Affordable Housing
Planning Guidance Note

Introduction
This Guidance Note explains how the requirement “to achieve a target for all new housing developments to incorporate affordable housing” in Policy HMU 1 – Development Opportunities for Housing and Mixed Uses of East Dunbartonshire Local Plan 2 will be applied. It supersedes Guidance Note 16 Affordable Housing – Supplementary Guidance published in association with the East Dunbartonshire Local Plan.

East Dunbartonshire Council recognises the need that exists for affordable housing in the area. The Planning Service will work closely with developers and other partners to ensure that every opportunity through the development process is taken to contribute to addressing this issue.

This Guidance Note aims to provide guidance to developers and other stakeholders on how the requirement for all new market housing developments to incorporate affordable housing will be implemented. Specifically, this Guidance Note will:

- assist developers in understanding the need for affordable housing in East Dunbartonshire;
- set out the background to Council policy on the provision of affordable housing in East Dunbartonshire;
- provide guidance on how the policy will be applied; and,
- signpost sources of further information for developers.

Format of Guidance
The first section of this Guidance Note sets out the policy framework for affordable housing provision in new market housing developments. Subsequent policy guidance sections set out:

- a definition of affordable housing;
- provision of affordable housing;
- mechanisms to secure affordable housing;
- funding sources and guidelines;
- design quality and technical standards;
- retention of affordable housing; and,
- relevant contacts and sources of further information.

This Guidance Note is one of a suite that accompany the Local Plan 2. Developers are advised to also refer to other relevant Guidance Notes, particularly those addressing the following topics:

- Urban Design;
- Public Art;
- Residential Layout and Redevelopment;
- Daylight and Inter-Visibility of Windows;
• Sustainable Design and Construction;
• Green Network;
• Archaeology;
• Transport Assessments and Travel Plans;
• Road Layout and Design and Parking Standards; and,
• Developer Contributions.

All planning guidance notes are material considerations in the assessment of planning applications and shall be afforded significant weight in the decision making process. Failure to comply with Guidance Notes may be a reason for refusal of consent.

It should be noted that cost figures in worked examples and references to grant aid may vary over time and these are only included for illustrative purposes.

**Legislative Framework**

Section 75 of the Town and Country Planning (Scotland) Act 1997 empowers planning authorities to enter into agreements designed to restrict or regulate the development or use of land. It has become recognised that positive obligations (including developer contributions) can be encompassed within this provision.

Section 69 of the Local Government (Scotland) Act 1973 gives authorities the power to do anything which is calculated to facilitate, or is conducive or incidental to, the discharge of their functions. This provision enables agreements to be made, which can include the payment of money or the transfer of assets to a Local Authority where this would discharge the functions of that Local Authority.

Essentially, therefore Councils have the legal power to seek reasonable and appropriate contributions from developers to help deliver affordable housing in association with the granting of planning permission.

**Planning Framework**

**National Planning Policy**

National planning policy on affordable housing is set out in Scottish Planning Policy (2010). Scottish Planning Policy (SPP) states that:

• Where an authority believes that the planning system has a role to play in the provision of affordable housing, the development plan should be clear on the scale and distribution of the affordable housing requirement for the area and should outline what is expected from prospective developers. (Paragraph 87)

• Detailed policies on how the affordable housing requirement for an area is expected to be delivered should be set out in supplementary guidance. (Paragraph 87)

• Where it is considered that housing built to meet an identified need for affordable housing should remain available to meet such needs in perpetuity, the measures which will be used to achieve this should be set out in the supplementary guidance. (Paragraph 87)

• As far as possible, the tenure of housing should not be discernible from its design, quality or appearance. (Paragraph 87)

• Authorities may seek a percentage affordable housing contribution from developers of new housing developments where this is justified by the
housing need and demand assessment and is included in the local housing strategy and development plan. The benchmark figure is that each site should contribute 25% of the total number of housing units as affordable housing. (Paragraph 88)

Further advice on affordable housing is provided in Planning Advice Note (PAN) 2/2010 Affordable Housing and Housing Land Audits. PAN 2/2010 states that supplementary guidance “may cover issues such as how affordable housing should be delivered, developer contributions or methodologies for their calculation, design and management issues” (paragraph 18). The PAN sets out how the planning system can support the Scottish Government’s commitment to increase the supply of affordable housing, and provides advice and information, including existing examples of better practice.

**Strategic Planning Policy**

The Glasgow and Clyde Valley Joint Structure Plan 2006 (operative from April 2008) was superceded by the Glasgow and the Clyde Valley Strategic Development Plan (SDP) in 2012. The SDP provides an Indicative All-Tenure Housing Requirement for East Dunbartonshire, which highlights the level of affordable need in the area. This guidance note contributes towards meeting that need and the Local Development Plan for East Dunbartonshire, which the Council have begun to prepare, will consider the SDP policy further.

**Local Planning Policy**

Local planning policy on affordable housing is set out in the East Dunbartonshire Local Plan 2.

The Housing and Mixed Uses chapter states that “Affordable housing is defined as housing of a reasonable quality that is affordable to people on modest incomes. In East Dunbartonshire the market does not enable affordable housing needs to be met.” (Page 17)

Policy HMU 1 – Development Opportunities for Housing and Mixed Uses states, amongst other things:

“In order to address the demonstrated need for affordable housing, and to reflect emerging Scottish Government policy, the Council will seek to achieve a target for all new housing developments to incorporate affordable housing. The benchmark figure is that each site should contribute 25% of the total number of housing units as affordable housing for developments of 10 units or more. Significant weight shall be given to detailed Guidance Notes to be developed by the Council on the principles to be taken into account in determining how this requirement shall be expected to be delivered.”
Policy Guidance

**Definition of Affordable Housing**

SPP provides the following definition of affordable housing:

“Affordable housing is defined broadly as housing of a reasonable quality that is affordable to people on modest incomes.” (Paragraph 86)

Affordable housing may be in the form of:

- **social rented housing** – housing provided at an affordable rent and usually managed locally by the Council / a Registered Social Landlord (RSL) and including housing specifically designed for elderly people;
- **subsidised low cost housing for sale**;
  - **shared ownership** – the owner purchases part of the dwelling and rents the remainder usually from the Council / an RSL;
  - **shared equity** – the owner purchases part of the dwelling, with the remaining stake purchased by the Council / an RSL. Unlike shared ownership, the owner pays no rent for the equity stake which is retained by the Council / RSL. While the Council / RSL does not receive any rental income in respect of their stake, it benefits from any equity gain when the house is sold;
  - **discounted market housing** – a dwelling sold at a percentage discount of its open market value to households in the priority client group;
- **low cost housing for sale without subsidy** – non-subsidised affordable housing is likely to take the form of entry level housing for sale, some built at higher densities and with conditions attached to the missives designed to maintain the houses as affordable units to subsequent purchasers. This includes entry level housing without subsidy for first time buyers where it can be demonstrated that it is affordable to low-income household groups; or,
- **mid-market rented housing** – housing with rents set at a higher level than purely social rent, but lower than market rent levels and usually provided through the Council / and RSL.

**The Need for Affordable Housing in East Dunbartonshire**

**East Dunbartonshire Context**

In 2011 East Dunbartonshire had a population of approximately 104,570, a decline of 3,680 since the 2001 census (National Records of Scotland). While the population in East Dunbartonshire is declining, the number of single people (particularly elderly) has increased and is expected to continue to increase over the next decade.

There continues to be low levels of unemployment in the area due to high educational attainment within the workforce and its close proximity to the wider employment market in the Glasgow and the Clyde Valley conurbation. Around a third of residents commute there for work. Those who work in East Dunbartonshire tend to be in the lower paid service sector.

East Dunbartonshire continues to be an attractive place to live because of its good schools and its vibrant communities. In 2008, a national quality of life study
identified East Dunbartonshire as the most cohesive area in mainland Scotland. These factors have created a buoyant housing market and high house prices across many of the towns, but there are sectors of the community who as a consequence find it difficult to find accommodation.

Within this context, the commercial housing market in East Dunbartonshire does not meet all of the identified affordable housing needs. As such, it is necessary to make housing available at a cost below market value to meet identified needs. This requirement for affordable housing is identified in the following documents, which are discussed in turn below:

- the East Dunbartonshire Local Housing Strategy 2011-2016 (2012);
- the Housing Need and Demand Assessment (2011); and,

**Local Housing Strategy**
The Housing (Scotland) Act 2001 places a statutory requirement on local authorities to prepare a local housing strategy supported by an assessment of housing need and demand. The local housing strategy provides the strategic direction to tackle housing need and demand and to inform the future investment in housing and related services across the local authority area.

The Local Housing Strategy (LHS) for East Dunbartonshire, the East Dunbartonshire Local Housing Strategy 2011-2016, was published in January 2012.

The LHS identifies Outcome 1 as ‘People successfully access suitable and affordable housing in their community and tenure of choice’ and states the Council’s intention to increase the supply of affordable housing, to improve access to the private housing market and to make the best use of existing housing supply (page 14). The LHS outcomes will be considered further through the preparation of the Local Development Plan for East Dunbartonshire.

**Housing Need and Demand Assessment**
Housing need refers to those lacking their own housing or living in housing which is inadequate or unsuitable, who are unlikely to be able to meet their needs in the housing market with some assistance.

The Housing Need and Demand Assessment (HNDA) was produced by the Glasgow and the Clyde Valley authorities, including East Dunbartonshire Council, and was published in June 2011. It sets out levels of need and demand for East Dunbartonshire to 2025. They demonstrate a high level of need for affordable housing in the area. The HNDA will be considered further through the preparation of the Local Development Plan for East Dunbartonshire.

**Homelessness**
The Homelessness Scotland etc Act 2003 established a range of new duties including the removal of ‘priority need’ criteria by 2012. This places further pressure on the supply of social rented housing across East Dunbartonshire.

The East Dunbartonshire Modelling the Impact of the Homelessness Legislative Agenda – Update Paper, produced on behalf of East Dunbartonshire Council by
Arneil Johnston, was published in January 2009. The Update Paper was commissioned to develop a comprehensive model to assess the impact of implementing the Scottish Government’s 2012 target on the current and projected supply of social housing in East Dunbartonshire.

The Update Paper estimates that over the 5-year period (2011/12-2015/16) of the Local Plan 2 there will be a total shortfall of 1,890 tenancies.

**Provision of Affordable Housing**

**Affordable Housing Targets**

In accordance with Policy HMU 1 – Development Opportunities for Housing and Mixed Uses of the East Dunbartonshire Local Plan 2, the Council will seek to achieve a target for all new housing developments to incorporate affordable housing. The benchmark figure is that each site should contribute 25% of the total number of housing units as affordable housing for developments of 10 units or more.

A minimum of 10% of the total number of housing units on developments of 10 units or more should be social rented housing, with the remainder of the affordable housing element comprised of social rented housing or other forms of affordable housing.

Policy HMU 1 will be applied to all relevant planning applications. Only following a robust assessment will a variation to the target be considered in light of other exceptional development costs and/or other developer contributions being sought.

In accordance with the Scottish Planning Policy benchmark figure that each site should contribute 25% of the total number of housing units as affordable housing (Paragraph 88), the Council will also seek to achieve commuted payments from housing developments of between 2 and 9 units, for off-site provision of affordable housing.

**Pre-Application Discussions**

The requirement for a proportion of a site to be set aside for affordable housing or provision of a commuted sum will affect the economics of a proposed development. Developers should therefore take the requirement for affordable housing into account when negotiating land values with site owners.

Developers are expected to engage with the Planning Service in pre-application discussions on aspects of potential site development including number of affordable housing units, tenure, type and design of housing and the method of delivery.

Planning applications are likely to progress most smoothly where developers establish the delivery mechanism for the affordable element at an early stage. Developers are, therefore, also encouraged to enter into early discussions / partnerships with the Council’s Housing Service and/or an RSL to agree an approach to the delivery of the affordable housing element before planning applications are submitted. The most appropriate mechanism to deliver the affordable housing will vary depending on the nature of the partnership between the developer and the Council / RSL, the nature of the site and the nature of the project.

Relevant contacts and sources of further information can be found at the end of this Guidance Note.
Mechanisms for Delivery of Affordable Housing on Sites of 10 Units or More

Planning applications should set out the proposals for the affordable housing component and the mechanisms for its delivery.

The Council will apply the following sequential approach to delivery options:

- firstly, integrated development within the development site;
- secondly, by the transfer of land to the Council / a RSL; and,
- thirdly, by the transfer of a commuted sum of money to the Council / a RSL.

The preference will always be for the first of these options, and only if that is unequivocally demonstrated to be impractical or unreasonable will the second, or failing that, the third preference be considered. These preferences are considered in more detail below.

- **First Preference:** Integrated on-site provision where the developer constructs the affordable housing units, in partnership with the Council / a RSL, as an integral part of the development. These units would then be transferred (either as shells or as fully fitted units) to the Council / RSL for onward management and maintenance. The value of the affordable housing units will require to be negotiated, but will normally assume a nominal land value. This approach has the advantage of achieving the most successful integration of different tenures, both socially and in terms of architectural appearance, and will normally be most cost efficient in procurement.

- **Second Preference:** Transfer of land to the Council / a RSL, to an equivalent value to integrated on-site provision, in order for the Council / a RSL to construct the affordable housing units. Site servicing and infrastructure works and associated costs should be agreed with the Council / RSL. Special care must be taken to ensure that the different parts of the overall development are successfully integrated and that the area earmarked for the affordable element is not subject to any disproportionate or unreasonable development constraints. The price of the land will require to be negotiated, but unless justified otherwise, will generally be expected to be transferred at nominal value. For this second preference to be considered, the Planning Authority will require the applicant to demonstrate that the affordable element can be delivered with resources which are either available, or are anticipated to become available within the foreseeable future.

- **Third Preference:** Payment of a commuted sum to the Council / an RSL in lieu of on-site provision. The sum to be paid should be equivalent to the on-site housing target provision being sought. The level of payment of the commuted sum will be negotiated with reference to an independent land valuation carried out by the District Valuer or a chartered valuation surveyor suitably experienced in the type of property and the locality and agreed by both parties. The valuation will take into account the end use value for affordable housing and the difference between it and the market value as well as other site-specific factors such as servicing and development costs.

The following is a typical example of the calculation of a commuted sum:

\[
\text{Unrestricted} - \text{Restricted affordable} \times \text{Number of} = \text{Commuted}
\]
This third preference will generally only be acceptable where the first two preferences are agreed by the Council not to be practical or reasonable – there may, for example, be exceptional reasons why on-site provision is problematic or where there are opportunities to achieve economies of scale by pooling the affordable contributions from several small schemes on one site. For this third preference to be considered, the Planning Authority will require the applicant to demonstrate that the commuted payments can be spent on providing affordable units within the area in the foreseeable future, i.e. a suitable site, which complies with planning policy, is available and is within the control of the Council / RSL or the provider. The Council will accept the payment of commuted sums in instalments linked to the phasing of large housing development. The trigger points for commuted payments will be negotiated on a site-by-site basis. Any financial contributions may be ‘banked’ until sites are available and will be ‘ring fenced’ for affordable housing purposes. The Council cannot accept additional contributions where sites are already funded. Banked contributions will only be used for the provision of affordable housing or for upgrading substandard properties where a need has been identified by the Council. The Council will keep an open account of its use of such payments.

Both the second and the third preference will only be considered where there are good prospects of affordable housing being constructed. Developers who seek a relaxation from the preferred option above, or in their affordable housing provision obligations, may be required to submit detailed project cost and revenue information for consideration by the Council.

Should land or finances which are transferred to the Council not be used or be programmed for affordable housing purposes within a reasonable period of time, normally around five years, then these assets will be returned with appropriate interest to the provider.

**Mechanism for Delivery of Affordable Housing on Sites of 2 to 9 Units**

On housing developments of between 2 and 9 units, the Council will seek to achieve commuted payments for off-site provision of affordable housing. The Council must be confident that the commuted payments can be spent on providing affordable units within the area in the foreseeable future, i.e. a suitable site, which complies with planning policy, is available and is within the control of the Council / RSL or the provider. Any financial contributions may be banked until sites are available and will be ring fenced for affordable housing purposes. Such banked contributions will only be used for the provision of affordable housing or for upgrading substandard properties where a need has been identified by the Council. The Council will keep an open account of its use of such payments.

The level of payment of commuted sums will be negotiated with reference to an independent land valuation carried out by the District Valuer or a chartered valuation surveyor suitably experienced in the type of property and the locality and agreed by both parties. The valuation will take into account the end use value for affordable housing and the difference between it and the market value as well as other site-
specific factors such as servicing and development costs. An example is outlined above.

**Securing the Affordable Housing Contribution**

The affordable housing contribution will be secured by means of a legal agreement with the applicant/landowner (usually under Section 75 of the Town and Country Planning (Scotland) Act 1997 (as amended)), which will require to be concluded prior to the issuing of planning consent.

At the stage of ‘planning permission in principle’, the legal agreement will require that a specified percentage of the residential units will be affordable in terms of the Council’s definition, and will be made available in line with the policy and guidance of the Council.

At the stage of applications for ‘approval of matters specified in conditions’, the legal agreement will require that the land / units specified in the submitted plans and documents be secured as affordable housing in terms of the Council’s definition, and will be made available in line with the policy and guidance of the Council.

In addition to the criteria above, the legal agreement will also specify:

- the mechanism and timescale for the delivery of the affordable houses should be agreed between the developer and the Council / RSL;
- a restriction which prevents more than an agreed number of private-market units to be constructed and/or occupied before the affordable component is completed and transferred to the Council / RSL;
- an allowance of further private units to be occupied may be permitted if evidence is submitted and it is agreed that reasonable endeavours have not secured the affordable housing after an agreed period; and,
- an allowance for the land or buildings earmarked as the affordable element to revert to use for market housing, or commuted sums to be returned to the provider, if after an agreed period of reasonable endeavours to secure or programme the affordable housing have been agreed to have been unsuccessful.

**Funding Sources and Guidelines**

**Grant Funding**

Within the Affordable Housing Supply Programme, Scottish Government subsidy will be available to support council social rented housing and Registered Social Landlord (RSL) homes for social rent, intermediate rent, new supply shared equity, shared ownership and improvement for sale. Projects could also involve the renovation of empty homes which are acquired by a local authority or an RSL. The total amount of Scottish Government subsidy available will be set out in the 3-year Resource Planning Assumptions

The Council, working in partnership with housing associations, put forward a strategic local programme of social and affordable housing projects. This details projects for delivery over the next 3 years which, upon completion, will meet needs identified through the Housing Need and Demand Assessment, Local Housing Strategy and Strategic Housing Investment
Plan and will contribute to the Scottish Government’s target of delivering 30,000 affordable homes during the lifetime of this Parliament.

In addition, the Scottish Government require that the design and specification of projects meet minimum criteria. Design guidance provided by the Council in Local Plan 2 and the Guidance Notes must also be considered.

The Scottish Government has set a maximum grant threshold for Council’s as £30,000 per unit. For RSLs a benchmark known as the ‘3 person equivalent’ (3PE) has been designed. The current 3PE is £42,000 per unit or £46,000 per unit for a greener standard. This means that Scottish Government will generally fund projects that have a grant requirement of £46,000 or less.

The example below shows the cost breakdown of a typical two bedroom flat:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land</td>
<td>£7,000</td>
<td>7%</td>
</tr>
<tr>
<td>Works Cost</td>
<td>£85,000</td>
<td>81%</td>
</tr>
<tr>
<td>On Costs (design and statutory fees)</td>
<td>£13,000</td>
<td>12%</td>
</tr>
<tr>
<td><strong>Total Scheme Cost</strong></td>
<td><strong>£120,000</strong></td>
<td><strong>100%</strong></td>
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</table>

The appraisal of the example above would generate 3PE within the Scottish Government’s benchmark of £42,000. The balance of the total scheme costs (£105,000-£42,000=£63,000) is met by the RSL from private borrowing and (£105,000-£30,000=£73,000) is met by the Council from prudential borrowing.

For more detailed information regarding the appraisal process, details can be found on the Scottish Government’s website:

- [www.scotland.gov.uk/Topics/Built-Environment/Housing/investment](http://www.scotland.gov.uk/Topics/Built-Environment/Housing/investment)

**Other Funding Sources**

There are a number of other funding sources that can contribute towards the delivery of affordable housing. These are as follows:

- RSL reserves;
- Council Tax from second homes;
- cross-subsidy;
- commuted payments;
- developer contribution;
- prudential borrowing; and,
- land receipts.

Where a site is not able to attract grant subsidy for affordable housing, alternative means of providing affordable housing should be considered by the developer in discussion with the local authority.

Affordable housing can be delivered without public subsidy by applying flexibility in the type and amount of affordable housing on site, combined with accessing other funding sources. For example, by agreement with the Planning Authority this could be achieved by:

- provision of low cost housing for sale without subsidy; or,
• provision of shared equity homes – for example the developer and Council would agree a selling price for the houses, the Council would market the houses to those with a low income to purchase between 60% and 80% of the value of the house and the developer’s contribution would be the difference between the purchaser’s percentage and the agreed selling price. The Council would then retain the developer’s equity share as a ‘golden share’ and, should the purchaser wish to sell, the Council would nominate the house at the purchaser’s percentage to maintain its affordability.

In all scenarios it would be expected that the developer makes the same effective level of contribution, but potentially in different forms.

**Strategic Housing Investment Plan**

The Scottish Government requires all councils to submit a Strategic Housing Investment Plan (SHIP) on an annual basis. The main purpose of the SHIP is to set out how investment in affordable housing will be directed over a five year period to achieve outcomes set out in the Local Housing Strategy to increase the supply of affordable housing.

The SHIP guides the application of Scottish Government and other investment and also demonstrates how priorities can be delivered and identifies resources to deliver the priorities.

The SHIP addresses issues relating to all tenures in the private and public sectors and is developed in consultation with key partners and stakeholders.

**Design Quality and Technical Standards**

**Introduction**

The Council expects that all housing developments will be designed to the highest standard. Affordable housing developments are no exception. In mixed tenure developments, affordable housing is expected to be visually indistinguishable from market housing.

**Design Quality – National Planning Policy**

The Scottish Government’s planning policies on design are set out in Scottish Planning Policy (February 2010) Designing Places (2001) and Designing Streets (2010).

SPP states that a guiding principle underpinning the modernised system is a clear focus on the quality of outcomes, with due attention given to considerations of the sustainable use of land, good design and the protection of the natural and built environment.

Designing Places recognises that good design is a practical means of achieving a wide range of social, economic and environmental goals, making places that will be successful and sustainable. It states that successful designs are based on six qualities: identity; safe and pleasant spaces; ease of movement; a sense of welcome; adaptability; and good use of resources.

Designing Streets emphasises that creating good streets is not principally about creating successful traffic movement; it is about creating successful places.
Further advice on design issues is provided a number of Planning Advice Notes (PANs), including:

- PAN 44 Fitting New Housing Development into the Landscape (1994);
- PAN 67 Housing Quality (2003);
- PAN 68 Design statements (2003);
- PAN 77 Designing Safer Places (2006); and,

These policy and advice documents are available for download from the Scottish Government’s website at:

- [www.scotland.gov.uk/Topics/Built-Environment/planning](http://www.scotland.gov.uk/Topics/Built-Environment/planning)

**Design Quality – Local Planning Policy**

Local planning policies on design are set out in the East Dunbartonshire Local Plan 2.

Policy DQ 2 Design Quality states that the Council expects high quality sustainable design and that all development should be compatible with the amenity and character of the area within which it is located. The policy sets out a number of design factors to which development proposals must have regard.

Other particularly relevant policies include:

- Policy DQ 2A New Site Developments and Redevelopments;
- Policy DQ 10 Sustainable Drainage Systems;
- Historic Environmental and Natural Environmental policies – these policies seek to ensure that development is carried out to the highest possible standard in sensitive environments; and,
- TRANS 1 Development and Transport and TRANS 2 Road Design Guidance and Parking Standards – these policies set out the Council’s highway design and parking standards.

This Guidance Note is one of a suite that accompany the Local Plan 2. Developers are advised to also refer to other relevant Guidance Notes, particularly those listed in the ‘Format of Guidance’ section of this Guidance Note.

**Technical Standards – Housing for Varying Need Standards**

Designs for new affordable housing should take account of the Scottish Government’s document Housing for Varying Needs Standards – A Design Guide. The purpose of the guide is to offer guidance on good practice in the design of all housing, with a view to making it barrier free internally and externally to ensure that a wide range of individual needs can be met.

Housing for Variable Needs Standards and RSL design standards are different to the Building Standards which apply to market housing. This can result in some challenges in achieving uniform design across tenures.

‘Barrier free’ is defined as housing and its environment that is designed to allow for the needs of almost everyone. Barrier free housing allows people to reach the entrance from a road or car parking area and enter the house or flat, move around
easily and access essential rooms including bathrooms and operate all fittings, services and controls, whatever their level of ability.

Part 1 of the guide relates to the design of the accommodation and fittings for mainstream houses and flats. However, it also gives additional or alternative features that should be included in houses or flats that are being built specifically to suit people with particular needs, including wheelchair users.

The design criteria are a very useful tool for developers as they provide guidance on features of the houses or flats, such as access requirements, car parking, circulation spaces, minimum standards of fixtures and fittings, etc. Also included are examples of internal room layouts incorporating different types and size of furniture that is required to conform to the standard for each room. This is shown for both mainstream and particular needs housing.

The typical size of a house or flat that incorporates the Housing for Varying Needs Standards are detailed in the tables below (reproduced from Scottish Government Housing Investment Guidance Note 2008/06).

### Non-Wheelchair Housing

<table>
<thead>
<tr>
<th>Number of Persons (bedspaces)</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flats</td>
<td>32.5</td>
<td>47.5</td>
<td>60.0</td>
<td>73.5</td>
<td>82.5</td>
<td>90.0</td>
<td></td>
</tr>
<tr>
<td>Maisonettes</td>
<td>75.5</td>
<td>85.5</td>
<td>96.0</td>
<td>111.5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Houses – 1 storey</td>
<td>33.0</td>
<td>48.5</td>
<td>61.0</td>
<td>71.5</td>
<td>80.0</td>
<td>88.5</td>
<td></td>
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<tr>
<td>Houses – 2 storey semi or end</td>
<td>66.0</td>
<td>76.5</td>
<td>86.5</td>
<td>97.0</td>
<td>114.5</td>
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<tr>
<td>Houses – 2 storey mid terrace</td>
<td>68.0</td>
<td>79.0</td>
<td>89.5</td>
<td>97.0</td>
<td>114.5</td>
<td></td>
<td></td>
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<tr>
<td>Houses – 3 storey</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>98.5</td>
<td>102.5</td>
<td>118.5</td>
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</table>

### Wheelchair Housing

<table>
<thead>
<tr>
<th>Number of Persons (bedspaces)</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flats</td>
<td>42.5</td>
<td>57.5</td>
<td>74.0</td>
<td>87.5</td>
<td>100.5</td>
<td>108.0</td>
<td></td>
</tr>
<tr>
<td>Maisonettes</td>
<td>89.5</td>
<td>103.5</td>
<td>114.0</td>
<td>133.5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Houses – 1 storey</td>
<td>43.0</td>
<td>58.5</td>
<td>75.0</td>
<td>85.5</td>
<td>98.0</td>
<td>106.5</td>
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<td>Houses – 2 storey semi or end</td>
<td>80.0</td>
<td>90.5</td>
<td>104.5</td>
<td>115.0</td>
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<td>Houses – 2 storey mid terrace</td>
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<td>Houses – 3 storey</td>
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<td>116.5</td>
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Further information on Housing for Varying Needs Standards – A Design Guide can be found at:

- [www.scotland.gsi.gov.uk](http://www.scotland.gsi.gov.uk)

**Technical Standards – Secure by Design**

The layout of affordable housing sites should comply with the ‘secure by design’ guidance produced by the Police. This guide relates to defensible space and how to design out crime.
Retention of Affordable Housing

Affordable housing should remain affordable as long as there is an identified housing need shown in the Local Housing Strategy, which is reviewed every 5 years.

This can be most effectively achieved through the delivery of social rented housing, which will not require occupancy conditions where the Council / a charitable RSL is responsible for the management of the housing.

Where mechanisms such as subsidised discounted market housing, low cost housing for sale without subsidy and mid-market rented housing are used for delivery, developers will require to enter into a binding legal agreement that will govern the future sale of the houses to ensure that they remain affordable as long as an affordable housing need remains.

When shared equity units are sold, the Council / RSL will maintain the investment in affordable housing by nominating the house at the original purchaser’s percentage to maintain its affordability, or by reinvesting the ‘golden share’ of equity in another unit.

Relevant Contacts and Sources of Further Information

Local Authority and Scottish Government Contacts

<table>
<thead>
<tr>
<th>East Dunbartonshire Council Development and Regeneration Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team Leader – Policy Development</td>
</tr>
<tr>
<td>East Dunbartonshire Council</td>
</tr>
<tr>
<td>Broomhill Industrial Estate</td>
</tr>
<tr>
<td>Kilsyth Road</td>
</tr>
<tr>
<td>Kirkintilloch G66 1TF</td>
</tr>
<tr>
<td>0141 578 8600</td>
</tr>
<tr>
<td><a href="mailto:planning@eastdunbarton.gov.uk">planning@eastdunbarton.gov.uk</a></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>East Dunbartonshire Council Housing Service Strategy, Development and Policy Coordinator</td>
</tr>
<tr>
<td>East Dunbartonshire Council</td>
</tr>
<tr>
<td>Southbank House</td>
</tr>
<tr>
<td>Strathkelvin Place</td>
</tr>
<tr>
<td>Kirkintilloch G66 1XQ</td>
</tr>
<tr>
<td>0141 578 8156</td>
</tr>
<tr>
<td><a href="mailto:housing@eastdunbarton.gov.uk">housing@eastdunbarton.gov.uk</a></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Scottish Government</td>
</tr>
<tr>
<td>North and South Clyde Area Office</td>
</tr>
<tr>
<td>St James House</td>
</tr>
<tr>
<td>25 St James Street</td>
</tr>
<tr>
<td>Paisley, PA3 2HQ</td>
</tr>
<tr>
<td>Tel: 0141 567 3100</td>
</tr>
<tr>
<td><a href="mailto:housingsupply@scotland.gsi.gov.uk">housingsupply@scotland.gsi.gov.uk</a></td>
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Housing Association Contacts

<table>
<thead>
<tr>
<th>Antonine Housing Co-operative</th>
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<tbody>
<tr>
<td>Director</td>
</tr>
<tr>
<td>3 Cowgate</td>
</tr>
<tr>
<td>Kirkintilloch, G66 1HW</td>
</tr>
<tr>
<td>0141 578 0260</td>
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<table>
<thead>
<tr>
<th>Bield Housing Association</th>
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<tbody>
<tr>
<td>Development Manager</td>
</tr>
<tr>
<td>Main Office</td>
</tr>
<tr>
<td>79 Hopetoun Street</td>
</tr>
<tr>
<td>Edinburgh, EH7 4QF</td>
</tr>
<tr>
<td>0131 273 400</td>
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<table>
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<tr>
<th>Cairn Housing Association</th>
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<tbody>
<tr>
<td>Development Manager</td>
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<tr>
<td>22 York Place</td>
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<tr>
<th>Cube Housing Association</th>
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<tbody>
<tr>
<td>Development Manager</td>
</tr>
<tr>
<td>Skye Park 5, Level 3</td>
</tr>
<tr>
<td>Edinburgh, EH1 3EP</td>
</tr>
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<td>----------------------------------------</td>
</tr>
<tr>
<td>0131 556 4415</td>
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<tr>
<td></td>
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<tr>
<td>Hillhead Housing Association 2000</td>
</tr>
<tr>
<td>Director</td>
</tr>
<tr>
<td>60 Highfield Ave</td>
</tr>
<tr>
<td>Kirkintilloch, G66 2PS</td>
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<tr>
<td>O141 578 0200</td>
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<tr>
<td>Linkwide</td>
</tr>
<tr>
<td>Director of Community Regeneration</td>
</tr>
<tr>
<td>Watling House</td>
</tr>
<tr>
<td>Callendar Business Park</td>
</tr>
<tr>
<td>Falkirk, FK1 1XR</td>
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<tr>
<td>01324 417160</td>
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<tr>
<td>Margaret Blackwood Housing Association</td>
</tr>
<tr>
<td>Business Development Director</td>
</tr>
<tr>
<td>Craigievar House</td>
</tr>
<tr>
<td>77 Craigmount Brae</td>
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<tr>
<td>Edinburgh, EH12 8XF</td>
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<tr>
<td>0131 317 0148</td>
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<tr>
<td>Sanctuary (Scotland) Housing Association</td>
</tr>
<tr>
<td>Head of Development Services</td>
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<tr>
<td>Sanctuary House</td>
</tr>
<tr>
<td>7 Freeland Drive</td>
</tr>
<tr>
<td>Glasgow, G53 6PG</td>
</tr>
<tr>
<td>0141 876 4900</td>
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<tr>
<td>West of Scotland Housing Association</td>
</tr>
<tr>
<td>Director of Development</td>
</tr>
<tr>
<td>Princes Gate</td>
</tr>
<tr>
<td>60 Castle Court</td>
</tr>
<tr>
<td>Hamilton, ML3 6BB</td>
</tr>
<tr>
<td>01698 495220</td>
</tr>
</tbody>
</table>