Supplementary Planning Document

Creating locally distinctive places

Sutton’s Draft Urban Design Guide

Planning, Transport and Highways Service

Environment and Leisure

July 2007
“Design which is inappropriate in its context, or which fails to take the opportunities available for improving the character and quality of an area should not be accepted”

PPS1: ODPM, 2005

As Urban Design Champion for Sutton, I have great pleasure in publishing this draft Supplementary Planning Document (SPD), as part of the Council’s wider Urban Design Action Plan to improve the quality and identity of the built environment in Sutton.

Urban design does not only deal with architecture, but good design should positively improve the character and environmental quality of an area, the way it functions and how it is experienced.

This draft SPD promotes successful place making, through the implementation of several key urban design principles. The overriding principle is that design and layout should seek to build upon local character, including consideration of the existing streetscape, townscape and landscape qualities of the site and surrounding area. The Council acknowledges the importance of designing buildings and spaces that are attractive, modern, well connected, sustainable, inspiring and exciting, and therefore acknowledges that in certain instances, modern techniques and materials may achieve this.

Whilst the Borough is generally characterised as a successful suburb of London, its existing urban fabric is under significant pressure, for example pressure for increased housing development and threats on the attractiveness, viability and vitality of our towns and urban centres. Furthermore, the quality of recent development is raising concerns that “identikit” design solutions are ignoring the surrounding context, and creating places, streets and spaces with little definitive character or identity.

A Report of Studies, titled Understanding Sutton’s Local Distinctiveness, sets out further guidance on the characteristics that make up Sutton’s complex and varied local character. This Report of Studies should be used as the basis for preparing a more detailed site and context appraisal so that all proposed development respects and improves the local character.

I advocate the use of this draft SPD, which seeks to drive forward the design agenda to enhance existing successful places and create communities where people are proud to live, work and visit.

Cllr Lyn Gleeson (Urban Design Champion)
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Introduction

“Good design ensures attractive usable, durable and adaptable places and is a key element in achieving sustainable development. Good design is indivisible from good planning…. Good design should contribute positively to making places better for people” (PPS1, ODPM 2005)

Purpose of this guide

1.1 This document sets out Sutton Council’s urban design guidance to ensure that future development creates attractive and sustainable places, where people want to live, work and visit. Furthermore, it seeks to ensure that design is part of the planning process to deliver high quality development that respects and improves local character, creating buildings and places that inspire, excite and delight.

1.2 Good urban design contributes to achieving sustainable development, especially by promoting the delivery of enough high quality homes, vibrant economic centres, interesting and welcoming places and facilitating sustainable modes of transport, such as cycling and walking.

1.3 More specifically, urban design:
   • adds economic, social and environmental value and does not necessarily cost more or take longer to deliver;
   • helps deliver places that are accessible and enjoyed by all;
   • is fundamental in creating healthy neighbourhoods, where the design of our surroundings can affect our well-being;
   • delivers high investment returns for developers and investors by meeting a clear occupier demand, helping to attract further investment;
   • enhances workforce performance and satisfaction, increasing occupier prestige;
   • delivers economic benefits by creating investment opportunities and delivering successful regeneration; and
   • benefits all stakeholders, including investors, developers, designers, occupiers, public authorities and the users of developments.

1.4 The London Borough of Sutton has a distinct suburban character with many good examples of development from past and present building periods. The Council seeks to ensure that future development respects and improves this distinct identity, and in areas where no or little character exists takes the opportunity to create a distinct identity.

1.5 This document should not be seen as imposing a certain design taste or style, but promotes Design Principles that ensure all development respects and improves the site and surrounding area.

1.6 The Council considers that the key to good urban design is for developers to employ skilled
designers early in the process to provide the best solution for each particular site context.

1.7 From time to time, the Council will prepare more detailed design guidance in the form of development briefs, design codes and for larger sites the Council will support the ‘enquiry by design’ process.

Improved design in Sutton

1.8 During September 2005 Sutton Council approved an Urban Design Action Plan to improve the overall quality and raise awareness of urban design in the Borough. This Action Plan includes the preparation of up-to-date urban design advice and establishes a wide range of urban design working practices, such as:

- Urban Design Champion;
- Urban Design Panel;
- Conference / Workshop Events;
- Streetscape Design and Management Guidelines;
- Specialist Urban Design Service;
- Urban Design Training;
- Urban Design Awards; and
- Architectural Design Competitions.

Policy context

National policy context

1.9 The Government acknowledges the importance of design and is raising its profile on the planning agenda. Planning Policy Statement (PPS) 1 ensures that good design contributes to making places better for people and that development, which does not positively improve the character and quality of an area, should not be approved.

1.10 PPS3 considers how design contributes to delivering sufficient, affordable and high quality housing, by creating places, streets and spaces that meet the needs of people; are attractive; have a distinct identity; and positively improve local character.

1.11 PPS6 ensures that buildings and public spaces in town centres are fit for their purpose; safe; attractive; accessible; and durable, which contributes to improving the health, vitality and economic potential of a town centre.

1.12 The Government provides specific design advice for the historic environment in Planning Policy Guidance (PPG) 15, stating that old and new buildings can be integrated and woven into the existing urban fabric. Importantly, PPG15 emphasises that new buildings do not have to replicate older buildings, however should respect the setting; scale; height; massing; alignment; and the appropriate use of materials.

Regional policy context

1.13 The Mayor of London’s Plan ensures that good urban design gives order to space and beauty to buildings. The Mayor emphasises that good urban design contributes to creating a more varied and sustainable environment, by encouraging higher densities in places of high accessibility and reducing the need to travel.

1.14 The London Plan also sets out several design principles and policies that should influence the quality of design in Sutton.
Local policy context

1.15 Sutton Council’s Community Strategy 2005 to 2008 sets out Sutton’s Community Vision to improve the quality of life for everyone in the Borough now and for future generations, of which a key objective is to create safer communities and develop a cleaner and greener environment.

1.16 General Policies contained in Sutton Council’s Unitary Development Plan (UDP), adopted in 2003, ensure that new development is a high standard of design and respects local character, enhances urban landscape quality and promotes sustainable development. The UDP ensures that new development and redevelopment incorporates basic elements of good urban design; complements good quality elements of the existing urban fabric; enhances those areas where the urban fabric needs to be enhanced; and sets out special design policies for development in Conservation Areas and Areas of Special Local Character.

1.17 Furthermore, UDP Policy BE14 states that when assessing proposals for higher density residential development in sustainable locations, flexible planning standards may apply for car parking and amenity space, where such proposals incorporate the elements of good urban design, demonstrate high quality architectural design appropriate to the character of the locality and achieve sustainability objectives.

1.18 The Council has produced further design guidance as part of the Local Development Framework (LDF), including Supplementary Planning Documents (SPD) for the Design of House Extensions (October 2006); Designing out Crime (April 2005); and Sustainable Design and Construction (currently being prepared). The Council is also currently preparing a comprehensive local policy approach to delivering housing that respects local setting, as part of the LDF.

Status of this guide

1.19 This document is produced as a Supplementary Planning Document (SPD) in accordance with the Planning and Compulsory Purchase Act 2004. It provides guidance to agents, developers, planners and Council Officers on applying a range of Policies in the Unitary Development Plan 2003, but principally Policy BE1 “Good Urban Design.”

1.20 Once approved, this draft SPD will replaces the following Supplementary Planning Guidance (SPG), adopted by the Council in 1995:

- SPG 3: Design and Amenity Space;
- SPG 4: New Housing Development on Corner Sites;
- SPG 6: House Conversion;
- SPG 10: Design of Shopfronts and Advertising;
- SPG 11: Residential Parking Areas: Qualitative considerations; and
- SPG 12: Design for Layout of New Streets.

1.21 In terms of replacing SPG 11 and 12, and in accordance with this draft SPD, the Council encourages street layout and parking to be designed in accordance with
Community involvement

1.23 During 2005/06, the Council involved various stakeholders in identifying the scope and content of this draft Urban Design SPD, including:

- A Streetscape Design Workshop (20 June 2005), hosted by Sutton Council on behalf of Urban Design London, to discuss ways that planners, designers and traffic engineers can work together to reduce street clutter;
- An Urban Design Conference (10 September 2005) where approximately 40 local people discussed strengths, weaknesses, opportunities and threats within Sutton’s built environment. This included a discussion of how several key urban design principles contribute to making successful places;
- An Internal Urban Design Workshop (November 2005) where Council Officers discussed key strengths, weaknesses, opportunities and threats facing design in the borough and how several key principles can improve design in the borough; and
- Discussion with the Planning Users’ Panel (24 July 2006) where representatives from various groups considered the possible scope and contents of the draft SPD.

The design process

1.24 In early 2007, this draft Urban Design SPD was published for community involvement in accordance the Council’s Statement of Community Involvement. The final SPD has been revised to reflect many of the comments made during these consultation exercises. Further details of the consultation arrangements, including the comments made and how these have been addressed in the document are set out in the Regulation 17 and Regulation 18 Statement.

1.24.1 The design process is a fundamental aspect in the delivery of high quality development. Findings and thoughts from every
stage in the design process should be set out in the design and access statement, to be submitted with the planning application. Further guidance on preparing design and access statements is contained in the ‘before you apply’ section of this SPD report.

1.251.26 In particular, the design process should comprise of the following key stages:

- **Site identification** and start of the design and access statement;
- Site and surrounding area **appraisal** identifying local character, context, linkages, urban form, constraints and opportunities;
- **Policy** appraisal setting out National, Regional and Local policy for the design and layout of the scheme, including the consideration of any development briefs, design codes, this and other SPDs;
- Preparation of **concept design options** showing how various options for the proposal site incorporates the Design Principles in this SPD;
- Pre-application **community involvement** for large, strategic or controversial development proposals to ensure that possible options reflect the needs of the community;
- **Pre-application discussions** with Council Officers to discuss the design concept, possible options, policy considerations, local requirements and any further requirements to be taken forward as the preferred option;
- Preparation of the **preferred option** and finalising the design and access statement began at the start of the design process, setting out how the appraisal, concept options, community involvement and pre-application discussions have influenced this preferred option; and
- **Submission** of the planning application to Sutton Council.

### How to use the guide

1.261.27 Achieving high quality design should be considered from the outset of the design and planning process. This draft SPD is the Council’s first point of advice for urban design, and consists of two key sections, including:

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<td>for all development, which contributes to creating successful buildings, streets, squares and public places</td>
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<th>Detailed design advice</th>
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<td>for particular areas or issues, such as intensification; tall buildings; corner properties; landmark features; contemporary design; movement and parking; shopfronts; and healthy neighbourhoods and health care facilities.</td>
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1.271.28 This draft SPD should be used with other Council guidance, such as SPD on the Design of Residential Extensions, Designing out Crime and Sustainable Design and Construction; and thea Report of Studies titled ‘Understanding Sutton’s Local Distinctiveness’.

1.281.29 Furthermore, the Council promotes research, good practice
and design guides prepared by other organisations, such as English Heritage and the Commission for Architecture and the Built Environment (CABE). Many good examples of these, including the contact details, are set out in section five of this draft SPD.
Design Principles

“Good urban design is rarely brought about by a local authority prescribing physical solutions, or by setting rigid or empirical design standards but by approaches which emphasise design objectives or principles”

(By Design, DETR/CABE 2000)

2.1 The Council’s Design Principles, set out in this SPD, are derived from UDP Policies and ‘By Design’. More specifically, they are derived from and supplement UDP Policy BE1 (Good Urban Design), stating that: “Proposals for new development and redevelopment should incorporate the basic elements of good urban design and complement good quality elements of the existing urban fabric and enhance those areas where the urban fabric needs to be improved. The Council considers that good urban design should:

(i) respect and reinforce the character and identity of the area, including the buildings and their context;
(ii) avoid isolated developments which do not integrate well into the surrounding area;
(iii) create attractive well functioning spaces within the site;
(iv) provide a responsive architecture which is relevant to a human scale;
(v) respond to contextual features, including views and landscape;
(vi) contribute to a safe and secure urban environment;
(vii) include relevant new or otherwise appropriate technological innovations to ensure sustainability;
(viii) be accessible to all members of the community.”

2.2 The Design Principles do not provide prescriptive design solutions and are not set out in any priority. However, the success of a development will depend on how creatively all the Council’s Design Principles have been incorporated into a scheme, taking into consideration the context of the site and character of the surrounding area.

2.3 Each Design Principle contains a brief description; several design considerations; and a checklist to highlight the key criteria of that principle.

2.4 Furthermore, the Council’s Design Principles seek to deliver sustainable suburbs, by:

• reinforcing the role of local centres;
• making new development sustainable;
• improving the existing housing stock;
• promoting alternatives to travel by car;
• improving environmental sustainability;
• protecting and promoting suburban employment; and
• improving design and the public realm.
**Design Principle 1: Building on local character**

“Design which is inappropriate in its context, or which fails to take the opportunities available for improving the character and quality of an area and the way it functions, should not be accepted.”

(PPS1, para 34, ODPM 2005)

A typical inter-war suburban terrace, showing clear suburban character

2.5 This Design Principle ensures that development respects the positive features of Sutton’s suburban character, creating local distinctiveness and a sense of identity. The best places are tranquil, exciting, memorable, with an attractive character that people appreciate. The features that contribute to character include building styles, materials, scale, density, urban form and grain, building lines, landscaping, accessibility, heights, boundary treatments and the building footprint.

2.6 Applicants or developers will need to justify how the development proposal improves the character of the site and wider area. The reasoning for this should be set out in the design and access statement.

2.7 To understand the geological, historical and architectural characteristics of the borough, a Report of Studies titled “Understanding Sutton’s Local Distinctiveness” has been prepared.

2.8 Building on local character seeks to protect the positive features of Sutton’s suburban townscape, especially within Conservation Areas and Areas of Special Local Character. However, the Council acknowledges that new and old buildings can coexist without negatively influencing the quality of either building.

2.9 Respecting local character does not necessarily mean replicating it, but encouraging an imaginative approach to combining existing character, contemporary design, use, building style, natural environment, local practice, materials and the needs of the community and developer.

An example of contemporary design that respects historical character

2.10 In certain instances it may be argued that specific sites or areas have a poor, mediocre or no distinctive character. In these instances development should build on traditional building methods by creating a new
locally distinctive character through contemporary design solutions, varying materials, interesting buildings and spaces, and exciting public realm features. Large sites or sites isolated from the surrounding urban fabric can also accommodate distinctive development, such as at The Hamptons and BedZed.

2.11 To build on local character, all development should seek to:

- Preserve the unique positive characteristics of the specific area, including within Conservation Areas, Areas of Special Local Character, distinctive areas or certain town centres;
- Improve areas of poor or mediocre quality, through contemporary design solutions;
- Respect unique characteristics of the site and neighbourhood, including building lines, street patterns, scale, massing, height and landscaping;
- Incorporate the lessons of successful traditional development, such as layout, styles and materials, without replicating the mistakes of the 1970s, 1980s and 1990s;
- Ensure that the scale of development is appropriate to the existing context of the area;
- Ensure development reflects the existing building lines and building heights;
- Build on Sutton’s ‘green’ reputation by encouraging landscaping, street trees, retention of front gardens and the use of renewable energy and energy efficiency;
- Landscaping is based on geological and hydro-geological conditions of the site;
- Use contemporary and creative design solutions, including building design, landscaping, street patterns, building materials, signage and boundary treatments, especially in areas where no or mediocre character exists; and
- Have regard to the Council’s Report of Studies titled ‘Understanding Sutton’s Local Distinctiveness’.

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<td>In all areas, does the development respect existing building lines, heights, scale, boundary treatment, massing, geology, hydrogeology and archaeology?</td>
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<tr>
<td>Does the development respect and enhance the features and identity of areas with positive character, such as Conservation Areas and Areas of Special Local Character?</td>
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<tr>
<td>Where mediocre, little or no character exists, does the development seek to create a new distinctive character, including the consideration of contemporary design?</td>
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**Design Principle 2: Creating safe and attractive building layout**

“To promote the continuity of street frontages and enclosure of space by development which clearly defines private and public areas.”

(By Design, DETR/CABE 2000)

2.12 This Design Principle is about ensuring that all development clearly distinguishes between private and public space. Buildings should generally address, reinforce and define streets and spaces, and follow a coherent building line usually set from the existing building line or street line. Buildings that follow a continuous building line around a street block and address the street, i.e. front onto the street, while enclosing private space within the centre of the block have proved successful, including the ‘terrace street’ block pattern which is typical in Sutton.

2.13 Natural surveillance contributes to creating a sense of activity and reduces fear of crime. This is achieved through active building frontages, such as shopfronts, doors and windows, which face onto streets and spaces.

2.14 To create safe and attractive building layouts, all development should seek to:
- Clearly distinguish between private, semi-private and public space (see Figure 2.1);

*Figure 2.1: Shows the distinction between private, semi-private and public space on a typical suburban street*
• Ensure that buildings front onto or overlook streets, footpaths and other open spaces, with active frontages, such as windows, doors and shopfronts;
• Ensure that development proposals put forward design solutions for the entire site, where all space has a function, including open space, and therefore the building layout avoids left over space;
• Enclose private spaces in the middle of street blocks, where buildings clearly define private and public space;
• Consider the ratio between building heights and street widths to ensure that streets and public spaces have a human scale and are not intimidating (Figure 2.2a, b & c);

![Figure 2.2a: Shows the possible street to building ratio (1:1) of a very narrow street, such as a typical mews](image)

![Figure 2.2b: Shows the possible street to building ratio (1:2.5) for a typical suburban street](image)

![Figure 2.2c: Shows the possible street to building ratio (1:4) for a typical boulevard or public space](image)

• Provide the Council’s minimum standards of accessible private garden space of 70m² for 3 or more beds; 40m² for 2 bed houses; and 25m² for flats or 1 bed units (for exceptional cases where this is not possible, refer to the Council’s Planning Obligations SPD);
• Ensure that building heights and the location of windows, doors, conservatories and extensions do not cause overlooking and respect the privacy of neighbours;
• Provide a mix of uses to encourage a ‘human’ presence throughout the day;
• Ensure new development, especially contemporary design, inspires, excites and delights; and
• Consider the requirements of the Council’s Design of Residential Extensions SPD and Designing out Crime SPD.

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<th>Checklist to create safe and attractive building layout</th>
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<td>Does the building address the street with a continuous building line, set by the existing character with active frontages?</td>
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<td>Does the development clearly define between private and public space, using buildings to enclose private space?</td>
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<tr>
<td>Are buildings defined by a coherent and well-structured street layout?</td>
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<td>Does the development encourage a human scale that does not create over unnecessary shadowing?</td>
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<td>Does the development</td>
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consider the impact of overlooking on the privacy of neighbours?
Design Principle 3: Creating vibrant, attractive and accessible public places

“To promote public spaces and routes that are attractive, safe, uncluttered and work effectively for all in society, including disabled and elderly people.”
(By Design, DETR/CABE 2000)

The public realm should be vibrant, attractive and connect places

2.15 Public places are any areas that are accessible to the public, free to use, move through and enjoy. It is usually public spaces that connect places, such as squares, parks, streets and arcades. This principle is about using attractiveness, vibrancy, good accessibility, tranquility and high quality materials to create successful public places. Furthermore, the Council considers that public space is the community’s ‘living room’ and good design should encourage people, including the elderly and young, to use public space for various reasons, such as leisure and relaxation.

2.16 The maintenance and cleanliness of public places contributes towards their appreciation as attractive spaces. Therefore, development proposals should consider the continued maintenance and cleaning of the public realm. This in turn contributes to encouraging vibrancy and promotes opportunities for investment.

2.17 Furthermore, this principle is about all people having easy access into and around public spaces, buildings and squares, which are clear of unnecessary obstruction and clutter, especially for people with disabilities and pushchairs.

Blank frontages reduce vibrancy and natural surveillance

2.18 To create safe, attractive and accessible public places, all development should seek to:

- Consider location, size, type and function of the space;
- Integrate public space into the development, which does not rely on leftover space;
- Create a clear image for the space;
- Ensure that building entrances are on primary frontages at ground level;
- Reduce blank building frontages encouraging natural surveillance;
- Incorporate features that contribute to civic pride, such as archaeology, heritage, trees, landscaping, statues, street art, landmarks and water features;
- Ensure that tree roots are directed away from buildings, services and paving by using root containers or varying the type, size or depth of trees;
• Reduce and where possible remove unnecessary street clutter, such as signage, lamp columns, bollards, railings, street furniture and advertising, including fixed, temporary and free standing advertising;

• Ensure that all necessary street furniture, such as benches, toilets and phone boxes, are well designed and do not obstruct pedestrian sight lines and movement corridors;

• Use paving materials to improve distinctiveness. However, this should only comprise of one or two types that do not result in a patchwork effect, but respect the architecture and character of the space;

• Provide well designed and located seating, especially for use by elderly and mobility impaired people, which is however this should be sympathetic, discreet and does not restrict pedestrian movement;

• Facilitate easy cleaning and maintenance of public spaces, including the street furniture;

• Reduce temporary, fixed, free standing and ‘A’ board advertising, especially those located on the footway;

• Encourage vibrancy with the use of street cafés, events, markets, street performers, concerts, festivals and ceremonies;

• Ensure public space makes provision for those wishing a tranquil environment for quiet reflection;

• Ensure that all people, including those with disabilities, can easily and comfortably move through, to and between public spaces and buildings;

• Make use of level or slight gradient surfaces, ramps and lifts to encourage easier movement within the public realm and entering and exiting buildings. However, steps are also important in the public realm, especially where they can be used as informal seating and encourage social interaction.

Street cafés contribute to activity and vibrancy

Checklist to create vibrant, attractive and accessible public spaces

Does the development provide streets, squares and public spaces that are well connected, vibrant, attractive and easy to move through and within?

Is the public space clean, attractive, well designed, with suitable management and cleaning arrangements?

Is the public space clear of obstruction and clutter, and incorporate the principles of accessible environments for all people?
Design Principle 4: Creating easier movement

“"To promote accessibility and local permeability by making places that connect with each other and are easy to move through, putting people before traffic and integrating land uses and transport.”

(By Design, DETR/CABE 2000)

2.19 Streets are more than just routes for vehicles, but should offer a safe and attractive environment for all users. Well-designed and safe streets encourage people to use them, especially for walking and cycling. This principle considers how development facilitates pedestrian movement and is integrated into the overall movement network (see figures 2.3a, b & c).

2.20 Street pattern and urban grain can significantly impact on pedestrian movement - smaller grain makes movement easier, however cul-de-sac street layout restricts movement (see figures 2.3b & c).

2.21 Certain traffic management techniques encourage the shared use of streets for people and vehicles, such as 20mph ‘home zones’, which create valuable public space for people and reduce the impact of traffic speeds and volumes. Within ‘home zones’ pedestrians have priority and vehicles are required to behave according to the ‘rules’ of pedestrians, including speeds.

2.22 Further guidance on the technical specifications for traffic and transportation will be contained in a local ‘Manual for Streets’, currently being prepared.

2.23 To create easier movement, all development should seek to:

- Encourage safe, easy and direct pedestrian movement and the creation of a network
of attractive, well-connected public spaces;

- Design streets with the pedestrian needs in mind, considering existing pedestrian desire lines;
- Ensure roads, footpaths and public spaces are connected into well-used routes (figure 2.3a);
- Reduce cul-de-sac street patterns and re-connect street patterns that currently restrict movement (figure 2.3b & c);
- Discourage gated development;
- Ensure that public transport facilities (stations and bus stops) are integrated into the design and layout, improving pedestrian accessibility to public transport facilities;
- Consider a wide range of street types, such as avenues, boulevards and ‘home zones’;
- Ensure that cars and parking do not dominate the streetscape, whether on-street or off-street;
- Reduce parking on front gardens and reinforce existing building lines and front boundary treatments, and ensure that inappropriate backgarden land is not used for parking;
- Ensure that, where parking on front gardens is the only solution, this is minimal, sympathetic, landscaped using sustainable urban drainage systems and does not result in excessive building setbacks;
- Make use of underground parking, especially for large residential schemes and retail development. However, this must be designed to be totally secure in accordance with the Council’s Designing Out Crime SPD (Guidelines DCR41 to DCR45) and not negatively impact on groundwater flows, which need to be assessed in advance of any design work;

The impact of parking on front gardens should be reduced

- Locate utility services under streets or footways, where street design enables repair and maintenance within clear accessible corridors;
- Encourage economic activity on retail streets, through improved pedestrian access and moderate car movements;
- Use pedestrian streets to encourage increased footfall and create opportunities for public space; and
- Encourage walking and cycling by connecting the development to existing networks and providing storage, shower and accessible bicycle parking facilities.

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<tr>
<th>Checklist to create easier movement</th>
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<td>Do buildings and layouts make it easy to find your way to, through and around?</td>
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<td>Does the development facilitate pedestrian movement, through well-connected streets and</td>
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<tr>
<td>Question</td>
<td>Answer</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Is the development integrated into the overall movement network?</td>
<td></td>
</tr>
<tr>
<td>Is car parking well integrated so it is not dominant and supports the streetscene?</td>
<td></td>
</tr>
<tr>
<td>Does the layout and pedestrian requirements take priority over the roads and car parking to the extent that highways do not dominate the development?</td>
<td></td>
</tr>
</tbody>
</table>
Design Principle 5: Creating a sense of welcome

“To promote legibility through development that provides recognisable routes, intersections, and landmarks to help people find their way around; and to promote development, landscaping and public realm features that make people feel welcome and create a sense of arrival when visiting a certain place.”

(By Design, DETR/CABE 2000)

2.24 This principle is about designing places that are welcoming, with a clear image and that are easy to find your way around, using recognisable routes, gateways, focal points, intersections and landmark features.

2.25 Visual, open and vibrant streets and spaces contribute to reducing fear of crime and make places welcoming and attractive. Streets can highlight landmarks, buildings and focal points by creating visual corridors, which create a sense of identity and help people to find their way around (see figure 2.4).

2.26 In certain instances, corner buildings can highlight a gateway or signify a change in the character of the built form. However, this is not the case for every corner site and careful consideration should be given to how the development fits into the surrounding character and nature of the street.

Corner properties can signify a gateway or change in the urban form

2.27 Art, landscaping, water features and street furniture can create attractive places and improve civic pride. However, consideration should be given to the location and materials to facilitate cleaning, especially graffiti. Wood and porous materials absorb paint, being more difficult to clean.

Examples of entrance signs to specific places or areas with distinctive character

Figure 2.4 shows how development can highlight landmark features
Distinctive landmark features and local art promote identity

2.28 To create welcoming and legible places, all development should seek to:

- Preserve and enhance unique characteristics and design features of specific areas, such as Conservation Areas and certain town centres;
- Design contemporary buildings and public spaces that are welcoming, memorable and create identity;
- Focus buildings and street layout onto landmark features to create views and vistas;
- Enhance and protect locally strategic views;
- Enhance gateways as welcome features by using landscaping, art or signage that reflects local circumstances;
- Where appropriate, utilise corner buildings to provide opportunities to highlight gateways and signify changes in the urban form;
- **Encourage trees, landscaping and planters**, however these should not restrict pedestrian movement and use suitable techniques to ensure the roots do not affect buildings, utility services or paving;
- Provide good quality signage, including signs on shop fronts;
- Encourage works of art, especially from local artists or architects;
- Ensure that works of art and street furniture can be easily cleaned; and
- Use lighting to improve safety, and highlight landmarks and attractive buildings, preferably generated from renewable sources of energy.

Fountains, water features and distinctive landscaping create a sense of welcome and identify

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**Checklist to create a sense of welcome**

<p>| Does the development have a clear image and improve the identity of the surrounding area? | ✓ |
| Is the site easy to find your way to, through and around? | |
| Does the development make the most of highlighting or creating landmark features, | |</p>
<table>
<thead>
<tr>
<th>especially for corner buildings?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Could art, landscaping or water features improve the attractiveness of the space, development and surrounding area?</td>
</tr>
</tbody>
</table>
**Design Principle 6: Building for the future**

“To promote adaptability through development that can respond to changing social, technological and economic conditions; and to provide diversity and choice through a mix of compatible developments and uses that work together to create viable places that respond to local needs.”

(By Design, DETR/CABE 2000)

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2.29 Successful places provide equal opportunities for all people, now and for future generations. Building for the future ensures that new development contributes to environmental sustainability, while supporting a mix of compatible uses and tenures. Furthermore, this principle ensures that development considers the future impacts of climate change and global warming, such as extreme temperature changes, flooding or drought.

2.30 Buildings for the future encourages the key principles of sustainable development, especially sustainable design and construction through energy efficiency, renewable resources (sun / wind / thermal mass), water conservation (dual flush / water storage / sustainable urban drainage) and reducing the need to travel by car (car sharing / public transport). Furthermore, the use of ‘brise soliel’ (solar shading) on the southern façades of buildings can successfully reduce overheating during the summer months. Further advice on incorporating sustainable design and construction technology in new development is available from the Council’s Sustainable Design and Construction SPD, currently being prepared.

2.31 Sustainable design and construction techniques, such as solar panels, wind turbines and water butts, should be designed and located to have the least visual impact on the streetscene. This may be achieved by locating solar panels on the rear facing roof slopes; using photovoltaic panels that look like tiles; or hiding water butts within natural landscaping. This careful design is especially important in areas of heritage value, where badly designed sustainable features may negatively impact on the quality of a heritage area, such as Conservation Areas or Areas of Special Local Character.

2.32 To build for the future development proposals should make the most of local skills and building materials, and provide waste collection and recycling facilities on or very nearby the proposal site.

2.33 Buildings should not be designed according to their use, but should be comfortable and easily converted should circumstances change. Buildings that are
adaptable in this way, have longer life-spans, with clear social, economic and environmental benefits.

2.34 The introduction of Sustainable Urban Drainage Systems (SUDS) as a major design feature will contribute to environmental sustainability by mimicking the existing hydrological characteristics of a site. Design for SUDS should demonstrate an improvement to water quality, reduction in flood risk and incorporate amenity benefits.

2.34.35 Residential development should provide various sizes and styles of accommodation, which can also be changed should the need arise. Development should also meet ‘lifetime home’ standards for improving accessibility into and around dwellings.

2.35.36 To create buildings for the future, all development should seek to:
- Incorporate the principles of sustainable design and construction, in accordance with the Sustainable Design and Construction SPD, currently being prepared;
- Where the street layout allows, and in accordance with other Design Principles, buildings should face 30° either side of south, to maximise solar gain (see figure 2.5);
- Meet the Council’s renewable energy and carbon deduction targets, when adopted, by making use of technologies such as photovoltaic panels, wind power, geo-thermal heating and combined heat and power;

• Locate solar panels on south facing roof slopes and where this would have a significant impact on the streetscene use photovoltaic panels that can be north or south facing, as they rely on light and not heat;
• Design ‘brise soliel’ to have the least visual impact and, where possible, hide these during the winter months, reducing the impact on the active frontage and improving natural surveillance;
• Ensure that the location and materials used for sustainable technologies are discreet and well designed, especially in areas of heritage quality;
• Use of thermal mass insulation to reduce heat loss and natural ventilation to improve cooling (see figure 2.6);
Figure 2.6: South facing development maximises solar gain, where thermal mass can retain heat and natural ventilation can facilitate natural cooling

- Conserve water through the reduction of water use, the use of water butts, green/grey water recycling and using dual flush toilets;
- Water features should be water efficient and designed to look attractive, even without water during periods of drought;
- Design for the current and future impact of climate change and global warming, such as flooding or drought;
- Site and street layout should incorporate Sustainable Urban Drainage Systems (SUDS) features that are appropriate to the site conditions;
- Make use of trees, grass and natural landscaping;
- Where grass and natural landscaping is not possible, paved areas should use Sustainable Urban Drainage Systems;
- Make use of local building materials and local construction companies;
- Use sustainable types of materials, such as timber windows and water based paint, ensuring that quality and maintenance is not compromised;
- Provide sufficient, secure and accessible on-site waste and recycling collection, sorting and storing facilities;
- Consider the current and expected housing demand, specifically with relation to house size, bedroom numbers and dwelling types;
- Provide for a mix of land uses;
- Provide higher densities in Sustainable Residential Quality areas, being close to public transport access;
- Design building layout, particularly the interior, to be easily altered should the need arise;
- Provide affordable housing in accordance with the Council’s Affordable Housing SPD (October 2006);
- Design for easy conversion to other uses, should the need arise;
- Incorporate Lifetime Home Standards, including the provision of parking for disabled people and the design of internal and external layouts;
- Locate services, including utility boxes, under roads, pavements or landscaped areas, including the use of ducting under pavements to combine services and make maintenance easily accessible;
- Consider any issues regarding contamination of land;
- Protect wildlife and Sutton’s biodiversity; and
- Provide opportunities for habitat creation, such as green roofs.
<table>
<thead>
<tr>
<th>Checklist to building for the future</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the development contribute to environmental sustainability, through renewable energy, energy efficiency, water conservation and protecting biodiversity?</td>
<td>√</td>
</tr>
<tr>
<td>Has the building been designed to mitigate any impact of Climate Change, including future temperature extremes, flooding and drought?</td>
<td></td>
</tr>
<tr>
<td>Does the development support a mix of land uses, tenures, styles, room sizes and room numbers to accommodate a wide range of user groups?</td>
<td></td>
</tr>
<tr>
<td>Can the building be used for other functions in the future, should the need arise?</td>
<td></td>
</tr>
<tr>
<td>Does the development accommodate Lifetime Home Standards?</td>
<td></td>
</tr>
</tbody>
</table>
Detail for successful places

3.1 Many of the design issues in the borough relate to the problems currently facing London’s suburbs, including the need to accommodate housing; improve distinctiveness; create vibrant, attractive, accessible and healthy neighbourhoods; improve the public realm and reduce unnecessary street clutter; and reduce the impact of high levels of car ownership, congestion and car parking.

3.2 This section contains detailed design guidance to help reduce the impact of the issues mentioned above. This includes more detailed guidance on implementing the Council’s Design Principles mentioned in section two. Not all of the guidance below will be applicable for all applications.

Design for intensification

3.3 The need for more housing, which is high on the Government’s agenda, is being reflected locally in the increasing house prices and overall pressure for development in the Borough.

3.4 In accordance with government guidance, the Council has identified a number of areas, suitable for higher density development. These areas have been designated as Sustainable Residential Quality areas (SRQ) (UDP BE14), being in sustainable locations close to public transport and town centres.

3.5 There are several techniques for housing intensification, such as development in depth, infill development, subdivision and redevelopment, and conversion. Applications for development involving intensification must be in accordance with primary planning policy, set out in the UDP and Development Plan Document. This SPD should not be seen as the mechanism allowing intensification, but seeks to ensure that when intensification may be permitted in accordance with primary policy, it is designed to the highest possible standard with minimal impact on the streetscene and character of the area.

3.6 Urban design has a significant role in delivering high quality, higher density development, especially by ensuring that development respects and improves local character and is designed in accordance with the Council’s Design Principles. Using design principles, as opposed to prescriptive standards, encourages architects and designers to respond to the particular character, opportunities and constraints of a site.

3.7 This section sets out specific design guidance when designing more intensive, higher density development, including development in depth, infill development; subdivision and...
redevelopment of existing plots; or converting existing buildings.

3.8 When proposing new residential units, including new build, conversion or change of use, the following minimum room sizes must be met:

<table>
<thead>
<tr>
<th>Room</th>
<th>Width</th>
<th>Total Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net floor area</td>
<td></td>
<td>28.2m²</td>
</tr>
<tr>
<td>Studio flat (with separate kitchen)</td>
<td>??</td>
<td>14.9m²</td>
</tr>
<tr>
<td>Studio flat (with kitchen)</td>
<td>??</td>
<td>19.8m²</td>
</tr>
<tr>
<td>Main or only bedroom</td>
<td>2.4m</td>
<td>10.2m²</td>
</tr>
<tr>
<td>Second Bedroom</td>
<td>2.1m</td>
<td>6.5m²</td>
</tr>
<tr>
<td>Living room / kitchen / diner</td>
<td>3.1m</td>
<td>14.9m²</td>
</tr>
<tr>
<td>Kitchen / diner</td>
<td>2.1m</td>
<td>9.3m²</td>
</tr>
<tr>
<td>Living room</td>
<td>3.1m</td>
<td>12.1m²</td>
</tr>
<tr>
<td>Kitchen</td>
<td>2m</td>
<td>5.6m²</td>
</tr>
<tr>
<td>Bathroom</td>
<td>2m x 2m</td>
<td>-</td>
</tr>
</tbody>
</table>

Development in depth

3.9 Development in depth usually relates to the development of unused land within an existing street block, sometimes making use of unused garden space or railway sidings.

3.10 Development in depth would need to be in accordance with the Council’s primary planning policy and in addition to this, and the Council’s Urban Design Principles, development in depth would need to:

- be designed at a smaller scale, footprint and height to the surrounding area;
- have minimal visual impact from the streetscene, possibly being screened by landscape;
- achieve sufficient separation between proposed and existing dwellings to reduce the impact of overlooking, noise, outlook and loss of amenity that may result from new development;
- ensure similar plot sizes are reflected in the new dwellings to those of the existing dwellings;
- ensure that any new dwellings along the existing road, front onto that road;
- ensure the new ‘in depth’ dwellings front onto the new access road with private amenity space to the rear;
- provide one access road for multiple dwellings and provide sufficient space for vehicle turning, including emergency vehicles;
- ensure that the access road does not disrupt the existing urban fabric (streetscene) of terraced, semi-detached or detached houses and where possible ensure access roads make use of existing access positions;
- reduce the impact of noise and visual disruption of the access road through the use of trees or landscaping;
- retain existing mature trees, landscaping and boundary treatment; and
- locate parking on-site.

Infill development

3.73.11 Infill development is defined as usually relates to the development of a building in between two existing buildings.

Refine design guidance for development in depth and provide figures
either as part of a comprehensive redevelopment of single dwelling or making use of unused side boundary space. Infill development is particularly useful to fill gaps in and repair the urban fabric. unused land within an existing street block.

3.8.12 In addition to the Council’s Design Principles, infill development would need to:
• reflect the existing character of the area, in terms of scale, form, height and massing;
• improve permeability through small urban grain and creating new pedestrian connections;
• respect existing amenity space, reduce overlooking and outlook that may result from new development;
• retain existing mature trees, landscaping and boundary treatment;
• where possible create ‘open’ street patterns, as opposed to cul-de-sac streets;
• design continuous active frontages that address the street, with a clear definition of public and semi-public space;
• discourage gated developments;
• buildings should front onto the road highest on the road hierarchy and not the return frontage; and
• locate parking close to the dwelling it serves.

Refine design guidance for infill development and provide figures

Subdivision and redevelopment of existing plots
3.9.13 If carefully designed, the subdivision and redevelopment of plots may deliver attractive higher density development. However, this must be in accordance with the Council’s Design Principles, and development would need to:
• respect the scale, massing and urban footprint of the surrounding area (for example introducing a residential terrace in an area characterised by detached or semi-detached properties may not be acceptable);
• observe street building lines and side boundary setbacks, to ensure that development does not cause a terracing effect where detached / semi detached houses are the character of the area;
• maximise opportunities for creating an identity in areas with poor, mediocre or no character, including the use of contemporary design;
• retain existing landscaping and front boundary treatments;
• ensure that parking does not dominate the streetscene, preferably located underground, to the side or the rear of the site. Where no alternative exists, parking may be located in the front of the site, where this is discreet and observes the existing building lines;
• consider the Council’s ‘Designing out Crime SPD’;
• make use of sustainable paving materials, such as sustainable urban drainage, in accordance with the Council’s Sustainable Design and Construction SPD.

Conversions
3.103.14 Converting existing dwellings into flats is an alternative approach to increasing densities.

3.113.15 Conversions have
significant urban design implications, such as the visual impact of additional parking; bin stores; extensions and roof conversions; and for larger conversions, the need to provide an external means of fire escape to accord with building regulations.

3.12

3.16 In addition to the Council’s Design Principles, conversions will need to:

• ensure that layout and construction of the existing dwelling is suited to a conversion;
• retain a vertical emphasis, where the width of the dwelling is consistent with the width of dwellings in the surrounding area;
• provide sufficient, accessible, on-site garden space for each unit, in accordance with the minimum sizes provided in the Design Principles;
• ensure that rear extensions do not reduce the amount of amenity space below the standards required in the Design Principles;
• ensure that extensions or dormer windows match or complement the original style of the property and surrounding area;
• ensure that all extensions comply with the Council’s Design of Residential Extensions SPD;
• ensure that all units are self contained, with their own entrance, kitchen, bathroom and toilet facility;
• provide large family units on the ground floor, with opportunities for garden space;
• provide an entry hallway for any units accessed directly from the street;
• observe the following minimum room sizes and widths for residential units, set out in paragraph 3.8 above;
• reduce noise between adjoining units and floors, though suitable sound proofing materials;
• locate like rooms above each other, such as kitchens above kitchens, bathrooms above bathrooms, bedrooms above bedrooms, etc;
• ensure that access to the bathroom or WC is not via the bedroom;
• reduce excessive overlooking and protect privacy, especially from the habitable rooms and kitchens;
• provide sufficient on-site parking, based on access to sustainable transport choices and the Council’s parking standards at the time;
• landscape parking and garden areas, especially where paving can facilitate sustainable urban drainage;
• locate parking on the front or side gardens and in certain instances underground parking may be encouraged;
• provide refuse areas to the side or front of dwellings, and ensure that these are accessible for residents and refuse collectors;
• ensure refuse areas are covered, screened by landscaping, secure, watertight and materials respect the design of the house;
• ensure landscaping is attractive and retain mature trees, especially where these screen cars and contribute to the streetscene;
• submit a landscaping scheme
in support of applications for conversions;

- where external staircases are required, these must be attractive, not visually intrusive, respect the materials of the house, not overshadow windows and gardens, or result in loss of privacy.

**Tall buildings**

**3.133.17** Given the Borough’s low rise suburban character, the Council defines high buildings as any building higher than 3 storeys, excluding residential space within a pitched roof. UDP Policy BE10 states that proposals for high buildings outside Sutton Town Centre will be resisted, unless there is an overriding townscape justification.

**3.443.18** Proposals for tall buildings should have regard to the Council’s Design Principles and CABE / English Heritage guidance on Tall Buildings (2003). Furthermore, tall buildings should:

- enhance the existing character of the surrounding area;
- identify opportunities for contemporary buildings, which respect local character, inspire, excite and delight;
- achieve the highest architectural quality of the building, considering the form, massing, proportion, silhouette, materials and relationship to other structures;
- positively contribute to the image of the local and wider area;
- consider the effect on the local environment, such as wind, microclimate, overshadowing, night-time appearance, vehicle movements and impact on strategic views, which should all be considered in an environmental impact assessment;
- create external and internal public space, including public realm provision and create a ‘sense of place’;
- provide a mix of uses with active uses, such as retail, on the ground floor and private uses, such as residential on the upper floors;
- attend to the human scale, especially when viewing the building from the ground;
- contribute to pedestrian permeability and connecting movement patterns of the surrounding area;
- ensure building services (lift rooms, air conditioning and cleaning equipment) are not visible, especially from the ground floor, which could be hidden in attractive architectural features or ‘fake’ upper floors with windows; and
- ensure that the scale of the building is less intimidating by setting it back or tapering the upper floors, such as the Gherkin in London.

**Corner properties**

**3.153.19** Corner properties are visually prominent with two frontages, one being the main building frontage and the other being the side return frontage. Certain parts of the borough are characterised by buildings on one frontage, with the other contributing to an open feel of the area. Therefore, development of corner properties may significantly alter the intrinsic character of certain areas of the borough.

**3.163.20** Whilst development on corner plots may deliver additional housing, it is generally
discouraged in established residential areas, unless development:

- is compatible with the surrounding townscape, reflecting the character, layout and urban form of adjacent and nearby buildings;
- on the return frontage is setback in line with the side building setback of the existing dwelling;
- does not encroach into more than the back garden of one other property;
- does not cramp the appearance of the street; and
- ensures that two thirds of the original back garden (measured from the rear wall of the existing original dwelling to the existing original and proposed back garden wall) is retained, except within SRQ areas, where the original back garden wall is that of the traditional layout.

3.17 Corner properties within SRQ areas may deliver higher density housing, such as flats. In accordance with UDP Policy BE14 the Council will adopt flexible standards of amenity space provision and parking provision within SRQ areas. Flats are suited to corner properties within SRQ areas, where parking is provided to the rear of the site or underground, and where the flats are provided over three floors to add vertical emphasis, characteristic with suburban period development of the borough.

3.18 In certain other instances development on corner properties may be suitable, such as highlighting a gateway or signifying a change in the urban form. This includes development that highlights an entrance or gateway into the borough, a retail centre, an SRQ area or an employment area. In these instances development may be emphasised by an increased height, higher density, larger form, detailing, colouring or materials.

Landmark features

3.193.23 Landmark features may include sculptures, archaeological or historic features, water features, bridges, tall buildings, historic buildings, theatres or parks. Landmark features may also enhance key junctions, spaces, attractions or gateways. They are usually those elements used to give direction.

3.203.24 Landmark features may improve the character of an area, such as:
- creating distinctiveness and identity;
- emphasising the hierarchy of a place, through distinctive buildings and features that reflect the status of the place;
- using features or tall buildings to emphasise key locations from a distance, such as clustering landmark features or tall buildings to highlight Sutton Town Centre; and
- creating a skyline where the roofs of buildings add visual interest and convey particular activities, such as churches or civic centres.

3.214.25 New landmark features should be designed to:
- respect the existing character of the space, including the historical character, and add to local distinctiveness;
- integrate into the existing space or streetscape;
• be a focal point of streets and buildings;
• respect existing pedestrian movement patterns, however be visible and add to the attractiveness and vibrancy of the space; and
• be easily maintained and cleaned and where possible mitigate opportunities for vagrants and vandals.

3.226 Lighting could be used to enhance landmark features and create landmark features from existing structures, for example lighting an important building in a creative way. However, lighting should make use of renewable energy.

3.227 Public art contributes to creating distinctiveness, character and identity of areas. Furthermore, subways and buildings with blank frontages can be more attractive with public art or mosaics. This may also encourage civic pride by providing areas where local people can design the streetscene, whilst improving areas that may have been subject to graffiti.

Contemporary design
3.243 The most predominant elements of contemporary buildings are the building style, materials, construction techniques and sustainable design and construction techniques. Contemporary design does not necessarily mean taller buildings or higher density, and could be accommodated within the existing building footprint.

3.253 The Council encourages development that respects local character, however replicating past mediocre architectural forms is not always appropriate. Therefore, design should reflect the locality, but be honest to the current time and techniques of building design and construction.

3.263 In certain instances, such as areas with little or no existing character, the Council encourages contemporary design that improves the character of the site and surrounding area. The Council acknowledges that new and old buildings can coexist together, while still respecting the quality of either building.

3.273 The following paragraphs set out the various types of character and the extent to which contemporary design may be suitable. This should be read in conjunction with the Council's 'Report of Studies, Understanding Sutton's Local Distinctiveness', to ensure that all development protects or improves local character. An appraisal of the existing character and motivation for the scheme, including motivation for the proposed character, should be set out in the design and access statement.

Protect local character
3.283 In areas with an existing distinctive character, such as Conservation Areas or Areas of Special Local Character, new development will need to reflect the reasons for this character, such as building style, scale and proportions, building rhythm, materials, detailing or decoration. There may be limited scope for very high quality contemporary design, but in most cases the Council will encourage new development to replicate the existing character.
In terms of materials, new development should reflect the existing local palette of materials. However, contemporary materials may be introduced, even in historic environments, where these offer an elegant contrast to the more 'solid' appearance of traditional materials. However, there must be harmony with the new and existing materials, based on colour, texture and scale of use.

Areas of mixed character
In areas of mixed character, certain buildings along a street will positively contribute to the character of the streetscape and others will have a poor character or no character. Here, it is difficult to identify the distinct features that contribute to that character.

Therefore, an opportunity may exist for a more original approach to design that follows the key positive components of the streetscape, such as building line and building height, but offers an opportunity to introduce more distinctive elements to certain aspects of the streetscape.

Areas of poor or no character
Areas of poor or no character offer the greatest opportunity to create a new character, based on the enduring characteristics of the site, such as topography or natural features. This may include large sites, sites isolated from existing character, or sites that back onto established suburban areas.

Areas of poor or no character have very little distinctive materials or colour palette. Therefore, there should a limited selection of materials and colours that are informed by the existing landscape, create emphasis and integration, and influence how buildings sit within their landscape. Here, an opportunity exists to create buildings and landscapes that inspire, excite and delight.

Design for movement and parking
This section provides general design advice for the design and layout of movement corridors and parking. It should be read in accordance with the Council's Design Principle for creating easier movement and further technical design guidance for traffic and transport in the Council's local 'Manual for Streets', prepared for the Department for Transport (DfT) and Communities and Local Government (CLG), 2007. guide, currently being prepared.

The design of roads and parking has a significant impact on the image of an area. For example inter-war suburbs were not designed for the car, but cars were accommodated through the removal of front gardens; construction of parking forecourts; or road widening to accommodate on-street parking. These have often resulted in a car dominated environment, with a detrimental impact on character.

Sutton Council encourages the following 'user hierarchy' for the design of streets, spaces and movement corridors, which gives priority to pedestrians, and includes:
- Pedestrians (including people with mobility impairments);
- Cyclists;
- Public transport;
• Service vehicles; and
• Private vehicles.

3.373.41 This ‘user hierarchy’ is based on the national and local sustainability agenda, including the Mayor of London’s Transport Strategy.

3.42 The Council also encourages design for movement and parking to incorporate the principles of Sustainable Urban Drainage Systems (SUDS), such as as using permeable paving, swales and gravel filled trenches.

3.38 3.383.43 Furthermore, Sutton Council promotes sustainable transport choices, which not only contribute to environmental sustainability, but also reduce the impact of vehicles on Sutton’s local character.

Sustainable transport choices
3.393.44 Pedestrian and cycle movement networks in new housing areas should be designed to be safe, secure, convenient, well connected, integrated and pleasant.

3.403.45 The pedestrian network consists of a range of footways and carriageways. The pedestrian movement network should follow existing pedestrian desire lines and therefore be considered early in the preparation of a proposal. It is important to identify any features that will generate or attract pedestrian traffic, such as a community facility, shop or play area.

3.413.46 In general, the pedestrian movement must:
• be of primary use to residents;
• connect origins and destinations by the shortest route possible;
• be well lit with active frontages, encouraging natural surveillance;
• be well patrolled;
• clearly distinguish who has priority, especially if shared with cyclists;
• be free from clutter and obstruction; and
• be designed in accordance with the Council’s Designing out Crime SPD.

3.423.47 Cycle networks should be designed in accordance with the DTP guidelines. New development should respect the needs of cyclists, which includes the provision of cycle parking, and be designed in accordance with the policies and proposals of the Borough Cycle Network, currently being developed.

3.433.48 The design and location of buss stops can positively impact on the quality of the streetscene, especially where these are accessible and do not cause unnecessary obstruction.

3.443.49 In terms of design guidance, bus stops should be designed to:
• allow easy access to and from the stop;
• remove street furniture that obstructs pedestrians and passengers boarding, alighting or passing by;
• minimise the use of kerb space, especially where there are competing demands;
• provide good street lighting;
• provide unobstructed and regularly cleared litter bins; and
• ensure good drainage to avoid pooling of water and splashing when vehicles pass.

Designing accessibility

Development should consider the transport needs of everyone in the Borough, including those with visual, hearing or mobility difficulties. This includes specific implications for the design of footways, crossings, parking spaces and access to buildings.

In this regard, the Council encourages dropped kerbs or raised crossings, especially along pedestrian desire lines.

Detailed guidance on the design of accessible environments is contained in SPG8 (1995) of the UDP. In accordance with the Local Development Scheme, this SPG will not be replaced until the next three-year programme and therefore continue to provide guidance until this time.

Road and junction sizes

Roads should not dictate the shape of development and should not be the starting point of the design concept.

The design of the road layout within new development can significantly control vehicle speeds. For example low speeds could be encouraged by winding road layouts; short road lengths; speed restraints; speed humps at the entrances to shared surface streets; the location of buildings on the road; and using hard and soft landscaping. Developers will be expected to demonstrate how traffic speeds can be controlled within the proposed road layout.

This includes making provision for emergency vehicles and emergency services should be consulted in the preparing of schemes.

New development will need to reflect the Council’s hierarchy of residential roads. This includes specific design criteria, such as maximum number of dwelling units per road type, which is will be contained in the Council’s local ‘Manual for Streets’ manual, 2007, currently being prepared by the DfT and CLG.

Treatment of the road and pavement

In the design and layout of new streets, the public realm should be safe, pleasant and useable. Details of this should be contained in a public realm strategy that considers:

• A local appraisal of the area, which considers the character, pedestrian routes, existing public realm treatment, materials, landscaping and proposed design features, such as hedges or grass verges. Natural features, such as important trees, must be retained and sensitively incorporated into new developments; and

• A palette of materials to be used in the construction of the roads and footpaths. The materials should integrate the highway scheme into the overall appearance of the area, such as using heritage style paving in a Conservation Area. The materials should create a vibrant and attractive public realm, such as the pedestrian areas in Sutton Town Centre. Finally, the Council must approve the materials before the road is adopted, to ensure the materials are suitable and
The Dutch designed home zones (‘woonerven’) in around the 1960s. The term refers to streets where the pedestrian has priority and predominates over any traffic.

Home zones benefit from slow traffic speeds, giving greater priority to non-motorised road users. Thus improving the quality of life by creating streets as places for people, instead of thoroughfares for vehicles.

Specifically, home zones make vehicles feel like a ‘guest’ on the street and ensure they behave according to the pedestrian habits.

Home zones are based on a set of design and highway management principles, which include:

- using traffic management measures to reduce traffic speeds and volumes, such as chicanes, humps and width restrictions;
- reduce lane widths so vehicles pass slowly, have to wait for pedestrians, and provide additional space for

Home zone schemes may be slightly more expensive than other traffic calming techniques. However, the initial capital outlay is necessarily to achieve the benefits and ensure a cost saving over time for the environmental, social and safety value.

The integration of parking into the development must be considered at the start of the design process. Furthermore,
development must accord with the parking standards in UDP Policy TR12.

3.573.62 Development should be designed to minimise the visual impact of parked cars and ensure they do not dominate the development. For example, large car parking areas in the front of buildings does little for the public realm, makes pedestrian access difficult and will therefore not be acceptable. The Council does not want to replicate certain environments of the past, where large unrelated parking areas have been visually unattractive, not overlooked and not easily used by their residents and visitors.

3.583.63 There is a range of design ideas that provide sufficient parking without compromising the Council’s Design Principles. Whilst a number of these ideas are set out below, applicants should employ architects or designers to consider the most suitable approach given the merits and character of the site and surrounding area.

3.593.64 Several design ideas are set out below:

- Garages can enclose space, improve security and act as a visual stimulus. In residential schemes garages could be located on a portion of the front garden as a deliberate townscape feature;
- Changes in levels, landscaping, materials and using physical structures could hide parking areas;
- Rows of parking banks should not contain more than 6 cars without containing a landscaped strip to disrupt the dominance of cars on the streetscene; and
- Parking courts should be well overlooked.

3.603.65 Design guidance on the location and construction of garages as part of existing residential buildings, is contained in the Council’s SPD on the Design of Residential Extensions.

3.643.66 Details of the Council’s cycle and motorcycle parking standards, including the design and location of parking facilities, are contained in Appendix 7, Schedule 7.3 of the UDP.

Design of the public realm

3.623.67 The public realm is any part of a site, area, village, town or city that everyone can use and enjoy, including streets, squares and parks. The public realm is very important for pedestrian movement, as it connects various places and buildings. The Council would like the public realm to be vibrant; attractive; easy to move through; find your way around; and is free of clutter.

3.633.68 Successful public realm space could comprise of green spaces, such as a park or landscaped area, or new urban areas, such as a new town square. Sustainable Urban Drainage Systems, such as permeable landscaping and swales, may also provide public amenity space and wildlife corridors.

3.643.69 Successful public realm should:

- be vibrant (with café’s and markets) but also contain quiet areas for rest and people watching;
• interpret and enhance archaeological or historic features;
• have a clear identity and create vibrant and attractive spaces, not dead spaces;
• encourage the planting of trees and plants that are well maintained and do not restrict pedestrian movement;
• be the heart of an area, define the street pattern and provide an opportunity for a landmark feature;
• be clearly defined by buildings with front boundary treatments, such as fences, walls or hedges. This is suited to public realm provision in suburban areas, and would not be appropriate for public space in town centres because boundary treatments restrict pedestrian movement and the integration of the space into the built fabric;
• use materials and layout that responds to touch (wall, paving & seating materials), sound (street performers / enjoyment), sight (views / landmarks / art / cleanliness) and smell (markets / plants);
• reflect the character of the area, ensure a human scale, facilitate pedestrian movement and be of the highest quality materials;
• be easy to get to and move through;
• be safe, through buildings with active frontages, such as doors, windows, shopfronts, which front onto the public areas;
• be well lit and minimise dark corners (CCTV may be considered a deterrent, but should be discreetly placed with greater emphasis given to active frontages and vibrancy to reduce fear of crime and antisocial behaviour);
• consider contemporary art, landscaping and interesting forms of lighting;
• use materials that reflect character of the area, such as medieval benches in a medieval area and modern materials where little character exists; and
• consider the maintenance and cleaning of the space and materials, especially when cleaning graffiti where wood and porous materials absorb paint and are difficult to clean; and
• provide public toilets in publicly accessible places such as town centres, which are easy to find. However, ensure that the location and maintenance of these does not detract from the quality of the space.

3.70 The Council considers that street trees and landscaping is an important characteristic of Sutton’s green reputation and contributes to environmental sustainability. Street trees and planting also enhance public space, making it attractive, providing shelter and softening a sometimes a hard urban landscape.

3.71 However, roots from street trees and landscaping can also adversely impact on buildings, utility services and paving. Therefore, when prosing street trees and landscaping in an urban context, such as public squares and footways, applicants should have regard to the following techniques / features to control the growth of roots:
• consider the choice of species, including the height of trees and structure of roots;
• when proposing planters, ensure that they do not obstruct pedestrian movement or contribute to additional clutter;
• use tree pits, cast iron grilles, root barriers and root containers (see figure 3.2 below)

3.72 Further information on trees in the built environment is available from ‘Streets for All’ (English Heritage, 2000); ‘Manual for Streets’ (DfT & CLG, 2007) and ‘Tree Roots in the Built Environment’ (CLG, 2006).

Figure 3.2: Root container used to control the growth of tree roots

Managing street clutter

3.653.73 Some of the finest public space in London has very little street furniture and any essential furniture is sited carefully to reinforce a sense of visual order. This should apply to all the elements that make up the streetscene, including signage, grit boxes, benches, bollards, railings, lighting, signposts, cycle stands, phone boxes, traffic signals and other forms of street furniture.

3.663.74 Certain of the elements in the streetscene, especially the staggered crossings with railings, impede pedestrian movement; close pedestrians in; encourage short cuts; and promote vehicle priority through free running vehicles. An uncluttered streetscene encourages movement, distinctiveness, character, identity and involve numerous agencies in the street design.

3.673.75 The Council acknowledges that certain street furniture is necessary to make public space comfortable and attractive, such as benches necessary for the elderly and mobility impaired to break journeys, and phone boxes necessary for contacting emergency services. Therefore, there should be a co-ordinated approach to design, installation, management and maintenance of the public realm, only using street clutter that is necessary with a consist style and colour.

3.683.76 In addition to the Council’s Design Principles, Colin Davis Associates (commissioned by Urban Design London on behalf of the London Boroughs, including LB Sutton) states that street clutter can be reduced, by:
• fixing resident parking signs, showing the location of ticket machines and times parking restrictions apply, to walls and railings rather than separate posts;
• locating traffic signals on lamp columns, especially where they
Shopfronts

Shopfronts are an important element that creates an identity for Sutton’s shops, streets and parades. Well-designed shopfronts increase attractiveness, which may encourage investment. However, badly designed shopfronts make shops look dull, garish, brash, and uninviting, negatively impacting on the wider character of the street.

Alterations to shopfronts and erecting advertising, especially on fascias, (whether illuminated or non illuminated) may require planning permission and advertising consent. The requirements for whether planning permission and advertising consent is needed is complex and would differ according to the site, location and scale of the proposal. Therefore, before work starts, you should seek advice from the Council’s Development Control service and all applications will be assessed on its merits.

Shopfronts should be open façades that encourage activity, interest and natural surveillance, encouraging people to look into the shop, even after office hours.

It is argued that a solid shutter, especially erected externally, creates blank, intimidating frontages, increasing the fear of crime. To improve transparency and reduce the fear of crime, the Council discourages a solid shutter in accordance with Guidelines DCR48 and DCR49 of the Council’s Designing Out Crime SPD. Planning permission is not required for internal grilles, however will be required when erecting external a solid shutter.

are adjustable or being renewed;

• locating street name signs where they are expected, at corners of buildings about 1.0 meter high or above shopfronts, as opposed to fixing on railings;

• removing guard rails that do not have a safety purpose, as these are not required by regulations;

• locating keep left signs in an uncluttered form and use a modern design and material for the posts, as these are not covered by regulations;

• reducing the use of bollards, especially where pavement heights and better quality construction can protect paving;

• locating CCTV, including the control boxes and cables high on buildings, where they are less visible;

• ensuring the location, size and letter size of direction signs reflects the street hierarchy and traffic speeds;

• locating signs on buildings, existing posts, or the backs of signs, without restricting pedestrian movement channels;

• locating streetlights on buildings or existing posts, with care given to the choice and location of each light and the ways it is attached to the wall;

• locating litterbins and benches carefully to not restrict pedestrian movement, with a simple and robust design that reflects the character of the area; and

• locate services and utility boxes underground (although not put forward by Colin Davis).
Example of shopfront that respects the character of the building, with a discrete fascia; stallriser that emphasises the windows; and windows with a human scale using mullions and transoms

3.733.81 The design of shopfronts should:

- have regard to the English Heritage guidance: ‘Shopfronts Guidance Leaflet’, August 1990 and ‘Retail Development in Heritage Areas’, especially for Listed Buildings and in Conservation Areas;
- ensure that the pilasters clearly show support to the building above;
- make full use of the original ground floor height and reinforce a vertical emphasis consistent with the building;
- ensure that all the elements of the shopfront, detailed below, relate in proportion to the existing building;
- respect the age, scale and architecture of the building
- respect the vertical rhythm of a terraced row of shops;
- retain and reinstate the qualities of a historic building or buildings along a street, especially Listed Buildings and Conservation Areas;
- incorporate internal transparent grilles, providing sufficient security without dominating the shopfront;
- not disrupt the relationship of the ground floor with the upper floors;
- create a rhythm and harmony with all the shopfronts along a street, without being monotonous;
- create an identity and distinctiveness of the building and street, especially using contemporary design where no character exists;
- ensure corporate images are modified to respect the character and context of the particular building and street; and
- discourage blank façade’s and extensive shelving in front of shop windows.

An example of a shopfront that respects the width of the building, containing a recessed doorway, large glazed windows and stallriser at ninety degrees to the pilaster, even on a sloped street. Although the fascia is large and dominates the shopfront, not respecting the neighbouring fascias
3.743.82 The following table contains detailed design guidance for the elements that make up a shopfront, as shown on figure 3.3 below:

![Figure 3.3: Location of the various elements of a typical shopfront](image-url)
**Detailed design guidance for elements of the shopfront** *(refer to figure 3.3 for the location of the various elements of a shopfront)*

<table>
<thead>
<tr>
<th>Element</th>
<th>Guidance</th>
</tr>
</thead>
</table>
| **Cornice** | should:  
- define the top of the shopfront;  
- interface between the shopfront and the upper floors of the building; and  
- be retained or reinstated level to the top of the corbel brackets. |
| **Corbel Bracket** | should:  
- integrate the pilaster and fascia through detailed artwork or decoration; and  
- be consistent with materials, colours and design of the corbel bracket of the neighbouring shopfront |
| **Pilaster** | should:  
- incorporate two or more vertical divisions between the shopfronts that clearly articulate and support the elements of the shopfront;  
- reinforce the vertical symmetry of the shopfront and building, possibly providing additional pilasters where the shop occupies more than one frontage unit or where an additional door is placed in the frontage;  
- respect the existing shopfront unit width;  
- consist of stone, render, painted timber, good quality terracotta, marble or terrazzo or other high quality modern materials;  
- be consistent with materials, colours and design of the corbel bracket of the neighbouring shopfront; and  
- not be cluttered. |
| **Fascia** | should:  
- have regard to the fact that its the most prominent aspect of the shopfront, with the potential for causing the most visual harm;  
- contain the name of the shop, contact details and logos;  
- not dominate the frontage or obscure the architectural features of the building, sills or windows of the first floor or shop window below;  
- ensure that the scale and depth is in proportion with the width of shopfront;  
- ensure that the length of the fascia is contained within the width of the shopfront, between 2 pilasters. However, where the shopfront width is two or more building units, additional pilasters should disrupt the fascia and reflect the vertical emphasis of the building;  
- not be bulky box fascias, deeply projecting fascias, sub-fascias and plastic fascias;  
- ensure the materials, style, artwork and text font reflect the character of the building and function of the shop. |
| **Fascia** | * Application for Advertising Consent will be required for any changes to, or the erection of new fascias *(seek further advice from Development Control)* |
| **Stallriser** | should:  
- comprise of the solid portion of the shopfront along the floor creating a raised area for the shop window, protecting it from kicks and knocks;  
- be a consistent height along a row of shops, although could vary slightly in height depending on the style and function of the shop;  
- be a right angles with the pilaster, even on a sloping street, although it may step down along wide shops;  
- form a solid visual base to the shopfront;  
- reflect the character of the building and fascia, especially regarding the design, colour and materials; and  
- consider the nature of the street and strength of the window where no stallriser is proposed, especially on modern all glass windows. |
Windows and doors should:
- reflect the character of the shopfront and the building above;
- use mullions and transoms to subdivide the window creating a human scale, although large expanses of glass emphasising the interior of the shop may be acceptable;
- be transparent using glazing (aposed to opaque, frosted or mirrored glass that is rarely acceptable);
- ensure ventilation does not affect the proportions or appearance of the shopfront, causing unnecessary clutter, such as louver windows or mechanical fans;
- ensure that displays do not dominate the shop window and are maintained at all times;
- ensure that shelving and packing does not restrict views into and out of the shop;
- retain or reinstate traditional recessed and decorated doors, especially where these are characteristic on a Listed Building or in a Conversation Area; and
- ensure entrances to shops are level with the floor or use ramps located inside the shop or outside the shop on a large forecourt or where this does not restrict pedestrian access on the public highway.

3.753.83 Illuminated fascias and signs could negatively impact the character of a street, with wider environmental sustainability implications. However, the additional illumination could improve lighting, visibility and natural surveillance. Therefore, when illuminated fascias and signs are proposed, it should be in accordance with the following table (as prepared by the Association of Public Lighting Engineers):

<table>
<thead>
<tr>
<th>Illuminated Area (m²)</th>
<th>Up to 0.5</th>
<th>0.5 to 2.0</th>
<th>2.0 to 5.0</th>
<th>5.0 to 10.0</th>
<th>Over 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zone 1: Non in LB Sutton</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zone 2: Sutton Town Centre</td>
<td>2900 ed / m²</td>
<td>2300 ed / m²</td>
<td>2300 ed / m²</td>
<td>1500 ed / m²</td>
<td>1200 ed / m²</td>
</tr>
<tr>
<td>Zone 3: District Centres</td>
<td>2000 ed / m²</td>
<td>1600 ed / m²</td>
<td>1200 ed / m²</td>
<td>1000 ed / m²</td>
<td>800 ed / m²</td>
</tr>
<tr>
<td>Zone 4: remainder</td>
<td>1000 ed / m²</td>
<td>800 ed / m²</td>
<td>600 ed / m²</td>
<td>600 ed / m²</td>
<td>400 ed / m²</td>
</tr>
</tbody>
</table>

Source: Association of Public Lighting Engineers

Advertising hoardings

3.84 Advertising hoardings are those large boards (sometimes as large as 4.5m² and 9 m²) seen on the sides of roads, buildings and at railway stations. The Council considers that these hoardings have a detrimental impact on the visual amenity of the streetscene.

3.85 In accordance with PPG19, the Council will seek to remove boards in the following cases and will not permit new boards being erected:
- (FURTHER GUIDANCE TO BE ADDED)

3.86 However, in certain instances advertising boards may be permitted, as long as they are designed in accordance with the following design criteria:
- (FURTHER GUIDANCE TO BE ADDED)

Design for healthy neighbourhoods and health care facilities

3.763.87 Healthy living and easily accessible health care facilities contribute to a better quality of life and successful communities. Urban design contributes to healthy living by creating
neighbourhoods that are safe, green, clean and healthy, with a positive impact on physical, social and environmental living conditions.

This section considers several design criteria for healthy neighbourhoods and the design of health care buildings.

The following design advice contributes to creating healthy neighbourhoods and healthy living environments, and where possible development should:

- encourage walking and cycling by providing connected movement networks;
- discourage car use to reduce emissions and accidents;
- provide landscaping, planting and trees to improve air quality and quality of life;
- provide adequate amenity space for visual and physical recreation;
- ensure a mix of uses within or near the residential area to reduce the need to travel; and
- improve the environmental quality of buildings to ensure buildings stay warm in winter and cool in summer.

The Merton and Sutton PCT is currently considering an extensive healthcare building programme in Sutton. Sutton Council requires that each building positively contributes to the local community and environment.

CABE provides useful advice on the design of ‘Healthy Hospitals’ with evidence that good design positively affects staff and patients, improving recovery rates. The Council advocates everyone involved in the healthcare building programme to consider the advice by CABE to ensure that high quality design is given equal consideration to time and cost savings.

The CABE documents provide useful advice for the internal and external design of healthcare buildings. However, not all this advice has a bearing on considering planning applications. Therefore, the Council specifically requires that healthcare buildings:

- are significant public buildings, that are clearly identifiable;
- are well connected to public transport networks;
- are integrated into mixed use development schemes (for smaller clinics and local health care centres only);
- are iconic buildings that physically, environmentally and socially regenerate local areas;
- provide a clear, attractive and welcoming entrance;
- provide accessible external landscaped public space, which is visible (even from beds), encouraging play, learning and social interaction; and
- encourage a mixture of room
sizes and room uses that can be easily adaptable, and used by the wider community should the need arise.
**Before you apply**

4.1 It is advisable to plan ahead and appoint the services of an architect or competent agent at the earliest stage of preparing an application for planning permission.

4.2 The Council is prepared to attend pre-application discussions organised by the applicant. Initial sketches, drawings and photographs should be provided to aid discussion and achieve an informed opinion. Such pre-application advice will be ‘without prejudice’, but may be useful to identify potential issues and possibly save time and costs.

4.3 When submitting an application for planning permission, the Council requires various drawings and supporting information to enable an informed decision on your proposal. As a minimum requirement, your application must include clear drawings showing:

- location plan at 1:1250 and include a north point;
- block plan at 1:500 or 1:200 (depending on the density of area) showing the property, relationship with its boundaries and neighbouring properties, existing trees, hedging and a north point;
- existing site context, including floor plans and elevations;
- proposed changes to the site, including changes to the floor plan and elevations;
- existing and proposed land levels (where land levels vary);
- relationship with the adjacent buildings and streetscene; and
- notes to support the drawings including design principles, sketches, photographs, material palette and others.

4.4 If the proposal relates to a Listed Building or a Conservation Area, the Council will require drawings to a minimum scale of 1:50 and the Council may request further details on particular elements, such as joinery details to a minimum scale of 1:10 including full size sections.

4.5 All plans must be in metric scale to ensure that the application is formally registered. Photographs often prove useful and therefore may be included to support the application.

4.6 In accordance with UDP Policy BE3 the Council requires the submission of a Design Statement in support of planning applications for major development proposals or proposals within sensitive locations.

4.7 More recently (August 2006), in accordance with DCLG Circular 01/2006, Design and Access Statements must be submitted for all planning applications, except householder applications. The Design and Access Statement should be prepared from the start of the design and planning process and include the rationale for deciding upon the preferred option. Furthermore, the amount of detail contained in the Design and Access Statement will depend on
the nature of the proposal, the type of building and the existing context. CABE has prepared useful advice on preparing Design and Access Statements titled: ‘Design and Access Statements: How to write, read and use them’.

4.8 For applications in a Conservation Area and/or Listed Building, a Conservation Statement and/or Listed Building Statement must be submitted in addition to the Design and Access Statement. This should be prepared in accordance with the advice on Design and Access Statements and include details of the methods, materials and specifications for certain elements.

4.9 When considering the Design and Access Statement, the Council (and Inspector, should the design go to appeal) is interested to see how the statement supports the scheme by:

- reflecting on and explaining the distinctiveness of the site and surrounding area;
- reflecting on and explaining how the design reflects this distinctiveness of the site and surrounding area;
- reflecting on and explaining how the Council’s Design Principles have been used;
- providing details of the visual impact of the development and how the Design Principles reflect the site and area; and
- providing details of how and why the preferred option has been decided upon.

4.10 In accordance with PPS25, the Council will also require a strategic flood risk assessment to:

- identify any risk of fluvial flooding, where development
Contact details & further information

Contact details

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  Sally Blomfield
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  developmentcontrol@sutton.gov.uk

  London Borough of Sutton
  Environment and Leisure
  Planning, Highways and Transport
  24 Denmark Road
  Carshalton
  SM5 2JG
  www.sutton.gov.uk

• Commission for Architecture and
  the Built Environment (CABE)
  1 Kemble Street, London, WC2B 4AN
  Tel: 020 7070 6700
  www.cabe.org.uk

• Urban Design Alliance (UDAL)
  70 Cowcross Street, London,
  EC1M 6EJ
  Tel: 020 7251 5529
  Fax: 020 7250 0872
  www.udal.org.uk
  info@udal.org.uk

• Urban Design Group (UDG)
  70 Cowcross Street, London EC1M 6EJ
  Tel: 020 7250 0892
  Fax: 020 7250 0872
  www.udg.org.uk
  admin@udg.org.uk

• Resource for Urban Design
  Information (RUDI)
  Oxford Brookes University, Gipsy
  Lane, Headington, Oxford, OX3 0BP.
  Tel: 018 6548 3602
  Fax: 018 6548 4415
  www.rudi.net
  info@rudi.net

• Urban Design London (UDL)
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  Street, London SW1H OTL.
  Tel: 020 7027 9896
  enquiries@urbandesignlondon.org
  www.urbandesignlondon.org

• The Royal Town Planning Institute
  (RTPI)
  41 Botolph Lane, London, EC3R 8DL
  Tel: 020 7929 9494
  Fax: 020 7929 9490
  www.rtpi.org.uk
  online@rtpi.org.uk

• Planning Aid for London
  Unit 2, 11-29 Fashion Street, London,
  E1 6PX
  Tel: 020 7247 4900
  Fax: 020 7247 8005
  info@planningaidforlondon.org.uk
  www.planningaidforlondon.org.uk

• GLA Architecture and Urbanism
  Unit
  Greater London Authority, City Hall,
  The Queen’s Walk, London SE1 2AA
  Tel: 020 7983 4000
  mayor@london.gov.uk
  www.london.gov.uk/mayor/auu/index.jsp
• **English Heritage**
  1 Waterhouse Square, 138-142 Holborn, 23 Savile Row, London, EC1N 2ST, W1S 2ET
  Tel: 020 7973 3000
  londoncustomers@english-heritage.org.uk
  www.english-heritage.org.uk/server/show/nav.2

• **English Partnerships**
  110 Buckingham Palace Road, London, SW1W 9SA
  Tel: 020 7881 1600
  Fax: 020 7730 9162
  www.englishpartnerships.co.uk/

**Further information**

**LB Sutton Information**
• Designing out Crime (SPD1), April 2005
• Development Framework for Sutton Station and Adjacent Land (SPD2), July 2005
• Design of Residential Extensions (SPD4), June 2006
• Landscape Strategy, Landscape Appraisal – register of sites, January 1998
• Angels End Hackbridge documents

**Planning policy**
• Planning Policy Statement 1, Delivering Sustainable Development, Office of the Deputy Prime Minister, 2005
• Planning Policy Statement 3, Housing, Office of the Deputy Prime Minister, 2006
• Planning Policy Statement 6, Planning for Town Centres, ODPM, 2005
• Planning Policy Statement 12, Creating Local Development Frameworks, ODPM, 2004
• Planning Policy Statement 22, Renewable Energy, ODPM, 2004
• The Spatial Development Strategy for Greater London (The London Plan), Greater London Authority, 2004

**Good practice guidance**
• Best Practice Guidance on the Validation of Planning Applications, Office of the Deputy Prime Minister, 2005
• By Design, Better places to live: A companion guide to PPG3, ODPM, 2004
• Creating Successful Masterplans, A guide for Clients, CABE, 2004
• Delivering Great Places to Live: A guide to the building for life criteria (CABE & HBF) available from www.buildingforlife.org
• Design and access statements: How to write, read and use them, CABE, 2006
• The Dictionary of Urbanism, Robert Cowan, Streetwise Press, 2005
• From Design Policy to Design Quality, the treatment of design in community strategies, local development frameworks and action plans, RTPI, 2002
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• **Guidance on Tall Buildings; Consultation Draft, January 2007. CABE and English Heritage**
• Healthy Hospitals, CABE
• Home Zones – a planning and design handbook, Mike Biddulph, 2001
• Home Zones Design Guidelines, Institute of Incorporated Engineers, 2002
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• Integrating renewable energy into developments: Toolkit for planners, developers and consultants, London Renewables, 2004
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• Making design policy work, How to deliver good design through your Local Development Framework, CABE, 2005
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• Paving the way, how we achieve clean, safe and attractive street, ODPM, 2002
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• Regeneration and the Historic Environment, English Heritage
• Retail Development in Historic Areas, English Heritage
• Streets for all, A guide to the management of London’s streets, English Heritage, 2000.
• Shopfronts Guidance Leaflet, 1990, English Heritage
• The SUDS Manual, CIRIAC679, CIRIA 2007
• Tomorrow’s Suburbs: Tools for Making London’s Suburbs More Sustainable, GLA.
• Urban Design Compendium, English Partnerships / Housing Corporation, prepared by Llewelyn-Davies, 2000
• The Use of Urban Design Codes, Building Sustainable Communities, CABE
• The Value of Urban Design: A research project commissioned by CABE and DETR to examine the value added by good urban design, 2001

Resource information
• Andrew, Martin. Francis Frith’s Around Sutton. 2001. Frith Book Company Ltd. United Kingdom
• London Borough of Sutton District Plan: Living in Sutton - A Community Profile
Glossary

Accessibility: The ability of people to move round an area and to reach places and facilities, including elderly and disabled people, those with young children and those encumbered with luggage or shopping.

Activity spine: Street or streets along which activity in concentrated.

Activity node: Concentration of activity at a particular point.

Adaptability: The capacity of a building or space to be changed so as to respond to changing social, technological and economic conditions.

Area appraisal: An assessment of an area’s land uses, built and natural environment, and social and physical characteristics.

Brief: This guide refers to area specific briefs as development briefs. Area specific briefs are also called a variety of other names, including design briefs, planning briefs and development frameworks.

Building envelope guidelines: Diagram(s) with dimensions showing possible site and massing of a building.

Building line: The line formed by frontages of buildings along a street. The line can be shown on a plan or section.

Bulk: The combined effect of the arrangement, volume and shape of a building or group of buildings. Also called massing.

Character: Is established by the quality and/or identity of an area. This can be derived through a mix of aspects which together help make up the appearance of an area. These could include, but is not limited to, the following: building form (building line, bulk) scale, height, density, car parking, aesthetics (arrangements of windows, roofs, the use of materials and colours), amenity (including outdoor space, access to sunlight, privacy and ease of access) safety and security, landscape and plot size.

Character assessment: An area appraisal identifying distinguishing physical features and emphasising historical and cultural associations.

Conservation Area Character Appraisals: A published document defining the special architectural or historic interest that warranted the area being designated as a conservation area.

Context: The sitting of a site or area, including factors such as traffic, activities and land uses as well as landscape and built form.

Context (or site and area) appraisal: A detailed analysis of the features of a site or area (including land uses, built and natural environment, and social and physical characterises) which serves as the basis for an urban design framework, development brief, design guide or other policy or guidance.

Defensible space: Public and semi-public space that is ‘defensible’ in the sense that it is surveyed, demarcated or maintained by somebody. An important aspect in securing public safety in urban areas, defensible space is also
dependent upon the existence of escape routes and the level of anonymity that can be anticipated by users of the space.

**Density**: The floorspace of a building or buildings or some other unit measure in relation to a given area of land. Built density can be expressed in terms of plot ratio (for commercial development); number of units or habitable rooms per hectare (for residential development); site coverage plus the number of floors or a maximum building height; or a combination of these.

**Design panel**: A group of people (often building professionals) with specialist knowledge to provide the local authority with unbiased advice on the design merits of planning applications or other design issues.

**Design assessment**: An independent assessment of a design usually carried out for a local authority by consultants, another local authority or another agency.

**Design guide**: A document providing guidance on how development can be carried out in accordance with the design policies of a local authority or other organisation often with a view to retaining local distinctiveness.

**Design principle**: An expression of one of the basic design ideas at the heart of an urban design framework, design guide, development brief or a development.

**Design standards**: Specific, usually quantifiable measures of amenity and safety in residential areas.

**Design and access statement**: A planning application design and access statement sets out the design principles, including disabled access, that the planning applicant has adopted in relation to the site and its wider context.

**Desire line**: An imaginary line linking facilities or places which people would find it convenient to travel between easily.

**Development brief**: A document, prepared by a local authority, a developer, or jointly, providing guidance on how a site of significant size or sensitivity should be developed. Site-specific briefs are sometimes known as planning briefs, design briefs and development frameworks.

**Development form**: see ‘form’

**Elevation**: The façade of a building, or the drawing of a façade.

**Enclose**: The use of buildings to create a sense of defined space.

**Energy efficiency**: The extent to which the use of energy is reduced through the way in which buildings are constructed and arranged on site.

**Feasibility**: The viability of development in relation to economic and market conditions.

**Fenestration**: The arrangement of windows on a façade.

**Form**: The layout (structure and urban grain), density, scale (height and massing), appearance (materials and details) and landscape of development.

**Grain**: See ‘urban grain’

**Height**: The height of a building can be expressed in terms of a maximum number of floors; a maximum height of parapet or ridge; a maximum overall height; any of these maximum heights in combination with a maximum number of floors; a ratio of building height to street or space width; height relative to
particular landmarks, background buildings or strategic views.

**Human scale:** The use within development of elements which relate well in size to an individual human being and their assembly in a way which makes people feel comfortable rather than overwhelmed.

**In-curtilage parking:** Parking within a building’s site boundary, rather than on public street or space.

**Indicative sketch:** A drawing of building forms and spaces which is intended to convey the basic elements of a possible design.

**Landmark:** A building or structure that stands out from its background by virtue of height, size, archaeology or some other aspect of heritage and design.

**Landscape:** The character and appearance of land, including its shape, form, ecology, natural features, colours and elements and the way these components combine. Landscape character can be expressed through landscape appraisal, and maps or plans. In towns ‘townscape’ describes the same concept.

**Layout:** The way buildings, routes and open spaces are placed in relation to each other.

**Layout structure:** The framework or hierarchy of routes that connect in the local area and at wider scales.

**Legibility:** The degree to which a place can be easily understood and traversed.

**Live edge:** Provided by a building or other feature whose use is directly accessible from the street or space which it faces; the opposite effect to a blank wall. (see also ‘active frontage’)

**Local distinctiveness:** The positive features of a place and its communities which contribute to its special character and sense of place.

**Local views:** The line of sight from a particular point to an important landmark or skyline.

**Lynchian analysis:** The widely used method of context appraisal devised by the urban designer Kevin Lynch. It focuses on gateways to an area, nodes, landmarks, views and vistas, and edges and barriers.

**Massing:** The combined effect of the height, bulk and silhouette of a building or group of buildings.

**Mixed use:** A mix of uses within a building, or a site or within a particular area. ‘Horizontal’ mixed uses are side by side, usually in different buildings. ‘Vertical’ mixed uses are on different floors of the same building.

**Modal split:** How the total number of journeys in an area or to a destination is split between different means of transport, such as train, bus, car, walking and cycling.

**Movement:** People and vehicles going to and passing through buildings, places and spaces. The movement network can be shown on plans, by highway designations, by figures and ground diagrams, through data on origins and destinations or pedestrian flows, by desire lines, by details of public transport services, by walk bands or details of cycle routes.

**Natural surveillance:** The discouragement to wrong-doing by the presence of passers-by or the ability of people to be seen out of surrounding windows. Also known as passive surveillance.
**Node:** A place where activity and routes are concentrated often used as a synonym for junction.

**Permeability:** The degree to which an area has a variety of pleasant, convenient and safe routes through it.

**Perspective:** Illustration showing the view from a particular point, as the human eye would see it.

**Planning brief:** Also referred to as a development brief, it provides specific guidance on how planning policies should be interrupted for specific sites or areas.

**Plot ratio:** A measurement of density generally expressed as gross floor area divided by the net site area.

**Public art:** Permanent or temporary physical works of art visible to the general public, whether part of the building or free-standing: can include sculpture, lighting effects, street furniture, paving, railings and signs.

**Public domain:** The parts of a village, town or city that are available, without charge, for everyone to use, including streets, squares and parks. Also called public realm.

**Public/private interface:** The point at which public areas and buildings meet private ones.

**Public realm:** See ‘public domain’

**Scale:** The impression of a building when seen in relation to its surroundings, or the size of parts of a building or its detailing, particularly as experienced in relation to the size of a person. Sometimes it is the total dimensions of a building which give it its sense of scale, at other times it is the size of the elements and the way they combine. (see also ‘human scale’)

**Section:** Drawing showing a slice through a building or site.

**Settlement pattern:** The distinctive way that they roads, paths and buildings are laid out in a particular place.

**Sight line:** The line of sight from a travelling vehicle or person. Sight lines will help to determine how fast vehicles are likely to move and how safe other road users are likely to be.

**Spine street** or streets along which activity is usually concentrated. Can also be called activity corridors.

**Street furniture:** Structures in and adjacent to the highway which contribute to the street scene, such as bus shelters, litter bins, seating lighting, railings and signs.

**Surveillance:** The discouragement to wrong-doing by the presence of passers-by or the ability of people to be seen from surrounding windows.

**Sustainable Residential Quality (SRQ) areas:** General concept which relates to fostering higher density sustainable residential development through a design-led approach to the development of small sites and conversions, within easy walking distance of town centres with higher levels of public transport accessibility.

**Sustainable development:** Defined by the Brundtland Commission (1987) as ‘Development that meets present needs without compromising the ability of future generations to achieve their own needs and aspirations.

**Topography:** A description or representation of artificial or natural features on or of the ground.
**Urban design:** The art of making places. Urban design involves the design of buildings, groups of buildings, spaces and landscapes, in villages, towns and cities, and the establishment of frameworks and processes which facilitate successful development.

**Urban Design framework:** A document which informs the preparation of development plan policies, or sets out in detail how they are to be implemented in a particular area where there is a need to control, guide and promote change. Area development frameworks are also called a variety of other names, including urban design strategies, area development frameworks, spatial masterplans, and planning and urban design frameworks.

**Urban grain:** The pattern of the arrangement and size of buildings and their plots in a settlement and the degree to which an area’s pattern of street-blocks and street junctions is respectively small and frequent or large and infrequent.

**Vernacular:** The way in which ordinary buildings were built in a particular place, making use of local styles, techniques and materials and responding to local economic and social conditions.

**View:** What is visible from a particular point.

**Vista:** An enclosed view, usually a long and narrow one.

**Visual clutter:** The uncoordinated arrangement of street furniture, signs and other features.