PLANNING PORTAL

This form should be saved to your device and then completed using the free Adobe Acrobat Reader application or full version of Adobe Acrobat. Many internet browsers and other applications can display PDF files, but we cannot guarantee their compatibility in regard to these forms. We specifically advise users of Apple devices not to use 'Preview' because of known issues.

Residential/Dwelling Units - Supplementary information template

If your proposal includes the gain, loss or change-of-use of residential units (including conversion) please enter the numbers of existing and proposed dwellings according to the number of bedrooms in the appropriate categories and types below.

The form will automatically populate the totals for each section as well as the combined total number of existing and proposed dwellings and the overall net gain/loss of residential units.

Once completed, please save the file on your device and then upload it as a supporting document to the relevant online application using the 'Supplementary Information Template' document type.

Definitions of the housing categories and dwelling types in the table below are available in Annex 1 below.

Planning Portal Reference and site address	

Proposed Housing

Market Housing	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	☐						
Flats/maisonettes	☐						
Sheltered housing	☐						
Bedsit/studios	☐						
Cluster flats	☐						
Other	☐						
						Totals =	

Social, Affordable or Intermediate Rent	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	☐						
Flats/maisonettes	☐						
Sheltered housing	☐						
Bedsit/studios	☐						
Cluster flats	☐						
Other	☐						
						Totals =	

Existing Housing

Market Housing	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	☐						
Flats/maisonettes	☐						
Sheltered housing	☐						
Bedsit/studios	☐						
Cluster flats	☐						
Other	☐						
						Totals =	

Social, Affordable or Intermediate Rent	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	☐						
Flats/maisonettes	☐						
Sheltered housing	☐						
Bedsit/studios	☐						
Cluster flats	☐						
Other	☐						
						Totals =	

Residential Units - Supporting Information

Proposed Housing

Affordable Home Ownership	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	☐						
Flats/maisonettes	☐						
Sheltered housing	☐						
Bedsit/studios	☐						
Cluster flats	☐						
Other	☐						
						Totals =	

Starter Homes	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	☐		X				8
Flats/maisonettes	☐						
Bedsit/studios	☐						
Other	☐						
						Totals =	8

Self Build and Custom Build	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	☐						
Flats/maisonettes	☐						
Bedsit/studios	☐						
Other	☐						
						Totals =	

Total proposed residential units =

Existing Housing

Affordable Home Ownership	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	☐						
Flats/maisonettes	☐						
Sheltered housing	☐						
Bedsit/studios	☐						
Cluster flats	☐						
Other	☐						
						Totals =	

Starter Homes	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	☐						
Flats/maisonettes	☐						
Bedsit/studios	☐						
Other	☐						
						Totals =	

Self Build and Custom Build	Not known	Number of Bedrooms					Total
		1	2	3	4+	Unknown	
Houses	☐						
Flats/maisonettes	☐						
Bedsit/studios	☐						
Other	☐						
						Totals =	

Total existing residential units =

TOTAL NET GAIN or LOSS of RESIDENTIAL UNITS (Proposed Housing Grand Total - Existing Housing Grand Total): 8

Annex 1 - Definitions of housing categories and dwelling types

The housing categories are defined as:

1. **Market Housing** - Housing sold or rented on the open market.

2. **Social, Affordable or Intermediate Rent** - These three rental categories are grouped together, but each has a specific definition.

   Social rented housing is owned by local authorities and private registered providers (as defined in section 80 of the Housing and Regeneration Act 2008), for which guideline target rents are determined through the national rent regime. It may also be owned by other persons and provided under equivalent rental arrangements to the above, as agreed with the local authority or with Homes England.

   Affordable rented housing is let by local authorities or private registered providers of social housing to households who are eligible for social rented housing. Affordable Rent is subject to rent controls that require a rent of no more than 80 per cent of the local market rent (including service charges, where applicable).

   Intermediate rented housing is provided at a cost above social rent, but below market levels subject to the Affordable Housing criteria.

3. **Affordable Home Ownership** - Affordable housing is intermediate housing, provided to eligible households whose needs are not met by the market. Eligibility is determined with regard to local incomes and local house prices.

   Affordable housing should include provisions to remain at an affordable price for future eligible households or for the subsidy to be recycled for alternative affordable housing provision.

   Homes that do not meet the above definition of affordable housing, such as 'low cost market' housing, may not be considered as affordable housing for planning purposes.

4. **Starter Homes** - New homes or new conversions with a discount of at least 20% of their full market value. Starter home prices are capped at £250,000 outside London and £450,000 in London, they will also generally have restrictions applied to their ability to be rented or resold.

5. **Self-Build and Custom Build** - Houses built or completed by: individuals; associations of individuals; or persons working with or for them, to be occupied by those individuals.

   It does not include the building of a house on a plot acquired from a person who builds the house wholly or mainly to plans or specifications they have decided or offered (e.g. buying an unbuilt house 'off-plan')

   In considering whether a home is a self-build or custom build home, relevant authorities must be satisfied that the initial owner of the home will have primary input into its final design and layout.

The dwelling types are defined as:

A. **Houses** - A dwelling that is not a flat, includes single-storey bungalows.

B. **Flats / Maisonettes** - Includes separate and self-contained premises constructed or adapted for use for residential purposes and forming part of a building from some other part of which it is usually divided horizontally. Maisonettes are flats containing more than one storey.

C. **Cluster flats** - Units with no separate or self-contained living and sleeping accommodation within a larger building of which it forms a part.

D. **Sheltered housing** - Specifically designed housing in a group with services such as the support of a warden, communal facilities, alarm systems and laundry services. Also includes grouped housing schemes without the services of a warden and other communal facilities.

E. **Bedsits / Studios** - Refers to a bedroom/living room containing cooking facilities. In addition, it may also contain washing facilities or even a shower.

F. **Other** - Other types of dwellings not specifically referred to in the above types.