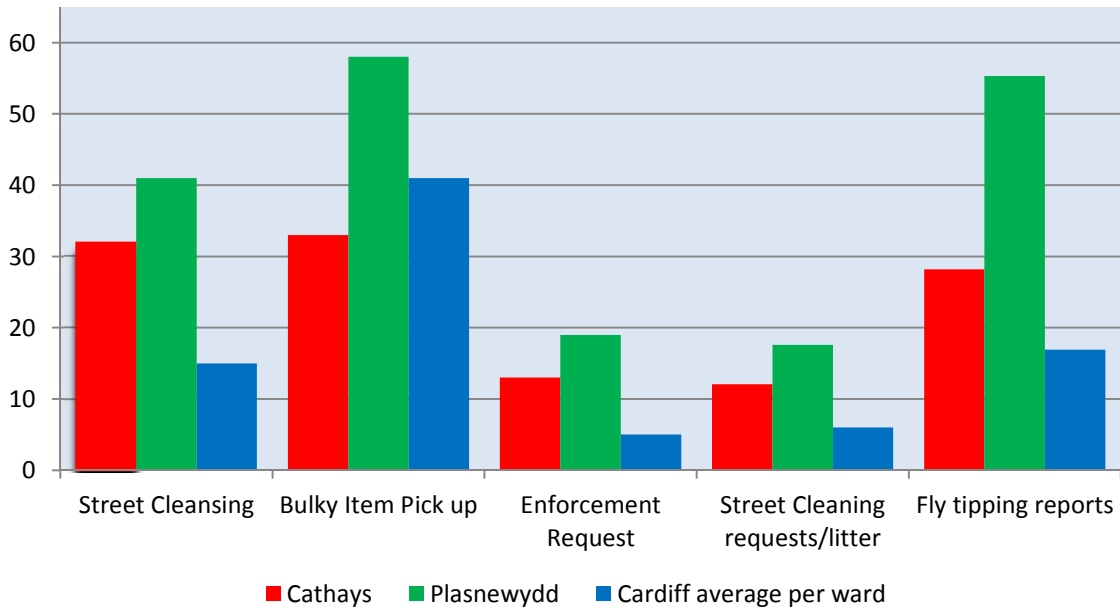
Required Amenities	Shared HMO
<b>Personal Hygiene</b>	
<b>Bathrooms</b> (This means a room containing a bath or shower, but not necessarily a toilet or wash hand basin).	1 bathroom for every 5 occupants. 1 to 5 occupants = 1 bathroom. 6 to 10 occupants = 2 bathrooms. 11 to 15 occupants = 3 bathrooms.
<b>Water Closets (WC)</b> (Toilets)	1 WC for up to 4 occupants (may be in bathroom/shower room) 1 WC per 5 occupants (in a separate compartment to the bath/shower) 2 WCs per 6 Occupants (may be in bathroom/shower room) 2 WCs per 7 occupants (with 1WC to be in a separate compartment) 3 WCs per 11-15 occupants (with 1WC to be in a separate compartment to the rooms containing baths/showers). * All W.C's must contain a WHB with hot and cold water
<b>Kitchens</b>	
<b>Cooker</b>	1 cooker (oven, grill, 4 hobs) per 5 occupants Option for up to 7 occupants, rather than providing a second full cooker, is to provide one full cooker and one <u>convector</u> microwave combination oven of capacity (min) 27 litres. This option is not available where there are 8 or more occupants. For 8 - 10 persons : 2 cookers (oven, grill, 4 hobs) 11-15 persons: 3 cookers (oven, grill, 4 hobs)
<b>Sinks</b> With permanent supply of hot & cold water and draining board.	1 sink per 5 occupants Option for up to 7 is to provide one sink and a dishwasher (or 2 sinks). For 8 - 10 persons : 2 sinks 11-15 persons: 3 sinks
<b>Electrical sockets</b>	3 double sockets in addition to any serving major appliances (major appliances being fridges, freezers, dishwashers, washing machines, etc.)
<b>Worktop</b> (Usually 600 mm deep)	2.0 linear metres per 5 occupants with an additional 0.5 linear metres for each extra person.
<b>Food Storage</b>	0.4 cubic metres dry goods per person (1 average cupboard). 0.1 cubic metres (100 litres) (3.5 cubic feet) combination of refrigerated and frozen food storage per person (this would normally mean one shelf in a fridge and one shelf in the freezer, per person).
<b>Ventilation</b>	Extractor fan (to outside air) to be provided with a minimum extraction rate of 30 litres/second if located near to the cooker or 60 litres/second if located elsewhere.

#### 8.4 Appendix D Waste Management

The below data refers to public requests made to the City of Cardiff Council's Waste Management department over a 12 month period from October 2014 to September 2015. It includes requests for Street Cleaning, Bulky Item Pick-ups, Enforcement requests, street cleaning, litter and reports of fly tipping. It gives an indication of the type and level of waste issues in the city.

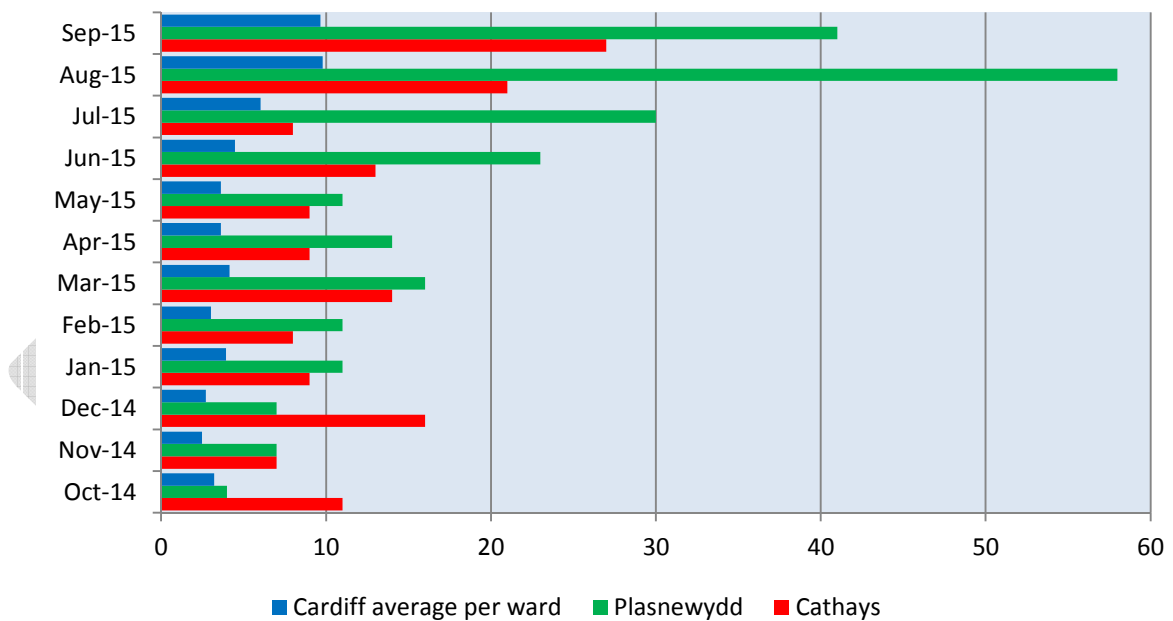
##### Calls per month

The below chart shows that the level of requests in Cathays and Plasnewydd far surpasses the ward average across the city. As can be seen, for each issue type, the number of incidents are generally far higher in Cathays and Plasnewydd (home to most HMOs) than the city wide average.



### Enforcement Requests

The below chart shows that there is a larger reliance on Waste Management's services throughout the year from the Cathays and Plasnewydd wards.



## 8.5 Appendix E Demographic Change

One of the consequences about concentrations of HMOs refers to the extent that it can deliver rapid demographic change. Demographic change does occur naturally and is not something to that is necessarily positive or negative, but the extent and pace of change within Cathays and Plasnewydd is notable. The tables below use UK census data information

### Housing Tenure

The number of homes owned by its occupiers has remained relatively constant over the last 40 years, with a rise between 1971 and 2011, followed by a small fall up to 2011. Cathays however, and to a lesser extent Plasnewydd, has seen a very steady drop since 1991, falling from a level



similar to the inner wards and city wide average, to a figure of less than half.

HMOs fall under the private rented sector, but owner-occupier data is used due to the changes in the type and definition of various property rentals used in census data between 1971 and 2011.

#### % owner occupier households by inner city ward

	1971	1981	1991	2001	2011
Adamsdown	44.60	51.40	47.50	49.84	32.40
Butetown	21.00	21.30	32.50	39.76	30.90
Canton	66.70	77.50	80.10	78.79	67.70
Cathays	54.10	66.80	64.60	43.08	23.70
Gabalfa	61.70	70.80	72.50	64.92	48.60
Grangetown	55.20	64.60	66.20	64.55	47.10
Plasnewydd	51.00	58.40	55.30	47.36	32.60
Riverside	45.70	54.70	55.30	53.58	43.00
City Wide	51.50	63.90	69.90	69.19	59.10

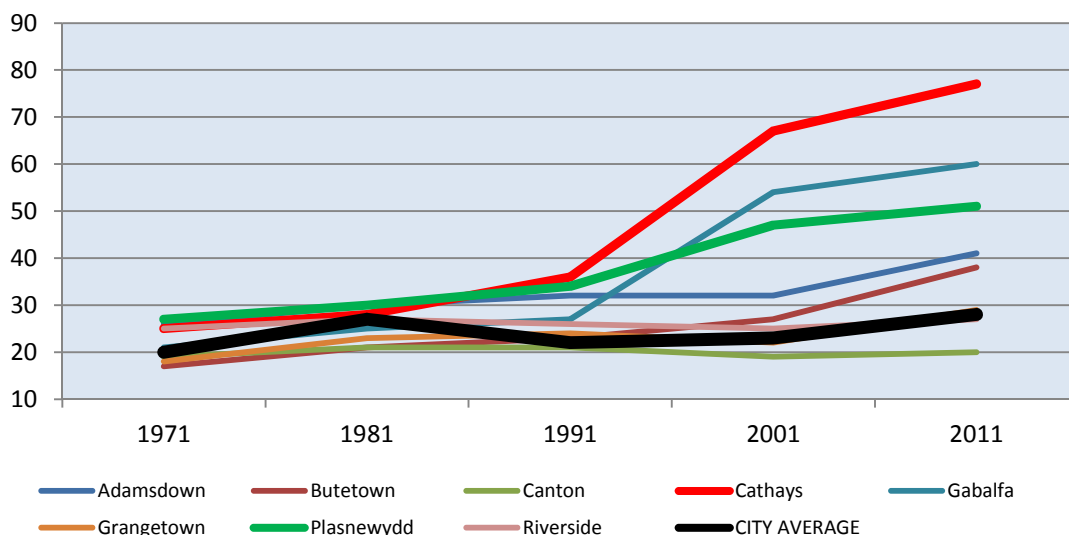
#### Age Structure

76.5% of people in Cathays are aged 15-29. This is almost three times the citywide average, while at 51.4%, Plasnewydd is twice the average. While a young demographic is not necessarily negative, the extent that the ward has changed since 1991, and the extent that Cathays in particular is different to surrounding wards is justification for a different approach in planning terms

#### % people aged 16-29 (15-29 in 2011) by inner city ward

	1971	1981	1991	2001	2011
Adamsdown	26.30	29.50	31.70	31.87	40.70
Butetown	16.70	20.90	22.70	27.28	38.40
Canton	19.10	20.60	21.10	18.83	20.30
Cathays	25.40	27.50	36.40	66.82	76.50
Gabalfa	20.80	24.60	26.80	53.85	59.50
Grangetown	17.90	23.10	24.40	21.80	28.90
Plasnewydd	26.50	29.60	34.30	47.22	51.40
Riverside	25.00	27.30	25.70	24.86	27.20
City Wide	20.30	27.30	21.70	22.50	27.50

#### % people aged 16-29 (15-29 in 2011) by inner city ward

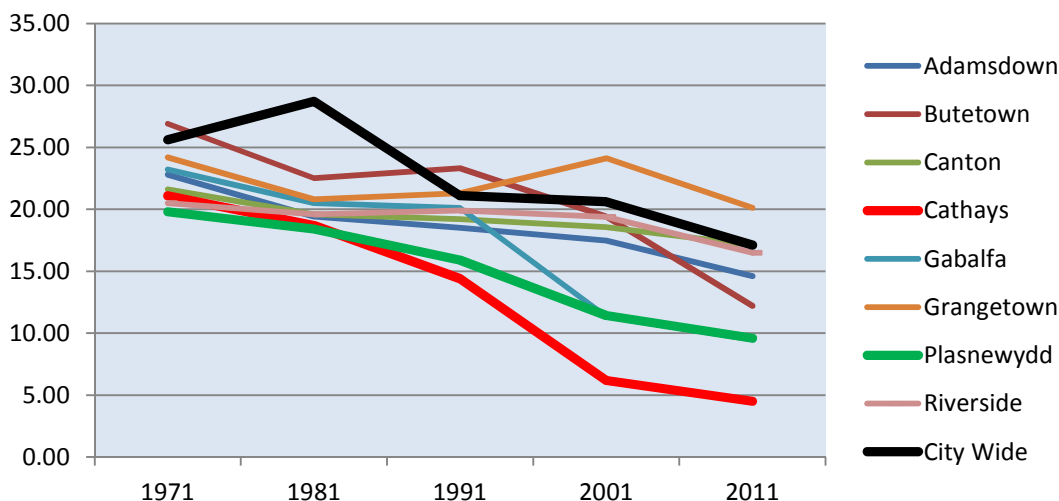


Further evidence of a large disparity in age structure is found when considering the number of children in the ward – this is critical in maintaining a balanced community with the infrastructure to support family life. As can be seen below, the number of 0-15 year olds (0-14 in 2011 data) has fallen to less than 5% of the population in Cathays. Even allowing for generally falling proportions of children citywide, the level is still less than half that of other wards.

**% people aged 0-15 (0-14 in 2011) by inner ward**

	1971*	1981*	1991*	2001*	2011**
Adamsdown	22.80	19.40	18.50	17.48	14.60
Butetown	26.90	22.50	23.30	19.40	12.20
Canton	21.60	19.60	19.20	18.57	17.10
Cathays	21.10	18.70	14.40	6.19	4.50
Gabalfa	23.20	20.50	20.10	11.34	9.50
Grangetown	24.20	20.80	21.30	24.11	20.10
Plasnewydd	19.80	18.40	15.90	11.43	9.60
Riverside	20.50	19.60	19.90	19.39	16.50
City Wide	25.60	28.70	21.10	20.60	17.10

**% people aged 0-15 (0-14 in 2011) by inner ward.**



## Average Household size

With the exception of Butetown, the inner wards of the city all share a broadly similar housing style – typified by streets of Victorian or Edwardian terraced housing. Despite this a growing difference has emerged in the average household size between wards. As late as 1991, the dwellings in Cathays (and Plasnewydd) were both significantly below the citywide average household size. Since then however, the situation has reversed, and Cathays in particular now has a household size .5 persons larger than the citywide average. This coincides with the growth of HMOs.

Average Household size (persons) by inner city ward

	1971	1981	1991	2001	2011
Adamsdown	2.91	2.62	2.23	2.14	2.10
Butetown	2.98	2.88	2.48	1.99	1.90
Canton	2.73	2.55	2.42	2.29	2.30
Cathays	2.74	2.55	2.30	2.85	2.80
Gabalfa	2.91	2.77	2.56	2.54	2.70
Grangetown	2.95	2.76	2.46	2.37	2.30
Plasnewydd	2.59	2.38	2.19	2.37	2.30
Riverside	2.63	2.56	2.31	2.19	2.20
City Wide	2.98	2.88	2.48	2.41	2.30

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The causes of anti-social behaviour (ASB) and criminal activity are recognised to be diverse, and cannot be attributed to any housing type alone. However, an analysis of 50 streets from different inner city wards demonstrates that there may be some correlation between a concentration of HMOs and the prevalence of certain crime and ASB incidents

The prevalence of HMOs is not something that is recorded within crime data, and as such, a sample of streets has been taken to cross-compare with crime statistics from 2014/15 and 2015/16. This compares 50 streets from around the inner wards of the city. Each street has a different number of HMOs, and so when contrasted to crime data, a picture emerges of the extent that a concentration of HMOs might have upon the likelihood of incidents occurring.

The table below shows the number of metres per police incident reported, by street. The streets with the highest concentration of HMO are marked in Blue. While several streets with low number of HMOs have high incidence of crime, the streets with a high (more than 25% in this case) rate of HMOs generally have a higher crime rate. Overall, there is an incident every 5.16m in a street with a high number of HMOs, an incident every 6.31m in all streets surveyed, and an incident every 8.68m in streets with zero recorded HMOs, thus demonstrating a potential link between HMO concentrations and incidents of crime.

Street	Ward	Total HMO	Total Props	% HMO	HMO Rate	Metres per incident
Piercefield Place	Adamsdown	4	30	13%	Moderate	1.2
Stacey Road	Adamsdown	3	93	3%	Low	1.3
Mackintosh Place	Plasnewydd	56	224	25%	High	1.8
Talworth Street	Plasnewydd	5	32	16%	Moderate	1.9
Dispenser Gardens	Riverside	2	11	18%	Moderate	2.3
Manor Street	Gabalfa	0	91	0%	Zero	2.4
Treharris Street	Plasnewydd	7	164	4%	Low	2.5
Diana Street	Plasnewydd	14	130	11%	Moderate	2.7
Rhymney Street	Cathays	126	195	65%	High	2.8
Daniel Street	Cathays	30	61	49%	High	2.9
Keppoch Street	Plasnewydd	7	137	5%	Low	2.9
Smeaton Street	Riverside	0	33	0%	Zero	3.0
Donald Street	Plasnewydd	15	163	9%	Low	3.0
Marlborough Road	Penylan	9	128	7%	Low	3.1
Tewkesbury Street	Cathays	81	130	60%	High	3.2
Alfred Street	Plasnewydd	17	113	15%	Moderate	3.2
Arran Street	Plasnewydd	9	141	6%	Low	3.3
Janet Street	Splott	0	73	0%	Zero	3.4
Llanishen Street	Gabalfa	5	93	5%	Low	3.7
Boverton Street	Plasnewydd	3	38	8%	Low	3.7
Harold Street	Adamsdown	0	52	0%	Zero	3.7
Gwendoline Street	Splott	0	29	0%	Zero	3.9
Strathnairn Street	Plasnewydd	15	146	10%	Moderate	4.2
Brithdir Street	Cathays	39	99	39%	High	4.3
Richards Street	Cathays	75	120	63%	High	4.7
Flora Street	Cathays	54	77	70%	High	5.1
Coburn Street	Cathays	81	110	74%	High	5.2
Moy Road	Plasnewydd	16	117	14%	Moderate	5.3
Thesiger Street	Cathays	38	65	58%	High	5.6
Harriet Street	Cathays	81	113	72%	High	5.7
Gelligaer Gardens	Cathays	1	27	4%	Low	5.7
Talygarn Street	Gabalfa	0	61	0%	Zero	5.8
Adeline Street	Splott	0	84	0%	Zero	6.0
Treherbert Street	Cathays	25	45	56%	High	6.2
Flaxland Avenue	Gabalfa	3	52	6%	Low	6.7

Australia Road	Gabalfa	0	93	0%	Zero	6.9
Heathfield Place	Gabalfa	0	32	0%	Zero	7.0
Glamorgan Street	Canton	0	83	0%	Zero	7.1
Cosmeston St	Cathays	25	94	27%	High	7.8
Canada Road	Gabalfa	0	103	0%	Zero	8.3
Ordell Street	Splott	0	91	0%	Zero	8.5
Florentia Street	Cathays	10	66	15%	Moderate	9.3
Brecon Street	Canton	0	46	0%	Zero	9.4
Sandringham Road	Penylan	0	36	0%	Zero	9.6
Brydges Place	Cathays	1	6	17%	Moderate	10.1
Anglesey street	Canton	0	15	0%	Zero	11.1
Fitzroy Street	Cathays	9	23	39%	High	11.8
Upper Kinraig Street	Plasnewydd	0	75	0%	Zero	13.4
Kings Road	Canton	4	189	2%	Low	25.0
Basil Place	Cathays	0	0	0%	Zero	38.0

HMOs however, are not considered to particularly contribute to an abundance of general incidents. When considering Anti-Social Behaviour and burglary (see overleaf), a clearer picture emerges. In this respect, all of the streets with the higher concentrations of HMOs are towards the higher end of the incidence table. Overall, there is an ASB or burglary incident every 28m in a street with a high number of HMOs, an incident every 44m in all streets surveyed, and an incident every 71m in streets with zero recorded HMOs. With incidents in streets with high number of HMOs more than twice as common as those in streets with no HMOs, thus demonstrates a potential link between HMO concentrations and incidents of Anti-Social Behaviour and burglary.

Street	Ward	Total HMO	Total Props	% HMO	HMO Rate	Metres per incident
Talworth Street	Plasnewydd	5	32	16%	Moderate	9.2
Piercefield Place	Adamsdown	4	30	13%	Moderate	9.4
Mackintosh Place	Plasnewydd	56	224	25%	High	10.6
Dispenser Gardens	Riverside	2	11	18%	Moderate	11.2
Stacey Road	Adamsdown	3	93	3%	Low	11.8
Treharris Street	Plasnewydd	7	164	4%	Low	14.2
Flora Street	Cathays	54	77	70%	High	15.6
Rhymney Street	Cathays	126	195	65%	High	16.1
Donald Street	Plasnewydd	15	163	9%	Low	17.8
Daniel Street	Cathays	30	61	49%	High	18.1
Harold Street	Adamsdown	0	52	0%	Zero	19.0
Keppoch Street	Plasnewydd	7	137	5%	Low	20.6
Diana Street	Plasnewydd	14	130	11%	Moderate	21.1
Janet Street	Splott	0	73	0%	Zero	21.5
Llanishen Street	Gabalfa	5	93	5%	Low	23.1
Manor Street	Gabalfa	0	91	0%	Zero	24.6
Boverton Street	Plasnewydd	3	38	8%	Low	24.7
Harriet Street	Cathays	81	113	72%	High	25.7
Thesiger Street	Cathays	38	65	58%	High	26.7
Treherbert Street	Cathays	25	45	56%	High	27.2
Coburn Street	Cathays	81	110	74%	High	28.5
Arran Street	Plasnewydd	9	141	6%	Low	30.9
Brithdir Street	Cathays	39	99	39%	High	31.4
Moy Road	Plasnewydd	16	117	14%	Moderate	31.4
Strathnairn Street	Plasnewydd	15	146	10%	Moderate	32.6
Tewkesbury Street	Cathays	81	130	60%	High	33.6

Gwendoline Street	Splott	0	29	0%	Zero	35.0
Richards Street	Cathays	75	120	63%	High	37.5
Marlborough Road	Penylan	9	128	7%	Low	38.6
Heathfield Place	Gabalfa	0	32	0%	Zero	39.7
Flaxland Avenue	Gabalfa	3	52	6%	Low	43.8
Cosmeston Street	Cathays	25	94	27%	High	46.8
Smeaton Street	Riverside	0	33	0%	Zero	47.3
Alfred Street	Plasnewydd	17	113	15%	Moderate	47.5
Talygarn Street	Gabalfa	0	61	0%	Zero	53.5
Fitzroy Street	Cathays	9	23	39%	High	56.3
Adeline Street	Splott	0	84	0%	Zero	56.4
Ordell Street	Splott	0	91	0%	Zero	68.0
Glamorgan Street	Canton	0	83	0%	Zero	82.7
Gelligaer Gardens	Cathays	1	27	4%	Low	86.0
Australia Road	Gabalfa	0	93	0%	Zero	87.4
Anglesey street	Canton	0	15	0%	Zero	89.0
Florentia Street	Cathays	10	66	15%	Moderate	102.0
Sandringham Road	Penylan	0	36	0%	Zero	105.5
Canada Road	Gabalfa	0	103	0%	Zero	106.3
Basil Place	Cathays	0	0	0%	Zero	152.0
Brecon Street	Canton	0	46	0%	Zero	160.0
Kings Road	Canton	4	189	2%	Low	n/a
Brydges Place	Cathays	1	6	17%	Moderate	n/a
Upper Kinraig St	Plasnewydd	0	75	0%	Zero	n/a

## 8.7 Appendix G – Environment Health

Statistics below show the number of reported pollution control incidents over a nine month period from 1/4/2015 to 5/1/2016. In this period, 2,766 incidents were reported on a range of pollution control issues, ranging from Property alarms through to air quality or dust nuisance. The table shows these issues by ward, also including the percentage of incidents in the ward, and contrasts this with the percentage of the city's population within that ward. By a large margin, Cathays followed by Plasnewydd have the most disproportionately high number of pollution control calls.

	Env Health Incidents	Percentage of city average	Prop of City pop	Higher/Lower than Population
Adamsdown	107	3.90	3.00	↑
Butetown	116	4.23	2.93	↑
Caerau	78	2.84	3.27	↓
Canton	99	3.61	4.13	↓
Cathays	363	13.23	5.81	↑
Creigiau / St Fagans	21	0.77	1.49	↓
Cyncoed	30	1.09	3.22	↓
Ely	141	5.14	4.22	↑
Fairwater	137	4.99	3.75	↑
Gabalfa	33	1.20	2.54	↓
Grangetown	185	6.74	5.60	↑
Heath	44	1.60	3.65	↓
Lisvane	10	0.36	1.07	↓
Llandaff	23	0.84	2.60	↓
Llandaff North	49	1.79	2.41	↓
Llanishen	102	3.72	5.03	↓
Llanrumney	81	2.95	3.20	↓
Pentwyn	151	5.50	4.52	↑
Pentyrch	13	0.47	1.01	↓
Penylan	50	1.82	3.66	↓
Plasnewydd	249	9.08	5.25	↑
Pontprenau / Old St Mellons	43	1.57	2.81	↓
Radyr & Morganstown	26	0.95	1.85	↓
Rhiwbina	39	1.42	3.28	↓
Riverside	146	5.32	3.98	↑
Rumney	56	2.04	2.55	↓
Splott	130	4.74	3.83	↑
Trowbridge	136	4.96	4.68	↑
Whitchurch & Tongwynlais	85	3.10	4.66	↓
	2743*	100	100	

\*Note, small number of incidents not allocated a ward location

Over 50% of all calls referred to *Amplified Music*, and of these the vast majority referred to domestic noise, as opposed to commercial. Therefore, citywide, domestic noise is by some distance the greatest reported pollution control issue, with a total of 1,259 incidents.

As the table overleaf shows, Cathays and Plasnewydd are the only two wards that have incidence rates more than double what we would expect based on population. Cathays in particular has 13.56% of domestic noise incidents, yet is home to only 5.81% of the city's population. This demonstrates that there may be a link between a large number of HMOs and some aspects of Environmental Health incidents.

	Domestic Amplified Music Cases	Percentage of city average	Prop of City pop	Higher/Lower incident rate than pop
Adamsdown	58	4.57	3.00	↑
Butetown	45	3.55	2.93	↑
Caerau	43	3.39	3.27	↑
Canton	46	3.63	4.13	↓
Cathays	172	13.56	5.81	↑
Creigiau / St Fagans	5	0.39	1.49	↓
Cyncoed	7	0.55	3.22	↓
Ely	72	5.68	4.22	↑
Fairwater	71	5.60	3.75	↑
Gabalfa	16	1.26	2.54	↓
Grangetown	98	7.73	5.60	↑
Heath	11	0.87	3.65	↓
Lisvane	5	0.39	1.07	↓
Llandaff	9	0.71	2.60	↓
Llandaff North	11	0.87	2.41	↓
Llanishen	46	3.63	5.03	↓
Llanrumney	36	2.84	3.20	↓
Pentwyn	89	7.02	4.52	↑
Pentyrch	4	0.32	1.01	↓
Penylan	30	2.37	3.66	↓
Plasnewydd	142	11.20	5.25	↑
Pontprennau / Old St Mellons	14	1.10	2.81	↓
Radyr & Morganstown	8	0.63	1.85	↓
Rhiwbina	14	1.10	3.28	↓
Riverside	46	3.63	3.98	↓
Rumney	18	1.42	2.55	↓
Splott	59	4.65	3.83	↑
Trowbridge	56	4.42	4.68	↓
Whitchurch & Tongwynlais	28	2.21	4.66	↓
	<b>1259</b>	<b>99.29*</b>	<b>100</b>	

\*note, figure is below 100% due to small number of incidents not being allocated a ward location



## 8.8 Appendix H – Consultation comments

The following comments and responses provide a summary of the responses to the public consultation. The comments are not verbatim and reflect the thrust of responses to the SPG, rather than a comprehensive list of points made. The public consultation ran from the 9<sup>th</sup> May 2016 to the 20<sup>th</sup> June 2016.

Paragraph (Consultation Draft)	Comment	Response	Action
General, incl 4.3, 4-5	Concerns over negative social impact of restricting HMOs. Including, impact on local area, freedom of choice, displacement to other areas, lack of positivity towards HMOs and increase in homelessness.	The SPG will help create and sustain a more balanced, vibrant and functioning community and seek to ensure a balanced mixture of tenures.	No Change
General	Concerns over negative economic impact of restricting HMOs. Including impact on home values and property market by the SPG	The SPG will help ensure a more sustainable and balanced market for different types of dwelling in the long term. However, the change is recognised and an explicit reference to the opportunity for a review of the SPG is included in 1.2.1	SPG Amended
General	Policy H5 of the LDP is Permissive, but the SPG is not.	The SPG builds upon the principle outlined in the LDP that HMOs will be permitted unless the cumulative impact of them adversely affects the amenity and/or character of an area.	No Change
General	Concern that landlords will not let dwellings to families for fear of 'losing C4 status'	This concern is acknowledged, and the impact will be considered in any future review of the SPG.	No Change
General	Transport implication of developing (student) HMOs further away from universities	The council recognises that Cathays and Plasnewydd are naturally popular areas for HMOs, and the SPG doesn't propose the removal of any HMOs. By insisting upon the provision of sustainable transport means within new HMOs, and encouraging their development in a more balanced nature around the city, it is felt that any perceived negatives to individuals of being further away from university, is offset by gains to the community(ies) concerned.	No Change
General	SPG replicates pollution control, building control or private sector housing licencing conditions that already ensure high standards	The SPG does not seek to replace standards dealt with elsewhere by the local authority. In some cases however it is appropriate to reference these. Moreover, the SPG seeks to create balanced communities, whereas most standards are focused on individual dwellings.	No Change
Appendices	The Appendices do not demonstrate clear link between HMOs and negative issues presented.	The data is used to demonstrate a link between a high concentration of HMOs and statistics regarding waste, environmental health, crime, anti social behaviour and demographic change. The purpose is to present a broad picture, not to imply that all issues are caused by HMOs, or that all HMOs contribute to issues presented. The SPG supports balanced communities, of which HMOs play a role.	No Change
Consultation	Concerns over lack of consultation on SPG	The SPG was sent to over 400 groups and individuals and was undertaken in line with the LDP Delivery Agreement	N/A
5.1	Questioning methodology of 50m radii and 10/20% thresholds	A wider radii or street-based analysis was rejected for two reasons; firstly they did not alter the outcome in most cases, and secondly only did so by including data further away from the dwelling in Question. The SPG will use the 10/20% threshold. This has been used by other LPAs, and also recognises that HMOs are naturally more likely to occur in Cathays and Plasnewydd, where a higher threshold will be	No Change
5.1	Opposing C4 to Sui Generis is unfair as it does not impact on number of C3 Family Dwellings	It is recognised that whilst the impact may be greater when a new HMO is created from a family dwelling, the creation of a larger HMO from a smaller HMO still contributes toward exacerbating concerns cited in the SPG.	No Change
5.3	Use of Map to highlight locations of HMOs is inaccurate	The map was displayed to highlight the locations of HMOs according to data the council currently possesses. However, it is agreed that it serves no beneficial purpose in the SPG and therefore has been	SPG Amended
6.2	Belief that waste issues should be addressed separately	The SPG builds upon the guidance provided within the 2016 Waste Collection & Storage Facilities SPG, which should be referred to for more detail.	No Change
6.8	Concerns that requiring HMOs above shops to have separate street accesses is unnecessary	Agreed. While this is preferable, it is agreed that if well managed, there should be no requirement for this design element.	SPG Amended
6.9.2	Design concerns over lowering of internal floors, particularly the visual impact from the street	Internal changes are not the responsibility of Planning. The aim is to mitigate for any lowering of floors, to ensure that the view from the street is not impacted upon.	No Change
6.9.4	Would favour more emphasis on design out crime principles and other crime reduction techniques to be emphasised.	The SPG makes a clear reference to the importance of these issues and encourages developers to seek out the benefits of crime prevention design matters. The SPG has been amended to make this more explicit.	SPG Amended

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## 9.0 Further Reading

Of particular interest are two background documents; offering comprehensive analysis of the role of HMOs, their growth in recent years, their concentration in certain areas, and what the positive and negatives of these developments are.

Houses in Multiple Occupation: Review & Evidence Gathering. April 2015. Produced for Welsh Government, by Opinion Research Services and Lavender & Wilson Housing Training & Consultancy.

Evidence Gathering – Housing in Multiple Occupation and possible planning responses. Final Report. September 2008. Produced for Department for Communities and Local Government, by ECOTEC

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*Supplementary Planning Guidance*  
Waste Collection and Storage Facilities  
September 2016

**WASTE COLLECTION AND STORAGE FACILITIES SUPPLEMENTARY  
PLANNING GUIDANCE SEPTEMBER 2016**

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# 1 Introduction

- 1.1 This Supplementary Planning Guidance Note (SPG) supplements policies in the adopted Cardiff Local Development Plan (LDP) relating to the provision of waste management facilities in new development.
- 1.2 Welsh Government support the use of Supplementary Guidance (SPG) to set out detailed guidance on the way in which development plan policies will be applied in particular circumstances or areas. SPG must be consistent with development plan policies and national planning policy guidance. SPG helps to ensure certain policies and proposals are better understood and applied more effectively. They do not have the same status as the adopted development plan but are a material consideration in the determination of planning applications. Policies in the LDP to which this SPG relates are identified in Chapter 2
- 1.3 This guide acts as a practical guide of **minimum** standards for planners, architects, developers and property managers, to assist in planning and designing storage and collection of refuse and recycling facilities in domestic and commercial developments. This will ensure they accord with the Council's waste management strategies and collection arrangements.
- 1.4 Throughout this guide, **development** includes any new or altered building, any redevelopment and any change of use or conversion of existing buildings which requires planning permission.
- 1.5 The Council will work in partnership with developers to implement guidance on waste collection and storage facilities. However, where refuse storage accommodation is not provided in accordance with this guide, or with any agreed alternative arrangements, the council has a variety of powers either to secure compliance or to decline to accept adoption or waste collection proposals from developers.
- 1.6 The Council's waste and recycling service is reviewed on a regular basis and applicants/agents are advised to contact us to ascertain that the details outlined within this document are still applicable at the time.
- 1.7 Where a specific issue is not covered, or clarification is required, enquiries can be made to:

*Waste Strategy  
City Operations  
Lamby Way Depot,  
Rumney  
CARDIFF  
CF3 2HP*

*Telephone: 029 20717 500  
Fax: 029 2036 3420*

*Email: [WasteManagementPlanning@cardiff.gov.uk](mailto:WasteManagementPlanning@cardiff.gov.uk)*

## 2. Planning and Waste Policy

- 2.1 The European Union's *Directive on Waste* has set many targets for waste and recycling for the member states, which are designed to allow greater sustainability of waste management. These targets include recycling 65% of municipal waste by 2030.
- 2.2 In response to the European Union's *Directive on Waste*, the Welsh Government has developed further recycling targets in the *Towards Zero Waste (2010)* policy document. These targets are an obligation for every local authority in Wales with the long term goal to be a zero waste nation by 2050.
- 2.3 In light of these targets, further policy documents have been created to support the aim of sustainable waste management.

### Planning Policy Wales (PPW)

- 2.4 The PPW document sets out the land use policies of the Welsh Government. Included are references for the consideration of waste provisions. Paragraph 12.7.3 states:

*"Adequate facilities and space for the collection, composting and recycling of waste materials should be incorporated into the design of any development and waste prevention efforts at the design, construction and demolition stage should be made by developers<sup>9</sup>. All opportunities should be explored to incorporate re-used or recyclable materials or products into a new building or structure."*

### Technical Advice Note 21: Waste (TAN 21)

- 2.5 In support of the PPW, TAN 21 further implements the sustainable approach to waste management. Paragraph 2.1 states:

*"When considering development proposals for all types of waste management facilities, planning authorities should take into account their potential contribution to the objectives, principles and strategic waste assessments set out in Towards Zero Waste and the relevant waste sector plans and the relevant development plan for the area."*

### Local Development Plan 2006-2026 (LDP)

- 2.6 This SPG has been produced in line with the most recent LDP which was adopted in 2016.
- 2.7 The adopted LDP provides the statutory framework for the development and use of land within Cardiff over the Plan period (2006-2026).
- 2.8 Key Policy 12 (KP12) in the LDP outlines the waste management requirements for all new developments. See **Appendix 1** for further details.
- 2.9 This document also supports Policy W2 from the LDP which outlines the requirement for appropriate waste provisions in all new developments. For further details see **Appendix 1**.

### 3 Submitting Planning Applications

- 3.1 Details of the location, volume, management and collection arrangements for waste and recycling **must** be submitted as part of the following planning applications:
- All full or reserved matters applications
  - Proposals of additional dwellings (including flat conversions)
  - Proposals of houses of multiple occupation (HMO)
  - Proposals of additional commercial floor space
  - Change of use applications
- 3.2 Relocated storage areas should be highlighted on site plans so that it can be confirmed that they comply with current Waste Management requirements.
- 3.3 Applications should clearly identify;
- An **adequate footprint** for the **internal and external** storage of all waste and recycling
  - The **proposed location** for the storage of food waste, recycling and residual waste (plus garden waste where required)
  - The type and design of the **proposed food, recycling, garden and waste facilities**
  - The **kerbside presentation point** (or other agreed) location for collection
  - **Access routes** for collection vehicles (including manoeuvres and vehicle tracking), operatives, residents and staff
- 3.4 If the construction of a dedicated bin store is proposed, further details of this construction should also be provided. See Chapter 5 for further guidance.

#### Building regulations

- 3.5 Domestic and commercial building works involving new build developments, extensions and alterations to existing buildings are subject to the Building Regulations 2010 (as amended). Regulation H6 and the supporting Approved Document to Part H make requirements for the provision of facilities for the storage of solid waste and removal of solid waste, the regulations also refer to BS 5906:1980 Storage and on-site treatment of solid waste from buildings.
- 3.6 Chapter 6 provides information in respect to the design and specification for waste enclosures.
- 3.7 Designers and developers should give due consideration to the requirements as outlined; further information can also be obtained from Building Control Services at Cardiff County Council ([www.Cardiff.gov.uk/buildingcontrol.htm](http://www.Cardiff.gov.uk/buildingcontrol.htm); and e-mail: [buildingcontrol@cardiff.gov.uk](mailto:buildingcontrol@cardiff.gov.uk); ) or from Local Authority Building Control (LABC) [www.labc.co.uk](http://www.labc.co.uk);

#### Planning Conditions

- 3.8 Development Control will consult and take into account the views of Waste Management on all types of commercial and residential developments. Planning Conditions will be imposed to ensure that satisfactory waste storage and collection details have been received and agreed before development commences. The beneficial use of a

development will not normally be granted until the agreed waste management facilities and arrangements are put in place. See Appendix 2 for examples of waste Planning Conditions.

- 3.9 Applicants should seek to discharge waste Planning Conditions at the earliest opportunity. Where problems arise, Waste Management will be pro-active in perusing the discharge of the condition.
- 3.10 Where specific conditions of planning permission are breached or where development is not carried out in accordance with the approved proposals, a referral to Planning Enforcement will be made.

### **Site Waste Management Plans**

- 3.11 In 2013, the Welsh Government held a consultation on Site Waste Management Plans (SWMP's). They concluded the SWMPs for Construction and Demolition (C&D) projects in Wales will be voluntary. Although SWMP's remains voluntary SWMP's are considered best practise in the C&D industry and are supported by The City of Cardiff Council.

### **Waste Strategy and Management Plans**

- 3.12 Large mixed use, commercial and retail proposals (of 50 or more dwellings or any commercial development which includes public access) should include an operational **Waste Strategy and Management Plan** as part of the planning permission application. This should include:
- Estimated volumes and types of waste produced by the development
  - The size and location of waste and recycling stores, and how the waste will be delivered to these facilities.
  - The size and quantity of containers for waste
  - Any proposed separate collection point, and the method for transferring waste to this location

### **Planning Obligations**

- 3.13 For details of the waste Section 106 Obligations for new developments, refer to the Planning Obligations Supplementary Planning Guidance (2016).



## 4. Residential developments

- 4.1 All residential developments are entitled to domestic waste collections provided by the Council, providing they meet minimum requirements.
- 4.2 The following information gives a guide as to the predicted volume of waste for residential developments. Some developments may vary from these predicted volumes and applicants are advised to contact the Council for more specific advice.
- 4.3 **All** residential developments are required to provide adequate storage for 4 dedicated waste streams; recycling, garden, food and residual waste. Provision must be made for the total volume of all waste streams produced over a 14 day period. **This storage must be separate from the dwelling it serves.** It is not acceptable for waste to be stored for a long period of time within the dwelling.
- 4.4 To enable and encourage occupants of new residential units to recycle their waste, developers should provide adequate **internal storage**, usually within the kitchen, for the segregation of recyclable materials from other waste. All dwellings should have four internal storage containers, each with a **minimum capacity of 60 Litres** for dry recyclables, compostable waste and general waste, and a **7 Litre storage capacity** for food waste.
- 4.5 If residential developments are located on new access roads, these must be designed to allow safe use by waste collection vehicles. Refer to Chapter 6 to ensure adequate access.
- 4.6 There are currently two methods for storing and presenting domestic waste for collection:
- Bags\* – All waste is to be stored in bespoke bags (supplied by the Council) for collection (with the exception of the food caddy); no bins will be provided for the storage of general or garden waste.
  - Bins – The development will be allocated a bin for general waste. Recycling bags will still be used.
- \* Only suitable for re-developments, where limited storage space prevents bins from being accommodated.
- 4.7 The method for storing waste is dependent on location. The Council retains the right to determine the method of waste collection for any residential development.
- 4.8 Developments which utilise the bag collection method **MUST** provide a waste storage facility for the safe storage of waste bags between collections. It must be capable of storing the maximum number of bags required for the development.
- 4.9 For details on collection frequency, please go to the Council's website: [www.cardiff.gov.uk](http://www.cardiff.gov.uk)
- 4.10 For full details of the bin specification for domestic properties refer to Appendix 3.

### Houses

- 4.11 The bin provision for houses will be:

- 140L black wheeled bin **or** bags (equivalent to 140L) for residual waste
- 240L green wheeled bin **or** re-usable sacks for garden waste
- 25L kerbside brown caddy for food waste
- 7L kitchen brown caddy for food waste
- Green bags for recyclable waste (equivalent to 140L)

4.12 Additional provision should be made for houses with 6+ residents. Houses which use the bin collection method, will be allocated larger or additional bins. Houses which use bags will be allocated more bags.

Number of Residents	Recycling	General	Garden	Food
1-5	Bags (140L)	1 x 140L	240L	1 x 25L
6-8	Bags (240L)	1 x 240L	240L	2 x 25L
9-10	Bags (380L)	1 x 240L and 1 x 140L	240L	3 x 25L
11+	Bags (480L)	2 x 240L	240L	3 x 25L

**Table 1: Waste storage capacities in houses of multiple occupation (HMO)**

4.13 Where possible, a bin store should be constructed to store the bin provision for houses. See Chapter 5 for further guidance.

### Houses of Multiple Occupation (HMO)

4.14 Additional consideration should be made for those properties being converted into HMOs. Bin provisions will be based on how many residents are in each unit (see Table 1).



4.15 Developers of high density, multiple occupancy dwellings or five or more flats must provide a dedicated refuse store or screened storage area for bins/bags. The bin store must be capable of housing the maximum number of containers required, based on an assessment of projected arising's.

### Houses converted to flats

4.16 For houses being converted into flats, the preferred option is individual bin allocation. Each flat would be allocated:

- 140L wheeled bin **or** bags (equivalent to 140L) for general waste
- 25L kerbside caddy for food waste
- Green bags for recycling

4.17 There is also the option for communal bins which can be comprised of large 660L or 1100L bulk bins or smaller 240L wheeled bins. Table 2 shows the bin provision of smaller wheeled bins for converted flats, and Table 3 shows the potential provision for larger bulk bins.

Number of flats	Recycling	General	Garden	Food
3	n/a	1 x 240L and 1 x 140L	240L	1 x 25L
4	n/a	2 x 240L	240L	2 x 25L
5	n/a	3 x 240L	240L	2 x 25L
6	n/a	3 x 240L and 1 x 140L	240L	240L
7	n/a	4 x 240L	240L	240L
8	n/a	4 x 240L and 1 x 140L	240L	240L
9	n/a	5 x 240L	240L	240L

Table 2: Bin provision for houses converted to flats

### Purpose built flats

4.18 Developers should allow a degree of flexibility with the storage of waste, particularly for purpose built flats, to accommodate possible future changes to the Council's waste collection method.

4.19 For large developments of purpose built flats and apartments, refer to the waste storage requirements shown in Table 3. The calculations for recycling and general are based on an allocation of 140L per each flat, with the minimum number of bins.

Number of Flats (up to 3 Bedrooms)	Recycling (L)	General (L)	Garden* (L)	Food** (L)	Reuse/Bulky Storage
5	660	660	-	240	-
10	1100	1100	-	240	5m <sup>2</sup>
15	2200	2200	-	240	5m <sup>2</sup>
20	2200	2200	-	240	5m <sup>2</sup>
25	3300	3300	-	480	5m <sup>2</sup>
30	4400	4400	-	480	5m <sup>2</sup>
35	4400	4400	-	480	5m <sup>2</sup>
40	5500	5500	-	480	5m <sup>2</sup>
45	6600	6600	-	720	10m <sup>2</sup>
50	6600	6600	-	720	10m <sup>2</sup>

Table 3: Waste and recycling storage capacities for larger developments

\*Garden waste is not supplied under the assumption that the flats do not have individual gardens/amenity areas. If the proposed development has individual gardens, waste bins can be provided in 240L containers on request.

\*\*Receptacles for food waste must be no larger than 240L wheeled containers, due to the weight and the resulting health and safety implications for collection operatives.

4.20 In the instance where the proposed flats are "cluster flats" (multiple bedrooms with multiple occupancy, and a shared kitchen) the storage requirements are based on the

number of bedrooms. See Table 4. These calculations were based the following expected waste volumes per week per bedroom:

- 60 litres of general waste
- 60 litres of recycled waste
- 7 litres of food waste

Number of Bedrooms	Recycling (L)	General (L)	Garden* (L)	Food** (L)	Reuse/Bulky Storage
10	1100	1100	-	240	5m <sup>2</sup>
20	2200	2200	-	240	5m <sup>2</sup>
30	2200	2200	-	240	5m <sup>2</sup>
40	3300	3300	-	480	5m <sup>2</sup>
50	3300	3300	-	480	5m <sup>2</sup>
60	4400	4400	-	480	10m <sup>2</sup>
70	4400	4400	-	480	10m <sup>2</sup>
80	5500	5500	-	720	10m <sup>2</sup>
90	5500	5500	-	720	10m <sup>2</sup>
100	6600	6600	-	720	10m <sup>2</sup>

**Table 4: Waste and recycling storage capacities for large developments of studio or cluster flats**

\*Garden waste is not supplied under the assumption that the flats do not have individual gardens/amenity areas. If the proposed development has individual gardens, waste bins can be provided in 240L containers on request.

\*\*Receptacles for food waste must be no larger than 240L wheeled containers, due to the weight and the resulting health and safety implications for collection operatives.

4.21 The City of Cardiff Council currently operates a chargeable collection for large, bulky items from domestic properties. Due to statutory targets, under cover storage for the reuse/recycling of **bulky waste items is now a compulsory element** for purpose built flats. The proposed storage area should be a dedicated area, so that bulky items awaiting collection do not interfere with the collection of other bins.



## High Rise

4.22 In high rise developments where it is not always convenient for residents to take waste to a single storage area, or a large enough waste storage area cannot be found, alternative arrangements need to be considered. The developer should contact Waste Management at the earliest opportunity before confirming alternative arrangements.

4.23 High rise buildings present a number of challenges for the designer in respect of waste management strategies and in this respect we recommend that the designer / developer

takes the opportunity to discuss the proposals at an early stage with the Waste Management Team, Development Control and Building Control.

### **Communal Storage**

- 4.24 Options for communal storage areas include small storage areas on each floor (which can be collected by building maintenance staff), or a large communal storage in a ground floor/basement location that requires residents to take waste/recyclables to the ground floor/basement level. If containers are to be moved by a lift, the lift must be large enough to safely accommodate a container and a member of staff.
- 4.25 Where waste containers are to be taken to a collection point (other than the kerbside) by residents or staff, a method statement must be provided. The statement must describe the proposed method of transporting containers to the dedicated collection point, and the access and turning space for refuse collection vehicles.
- 4.26 If the full bin provision is unable to be accommodated in a communal bin store it is possible to pay for additional collections using a commercial waste contract. This will allow the development to have a smaller volume of storage, as the frequency of collection is increased. For more advice please contact Waste Management.

(Note: the free domestic collection service offered by the Council may not be compatible with other commercial waste contractors. The Council's commercial waste service is compatible and can therefore be used in conjunction with the domestic service.)

### **Composting**

- 4.27 Consideration should be given to the provision of composting facilities in developments with gardens. Home composting should take place in all new dwellings where space is not restricted. Home composting bins can be purchased from The City of Cardiff Council by calling Connect to Cardiff on **029 20872087**.

### **Equality considerations**

- 4.28 Equality of residents should be considered when designing waste storage and collection facilities on new residential developments. This is especially important in affordable housing, where houses should be designed to be able to function as "life-long homes".
- 4.29 Residents who are elderly or disabled, and are therefore unable to move waste from a bin store to the collection point (i.e. kerbside), are entitled to the Council's Assisted Lift service. This is an arrangement for the collection crews to collect waste from a more suitable area. In order to facilitate this service, developments should be designed with suitable space to store waste which is within 25m of the collection point and 10m of the dwelling.
- 4.30 For developments which feature a communal bin store with doors should make special considerations for residents with limited dexterity or strength. Thought should be given to suitable door handles and door weight.

## 5. Commercial developments

- 5.1 By law all industrial and commercial premises have a duty of care to ensure their waste is managed and disposed of correctly.
- 5.2 Owners or developers of industrial and commercial developments/properties who require The City of Cardiff Council to collect and dispose of their waste and recycling can contact the commercial services department on **02920 717501**.
- 5.3 Table 5 shows approximate total waste storage capacities for a range of commercial developments. The actual capacity required will vary according to the exact nature of the commercial activities and the frequency of collections. At least two day's additional contingency waste storage should be provided for, over and above the regular volumes stored prior to collection.

Type of Premises	Storage Capacity
Offices	2500L per 1000m <sup>2</sup> gross floor space
Retail	5000L per 1000m <sup>2</sup> gross floor space
Premises Serving Food	*500L per 20 Dining Spaces or 600L per 100 meals served
Hotels and Accommodation	35L per room / day or **1500L per 20 dining spaces

**Table 5: Waste Storage Capacities in Commercial Premises**

*\* certain food outlets such as fast food restaurants and takeaways will produce substantially more waste*

*\*\* the volume of waste depends to a large extent on the type of hotel and facilities offered*

- 5.4 Commercial contracts will offer a range of collection frequencies with varying waste storage receptacles. Please contact the preferred commercial contractor to discuss potential arrangements before submitting planning applications. See Appendix 4 for details of receptacles provided by the Council's commercial waste collection service.
- 5.5 The provision of a compactor or baler should be considered. Compacting waste before collection can significantly reduce the storage space required and the frequency of collections. Compaction also offers a secure containment of waste. However, it should be noted that The City of Cardiff Council does not collect compacted waste for operational purposes, and alternative collection arrangements will need to be made.
- 5.6 Providing space for recyclable material not only encourages recycling, but can reduce collection costs for commercial tenants.
- 5.7 Please see Chapters 6 and 7 to ensure storage facilities are suitable before submitting applications.
- 5.8 Class A3 units will be required to supply litter bins, in order to prevent littering which could occur as a direct result of the development. These litter bins must be owned and maintained by the management.

### Hazardous Waste

- 5.9 All hazardous wastes should be correctly identified, segregated and stored separately in accordance with guidance from the Environment Agency and specialist hazardous waste contactors.
- 5.10 Hazardous waste must not be mixed with general waste, composting or recycling.

## **Mixed Use Developments**

- 5.11 In a mixed development, a strict separation of waste is required to ensure that commercial waste does not enter the domestic waste stream. Two refuse storage areas must be identified on site plans detailing this separation.

## 6. Waste enclosure design and specification

- 6.1 The requirements for waste storage are set out in the *Building Regulations 2010* (Section H6).
- 6.2 Storage of waste on the public highway or footway is **not permitted**.

### Location of External Bin Storage Areas

<b>External bin storage areas should:</b>	
<i>Be within 25m of collection point and 30m from the dwelling</i>	<i>Be away from windows or ventilation and preferably under cover or shade.</i>
<i>Be accessible (See Chapter 7)</i>	<i>Not be situated as to interfere with pedestrian or vehicular access to a building.</i>
<i>Be at the side or rear of the property. As a last resort it should be placed on the front.</i>	<i>Where possible, screened from external view using planting, fencing, walls and other appropriate structures.</i>
<i>Be located so that any potential nuisance from the spillage, odour, noise and visual impact is prevented.</i>	<i>Be sensitively integrated within their surroundings and reflect the building design, materials and architecture.</i>
<i>Have access paths with a suitable width of 1.2m for the use of residents in wheelchairs.</i>	

- 6.3 All developments must provide a dedicated storage area for waste and recycling containers, which must be shown on submitted site plans. All enclosures and storage areas should be located within the property boundary and be visible and easily accessible to users/residents to encourage use.
- 6.4 All waste and recycling must only be contained in either bins/bags as specified by The City of Cardiff Council, and stored in a purpose built refuse store or in a bulk containerised system held within the boundary of the site.
- 6.5 Bin storage and enclosure design should take into account ease of user access the collection of containers and any maintenance requirements. All storage chambers/housings should be constructed to *BS 5906 (1980)* and conform to *Building Regulations 2010*, Part H6.

<b>Bulk bin enclosure requirements:</b>	
<i>Any double doors should open outwards, with a clear opening of at least 1.5m and a facility to hold doors during collection.</i>	<i>Allow the container to be withdrawn horizontally, without removing another container</i>
<i>Allow the lid of the bin to be fully opened</i>	<i>Be screened to a height of 1.8m if a roof is not required</i>
<i>Allow a headroom of 2m for pedestrians</i>	<i>Any roller doors must have a clearance of 2.4m.</i>
<i>Must not obstruct sight lines for pedestrians, drivers or cyclists</i>	<i>No access doors should open onto/over public highway</i>
<i>Surfaces should be smooth and impervious to permit cleaning and drainage.</i>	<i>Artificial lights are required to allow safe handling of bins.</i>

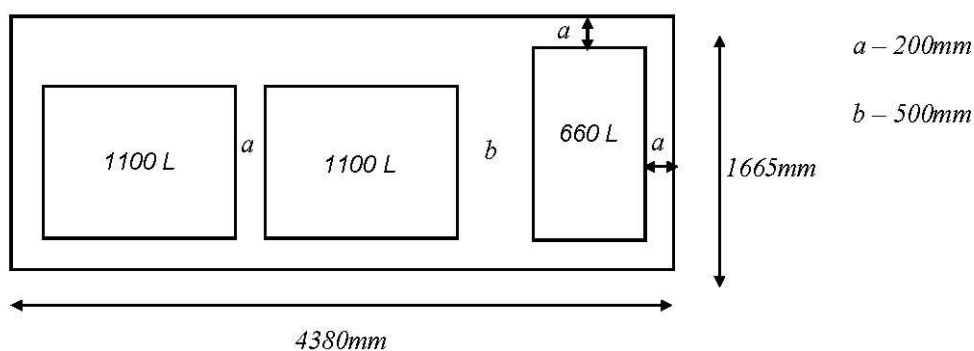


- 6.6 The storage area must be maintained to an acceptable standard. Failure to do so could result in non-collection.

### Size of Enclosures

- 6.7 The size of the enclosure will depend on the anticipated waste quantity from the site, the size of containers chosen and the collection frequency.
- 6.8 The footprint requirement for each residence or premises, should allow adequate space around each bin (ideally 200mm between and around each container or 500mm if residents are required to lift the lid of a container). This is applicable only to the 660L or 1100L bins.

Below is an example footprint.

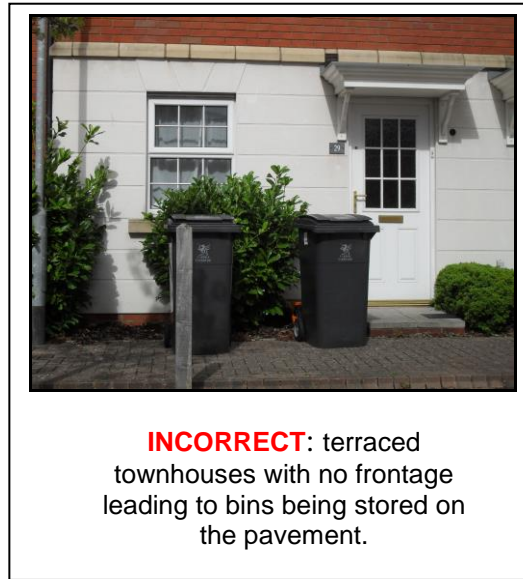


- 6.9 There should be a minimum clearance of 500 mm width through any doorway over and above the bin size.

### Communal refuse storage examples:



**Individual refuse storage examples:**



**Signage and Labelling**

**DIM EITEMAU SWMPUS**  
Ni chaiff biniau sydd wedi'u llenwi â gwastraff swmpus eu gwagio

**NO BULKY WASTE**  
Bins blocked by bulky waste cannot be emptied

Ar gyfer unrhyw ymholiadau sy'n ymwneud â Rheoli Gwastraff, cysylltwch â C2C ar **029 2087 2088**  
For any queries regarding Waste Management contact **C2C** on **029 2087 2087**

- 6.10 Storage areas for waste and recycling must be clearly designated for this use only and be clearly labelled, on walls, doors and floors as appropriate and also on the relevant container itself. If a shared facility, signage should also indicate which properties are entitled to use the facility.
- 6.11 If bins and containers are to be collected by the Council, they must be individually identified with bar codes and other appropriate labels where specified by the Council.



**Wash Down Provisions**

6.12 Where wet waste is generated (including food), the waste enclosure should have either a concrete or paved floor graded to a silt trap, with the trap connected to the sewer. A cold-water tap should be provided either in or adjacent to the enclosure, so the waste container can be cleaned.

## 7. Collection access

### Access for Collection Vehicles

- 7.1 The construction of all access roads for refuse collection vehicles should be in accordance with the Department of Transport's *Design Bulletin 32: Residential Roads and Footpaths* and *Places, Streets and Movement: A Companion Guide to Design Bulletin 32*, supplemented by the council's *County Highway Design Standards for Residential Developments*.
- 7.2 Roads and parking areas should be laid out to ensure reasonable convenience for the collection vehicles.

<b>Access requirements for collection vehicles:</b>	
<b>Vertical clearance of 4.5m</b>	<i>Must not need to reverse into or from highway for collection</i>
<b>Minimum working area of 3.5m; 4m where emptying containers is to take place</b>	<i>Ideally the vehicle should pull into a dedicated off road bay, without the necessity of reversing into or out of the bay.</i>
<b>The emptying location the vehicle operates from should be relatively level and flat for the entire length of vehicle and container. Any slopes or gradients (other than those necessary for surface water drainage) should be avoided.</b>	<i>Suitable foundations and surfaces which can withstand the maximum payload of the vehicle (30 tonnes). Also includes gully gratings, manholes etc.</i>
<b>Sufficient turning circles or hammerheads on site if manoeuvring on site is required (requires vehicle tracking on site plans)</b>	<i>If inaccessible by vehicle, alternative presentation points can be arranged with Waste Management</i>
<b>See Appendix 5 for the dimensions of collection vehicles.</b>	

<b>Access requirements for collection crews:</b>	
<b>Access paths for transferring refuse should be relatively level. Incline should be no greater than 1:12.</b>	<i>Where communal bins are used, for health and safety reasons, dropped kerbs must be in place and resulting gradients should be minimal.</i>
<b>Refuse is not collected from private drives.</b>	<i>Access paths need to have a smooth, non-slip surface</i>
<b>All refuse must be presented at kerbside (unless discussed with Waste Management).</b>	<i>Collection operatives <b>must not</b> be required to move a bulk container (660L or 1100L) more than 25m.</i>
<b>Access paths must at least 1.5m wide and free from kerbs and steps</b>	<i>Any paths should be free from obstructions</i>
<b>In some cases, illumination of access path may be required</b>	

- 7.3 Any gradients that pose manual handling issues will require the use of a tow truck to move bins. The City of Cardiff Council does not supply bins that are suitable for towing. An alternative collection contractor will need to be arranged in this instance.
- 7.4 **Note** - Where foundations have eroded and trip hazards have formed, the landowner will be responsible for any and all appropriate repairs. Failure to maintain foundations and surfaces to a satisfactory standard may result in collections being halted for health and safety reasons.

## 8. After Planning Approval

- 8.1 Since 27<sup>th</sup> July 2015, the developers of all new residential units are required to purchase the bin provision required for each unit. The bins have to meet the Council's specifications (shown in Appendix 3) and can be purchased directly by contacting the Waste Management's Commercial Team on **02920 717500**. See Table 6 for prices. Please note these prices are for domestic developments only. For commercial developments please contact the Commercial Team.

Bin type	Price
140 litre wheeled bin	£25 (+ VAT)
240 litre wheeled bin	£25 (+ VAT)
7 litre food caddy	£0
25 litre food caddy	£0
660 litre bulk bin	£300 (+ VAT)
1100 litre bulk bin	£390 (+ VAT)

Table 6: Prices of domestic bins, as of 27<sup>th</sup> July 2015.

**Note** – 140 litre and 240 litre wheeled bins **must** be purchased from The City of Cardiff Council, whereas, the 660 and 1100 litre bulk bins can be purchased elsewhere.

- 8.2 For any other potential payments required via Section 106 agreements are detailed in the Planning Obligations SPG.
- 8.3 If the waste receptacles are to be purchased from an organisation other than the Council, details will need to be submitted to Waste Management after planning approval. Details of the bin dimensions, material, colour and supplier will be required. The bin specifications will have to match those shown in Appendix 3, in order to ensure bins are compatible with collection vehicles and health and safety standards are met. If details are not provided and as a result the waste receptacles are not safe to collect, the Council reserves the right to refuse collection until suitable bin specifications are met. Please forward this information on using the contact details shown on page 3.
- 8.4 If the use of 1100L or 660L bins has been approved on a residential development, a risk assessment will need to be completed by Waste Management before bin delivery or waste collections can commence. If this applies to your development, please contact Waste Management once construction has been completed.
- 8.5 If written communication material is used to educate new occupants of the development on the waste strategy and collection method, efforts should be made to offer bi-lingual material; in Welsh and English.
- 8.6 It is the landlord/landowners responsibility to ensure the occupants are provided with the full bin provision for new developments.

## Appendices

### Appendix 1: Key Policy 2 (KP2) and Waste Policy 2 (W2) from the Local Development Plan (2016)

#### KP12: WASTE

Waste arisings from Cardiff will be managed by:

- i. Promoting and supporting additional sustainable waste management facilities, measures and strategies in accordance with the Collections, Infrastructure and Markets Sector Plan (2012) and TAN 21 (2014) in a manner that follows the waste hierarchy and the principles of an integrated and adequate network of waste installations; nearest appropriate installation; self-sufficiency and protection of human health and the environment;
- ii. Encouraging the provision of in-building treatment facilities on existing and allocated areas of general industry;
- iii. Supporting the provision and maintenance of sustainable waste management storage and collection arrangements in all appropriate new developments; and
- iv. Supporting waste prevention and reuse and the provision of facilities that use recycled or composted products.

#### W2: PROVISION FOR WASTE MANAGEMENT FACILITIES IN DEVELOPMENT

Where appropriate, provision will be sought in all new development for facilities for the storage, recycling and other management of waste.

## Appendix 2: Planning Condition Examples

PLANNING CONDITION	Description
<b>STANDARD</b>	No development shall take place until details of facilities for the storage of refuse containers have been submitted and approved in writing by the Local Planning Authority. The facilities approved shall be provided before the development is brought into beneficial use and thereafter retained
<b>APPROVED PLANS (ref: 09/00817/C)</b>	The refuse storage facilities shown on the approved plans shall be provided prior to the beneficial occupation of the development and shall thereafter be retained and maintained unless otherwise agreed in writing by the Local Planning Authority. Reason: To ensure an orderly form of development
<b>SPECIFIC TO FLATS</b>	<p>Details of refuse storage facilities for the x flats shall be provided within 1 month of the date of this consent and the approved details shall be implemented prior to occupation. The approved scheme shall consist of:</p> <p>QTY x 1100/660 Recycling bins            QTY x 1100/660 Residual waste bins            QTY x 240 Food waste bins            QTY x 240 Garden Waste Bins</p> <p>The approved scheme shall thereafter be retained and maintained unless otherwise agreed in writing by the Local Planning Authority. Reason: To ensure an orderly form of development and to protect the amenities of the area.</p>
<b>INTERNAL STORAGE (ref:09/00658/W)</b>	Internal refuse storage facilities shall be provided within 3 months of the date of this permission in accordance with the floor plan/site layout dated xxxxx and thereafter maintained. Reason: To secure an orderly form of development and to protect the amenities of the area.
<b>MORE INFO (ref:09/00307/W)</b>	Prior to any of the flats hereby permitted being brought into beneficial use, details of collection arrangements (to include a location plan showing both the presentation point for collection and a method statement of who is to be responsible for presenting the bins kerbside) shall be submitted to and approved in writing by the Local Planning Authority. Those arrangements shall be implemented as approved on first occupation of any of any of the flats hereby permitted and shall be maintained thereafter. Reason: To secure an orderly form of development, and in the interests of highway safety and public amenity.
<b>COMMERCIAL (ref:09/00751/W)</b>	Prior to the beneficial occupation of the development, a scheme for the storage of commercial waste shall be submitted to and approved in writing by the Local Planning Authority, and the approved scheme shall be implemented prior to the first use of the XXX, and thereafter retained
<b>SMOKING LITTER (ref:08/02288/C)</b>	Prior to the development hereby permitted being brought into beneficial use provision shall be made, and thereafter maintained, for the disposal of smoking related litter. Reason: In the interests of amenity.
<b>LITTER BINS (ref:07/03021/C)</b>	No development shall take place until details of facilities for the storage of refuse containers, to include a Double Derby litter/recycling bin (reference number BX45 2552-240 DD) have

	been submitted to and approved in writing by the Local Planning Authority. The facilities approved shall be provided before the development is brought into beneficial use. Reason: To secure an orderly form of development and to protect the amenities of the area
<b>WASTE STRATEGY FOR MAJOR COMMERCIAL DEVELOPMENTS (ref: 09/02175/C)</b>	Details of a comprehensive waste strategy, which includes facilities for the storage of refuse containers shall be submitted to and approved in writing by the local planning authority. The approved strategy shall be implemented before the development is brought into beneficial use and be thereafter retained and maintained at all times. Reason: To secure an orderly form of development and to protect the amenities of the area.
<b>CONSTRUCTION LITTER (ref:08/01621/C)</b>	Immediately following demolition of the building, the site shall be cleared of debris; thereafter the site shall be kept from litter and other refuse pending its development. Reason: To protect the visual amenities of the surrounding area.



### Appendix 3: Bin Specification

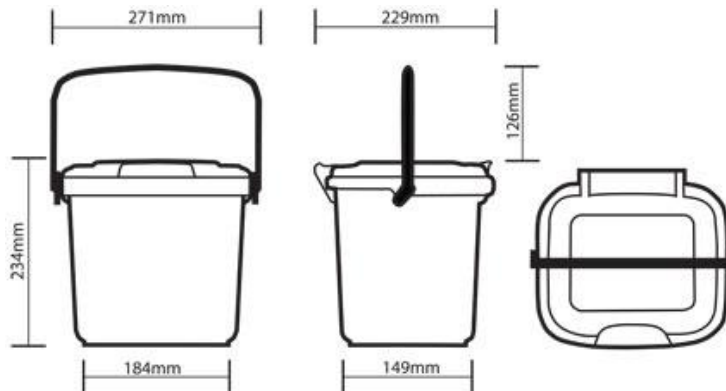
The following information describes the dimensions of the various waste containers and wheeled bins specified by The City of Cardiff Council for domestic properties.

Bin Type	Size (mm)			Wheels	Material	Waste Stream Colours			
	Height	Width	Depth			General	Recycling	Compost	Food
140 Litres	950	500	555	2	Plastic	Black	n/a	Green	n/a
240 Litres	1100	580	740	2	Plastic	Black	n/a	Green	Brown
660 Litre Bulk Bin	1330	1250	720	4	Steel	Silver	Bright Green	n/a	n/a
940 Litre Chamberlain	1410	940	1010	4	Steel	Silver	n/a	n/a	n/a
1100 Litre Bulk Bin	1250	1250	980	4	Steel	Silver	Bright Green	n/a	n/a

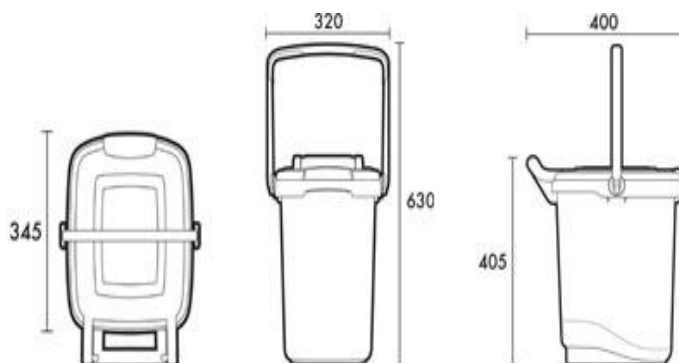
**Bulk bins must meet the British Standard as follows:**

- Handles – BS EN 840
- Comb lifting bar – BS EN 840-2

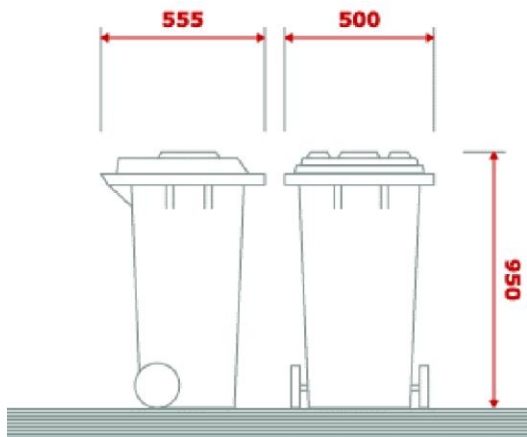
**7 litre Kitchen Caddy (internal storage):** Food waste: brown



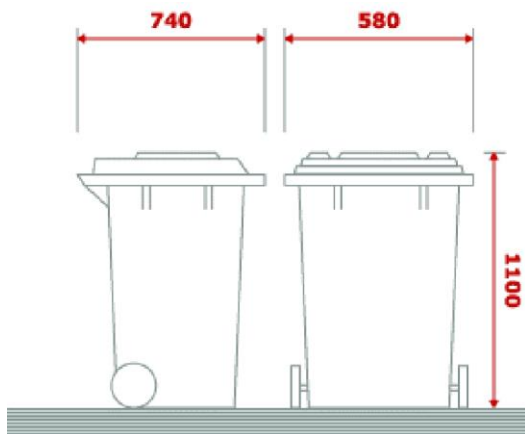
**25 litre Kerbside Caddy (external storage):** Food waste: brown



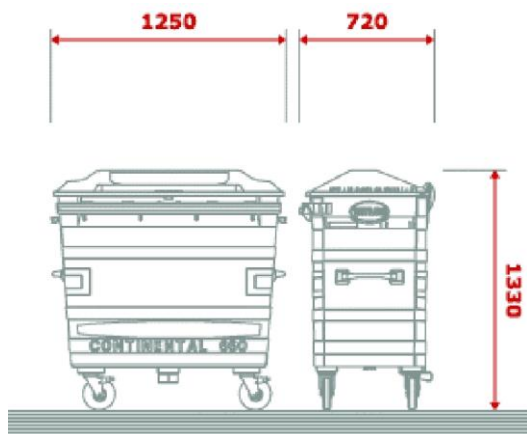
**140 litre Wheeled Bin:** Residual Waste: black, Green Waste: green



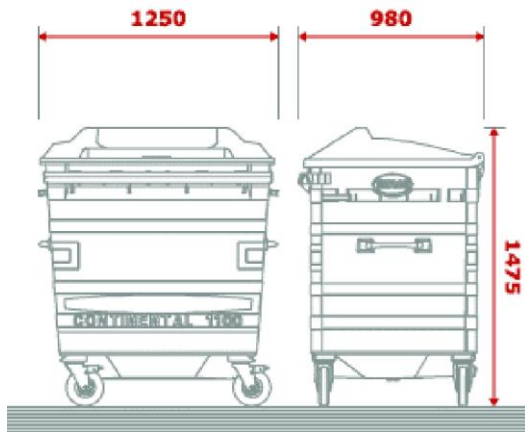
**240 litre Wheeled Bin:** Residual Waste: black, Green Waste: green



**660 litre Wheeled Bin (steel):** Residual Waste (silver body, black lid), Recycling (green body, green lid)



**1100 litre Wheeled Bin (steel):** Residual Waste (silver body, black lid), Recycling (green body, green lid)



## Appendix 4: Commercial Storage

		Recommended segregation of waste						
		Recycling	Compost	Food	Cardboard	Glass	Residual	Litter bins
	Development Type	Recommended capacity requirements						
<b>COMMERCIAL</b>	Office	2500 litres per 1000m <sup>2</sup>						
	Retail & Mixed Use	5000 litres per 1000m <sup>2</sup>						
	Food & Drink	500 litres per 20 dining spaces						
	Hotels & Accommodation	1500 litres per 20 dining spaces						
	Other Commercial	Further details required						
		X		X			X	
		X		X			X	
		X		X	X	X	X	X
		X	X	X	X	X	X	X
		X		X	X	X	X	X

### Bin Specification:

As in Appendix 3 for 240, 660 and 1100 litre bins, but also includes the following:

**35 litre Caddy for Food Waste:** green, plastic

Width: 390mm

Depth: 317mm

Height: 500mm

Height with vertical handle: 740mm

## Appendix 5: Refuse Collection Vehicle Dimensions



Olympus 6x2RS Narrow, Smooth Body RCV (19N)

Drawing Reference	Vehicle Part	Dimensions in mm
V1	Overall wheelbase	5250
V2	Overall length	9190
V2	Overall length with tailgate raised	10270
V3	Front axle to front of compaction body	650
V4	Front overhang	1665
V4	Front overhang with cab tilted	3465
V5	Rear overhang	2285
V5	Rear overhang with tailgate raised	3145
V6	Overall height	3450
V6	Overall height with tailgate raised	5100
V7	Height at exhaust tip - nominal	3500
V8	Cab roof height	3130
V8	Cab roof height with cab tilted	3690
V9	Cab floor height	885
V10	First cab step height from ground	495
V11	Rave rail height	1050
V12	Ground clearance at lowest part of vehicle	250
V13	Ground clearance with tailgate	410

## Appendix 6: Consultation Representations and Responses

Public consultation was undertaken between 9<sup>th</sup> May and the 20<sup>th</sup> June 2016. A press notice was placed in a local newspaper on Monday 9<sup>th</sup> May 2016. Copies of the draft guidance were placed in all Cardiff libraries and at County Hall Reception. The draft guidance was also published on the Council website. Letters notifying that consultation was being undertaken on the draft guidance were sent to all Councillors\*\*\*, the Welsh Government, Community Councils in Cardiff and any interested persons and the following organisations known to have general interest in planning in Cardiff or a potential interest in this guidance:

2Let2 Cardiff Letting Agents	Belvoir Estate Agents
4LET	Bentleys Student Lettings Agency
A Space in the City	Biffa
A1 Property Lettings	Black Environment Network
A2Z Property Lettings	Blake Morgan LLP
Abraham Estates	Blue Bay Estate Agents
Absolute Lettings and Sales	BNP Paribas Real Estate
Accommodation For Students	Boulton & Griffiths - Professionals Relocating Limited
ACJ Properties	Bovis Homes
Acorn Estates	Boyer Planning
Adam Waddington	Brilliant Student Services
AJM Property Management	Bristol City Council
Albany Properties	Bryant Homes (South West)
Alder King	BT Group plc
Alternatives for Transport	Burnett Davies
AMEC Environment & Infrastructure UK Limited	Business in the Community Wales
Apple Estates Cardiff	BusyMost Ltd Cardiff
Arts Council of Wales	bValued
Arup	C2J
Asbri Planning Ltd	Cadwyn Housing Association
Ashi Properties	Caerphilly County Borough Council
Aspire Residential	CAIS
Associated British Ports	Campaign for the Protection of Rural Wales
Association of Inland Navigation Authorities	Capital Properties Cardiff
Astra Properties	Cardiff & District Allotments Association
Atkins	Cardiff & Vale Parents Federation
Atlantic Properties	Cardiff & Vale University Health Board Cardiff
Austin-Smith: Lord	Cardiff Access Group
Baker Associates	Cardiff Against the Incinerator
Bannits Lettings	Cardiff and Vale University Local Health Board
Barbara Cunningham	Cardiff Bus
Barbara Rees Estate Agents	Cardiff Bus Users
Barton Willmore (Cardiff)	Cardiff Civic Society
Barton Willmore Planning Partnership	Cardiff Community Housing Association
Barton Wilmore (Cardiff)	Cardiff Cycling Campaign
Bay City Living	Cardiff Ethnic Minority Elders
Bellway Homes (Wales Division) Ltd	

Cardiff Greenpeace  
 Cardiff Heliport  
 Cardiff Homes  
 Cardiff International Airport Ltd.  
 Cardiff Lettings  
 Cardiff Local Access Forum  
 Cardiff Metropolitan University  
 Cardiff Naturalists  
 Cardiff Pedestrian Liberation  
 Cardiff Student Lets  
 Cardiff Student Letting  
 Cardiff Transition  
 Cardiff University  
 Carolyn Jones Planning Services  
 CDN Planning  
 Cedar Properties  
 Celsa Manufacturing (UK) LTD  
 Celtic Properties  
 Cemex Uk Operations Ltd  
 CFW Architects  
 CGMS Consulting  
 Chambers Estate Agents  
 Chartered Institute of Housing in Wales  
 Cherry Bird Estate Agents  
 Chichester Nunns Partnership  
 Chris Davies Estate Agents  
 Chris Johns  
 Chris Morgan  
 Chris Watkins  
 Chwarae Teg  
 Civil Aviation Authority  
 CK- Residential Lettings  
 Coach House Lettings  
 Coal Authority  
 Coleg Glan Hafren  
 Community Land Advisory Service Cymru  
 Confederation of British Industry  
 Confederation of Passenger Transport  
 Connections Design  
 Country Land and Business Association  
 CPS Homes  
 CPS Properties-Cardiff  
 Crofts Davies & Co Estate Agents  
 Cymdeithas yr Iaith Gymraeg  
 Danescourt Community Association  
 Darlows  
 David Lock Associates  
 David Ricketts Estate Agents  
 Davies Sutton Architects  
 DavisMeade Agricultural  
 Derek Prosser Associates  
 Design Circle RSAW South  
 Design Commission for Wales  
 Development Planning Partnership  
 Development, Land & Planning Consultants Ltd  
 Disability Arts Cymru  
 Disability Wales  
 DJ Skinner Property Services  
 DLP Consultants  
 DPP Cardiff  
 Drivers Jonas  
 DTB Design  
 DTZ Consulting  
 Dwr Cymru Welsh Water  
 Easy Rent  
 Edenstone Homes  
 Edmond Estate Agents  
 Edwards & Co Property  
 Elite Property Estate Agents  
 Equality and Human Rights Commission  
 Ethnic Business Support Project  
 Ezee Let  
 Federation of Small Businesses  
 First City Limited  
 First4 Rentals  
 FirstGroup plc  
 Firstplan  
 Flat Homes  
 Forestry Commission Wales  
 Fortis Properties  
 Freight Transport Association  
 Friends of Nantfawr Community Woodland  
 Friends of the Earth (Cymru)  
 Fulfords Land & Planning  
 G Powys Jones  
 Garden History Society  
 Geraint John Planning Ltd  
 GL Hearn Ltd  
 GL Hearn Planning  
 Glamorgan - Gwent Archaeological Trust Ltd  
 Glamorgan Gwent Housing Association  
 Globe Property Services  
 GMA Planning  
 Graham Griffiths Estate Agents  
 Graig Community Council  
 Graig Protection Society  
 Great Western Trains Company Limited  
 Gregory Grey Associates

Grosvenor Waterside	Kingstons Letting Agents Cardiff
Guardian Property Management	Knight Estate Agents
GVA	Knight Frank
GVA Grimley	La Maison Properties
H and M Property Services	Landlord Direct
H O W Commercial Planning Advisors	Landscape Institute Wales
Haford Housing Association Limited/ Hafod Carbet -Save Association Limited	Let Wise
Halcrow	Letz Move
Harmers	Levvel Ltd
Harry Harper	Lewis Property Maintenance
Health & Safety Executive	Linc-Cymru
Heath Residents Association	Lisvane Community Council
Heledd Williams	Llandaff Conservation Group
Hentons	Llandaff Society
Herbert R Thomas LLP	Lovell Partnership
Hern-Crabtree	Loyn & Co Architects
HJF & Co Property	Lts Property
Home Builders Federation	LucKey Lettings
Home Finder Pro	Lyn Powell
Homeline Cardiff	M & D Properties
Horizon Properties	MAC Homes Cardiff
Hoskins Johnson	Madley Construction
Hutchinson 3G UK	Maison Letting Agents
Hyland Edgar Driver	Mango Planning and Development Limited
Igbal Homes	Mansells Estate Agents
Imperial Services	Marshfield Community Council
Institute of Civil Engineering	Martel Property Services Ltd
Inter Let Properties	Martin & Co Cardiff Estate Agents
Interfaith Wales	Martin Robeson Planning Practice
Jacobs Babtie	MC Letting Software
James Douglas Sales and Lettings	McCarthy & Stone (plc)
Jeffrey Ross	Mead Property
Jeremy Peter Associates	Meadgate Homes Ltd
Jet Developments	Michael Graham Young
John Lewis Partnership	Michael Jones & Co
John Robinson Planning & Design	Mineral Products Association
John Williams Rental	Moginie James
John Wotton Architects	Mohammed Shahid Munir Property
Jones Lang LaSalle	Morgan Cole
JP Morgan Asset Management	Morgans Residential
JPE Executive Lettings	Mott MacDonald
Jupiter Property Services	Mr Homes
Just Property Wales	Nathaniel Lichfield & Partners
Keep Wales Tidy	National Youth Arts
Kelly Taylor & Associates	Natural Resources Wales
Kelvin Francis	Neame Sutton
KeyLet	Network Rail
Kingsmeade Assets Limited	Network Rail Infrastructure Ltd



Newport City Council  
 NFU Cymru  
 Nina Estate Agents  
 North West Cardiff Group  
 Northover & Williamson Sales and Letting Agents  
 Northwood Letting & Estate Agents  
 Norton Estate Agents  
 Nova Properties  
 Novell Tullet  
 O2 UK  
 Oakgrove Nurseries  
 Old St Mellons Community Council  
 Orange  
 Pantmawr Residents Association  
 PDM Properties  
 Peace Mala  
 Peacock & Smith  
 Pentyrch Community Council  
 Persimmon Homes  
 Persimmon Homes East Wales  
 Peter Wood Residential  
 Peter Alan  
 Peter Davies  
 Peter Mulcahy  
 Peterson Williams  
 Peterstone Community Council  
 Philippa Cole  
 Pinnacle Group  
 Planning Aid Wales  
 Planning Inspectorate  
 Planning Officers Society Wales  
 Plaza Property Management Services  
 PM Premier  
 Police & Crime Commissioner  
 Powergen  
 Prestige Sales & Lettings  
 Profile Wide Estates  
 Property Direct Agents  
 Quarry Products Association  
 Quin & CO  
 Quin & Co Ltd  
 R H Seel  
 Race Equality First  
 Radyr & Morganstown Association  
 Radyr and Morganstown Community Council  
 Radyr and Morganstown Partnership and Community Trust (PACT)  
 Radyr Golf Club  
 Redrow Homes (South Wales) Ltd  
 Reservoir Action Group (RAG)  
 Residential Landlords Association  
 Rhiwbina Civic Society  
 Rhondda Cynon Taf County Borough Council  
 RICS Wales  
 Rio Architects  
 Robert Turely Associates  
 Robertson Francis Partnership  
 Rochefort Shugar Property Management  
 Roger North Long Surveyors  
 Royal Commission on the Ancient & Historical Monuments of Wales  
 Royal National Institute for the Blind  
 RPS Group Plc  
 RSPB Cymru  
 Save Creigiau Action Group  
 Savills  
 Scope Cymru  
 Sequence Homes  
 Seraph Estates  
 Shawn Cullen  
 Simpson Estates  
 SK Designs  
 SLR Consulting  
 South Wales Chamber of Commerce Cardiff  
 South Wales Estates  
 South Wales Lettings  
 South Wales Mgi Ltd  
 South Wales Police  
 South Wales Police Crime Prevention Design Adviser  
 South Wales WIN  
 Sower Estate Agents  
 Square Foot Estate Agents  
 SSE Energy Supply Ltd  
 St Fagans Community Council  
 Stedman Architectural  
 Stewart Ross Associates  
 Stonewall Cymru  
 Stride Treglown Town Planning  
 Stuart Coventry Scott Wilson  
 Student Houses Cardiff  
 Sullivan Land & Planning  
 SuperLet Cardiff  
 Sustrans Cymru  
 SWALEC  
 Taff Housing Association  
 Tanner & Tilley  
 Taylor Estate Agents

Temp2Perm Housing  
Terry Nunns Architects  
The 20th Century Society  
The Boarding Centre Ltd  
The Design Group 3  
The Georgian Group  
The Institute of Cemetery and Crematorium Management  
The Planning Bureau  
The Royal Town Planning Institute  
The Umbrella Homes  
The Victorian Society  
The Wildlife Trust of South & West Wales  
Theatres Trust  
Thomas & Rose Agents  
Thomas George Estate Agents  
Thomas H Wood Letting & Estate Agents  
Thomas Joseph Lettings Management & Maintenance  
T-Mobile (UK) Ltd  
Tongwynlais Community Council  
Torfaen County Borough Council  
Town Planning & Development  
Turley Associates  
Ty Seren Lettings  
United Welsh Housing Association  
Urban City Ltd  
Urdd Youth Group  
Vale of Glamorgan Council  
Velindre NHS Trust Corporate Headquarters  
Veolia  
View Property Wales  
Virgin Media  
Vivaz Homes Ltd  
Vodafone  
Wales & West Housing Association  
Wales Council for Voluntary Action  
Wales Women's Aid  
Watts Morgan  
Welsh Ambulance Services NHS Trust  
- South East Region  
Welsh Federation of Housing Association  
Welsh Government  
Welsh Language Commissioner  
Welsh Tenants Federation Ltd  
Wenlock Lettings  
Wentloog Community Council  
Wentworth Properties  
Western Permanent Property Management Cardiff

White Young Green Planning  
Wigley Fox Partnership  
Williams Rentals  
Willmott Dixon  
Wimpey Homes  
X Factor Properties  
Zenith Design Solutions

Comments specifically or generally relevant to the draft guidance were received from the above consultees indicated \*\*\*

<b>Name</b>	<b>Comment</b>	<b>Response/Action</b>
Cllr E Clark	Section 4.16 needs to make the expectation to provide covered containers at the rear of properties for bag waste clearer. I suggest the wording is amended to “Developers of high density, multiple occupancy dwellings or five or more flats must provide covered containers for waste bags or screened storage for bins. The covered containers must be capable of housing the maximum number of bags required, based on an assessment of projected waste. Where houses have no frontages these need to be provided to the rear of the property.	The SPG is not able to stipulate that storage containers must be provided in rear areas of the property, as this is private land and it does not impact on waste collections. A comment on the need to require storage containers for bag collections is already included in paragraph 4.8.
	Page 18: I don’t agree with the encouragement of bins being stored to the front of properties with no frontage. The individual refuse storage example pictures and references should be deleted.	No action. All new developments should be using the bin collection method, so for terraced properties it is necessary for bins to be stored at the front. The pictures in question show bins being suitably contained within a frontage.
	I agree that waste storage requirements within flats should be generous and the waste storage requirements for the numbers living at a property specified.	No action
	Landlords should be required to ensure that brown food caddies and sufficient other waste receptacles are provided for new tenants	This comment will be included in Section 8 of the SPG.
	The enforcement process and penalties for not following the waste SPG need to be clear	This comment does not have a place in this SPG. This document is for developers/architects who are not required to understand the enforcement process.
	The SPG should deter large commercial waste containers from being stored on the street when not presented for waste collection.	The SPG already specifies that waste storage needs to be provided (see paragraph 6.4)

<p>Cllr Merry, Cllr Weaver, Cllr Knight</p>	<p>We strongly support the proposal that developments should not be allowed with internal storage for waste: if followed by residents it is unhygienic and almost inevitably leads to waste being put out as bags are full as understandably residents do not want to store waste inside.</p>	<p>No action</p>
	<p>We also believe that waste storage should be concealed from view and not simply stacked up in front gardens, that it should be adequate for the number of tenants and preferable secure to prevent spillage and pests.</p>	<p>No action</p>