Affordable Housing
SUPPLEMENTARY PLANNING DOCUMENT

Supporting the Crawley Borough Local Plan 2015-2030

November 2017

Including:

- Procedures and Requirements
- Thresholds
- Off-site Provisions and Financial Contributions
- Tenure Split and Options
- House Types and Design Issues
- Exceptional Circumstances and Alternative Arrangements

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Part 1: Introduction

Purpose of this Supplementary Planning Document (SPD)

1.1 The Affordable Housing SPD provides supplementary guidance, examples of good practice and expectations of the council in relation to the interpretation of the Local Plan policy requirements for the provision of affordable housing (Policies H3 and H4). It does not set new planning policy.

1.2 The guidance in this SPD is relevant to anyone who wishes to develop a new residential property; from a single additional dwelling to large residential schemes. The Local Plan affordable housing policy applies to all planning applications which would result in an increase in housing within the borough. It also applies to the provision of new extra care housing where this has the basic characteristics of a dwellinghouse[1]. A summary document containing guidance for small residential developments is available separately.

1.3 This SPD is provided to support applicants, agents or developers undertaking residential development within Crawley borough, setting out guidance on requirements to contribute towards affordable housing. It combines advice from the council's Planning and Housing Enabling Services. This will need to be addressed in all new housing developments, changes of use for wholly residential and mixed use sites incorporating residential use, where planning permission is required.

1.4 Affordable housing can also be provided in other ways, outside the scope of this SPD (although some of this guidance will still apply), for example, where some schemes may provide more affordable housing than the policy requires, or where the council may have a specific tenure requirement or unique housing need that requires bespoke consideration.

1.5 The objectives of this SPD are to:

a. Provide clear guidance on how the council will interpret Local Plan policies for affordable housing;
b. Increase the efficiency of Section 106 negotiations and reduce the time taken to determine planning applications to ensure that housing delivery targets are met;
c. Enable the delivery of affordable dwellings of a tenure, type, size and affordability that helps to meet housing needs within Crawley;
d. Ensure that affordable housing is effectively integrated within development sites that are 'tenure blind' in terms of location and design to create mixed and balanced communities;
e. Highlight the thresholds at which affordable housing will be expected on-site;
f. Set out the exceptional circumstances in Crawley and the evidence which justifies contributions from small sites;
g. Establish the mechanism for calculating off-site payments in-lieu;
h. Indicate when it may be appropriate to consider 'alternative' tenures, or when to locate affordable housing on alternative sites or provide payment in lieu;
i. Outline factors that may reduce the percentage of affordable housing or adjust the tenure mix, and the mechanisms that will be used to assess viability;
j. Clarify the preferred types of tenure and the 'cascade' options in the event of viability constraints.

1.6 The SPD seeks to provide clear advice based on current information and expectations. However, it is written in a time of continuing change, with limitations to public expenditure, restrictions to the affordable housing funding regime, and changes to housing benefits and tenancies. In addition, further changes to planning

[1] Use Class C3: Dwelling Houses

policy through an updated National Planning Policy Framework are anticipated, including in relation to guidance and expectations in provision of housing for the aging population. This SPD will be updated if a new Local Plan policy approach is adopted through a formal Local Plan Review.

1.7 This SPD supersedes Supplementary Planning Guidance Note 10: Affordable Housing (SPGN10). It should be read alongside all relevant Local Plan policies and other Supplementary Planning Documents (SPD), as appropriate, including the Urban Design, Town Centre and Planning and Climate SPDs and site specific Development Briefs.

1.8 This SPD was adopted by Crawley Borough Council's Cabinet on 29 November 2017, following public consultation that was carried out between 21 June and 2 August 2017, in accordance with the council's Statement of Community Involvement.

Part 2: Policy Context, Procedures and Requirements

Planning Policy Context

National Policy

2.1 In order to address housing requirements in their areas and deliver a wide choice of high quality homes, the National Planning Policy Framework (NPPF)[2] requires local planning authorities to:

- have a clear understanding of housing needs in their area and identify the scale and mix of housing and the range of tenures the local population is likely to need over the plan period;
- address the need for all types of housing, including affordable housing and the needs of different groups in the community;
- set policies for meeting this need on site, unless off-site provision or a financial contribution of broadly equivalent value can be robustly justified and the agreed approach contributes to the objective of creating mixed and balanced communities.

Crawley Borough Local Plan

2.2 Adopted Local Plan Policy H4[3] establishes the requirement for affordable housing provision as part of new residential development schemes. This policy is set out below. It should be read in the context of the whole Local Plan and its supporting text.

Policy H4: Affordable and Low Cost Housing

Affordable Housing
40% affordable housing will be required from all residential developments.

The council will expect a minimum of 70% of the affordable housing to be Affordable Rent, or Social Rent where other forms of subsidy exist, and up to 30% Intermediate tenure.

For sites of 5 dwellings or less, or less than 0.2ha in size, a commuted sum towards off-site affordable housing provision will be sought.

Low Cost Housing
In addition to the provision of 40% affordable housing, approximately 10% low cost housing will be sought on developments proposing 15 dwellings or more, offering up to 10% discount to first-time buyers.

Exceptions
These targets will apply to all residential developments unless evidence can be provided to show that the site cannot support these requirements from a viability perspective and that the development clearly meets a demonstrable need.

Where viability is a concern, the council's order of cascading priority will be to firstly lower the expectations for low cost housing; then, through a more comprehensive viability assessment, to consider adjusting the tenure mix of affordable housing to assist the

[2] National Planning Policy Framework (2012) DCLG
[3] Crawley 2030: Crawley Borough Local Plan 2015 – 2030 (December 2015) CBC

viability; and, finally, to consider adjusting the percentage of affordable housing to a negotiated level that the scheme can support.

Except for sites of 5 dwellings or less, payments in lieu will only be accepted in exceptional circumstances where it can be demonstrated that there are robust planning reasons for doing so and provided that the contribution is of equivalent financial value.

2.3 Policy H4 provides the primary planning policy consideration for all new residential developments within Crawley in respect of the affordable housing requirement. It requires that 40% of the total dwellings to be provided from all residential developments, must be in the form of 'affordable housing'.

2.4 The definition of affordable housing set out in the NPPF (provided in Appendix I) allows for this to cover a variety of property types. Therefore, the Policy establishes a proportionate split of the affordable element secured through new developments, ensuring a minimum of 70% Affordable/Social Rent and up to 30% Intermediate tenure.

2.5 In addition to this, in recognition of the importance of a wider blend of housing need and affordability issues, a further element of Low Cost housing is required as part of larger residential schemes comprising 15 units or more.

2.6 Financial Contributions are only accepted in exceptional circumstances where evidence is provided to clearly support this approach. This is particularly critical because, within Crawley, the amount of land available for development is limited and therefore on-site provision will always be preferred.

2.7 Key characteristics of a mixed community are a variety of house types, tenures and affordability, and a mix of households such as homes for single people and couples, as well as for families with children, and for older people. Policy H4 applies to all types of residential development sites which need planning permission including conversions, change of use and mixed use sites with residential development.

2.8 The council is planning for a mix of housing through the Local Plan Policy H3: Housing Mix. This Policy is based on the different households that are likely to need housing over the Plan period, with particular regard for current and future demographic trends and profiles and sets out the expectations for the mix of dwellings in delivering the affordable housing element of residential schemes.

2.9 The need for affordable housing provision within residential (Use Class C3) schemes to meet the Crawley population's need has been accepted. This recognised need covers all sectors of the population, including growing numbers of elderly people. Therefore, individual, self-contained dwelling (Use Class C3) units, including flatted development, will be expected to meet the requirements of affordable housing, even where these accommodate occupants receiving care and/or are restricted to occupancy over a particular age. Some of these C3 dwelling units could be located adjacent to or within a wider site which includes some C2 (residential care/nursing home) rooms. Viability will be addressed on a case-by-case basis, in accordance with the policy requirements. Provision for affordable housing will therefore be expected from all dwellinghouses (Use Class C3), including assisted living and extra-care accommodation.

Affordable Housing and the Community Infrastructure Levy (CIL)

2.10 Floor space comprising Affordable Housing and associated communal development is eligible for exemption from CIL charges. Under mandatory CIL requirements this eligibility extends to social rented, affordable rented, and shared ownership properties. The council has introduced a discretionary policy extending it to cover shared equity properties, homes sold at a discount of 20% or more, and some

discounted market rent, where secured through S106. In all cases CIL relief is subject to application for being made to and approved by the council, and to adherence to CIL requirements, including the submission of a Commencement Notice prior to the commencement of the development. CIL charges will also become payable where units cease to meet the criteria for relief within a seven year 'clawback period'. For further information see the council's Developer Contributions Guidance Note.

2.11 CIL receipts cannot be spent on securing affordable housing. Therefore, it will continue to be secured through S106 Agreements or Unilateral Undertakings, until such a time as this is changed nationally.

Strategic Housing Needs

2.12 In 2009, Crawley Borough, Horsham and Mid Sussex District Councils jointly commissioned consultants to undertake a Strategic Housing Market Assessment (SHMA) for the Northern West Sussex Housing Market Area (NWS HMA). This study was reviewed and partially updated in 2012 and in 2014. Together, the three reports set out extensive analysis and data concerning the definition, role and function of the housing market area.

2.13 The 2012 update report provided a refresh of key housing market information including the current, active housing market, local economic situation and level of affordable housing at that time.

2.14 The aim of the 2014 study was to update the Affordable Housing Needs Model and feed in the significant changes to national planning policy and practice at that time, and the national and local economic and affordable housing policy and practice context.

2.15 Two further studies were undertaken in 2016 to build upon the SHMA documents and form part of this evidence base. These are:

- Market Housing Mix (2016) Chilmark Consulting: to understand the market housing needs in relation to future housing mix;
- Starter Homes (2016) Chilmark Consulting: to understand the extent of the need arising within Crawley for first time buyers under 40 years of age and the implications of introducing a Starter Home requirement on meeting Crawley's other affordable housing needs.

Crawley Context: Affordability Rates

2.16 The 2014 study confirmed that there remains a significant affordability issue in Crawley for entry to the private housing market[4] in particular compared to the national position. This study identified that the price to earnings ratio generally rose during the recession. This, coupled with continued difficulties for many households to secure housing finance and increased deposit borrowing requirements implemented by lenders, means that an acute level of relative unaffordability for entry-level market housing remains.

Housing Register

2.17 The Housing Register for Crawley provides more detail about the level of affordable housing need experienced by households in the borough. It currently shows a predominant requirement for two-bed affordable dwellings, with one-bed and three-bed dwellings being the next priority of affordable housing needs.

2.18 The council's Housing Register is regularly updated and can be accessed on-line at www.crawley.gov.uk/housing. This represents the number of households with

[4] Paragraph 3.54, Northern West Sussex Housing Market Area, Affordable Housing Needs Model Update (Chilmark Consulting, October 2014)

identified housing needs at that point in time, and is made up of families and vulnerable people. The people on this list require social and affordable rented homes.

2.19 The register does not include those people on moderate incomes who are on waiting lists for intermediate types of affordable housing such as shared-ownership or shared-equity forms of tenure. The Help-to-Buy Agent for the South East of England is presently BPHA, and they hold a separate register of people who want to acquire a low-cost home within the borough. Contact details are provided in Appendix E.

Changes to National Affordable Housing Planning Policy

2.20 Since the adoption of the Local Plan, there have been some significant national policy and legislative changes and legal decisions which directly affect the implementation of Policy H4. These include:

- the enactment of the Housing and Planning Act 2016;
- the publication of the Housing White Paper 2017;
- the enactment of the Neighbourhood Planning Act 2017; and
- the Court of Appeal judgement reinstating the Ministerial Statement of November 2014.

Discount Market Housing and Starter Homes

2.21 The Housing and Planning Act encourages Local Planning Authorities to deliver Starter Homes as part of a mixed package of affordable housing of all tenures that can respond to local needs and local markets.

2.22 The Housing White Paper was published in February 2017 and indicates the key intentions of the government in relation to changes to housing and planning approaches in England. Of particular relevance to this SPD, the White Paper explores the intentions of “diversifying the market” and “helping people now”, which include initiatives such as:

- explore option to encourage local authorities to build;
- make it easier for people who want to own their own homes (Help to Buy and Starter Homes);
- encouraging building more homes for private rent and introducing family-friendly tenancies; and
- investing in affordable housing (Affordable Homes Programme).

2.23 Proposals to broaden the definition of affordable housing in the NPPF are confirmed in the White Paper. This introduces reference to low cost home ownership opportunities, including starter homes, and affordable private rented housing, such as Build to Rent Schemes, whilst seeking to retain all types of housing that are currently considered affordable homes. This proposed definition is set out in Appendix I following the existing NPPF definition.

2.24 In applying Policy H4 of the Crawley Borough Local Plan, the council will consider schemes which conform to the definitions within the latest formally published NPPF definition, within the adopted tenure split. Policy H4 offers opportunities to provide a broad range of tenures and affordability levels to meet a wide spectrum of housing needs. This includes a requirement for 10% low cost housing market provision, in order to support those households with aspirations to own a home.

Small Residential Developments below the Planning Practice Guidance Threshold

2.25 Crawley Borough Local Plan Policy H4, which has no threshold for affordable housing contributions, was supported by the Local Plan Inspector because of the importance of small sites in Crawley’s future housing land supply and was adopted between the two Court decisions regarding small site contributions. The weight of national policy is acknowledged and has been considered in detail against the local evidence and the recently adopted, and up-to-date, Local Plan policy. It is considered

that, in Crawley's specific circumstances, the local evidence justifies seeking affordable housing contributions in line with the Policy expectations from all new residential developments regardless of size, unless viability constraints indicate the requirements cannot be supported. A comprehensive explanation of this position is set out in Appendix J.

2.26 Therefore, the SPD maintains the adopted Local Plan policy position and establishes the approach the council will take in determining the affordable housing requirement for small residential developments (i.e. both in terms of those of ten dwellings or less, as established in national policy, and those of five dwellings or less, as set out in the Local Plan policy).

2.27 However, the council is mindful of the national intention to support the smaller house builder industry, through reducing "disproportionate burdens" affecting the viability and deliverability of small sites and the government drive to incentivise small house builders. On this basis, the Policy will be applied with consideration to addressing these concerns, particularly in relation to taking account of economies of scale and considering the way financial contributions are calculated and when they may be paid. More detail is set out in Part 4 of this SPD and a summary guidance note to assist developers is available.

Procedures and Requirements

Pre-Application Discussions

2.28 Applicants, agents and developers are encouraged to seek pre-application advice prior to the formal submission of development proposals. It is essential that developers consider early in the pre-application process how affordable housing and the requirements of Policy H4 will be integrated into a policy-compliant development scheme.

2.29 All relevant development proposals should have regard to the principles set out in this SPD. The council will expect that all planning applications will demonstrate how the design and layout of the proposal has regard to the requirements outlined in this document.

The Planning Application, S106 Legal Agreement and Affordable Housing Scheme

2.30 Obligations for the provision of affordable housing secured through s106 of the Town and Country Planning Act 1990 (as amended) are entered into as legal agreements between local planning authorities, landowners, developers and any others with an interest in the land. In certain circumstances, an applicant/developer may submit a Unilateral Undertaking in respect of a planning obligation.

2.31 Preferably, the S106 Agreement (or Unilateral Undertaking) will be finalised and ready for completion prior to the consideration of the application by the Planning Committee or by officers under delegated powers. Where this is not possible, Heads of Terms will at least need to be agreed in time to be included in the Planning Application Committee Report.

2.32 All Full applications for residential development which result in one or more additional units should be accompanied by an Affordable Housing Scheme (AHS) setting out how the affordable housing requirements compliant with the Crawley Borough Local Plan 2015-2030 and further detailed in this SPD will be met. For Full applications, the S106 Agreement will secure the provisions set out in the Affordable Housing Scheme. An example Affordable Housing Scheme proforma is provided in Appendix A. In the case of Outline planning applications, the provision of affordable housing will be secured at the time of the planning permission but, depending on the level of detail in the application, the S106 may enable the specifics in relation to the Affordable Housing Scheme to be provided as part of Reserved Matters application

stage. For Permissions in Principle, affordable housing will be secured at the appropriate stage in accordance with the regulations once finalised.

2.33 The Affordable Housing Scheme must include the following details:

- Affordable Housing quantum, tenure split and unit mix
- Type of provision – on-site, or financial contribution in lieu of on-site provision

Where on-site provision is being made, details of the:

- Site plan showing tenures (rented and intermediate);
- Floor plans showing room sizes and storage capacity;
- Car parking plan showing allocations across all tenures;
- Phasing plan for the delivery of the affordable housing;
- A schedule of accommodation showing number, size (GIFA), number of rooms, number of bed-spaces, type of dwelling, and tenure of units;
- A statement detailing the intended design and sustainability standards;
- The process for appointing a suitable Affordable Housing Provider.

2.34 If an application does not include an AHS the application may not be registered and will be returned to the applicant. Further details will be provided in the council's Local List. Once the AHS is agreed with the Local Planning Authority and Strategic Housing and Planning Services this will form the Heads of Terms for the S106 Agreement, which the council will instruct to be drafted. Providing an AHS on submission of the application will significantly speed up the S106 process to secure the planning permission.

Registered Affordable Housing Providers

2.35 Developers should enter into discussions with Affordable Housing Providers known to the council at an early stage in the planning process, and the brief inviting offers from Affordable Housing Providers shall be submitted to the Local Planning Authority for attention of the Housing Enabling and Development Manager to permit monitoring of the process and intervention when necessary.

2.36 The Affordable Housing Providers which are active in Crawley are listed in Appendix E, and the requirements of these Registered Providers are summarised in Part 5 below.

Part 3: Delivering Affordable Housing

Crawley Borough Council's commitment

3.1 Within Crawley, there is a significant need for affordable housing and the council is committed to maximising the provision of new affordable housing to address this need. The council aims to achieve mixed, balanced and sustainable communities and to deliver high quality affordable housing for local people in housing need.

3.2 In addition to achieving affordable housing through S106 Planning Obligations, the council is also directly engaged in providing affordable housing through its own-build programme, as well as in partnership with Affordable Housing Providers.

On-Site or Off-Site Provisions and Financial Contributions

3.3 The council expects affordable housing to be provided on-site and expects the land-vendor and developer to make provision for this requirement. Therefore, the council's preference for meeting the affordable housing requirements of Policy H4 will always be for on-site affordable housing provision.

3.4 Strong planning or housing justification will need to be made before the council will consider accepting off-site provision or a commuted payment. This is a matter for the developer to demonstrate and for consideration by the planning authority in conjunction with council's Strategic Housing and Planning Services.

3.5 Circumstances that might justify off-site provision in lieu could arise in the following scenarios:

- Where the objectives of achieving a mixed and balanced community could be better met in an alternative location. For example, where the appropriate form of affordable housing cannot be provided within a scheme.
- Where there are high housing costs for occupiers associated with the development. For example, in conversions of listed buildings which results in high service/maintenance charges and where this cannot be satisfactorily overcome or avoided by alternative design.
- Where on small sites it is not practical from a management perspective to provide and manage a small number of onsite affordable housing units. For example, this would apply to schemes consisting of 5 dwellings or less.

3.6 It is accepted that on-site provision may not always be achievable on small developments of 5 dwellings or less, but should become increasingly more achievable as schemes become larger in scale. On this basis, the council will accept an off-site financial contribution on schemes consisting of five dwellings or less in lieu of on-site provision. This does not prohibit on-site provision of affordable housing on sites of this scale, but recognises that circumstances often may not allow for delivering affordable housing on-site. On schemes consisting of six dwellings or more the council will expect the on-site provision of affordable housing, although the council may exercise flexibility with respect to choice of tenure, or may otherwise accept a commuted payment in exceptional circumstances if there is compelling justification to support this request. In circumstances where off-site arrangements are agreed, alternatives could include commuted payments, commuted land, or a combination of land and capital.

Number of Dwellings	Affordable Housing Requirement	When Commuted Payments Become Payable
One to five dwellings	40%	Off-site commuted payment accepted.

Number of Dwellings	Affordable Housing Requirement	When Commuted Payments Become Payable
Six to ten dwellings	40%	On-site provision expected, with flexibility to provide appropriate tenure, and off-site commuted payment only considered in exceptional circumstances.
Eleven or more dwellings	40%	On-site provision expected, with off-site commuted payments only considered in exceptional cases.
Fifteen or more dwellings	40% + 10%	The added provision of Low-Cost Housing or Starter Homes is expected on-site. Commuted payments will not be considered, unless exceptional circumstances can be clearly demonstrate.

3.7 It is important to note that economic viability is not the key test of whether there should be on- or off-site affordable housing provision. Viability determines the overall amount of affordable housing contribution – i.e. the appropriate percentage and the type (tenure and mix) of affordable housing sought – regardless of whether this is provided on-site, off-site or as a commuted payment.

3.8 Off-site provision and financial contributions are intended to be equitable with on-site provision and will, as a minimum, be based on the broadly equivalent value of providing free serviced land for the affordable housing element of the scheme. The formulaic approach for calculating commuted payments is detailed in Part 4 (paras 4.14 – 4.16) and Appendix D of this SPD.

Tenure Split and Tenure Options

Adopted Policy

3.9 The council's Local Plan currently seeks a tenure split of the affordable housing units based on 70% as social/affordable rent and 30% as intermediate tenures, which respectively equates to 28% and 12% of the total scheme, with an additional requirement for 10% of the total scheme to offer Low-Cost Home-Ownership or Starter Homes as assistance to first-time buyers. This tenure mix results in 50% of the scheme for market housing with the remaining 50% consisting of low-cost, intermediate, and rental housing.

3.10 Rental Tenures:

a) Social Rent remains council's preferred rental tenure as this offers affordable housing at the most affordable rent levels with the lowest burden on housing benefits, and the council acknowledges that this form of tenure requires significant levels of subsidy, but encourages this affordable tenure where circumstances allow.

b) Affordable Rent, while offering a moderate level of discount at 80% of open market rent levels, the council encourages efforts to ensure these rents are set at the lowest quartile of market-related rent levels to assist in addressing the affordability of people in housing need, and rent levels set below 80% of market levels will also be encouraged.

c) Discounted Market Rent (DMR), also referred to as Affordable Private Rent (APR), may be accepted in certain circumstances as an alternative form of rental tenure, where rents are kept to within Local Housing Allowance (LHA) rates and offered to the council as Assured Shorthold Tenancies (AST's). Such an arrangement would be at the council's discretion, on a scheme by scheme basis, as there is a limited requirement for this particular form of tenure to meet a particular housing need. An

example of this would be on a Private Rented Scheme (PRS) or a Build-to-Rent scheme, and would remain in effect for as long as such schemes remain as private rented. Should such a scheme cease to be private rented, then at that time the discounted or affordable private rent element would need to revert to the traditional affordable rent tenure as a deferred S106 requirement.

3.11 Intermediate Tenures:

a) Shared Ownership meets the needs of entry-level house buyers, and is a proven form of home-ownership to mortgage providers, and is particularly suited to low deposit requirements and low- to moderate-income levels, which the council encourages in order to meet this specific housing need and level of affordability.

b) Shared Equity or Discounted Market Sale addresses the needs of first-time buyers on moderate incomes, capable of supporting a higher mortgage with a suitable deposit, but without any rental obligation, and is a less proven form of home ownership and more challenging to mortgage providers, which the council also supports (after shared ownership) to address this particular housing need and particular level of affordability.

3.12 Low Cost Market Housing and Starter Homes:

Low Cost housing offers elementary assistance to entry-level house buyers as a one-off subsidy, without any perpetuity to benefit future buyers, but offering assistance to first-time buyers who are on the margins of entering the housing market, and meets an entry-level housing need, which the council also encourages, but in addition to all other forms of affordable housing, not replacing it.

3.13 Appendix C provides an indicative breakdown of tenures based on the current Local Plan policy. The approach to be taken in terms of tenure options in the case of small housing development is set out in paragraphs 4.29 – 4.32 below.

Design Principles

House Types and Sizes

3.14 In accordance with Local Plan Policy H3: Housing Mix, the findings of the Strategic Housing Market Assessment (SHMA) will be particularly important to the determination of an agreed mix of affordable housing, which will be updated periodically. The council will also use the most up-to-date information available on local need to inform its negotiations on affordable housing mix, including local housing register of need for rented and intermediate housing. Paragraph 6.60 of the supporting text to Policy H3 confirms that the recommended mix across all priority bandings and affordable tenures is:

SHMA Recommended Affordable Housing Mix by Size			
One Bed (1b/2p)	Two Bed (2b/4p)	Three Bed (3b/5p)	Four Bed (4b/6p)+
25%	50%	20%	5%

3.15 Regard will also be had to site characteristics, including the scale and density of a proposed scheme in determining the mix and dwelling type of affordable housing. In this regard, lower density schemes may lean more towards meeting the need for larger family housing, while higher density schemes may lean more towards smaller house types for emerging households and smaller family units. While it is accepted that one-bed units will inevitably be provided in flatted form, this must not be assumed for the two-bed units, and a suitable ratio of two-bed houses will be sought where the design allows.

3.16 Due to the need for affordable housing to serve wide-ranging needs of its occupants over the life of the building, and because affordable houses are likely to be fully

occupied as they are linked to the CBC allocation policy and with the objective of providing stability to its occupants, developers must always assume the larger configuration of unit types, meaning two-bed units must be for four-persons, and three-bed units must be for five-persons, etc. The smaller configured unit types may only be accepted as an exception and in limited numbers.

Site Layout and Clustering

3.17 The layout of developments should integrate affordable housing with the open market housing in ways that minimise social exclusion. Affordable housing should be located fairly and equitably in terms of access and proximity to on-site amenities and community facilities.

3.18 When considering the overall layout of a development, regard will need to be given to the density, tenure mix and type and size of dwellings in establishing the most effective clustering approach. While clustering will be considered on a site-by-site basis, depending on the scale and density of a scheme, developers should start with the assumption of integrating small clusters across the development.

3.19 In higher density flatted developments, logical clustering around service cores is considered to be practical, with some consideration given to market sentiment with regards clustering of tenure types. Ideally, clustering that results in the freehold being transferred to the Affordable Housing Provider will be the preferred outcome and may be compelling in agreeing levels of clustering. However, on larger developments tenure monocultures should be avoided, and clusters should be integrated across the scheme.

3.20 Where schemes are being delivered as all affordable housing there is no restriction on the quantum of affordable housing tenures (except the minimum of 28% rental tenure), but the design must make best endeavours to ensure sustainable communities result, and the council will facilitate the preparation of a Local Lettings Plan aimed at achieving balanced and sustainable communities.

3.21 On phased developments or large developments split into parcels of land, developers must take into account the clustering of affordable housing on neighbouring parcels of land to ensure the even distribution of affordable housing clusters throughout the area as a whole.

3.22 The spread of housing across the site between market and affordable properties should be equitable, sharing the favourable, and less favourable, aspects of the location.

Design, Build Standards and Sustainability

3.23 The council will expect high standards of design, layout and landscaping for all developments, and it is expected that affordable housing will be tenure-blind in design, and indiscernible from and well integrated with the general market housing.

3.24 In accordance with Local Plan Policy CH5: Standards for All New Dwellings (including conversions), all new schemes will need to meet the government's Nationally Described Space Standards, as a minimum requirement, in terms of internal space standards. These are set out below and schemes not complying with these standards will not be supported.

3.25 Schemes funded through HCA or other funding programmes should meet any additional standards as required by the funding stream.

Minimum Gross Internal Floor Areas and Storage					
Number of Bedrooms	Number of Bed Spaces (persons)	1 Storey Dwellings	2 Storey Dwellings	3 Storey Dwellings	Built-in Storage
		m2	m2	m2	m3
1b	1p	39 (37)			1.0
	2p	50	58		1.5
2b	3p	61	70		2.0
	4p	70	79		
3b	4p	74	84	90	2.5
	5p	86	93	99	
	6p	95	102	108	
4b	5p	90	97	103	3.0
	6p	99	106	112	
	7p	108	115	121	
	8p	117	124	130	
5b	6p	103	110	116	3.5
	7p	112	119	125	
	8p	121	128	134	
6b	7p	116	123	129	4.0
	8p	125	132	138	

3.26 Applications must be submitted in square metre, with all plans drawn to a metric scale and floorplan figures given in metric for validation. Accommodation schedules must also list floorspace in metric.

3.27 External space standards and guidance, based on Local Plan Policy CH5, are set out in the Urban Design SPD. Affordable dwellings are anticipated to be fully occupied and the recommended external space standards, as set out in the SPD, for such stock within a development are expected to be met, in order to comply with the policy requirement to be designed to include amenity space standards adequate to meet basic privacy, amenity and usability requirements; suitable for the level of occupancy.

Disability and Accessibility Standards

3.28 In accordance with Local Plan Policy CH5, the council will also require all new homes to be built to the new building regulation standard relating to 'accessible and adaptable' housing Part M4(2)[5]. This will ensure that properties provide suitable accommodation for changing needs throughout the life of the building and its occupants.

Car Parking Standards

3.29 Car parking provision for the affordable housing dwellings should meet the same standards per dwelling as the open market housing enjoys in the number, design and availability of the car parking spaces. It will be at the council's discretion to agree any departure from the position of pro-rata allocation across all tenures.

[5] Crawley Borough Local Plan 2015 – 2030, Policy CH5: Standards for All New Dwellings (including conversions) (December 2015) CBC

Part 4: Alternative Arrangements (where applicable)

Viability Assessments

4.1 The council will expect all developers to endeavour to meet the Local Plan policy requirement of 40% affordable housing to be delivered on any residential development, and the additional 10% Low Cost housing for schemes of 15 dwellings or more. In the event of anticipated viability issues, the developer is advised to contact the Local Planning Authority (LPA) at an early stage to discuss ways of addressing the requirements for providing affordable housing.

4.2 In such circumstances, the council will, at first, request a Viability Statement from the developer, which shall provide the following information:

a) A summary of acquisition costs and anticipated development costs.
b) A summary of assumed income from sales, also showing assumed or actual offers from Registered Providers.
c) An indication of the perceived funding shortfall that prevents the scheme from being policy compliant.

4.3 In response to this information, the council would seek to test the viability by exploring other viability enhancements such as:

- deferred contribution payments, and/or
- adjusting the affordable housing tenure split, and/or
- enabling the Affordable Housing Provider with capital subsidy.

4.4 If, after exploring these alternative options, there still remains a viability concern then the council will expect the developer to submit a detailed Viability Appraisal. The council will appoint an independent assessor to assess the Viability Appraisal, and the developer will need to cover the costs of the council appointed assessor.

4.5 Any Viability Appraisal will be an 'open book' assessment which should broadly include information covering at least the following issues, with the full list detailed in Appendix B:

d) Existing use values
e) Proposed use values (sales and rental)
f) Demolition and construction costs
g) Assumed yield
h) Site abnormals
i) Development phasing and programme

4.6 Where the affordable housing requirement is varied on grounds of viability the S106 Agreement will put a time limit to such agreed concession and will require a reappraisal of viability if the scheme is not completed within the defined time frame.

4.7 Due to movement in the housing market, Viability Appraisals have a limited 'shelf life' and should be reassessed on a periodic basis. If, in such circumstances the scheme is proven to be more viable, then affordable housing permutations will be reassessed against the available options within the scheme.

4.8 If a Viability Appraisal is submitted in relation to a valid planning application, then the LPA will treat the submission as a confidential document due to its commercial sensitivity and if such matters require debate at planning committee this will also be carried out in confidence (under a Part B report). However, a summary document for publication should be provided to explain the developer's position. Please note that due to Freedom of Information requirements and requests, it cannot be guaranteed that the Viability Appraisal and the subsequent assessment will remain confidential.

4.9 The LPA keeps all pre-application enquiries confidential and so any Viability Appraisal submitted in relation to a pre-application enquiry is likely to be treated as confidential, but the council cannot guarantee this, due to Freedom of Information requirements, and again the applicant is advised to clearly explain if they believe the document should remain confidential when it is submitted.

Applying 'Cascade' Options

4.10 Any Viability Appraisal will be expected to model a range of permutations to assess the impact of different tenure mixes against differing percentages of affordable housing within the scheme, and it will be at the council's discretion to select the permutation that best meets local housing needs.

4.11 The council's order of cascading priority will be to firstly lower the expectations for Low-Cost housing, followed by adjusting the tenure mix within reasonable levels and/or reducing the percentage of affordable housing within a scheme, and only in exceptional circumstances will the council consider accepting off-site commuted payments in lieu of affordable housing.

4.12 Where applicants succeed in proving through a viability assessment that the scheme cannot support 40% affordable housing, the reduction of this requirement will be agreed through the formal decision-making process on the planning application.

4.13 Where the council is required to make any concessions to its stated position as a result of viability concerns, then a claw-back clause will be included in the Section 106 Agreement to test the viability assumptions at the conclusion of the scheme, where the scheme may be liable to make a final commuted payment.

Commuted Arrangements

4.14 Where exceptional circumstances result in the council accepting an off-site commuted payment, the basic rationale will be for the council to secure a capital contribution that would be at a minimum equivalent to free-serviced land, and should reflect the cost to the development had affordable housing been provided on-site. The approach to be taken in calculating the financial contribution is based on a Square Metre Levy.

4.15 This is an approach whereby a square metre levy is applied across the whole development aimed at securing an appropriate proportion of the build area towards the provision of affordable housing on an alternative site. This approach seeks to achieve a value equivalent to free-serviced land for the proportion of affordable housing that would have otherwise been provided on-site. For Crawley, a land values tariff of £350 p/sqm is considered appropriate. This approach would provide a simple calculation based on proposed development size.

4.16 Appendix D sets out examples of how this tariff-based approach will be applied to calculate off-site commuted payments. The Affordable Housing Calculator is available to access directly online using the following link:

Affordable Housing Calculator

Procedures for Commuted Sum Payments

4.17 Generally, the council will expect the following to be included in the S106 Agreement or Unilateral Undertaking with respect to the procedures for making commuted sum payments:

- The formulae as applied in calculating the amount to be paid as at the date of the application or the date of the Planning Committee resolution.
- Indexation from the date of the Resolution to Grant or Unilateral Undertaking until the date of payment. Indexation will be on an annual basis in accordance with the Retail Price Index.
- Normally, for schemes of one to ten dwellings payments shall be made on occupation of the first property. For schemes of 11 dwellings or more, the payment schedule will be 50% on commencement and 50% upon occupation of the first market units, unless otherwise agreed. Indexation will continue until the final payment is made.
- The applicant is to notify the council when payment trigger is reached.
- Penalty interest to be payable on late payments.
- The council will have 10 years in which to spend the capital contribution.
- The council may spend the capital contribution in any part of the borough, or within developments beyond Crawley's administrative boundary where the council secures nomination rights to affordable housing, for the provision and/or improvements to affordable housing.

4.18 The S106 or Unilateral Undertaking will contain a milestone that triggers the payment of the capital contribution, usually (but not necessarily always) this will be the carrying out of any Material Operation.

4.19 When the payment is triggered, the applicant should notify the council that payment is now due. On receipt of the notification, the council will issue an invoice for the amount payable, including any indexation.

Small Developments

4.20 As explained in para. 2.25 – 2.27, and 3.6 above and Appendix J, the council considers there is sufficient local evidence to justify a 40% affordable housing requirement in all residential developments including 1-9 dwellings, outweighing the Written Ministerial Statement.

4.21 In order to support the submission of valid planning applications for small housing developments (including single dwellings and conversions), a Summary Guidance document has been published alongside this SPD, and an example Affordable Housing Scheme is provided in Appendix A which can be completed and discussed during pre-application discussions.

4.22 In accordance with the application of on-site provision and financial contributions sought set out in Part 3, differing guidance is provided in paragraph 3.6 in relation to schemes of 1-5 dwellings and schemes of 6-10 dwellings.

4.23 The Local Plan Policy accepts for small developments (five or less new dwellings) it may be preferable to provide the contribution in the form of a financial contribution rather than on-site provision. Should on-site provision be preferred, early discussions with the council must determine the most preferable form this would take.

4.24 Where financial contribution are sought (including for calculating the value for on-site tenure options in developments of six to ten new dwellings), the Affordable Housing Calculator has a built-in sliding scale discount, to ensure the contribution required

remains proportionate and viable for smaller developments (these values are set out in Table 1 in Appendix D). For smaller schemes (ten dwellings or less) payment is accepted at the point of first occupation in order to aid cash-flow constraints (see paragraph 4.21, bullet 3 above).

Tenure Approach for Small Sites:

4.25 On smaller schemes of 10 units or less the starting point will be to establish the capital value of the expected affordable housing contribution using the Affordable Housing Calculator. This will determine the commuted sum payable on schemes of 5 residential units or less, unless the applicant wishes to consider on-site provision whereby the approach detailed below will also apply.

4.26 For schemes in the range of 6 to 10 residential units, the capital contribution established by the Affordable Housing Calculator for on-site provision will be modelled by the council to determine the most appropriate on-site use of this resource to address local housing needs while taking into account practical considerations and constraints.

4.27 The council's options would then be to apply this capital value across the available affordable housing units as either Discounted Market Sale or Shared-Equity, which would not require the involvement of a Registered Affordable Housing Provider. Alternatively, with the involvement of a Registered Affordable Housing Provider, the options available to council would then include either Shared-Ownership or Affordable Rent. The council may choose to apply this capital value over fewer affordable units than are due in order to improve the affordability of the affordable units.

For example:

A scheme comprising of 6 residential units (2 x 1b/2p flats, 2 x 2b/4p flats, and 2 x 2b/4p houses) would have:

- an affordable housing requirement of 2.4 affordable units;
- which would be equivalent to a capital contribution towards affordable housing ranging between £104,067 and £119,953.
- This is based on 446m2 GIA and almost £1.5m GDV, depending on which option is applied.

Please refer to Tables 2 and 3 in Appendix D for the example calculation.

4.28 In addition, to further reduce disproportionate burdens on smaller developments, the council will seek to simplify viability assessment requirements. A checklist for Viability Assessment information is provided in Appendix B. If a viability or delivery problem is accepted, then the council will consider:

i. Varying mix/tenure split;

ii. Varying payment timing;

iii. Reducing percentage of affordable and/or applying a lower sum to the off-site calculation.

Part 5: Further Information for Developers and Registered Providers

Viewings and Occupancy

5.1 The developer of any affordable housing units must take into account the timing and procedures which the council needs to address when making nominations into the affordable dwellings. This inevitably requires the advertising of the available units in small batches and the necessary viewings of the available units prior to occupation.

5.2 Developers must appreciate that such advertising of these units can only commence once firm and achievable handover dates are provided by the developer, and a minimum of three weeks is required prior to handover for the nominations process to be carried out. During this period prior to handover and occupation, the affordable housing units must be made available for viewing by prospective tenants and a schedule for these viewings will be agreed between the council, the Affordable Housing Provider and the developer/contractor.

5.3 In the event of disabled adapted affordable units being provided, the council undertakes to identify a qualifying tenant no less than four months prior to completion, whereby a qualified Occupational Therapist will be appointed to liaise with the Project Team and the developer/contractor with respect to the bespoke fitting out of such units to meet the needs of the identified tenant.

5.4 The developer/contractor will be responsible for the preparation of a Tenants Manual in consultation with the Affordable Housing Provider.

Arrangements with Affordable Housing Providers

Nominations Agreement

5.5 All Affordable Housing Providers wishing to partake in Crawley's affordable housing programme will be expected to enter into the council's Standard Nomination Agreement (set out in Appendix H). This is generally not scheme specific, and would remain an undertaking for all present and future affordable housing dwellings.

Local Lettings Plans

5.6 The council's present policy is to prepare scheme specific Local Lettings Plans (LLP) on schemes where 15 or more affordable units are to be provided. The LLP will be prepared by the council's Housing Needs Team in consultation with the Affordable Housing Provider.

Enabled Schemes

5.7 Where Affordable Housing Providers initiate their own schemes for affordable housing, the council's basic expectation remains a minimum of 40% affordable housing (on a 70/30 tenure split) with a 10% low-cost element, and while rental at affordable levels remains council's main priority, the choice of tenures for the remaining 50% of the scheme will be at the discretion of the Registered Provider.

Bidding for S106 Affordable Element

5.8 The council will provide developers with a list of Registered Affordable Housing Providers known to be active within the borough, and in the event that the Registered Provider is unable to provide their offer they are requested to notify the council of the reasons they were unable to, or chose not to, submit an offer to the developer.

5.9 When Affordable Housing Providers are approached by developers inviting offers for the affordable housing element of any market-led scheme they are encouraged to contact the Local Planning Authority if they have any doubt over council's planning policy, or if they believe that the developer's brief does not comply with council's policies, to seek clarification of scheme-specific and policy compliant requirements.

Perpetuity of Affordable Housing and Recycling of Receipts

5.10 The definition of affordable housing in the NPPF makes it clear that affordable housing must remain affordable into the future. Therefore, there must be safeguards that either preserve the status of that affordable housing or, if it is no longer used for affordable housing, that resources derived from it are recycled to replace the dwellings with affordable housing within the borough.

5.11 There are a number of reasons why affordable housing units may be lost, for example, a tenant statutory acquisition of a rented dwelling, or staircasing shared-ownership properties, or discharging a shared-equity charge. In all cases, the council expects the equivalent dwellings to be replaced within the borough or, at very least, that any resources arising from such disposal are to be recycled to provide further affordable housing in the borough.

Affordable Rents and Local Housing Allowance

5.12 In setting affordable rents, Affordable Housing Providers should be guided by the Local Housing Allowance (LHA) rates for the Crawley area, as these rates will continue to limit the amount of Housing Benefit available to households, and Registered Providers (RPs) are expected to use these LHA rates as the upper cap in setting the Affordable Rent levels. The upper cap of the LHA rates will remain applicable in all future years and shall not be breached under any circumstances. As an indicative guide, the current rates are set out in Appendix F; these are subject to annual review.

APPENDIX A: AFFORDABLE HOUSING SCHEME TEMPLATE (V.....) Date:…….

When preparing an application for residential development, an Affordable Housing Statement is required, to provide information concerning both the affordable housing and any market housing, in order to assess policy compliance against Crawley Borough Local Plan Policy H4: Affordable and Low Cost Housing.

Please fill in the tables below with as much information as you have available.

It is not necessary to fill in all of the boxes provided sufficient information is given for each relevant question to enable an understanding of the affordable housing contribution required by the scheme.

Name of Scheme:					
Type of AH Provision					
1	Status of Affordable Housing (AH) Provision:	a	On-site provision	Y	N
		b	Alternative arrangement	Y	N
	If alternative arrangement, briefly explain AH offer:	c			
	Does this carry Officer recommendation? If not, why not?	d			
Policy Compliance					
2	Percentage of AH to be provided against 40% policy requirement:	a	Policy compliance (min 40%)	Y	N
		b	Alternative arrangement	Y	N
	If not policy compliant or if there is an alternative arrangement, briefly explain reason for departure:	c			
	Does this carry Officer recommendation? If not, why not?	d			
Tenure Compliance					
3	On-site AH tenure mix to be provided:	a	Affordable/Social Rent (28% of scheme expected)	%	
		b	Intermediate Tenure (12% of scheme expected)	%	
		c	Low Cost/Starter Homes (10% of scheme expected)	%	
	If not policy compliant, briefly explain the reason for departure from policy:	d			
	Does this tenure split carry Officer recommendation? If not, why not?	e			

Unit Mix, Area, Value												
4	Please provide breakdown of unit mix by tenure, area, value:		a	As detailed below…:								
	Unit type	Private		Low Cost		Intermediate		Afford. Rent		Totals		
		Units	GIA	Units	GIA	Units	GIA	Units	GIA	Units	GIA	
	Studio flat											
	1-bed flat											
	2-bed flat											
	3-bed flat											
	2-bed house											
	3-bed house											
	4-bed house											
	5-bed house											
	Totals =		m2		m2		m2		m2		m2	
	% of scheme	%	%	%	%	%	%	%	%	%	%	
	Est. GDV	£		£		£		£		£		
	Clustering/Locality of AH units:		b	Has the placement of the AH units been shown on plan by tenure type?						Y	N	
	Does the AH unit mix, proportional split and clustering, carry Officer recommendation? If not, why not?		c									
Affordable Housing Providers												
5	Details about enlisting an approved AH Provider:		a	Have Registered Providers (RP's) been approached yet?						Y	N	
	If no, please explain why:		b									
	If yes, please list the RP's and whether they responded:		c	Names of RP's approached:						Responded		
										Y	N	
			i									
			ii									
			iii									
			iv									
			v									
			vi									
Supporting Information												
6	Check list of information required to accompany the Affordable Housing Scheme:		a	Schedule of accommodation						Y	N	
			b	Site plans showing tenures						Y	N	
			c	Floor plans showing sizes						Y	N	

		d	Car Parking plan showing allocations	Y	N
		e	Phasing plan showing AH delivery	Y	N
		f	Bid invitation sent to RP's	Y	N
Viability Evidence					
7	In the event of a viability challenge, at the first stage of assessment are you able to please provide:	a	Summary of acquisition costs and anticipated scheme costs	Y	N
		b	Summary of assumed income from sales, including RP's offers	Y	N
		c	Indication of the perceived funding shortfall	Y	N
	Explore viability solutions:	d	Have viability enhancements been explored with Officers?	Y	N
	In the event of a second stage viability challenge, are you able to agree to the following:	e	Provide a fully detailed Viability Appraisal (guidance in Appendix B of the SPD)	Y	N
		f	Accept the cost of independently appointed assessor will be paid by the applicant/developer.	Y	N

APPENDIX B: VIABILITY ASSESSMENT/APPRAISAL – INFORMATION/EVIDENCE LIST

Appraisal Format	• Hard and electronic version of Development Appraisal in format that can be fully tested and interrogated.

Proposed Scheme Details	• Floor areas:
	  o Residential Gross internal area (GIA) and Net Saleable Area (NSA);
	  o Commercial/Other: Gross Internal Area (GIA) and Net Internal Area (NIA).
	• Proposed specification of each component of development, consistent with assumed costs and values.
	• Residential unit numbers and habitable rooms including the split between private and affordable.
	• Site areas and densities.

Development Programme	• Project Plan, including land acquisition, pre-build, construction and marketing periods and phasing (where appropriate). • Viability cash-flow.
Gross Development Value (GDV)	• Anticipated residential sales values, ground rents, sales rates (per month), assumptions regarding forward sales and supporting evidence. • Anticipated rental values, yields and supporting evidence. • Details of likely incentives, rent-free periods, voids for any commercial element. • Anticipated value of affordable units based on evidence including details of discussions with Registered Providers and their offers.
Costs	• Expected build costs and supporting evidence including a fully detailed elemental cost plan demonstrating the basis of cost estimations and evidence of contractor costs. • Details of other costs such as demolitions and rights of light costs and supporting evidence. • Sales/lettings and professional fees and supporting evidence.
Profit	• Profit on cost and value. • Development yield. • Supporting evidence from applicants and lenders to justify proposed target rates of profit taking account of the individual characteristics of the scheme.
Benchmark Land Value	• Existing use value (EUV) based on evidence including existing income, comparable data and details of condition of existing site. • Freehold/leasehold titles. • Tenancy schedule – to include lease summaries (where appropriate). • Details of income that will continue to be received over the development period. • Arrangements between landowner and developer, including any land sale, development or tenancy arrangements. • Evidence for how benchmark land value reflects planning policy.
Planning Contributions	• CIL costs. • Section 106 costs.
Development Finance	• Details of the source of funding and finance arrangements including expected finance rates and supporting evidence including from funders.
Other	• Verification of information submitted by applicant, lenders and assessor. • Other information requested by the council having regard to the specific application.

APPENDIX C: INDICATIVE TENURE SPLIT

	50%	10%	12%	28%	
Total Units	**Private Units**	**Low Cost Units**	**Intermediate Units**	**Rental Units**	
1	1.0		0.4		Affordable Housing Calculator will determine off-site commuted sum payable
2	2.0		0.8		
3	3.0		1.2		
4	4.0		1.6		
5	5.0		2.0		
6	3.6		2.4		Affordable Housing Calculator will determine value for on-site tenure options, off-site payment only considered in exceptional circumstances
7	4.2		2.8		
8	4.8		3.2		
9	5.4		3.6		
10	6.0		4.0		
11	6.6		1.3	3.1	On-site delivery expected (only in exceptional circumstances will off-site commuted payments be considered)
12	7.2		1.4	3.4	
13	7.8		1.6	3.6	
14	8.4		1.7	3.9	
15	7.5	1.5	1.8	4.2	
16	8.0	1.6	1.9	4.5	
17	8.5	1.7	2.0	4.8	
18	9.0	1.8	2.2	5.0	
19	9.5	1.9	2.3	5.3	
20	10.0	2.0	2.4	5.6	
21	10.5	2.1	2.5	5.9	
22	11.0	2.2	2.6	6.2	
23	11.5	2.3	2.8	6.4	
24	12.0	2.4	2.9	6.7	
25	12.5	2.5	3.0	7.0	
26	13.0	2.6	3.1	7.3	
27	13.5	2.7	3.2	7.6	
28	14.0	2.8	3.4	7.8	
29	14.5	2.9	3.5	8.1	
30	15.0	3.0	3.6	8.4	
31	15.5	3.1	3.7	8.7	
32	16.0	3.2	3.8	9.0	
33	16.5	3.3	4.0	9.2	
34	17.0	3.4	4.1	9.5	
35	17.5	3.5	4.2	9.8	
36	18.0	3.6	4.3	10.1	
37	18.5	3.7	4.4	10.4	
38	19.0	3.8	4.6	10.6	
39	19.5	3.9	4.7	10.9	
40	20.0	4.0	4.8	11.2	
41	20.5	4.1	4.9	11.5	
42	21.0	4.2	5.0	11.8	
43	21.5	4.3	5.2	12.0	
44	22.0	4.4	5.3	12.3	
45	22.5	4.5	5.4	12.6	
46	23.0	4.6	5.5	12.9	
47	23.5	4.7	5.6	13.2	
48	24.0	4.8	5.8	13.4	
49	24.5	4.9	5.9	13.7	
50	25.0	5.0	6.0	14.0	

APPENDIX D: COMMUTED SUM CALCULATION

Square Metre Levy:

GIA x [*£350*] p/m2 = Commuted sum

Note: The key variables of [£350] per square meter and [30%] of gross development value applies in full from [11] units upwards.

To address any 'disproportional burden', these variables on smaller schemes of [10 units or less] are 'discounted' on a sliding scale, the first unit starting at [one-third] of these respective values.

Using the Affordable Housing Calculator

Table 1: Values embedded in the Affordable Housing Calculator:

Key Variables:				
Free land to m2:	**£350**			
Free land to OMV:	**30%**			
Policy Requirement:	**40%**			Value Equal to % AH
Units	**% of OMV**	**Units**	**m2 tariff**	% AH
1	10.0%	1	£116.67	13%
2	12.0%	2	£140	16%
3	14.0%	3	£163	19%
4	16.0%	4	£187	21%
5	18.0%	5	£210	24%
6	20.0%	6	£233	27%
7	22.0%	7	£257	29%
8	24.0%	8	£280	32%
9	26.0%	9	£303	35%
10	28.0%	10	£327	37%
11	30.0%	11	£350	40%
12	30.0%	12	£350	40%
13	30.0%	13	£350	40%
14	30.0%	14	£350	40%
15	30.0%	15	£350	40%

Key Variables – Model Assumptions:

1. **Free Land to m2: £350 notional value of free serviced land for the 40% affordable housing quota.**
2. **Free Land to OMV: 30% of market value of the 40% affordable housing quota, equating to a notional value of free serviced land, for 11+ units, with a sliding discount applied from 1-10 units.**

Table 2: Scheme Mix Contribution Generator

Indicative Scheme for modelling purposes only:				
Unit type	**units**	**m2**	**circulation**	**Total m2**
Studio Flat	0	37	20%	0
1b/2p Flat	2	50	20%	120
2b/3p Flat	0	62	20%	0
2b/4p Flat	2	70	20%	168
2b/4p House	2	79	0%	158
3b/5p House	0	95	0%	0
4b/6p House	0	106	0%	0
	6			**446**

Table 3: Affordable Housing Calculator

Affordable Housing [on-site/off-site] Calculator

Total number of residential units:	6	units
Total Gross Internal Area (GIA):	446	m2
Number of affordable units applicable:	2.4 AH units	
Commuted Payment Due:		
Square meter levy	**£104,067**	@ £233 p/m2

APPENDIX E: PREFERRED AFFORDABLE HOUSING PROVIDERS (RPs)

Last Updated: 26 October 2017

CRAWLEY BOROUGH COUNCIL				
Registered Providers (Approved HCA Investment Partners)				
	DEVELOPMENT CONTACT	LOCAL OFFICE	EMAIL	WEBSITE
MOAT HOUSING GROUP	Natasha Luchmun-Heather 08453596394 /07711438532	Mariner House, Galleon Boulevard, Crossways, Dartford, Kent, DA2 6QE	natasha.luchmun-heather@moat.co.uk	www.moat.co.uk
RAVEN HOUSING TRUST	Ema Blay 01737-272591 / 07908607449	Raven House, 29 Linkfield Lane, Redhill, Surrey, RH1 1SS	ema.blay@ravenht.org.uk	www.ravenht.org.uk
CLARION HOUSING GROUP	David Shepherd 01444 883638 / 07917094134	Upton House, 7 Perrymount Road, Haywards Heath, West Sussex, RH16 3TN	david.shepherd@clarionhg.com	www.affinitysutton.com
THE GUINNESS TRUST	Michael Gray 01293-775241	3rd Floor, Beulah Court, Albert Rd, Horley RH6 7HP Tel: 01293 775241	michael.gray@guinness.org.uk	www.guinnesstrust.org.uk
HYDE MARTLET	Rhys Daniel 01273-234261 01273-234284	113-119 Davigdor Road, Hove, East Sussex, BN3 1RE Tel: 01273-234234 fax: 01273-234235	rhys.daniel@hyde-housing.co.uk	www.hyde-housing.co.uk
STONEWATER	Marie Riordan 01293 780418 07867 492355 (or Michelle Thomas)	Suite C, Lancaster House, Grange Business Park, Enderby Road, Leicester, LE8 6EP	marie.riordan@stonewater.org (michelle.thomas@stonewater.org)	www.stonewater.org
CRAWLEY BOROUGH COUNCIL	Russell Allison 01293-438749	Town Hall, The Boulevard, Crawley, West sussex, RH10 1UZ	russell.allison@crawley.gov.uk	www.crawley.gov.uk
BPHA (Help-to-Buy Agent)	Jane Griffiths 0331000272 / 07725660709	Bedford Heights, Manton Lane, Bedford, MK41 7BJ	jane.griffiths@bpha.org.uk	www.bpha.org.uk

APPENDIX F: LOCAL HOUSING ALLOWANCE and AFFORDABLE RENTS

Local Housing Allowance (LHA)

Monthly rates

Valid from 1 April 2017 (reassessed annually)

Size of Accommodation	Weekly Amount	Monthly amount
Shared accommodation	£79.55	£344.72
1 bedroom	£151.50	£656.50
2 bedrooms	£185.81	£805.18
3 bedrooms	£222.54	£964.34
4+ bedrooms	£309.67	£1,341.90

Size criteria

One bedroom is allowed for:

- A couple
- Any other adult aged 16 or over
- Any 2 children of the same sex aged under 16
- Any 2 children aged under 10
- Any other child
- An overnight carer
- A foster child or children of an approved foster carer
- Armed forces personnel who are away from home on operations
- Student away at University intending to return and at halls of residence
- A disabled child who is unable to share with a sibling because of their disability

The shared accommodation rate applies to single people under the age of 35.

To find out more:

- Visit the Town Hall between 8.30am and 5pm Monday to Friday
- Telephone 01293 438611
- Email benefits@crawley.gov.uk
- Visit the council's website at www.crawley.gov.uk

APPENDIX G: SUMMARY TABLE OF STANDARDS

Number of Bedrooms	Occupancy	Minimum floorspace standards for all new dwellings (GIA sqm)			Built-in Storage	Minimum Ceiling Height of main living space	Accessibility Standards	External Space Standard	National Sustainability Standards	
		1 Storey	2 Storey	3 Storey					Energy	Water
Studio (a)	1 person	37			1.0	**2.3m (for at least 75% of the Gross Internal Area)**	**Building Regulations Part M Category 2**		**Building Regulations Part L**	110litres
Studio (b)	1 person	39			1.0					110litres
1 bedroom	2 person	50	58		1.5			45sqm		220litres
2 bedroom	3 person	61	70		2.0			60sqm		330litres
2 bedroom	4 person	70	79		2.0			75sqm		440litres
3 bedroom	4 person	74	84	90	2.5			75sqm		440litres
3 bedroom	5 person	86	93	99	2.5			90sqm		550litres
4 bedroom	5 person	90	97	103	3.0			90sqm		550litres
3 bedroom	6 person	95	102	108	2.5			90sqm		660litres
4 bedroom	6 person	99	106	112	3.0			90sqm		660litres
5 bedroom	6 person	103	110	116	3.5			90sqm		660litres
4 bedroom	7 person	108	115	121	3.0			95sqm		770litres
5 bedroom	7 person	112	119	125	3.5			95sqm		770litres
6 bedroom	7 person	116	123	129	4.0			95sqm		770litres
4 bedroom	8 person	117	124	130	3.0			100sqm		880litres
5 bedroom	8 person	121	128	134	3.5			100sqm		880litres
6 bedroom	8 person	125	132	138	4.0			100sqm		880litres

1 person (a): with shower room
1 person (b): with bathroom

Notes:

1. The dwelling provides at least the gross internal floor area and built-in storage area set out in Table 1 above.
2. A dwelling with two or more bedspaces has at least one double (or twin) bedroom.
3. In order to provide one bedspace, a single bedroom has a floor area of at least 7.5sqm. and is at least 2.15m wide.
4. In order to provide two bedspaces, a double (or twin bedroom) has a floor area of at least 11.5sqm.
5. One double (or twin bedroom) is at least 2.75m wide and every other double (or twin) bedroom is at least 2.55m wide.
6. Any area with a headroom of less than 1.5m is not counted within the Gross Internal Area unless used solely for storage (if the area under the stairs is to be used for storage, assume a general floor area of 1sqm. within the Gross Internal Area).
7. Minimum ceiling height applies unless in exceptional circumstances, such as local design context.
8. External Standards: for each additional occupant beyond 8 person +5sqm; for flatted developments, a useable private or semi-private outdoor space should be provided, particularly where dwellings with 2 or more bedrooms are proposed as these could accommodate small families with children.
9. Water Standards: Based on Building Regulations Approved Document G (Sanitation, Hot Water and Water Efficiency) DCLG (October 2015); amount given in litres per day (based on 110litres per person per day allowance; this may be revised downwards following further work undertaken by DCLG and the Environment Agency, recognising Crawley is located in an area of serious water stress.

APPENDIX H: STANDARD NOMINATIONS AGREEMENT

Nomination Agreement Between

……(RP)

And

Crawley Borough Council

In respect of the properties owned by the Registered Social Landlord in the borough of Crawley, West Sussex

Date:……

Strategic Housing and Planning Services
Crawley Borough Council
Town Hall
The Boulevard
Crawley
West Sussex
RH10 1UZ

The Agreement

1.1 This agreement is made on …….. BETWEEN, ……. the Registered Provider (RP) and CRAWLEY BOROUGH COUNCIL of Town Hall, the Boulevard, Crawley, West Sussex, RH10 1UZ (the Borough Council)

IT IS AGREED as follows:

1.2 The RP will make properties available to the nominees of the Borough Council in housing need as affordable housing accommodation in accordance with the terms set out in this agreement.

1.3 The RP is the freehold or long leasehold owner of the properties.

1.4 The term RP includes it successors in title to the freehold or long lease of the properties.

1.5 The RP whilst setting their tenancy policy will have regard to the Borough Council's Tenancy Strategy and Housing Allocations Scheme. A summary of the current Tenancy Strategy can be found at **Appendix 1.**

1.6 The RP will not limit in any way access to those nominees of the Borough Council who are eligible for social rented housing through adoption of additional criteria such as requirements for financial and personal vetting, or for the payment of deposits or administration fees.

1.7 The RP will set rent levels at or below the Local Housing Allowance level to ensure that they are affordable to nominees of the Borough Council.

1.8 The RP when using flexible tenancies will ensure the length reflects the needs of different type of nominees of the Borough Council and comply with the minimum statutory guidance requirements. Where circumstances are not likely to change, or not for a long time, the RP should grant longer or lifetime tenancies.

1.9 The RP must provide the Borough Council with a copy of their current tenancy policy and advise them of any changes being made through a formal consultation process.

1.10 The RP will offer the following amount of properties to applicants nominated by the Borough Council:

Initial lets on new development	**100% nominations**
All subsequent re-lets:	**75% nominations**

1.11 The RP agrees that the Borough Council shall provide and administrate the Choice Based Lettings service. The current weekly bidding cycle is Monday to Thursday and all available properties are advertised during this time.

1.12 The RP agrees to proportionately contribute to the operational costs of the Choice Based Lettings (CBL) service as set out in the CBL Partnership Service Level Agreement.

2. Nominations for General Needs and Supported Housing

2.1 The RP will request nominations as soon as a notice of an impending vacant property is made known to them. The nomination requests much reach the Borough Council's Housing Needs Team by 3pm on the Friday immediately before the next bidding cycle.

2.2 Nomination should be requested using the "nomination request form NOM1". The completed from must be sent by email to the Borough Council's Housing Needs Team (details on the form). A JPEG photograph of the property must be included together with any other photos of the property which the RP would like to be included in the advert.

2.3 Once the bidding cycle has completed the Borough Council will shortlist a suitable nominee in accordance with its Housing Allocations Scheme (the policy) and will provide the details of the applicant to the RP within 5 working days by email. If there are no suitable nominees then the Borough Council will notify the RP within 24 hours of the bidding cycle ending.

2.4 The Borough Council will provide details to the RP of the nominees support worker where known. It will also provide any relevant background information of the nominees history in order that a risk assessment if required can be carried out.

2.5 The RP will accept nominations from the Borough Council provided that the applicant is eligible and a qualifying person in accordance with the Borough Council's Housing Allocations Scheme. If the nominee is unsuitable the RP must notify the Borough Council within 5 working days of receipt stating the reason. The notification must be made in writing or by email.

2.6 In cases where the RP rejects a nominee from the Borough Council, the applicant must be given a right to request a review of the decision. The RP will contact the nominee as quickly as possible to inform them of the decision and their right to request a review. The RP will handle any request for a review from the applicant and confirm the outcome to the Borough Council.

2.7 Where there is a dispute between the RP and the Borough Council in relation to a nominee that has been rejected (or the outcome of a review) this will be dealt with in accordance with section 7 of this agreement (DISPUTE)

2.8 If there is no contact with the nominee when attempting to arrange an interview or viewing, the RP will advise the Borough Council immediately so that that an alternative nominee can be provided as quickly as possible.

2.9 If the nominee provided is unsuitable, refuses the offer made or cannot be contacted, the RP must contact the Borough Council to notify them of the failed nomination. Usually the next person on the shortlist will be nominated within 24 hours.

2.10 If the nominee is a homeless applicant (the Council has accepted the full homelessness duty) and they refuse the offer of accommodation the RP must notify the Borough Council immediately. If the offer is deemed to be reasonable the Borough Council may request that the property is held for no more than 48 hours so that the applicant can be given the opportunity to reconsider their decision or request a review on suitability. Should the applicant decide not to reconsider their decision or request a review, then the offer will be withdrawn and another nominee sent to the RP as soon as possible.

2.11 If after three suitable nominations are made the property is not successfully let, the RP will have the option of re-letting the property from its own waiting list (if one is operated), This let will not be counted against the Borough Councils nomination quota.

2.12 The RP must notify the Borough Council of any successful nomination as soon as possible giving at least 48 hours notice of the tenancy start date. Failure to do so could result in the tenant incurring additional accommodation costs.

3. Transfers

3.1 The RP is able to request that their tenants living within the borough of Crawley who want to transfer are included on the Borough Councils housing register. The tenants housing needs will be assessed in accordance with the Housing Allocations Scheme (the policy). Tenants who wish to apply to transfer should complete a housing register application form and send it to the Housing Needs team at the Council.

3.2 If a tenant of a RP in Crawley is rehoused through the Boroughs Choice Based Lettings scheme the resulting vacancy will be given to the Borough Council for nomination and will not be included as part of the 75% quota relets which the Council is entitled to under this agreement.

3.3 Should the RP identify a tenant whose circumstances merit a case for an urgent and emergency transfer, the Borough Council will determine this based on the evidence provided and in accordance with the Housing Allocations Scheme. If a RP's tenant approached the Borough Council as homeless, it will request supporting evidence to substantiate the reasons why they are unable to live in their home. If they are unable to remain in their home, this should be treated as an emergency transfer rather than making a homeless application to the Borough Council.

4. New Developments Only

4.1 Following a successful planning consent, or upon entering into agreement with a developer on a s106 site, the RP shall arrange as soon as it is practicable a meeting with Crawley Borough Councils Housing Needs Team to agree a local lettings plan on all larger housing developments of 15 social rented units or more, the objectives being to:

a. Establish and sustain a mixed, stable and balanced community on the development from the outset;

b. Foster a sense of ownership and community;

c. Make best use of the borough councils existing social housing stock by releasing where possible under-occupied larger family units.

4.2 The RP shall 6-12 months prior to anticipated completion of the development submit to the Borough Councils Allocations Team, detailed property information in respect of any wheelchair or disabled adapted units. This will ensure that these units can be matched to households with an appropriate housing need and that the Occupational Therapist or support staff involved can make recommendation for bespoke adaptations in the development phase as far as is reasonably possible.

4.3 The RP shall at least 8 weeks prior to completion and handover of a new development submit the property advert details for the general needs social rented housing units. This should include property sizes and floor level (if applicable), private garden or communal amenity space, parking provision, service lifts or walk up only, comment on such details as white goods, carpeting, rent and service charges and the date the nomination is required. The Housing Needs team will then provide an advertising schedule to the RP to ensure the properties are placed into the appropriate bidding cycle.

5. Shared Ownership

5.1 Crawley Borough Council will have the right to nominate prospective shared owners to 100% of the initial sales and 75% of any subsequent vacancies occurring in properties available for shared ownership.

5.2 The RP will be responsible for supplying information about the initial and any future vacancies to Borough Council. This will include details of the sale price for the percentage to be purchased; the indicative minimum household income required; rent on the remaining share; property size and any other information relevant to the sale of the property.

5.3 The RP will at the same time advise the Homebuy Zone Agent of properties available for shared ownership so that the agent can market the units(s) on its website and in its information magazines. The Zone Agent must be provided with as much information as is known at the earliest stage possible, and thereafter information must be updated as it becomes known.

5.4 The RP will advise Crawley Borough Council of the date by which the nominations is/are required.

5.5 The RP will market available properties for shared ownership through the Borough Councils Choice Based Lettings Scheme and through Homebuy in accordance with its partnership agreement.

5.6 The Borough Council will make available a list of applicants who have registered their interest for a shared ownership property through the choice based lettings scheme.

5.7 The RP will usually notify the Council of all interested parties for properties available for shared ownership, usually after block viewings have taken place. Priority in the first instance will be given to applicants registered on the Borough Councils housing register who qualify for shared ownership, then those who are registered through Homebuy.

5.8 The RP will provide progress updates on sales and reservations for all shared ownership properties. In addition, an analysis of the sales shall be provided indicating such summaries as the percentage of equity sold on each unit and the interest charged on the unsold equity.

5.10 The RP will notify Crawley Borough Council by telephone and in writing (email) of any successful sale on completion of the sale.

5.11 The nomination agreement will cease to apply in respect of a shared ownership unit once the shared owner has staircased up to 100% ownership of the property.

6. Monitoring

6.1 The Council will conduct a quarterly monitoring exercise with all RPs to ensure that nominations are being made in accordance with this agreement and that the Councils Tenancy Strategy aims are being met.

6.2 The RP's should provide this information within 14 days of receiving the request from the Borough Council. All monitoring returns forms must be completed on the form.

7. Dispute

7.1 In the event of any dispute or disagreement between the RP and Crawley Borough Council in respect of this nomination agreement this must be communicated in writing to both parties within 10 workings days initially to either the RP's Housing Manager or the Council's Housing Needs Manager as appropriate.

7.2 It shall be the aim of both parties to resolve disputes as quickly and effectively as possible. If disputes cannot be resolved in the first instance by the RP's Housing Manager or the Councils Housing Needs Manager the matter will be referred to each organisation's Senior Management Team.

8. Variations to this agreement

8.1 Requests to make variations to this agreement must be made in writing to the Housing Needs Manager at Crawley Borough Council

Appendix 1

AIMS OF THE TENANCY STRATEGY

The Council has the following aims for working in partnership with social housing providers operating in Crawley:

1. **To meet housing need**
   This includes the needs of those who are homeless, those to whom we must give reasonable preference owing to the inadequacy of their housing, and those who are older or vulnerable for some other reason. Providers are expected to ensure that their properties are both affordable and accessible to people in housing need. Lettings to affordable rented properties should remain subject to local authority nominations to the degree they are now. Access should not be limited in any way to those eligible for social rented housing through adoption of additional criteria such as requirements for financial and personal vetting, or for the payment of deposits or administration fees, outside of the existing Housing Allocation Scheme.

2. **To create balanced and sustainable communities**
   This means giving people appropriate tenancies for their needs and circumstances and taking these needs and circumstances into account in any use of renewable tenancies. It also means achieving mixed-income communities. A mixture of incomes can be achieved by including affordable housing within open market sites, and by including social and/or affordable rent alongside intermediate tenures, including

shared ownership. Where appropriate, a mixture of working and non-working households can be achieved through the use of local lettings policies.

3. **To ensure that low income households can continue to be housed**
Providers must ensure that all household types in need of affordable housing can continue to access this, including households in receipt of benefit, working households and larger families requiring three or four bedroom accommodation. Providers need to take this into account in setting their rent policies for new build housing, and also in their approach to converting existing stock from target to affordable rents. Affordable housing is very over-subscribed in Crawley and social housing providers should only consider selling off vacant properties in exceptional circumstances following consultation with the Council.

4. **To prevent homelessness arising as a result of the ending of renewable tenancies**
Providers are expected to ensure that, if a tenancy is not to be renewed, tenants are either transferred to a more suitable property or, in the case that they are able to afford the open housing market, advised accordingly. It is not appropriate or acceptable for the ending of a renewable tenancy to result in a homelessness duty on the Council.

5. **To make best use of stock and facilitate movement within the sector**
This would include enabling under-occupiers, including existing social tenants, to downsize by considering the terms of any alternative tenancy that would encourage them to move, as well as encouraging those in substantially adapted properties to move if they no longer need those adaptations.

6. **To help people make informed choices**
It is important that there is a consistent approach across registered providers' policies wherever possible, as well as effective communication of information regarding rents and renewable tenancies, to enable people on the Housing Register to make informed choice and avoid confusion about their housing options.

A full copy of the Councils Tenancy Strategy and Housing Allocations Scheme can be found
at www.crawley.gov.uk.

SIGNATORIES

We agree to abide by the term and conditions of this Nomination Agreement	
Signature	Signature .....
Name	Name .....
Position within organisation	Position within Organisation .....
Date	Date .....
On behalf of Crawley Borough Council	On behalf of …….

APPENDIX I: NPPF AFFORDABLE HOUSING DEFINITIONS

The National Planning Policy Framework (NPPF) provides affordable housing guidance in Section 6, with Paragraph 3.1 defining affordable housing as follows:

"Social rented, affordable rented and 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.

***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 the Homes and Communities Agency.*

***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% of the local market rent (inclusive of service charges, where applicable).*

***Intermediate housing** is homes for sale and rent provided at a cost above social rent, but below market rent levels subject to the criteria in the affordable housing definition above. These can include shared equity (shared ownership and equity loans), other low cost homes for sale and intermediate rent, but not affordable rented housing.*

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."

Housing White Paper: Fixing our Broken Housing Market (February 2017) Department for Communities and Local Government

Box 4: Proposed definition of affordable housing (p100)

Affordable housing: housing that is provided for sale or rent to those whose needs are not met by the market (this can include housing that provides a subsidised route to home ownership), and which meets the criteria for one of the models set out below.

Social rented and affordable rented housing: 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.

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 Government's rent policy. 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 the Homes and Communities Agency.

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% of the local market rent (including service charges, where applicable).

Starter homes is housing as defined in Sections 2 and 3 of the Housing and Planning Act 2016 and any subsequent secondary legislation made under these sections. The definition of a starter home should reflect the meaning set out in statute at the time of plan-preparation or decision-taking. Local planning authorities should also include income restrictions which limit a person's eligibility to purchase a starter home to those who have maximum household incomes of £80,000 a year or less (or £90,000 a year or less in Greater London).

Discounted market sales housing is housing that is sold at a discount of at least 20 per cent below local market value. Eligibility is determined with regard to local incomes and local house prices. It should include provisions to remain at a discount for future eligible households.

Affordable private rent housing is housing that is made available for rent at a level which is at least 20 per cent below local market rent. Eligibility is determined with regard to local incomes and local house prices. Provision should be made to ensure that affordable private rent housing remains available for rent at a discount for future eligible households or for alternative affordable housing provision to be made if the discount is withdrawn. Affordable private rented housing is particularly suited to the provision of affordable housing as part of Build to Rent Schemes.

Intermediate housing is discount market sales and affordable private rent housing and other housing that meets the following criteria: housing that is provided for sale and rent at a cost above social rent, but below market levels. Eligibility is determined with regard to local incomes and local house prices. It should also include provisions to remain at an affordable price for future eligible households or for any receipts to be recycled for alternative affordable housing provision, or refunded to Government or the relevant authority specified in the funding agreement. These can include Shared Ownership, equity loans, other low cost homes for sale and intermediate rent (including Rent to Buy housing).

APPENDIX J: SMALL RESIDENTIAL DEVELOPMENTS AND HOUSING NEED IN CRAWLEY

Planning Practice Guidance: Planning Obligations

Paragraph: 031 Reference ID: 23b-031-20161116

Are there any circumstances where infrastructure contributions through planning obligations should not be sought from developers?

As set out in the Starter Homes written ministerial statement of 2 March 2015, starter homes exception sites should not be required to make affordable housing or tariff-style section 106 contributions.

There are specific circumstances where contributions for affordable housing and tariff style planning obligations (section 106 planning obligations) should not be sought from small scale and self-build development. This follows the order of the Court of Appeal dated 13 May 2016, which give legal effect to the policy set out in the written ministerial statement of 28 November 2014 and should be taken into account.

These circumstances are that;

- contributions should not be sought from developments of 10-units or less, and which have a maximum combined gross floorspace of no more than 1,000 square metres (gross internal area)
- in designated rural areas, local planning authorities may choose to apply a lower threshold of 5-units or less. No affordable housing or tariff-style contributions should then be sought from these developments. In addition, in a rural area where the lower 5-unit or less threshold is applied, affordable housing and tariff style contributions should be sought from developments of between 6 and 10-units in the form of cash payments which are commuted until after completion of units within the development. This applies to rural areas described under section 157(1) of the Housing Act 1985, which includes National Parks and Areas of Outstanding Natural Beauty
- affordable housing and tariff-style contributions should not be sought from any development consisting only of the construction of a residential annex or extension to an existing home

Revision date: 16 11 2016

The Crawley Borough Local Plan was prepared at a time of changing national planning policy in relation to affordable housing development thresholds. In November 2014, a Written Ministerial Statement introduced a threshold for size of development below which affordable housing contributions should not be sought. On this basis, residential developments of ten dwellings or less, or which have a maximum combined gross floorspace of no more than 1000sqm, should not have to provide affordable housing or 'tariff style' S106 contributions. This was challenged successfully in the High Court (31 July 2015), ruling the statement was unlawful. However, in May 2016, the Court of Appeal overturned the High Court Judgement. The 2016 Judgement concluded that all four grounds of appeal succeeded and the appeal was allowed. This effectively re-instated the Written Ministerial Statement of November 2014, and the Planning Practice Guidance (PPG) was amended accordingly to reflect national government policy in relation to this matter. Both the Written Ministerial Statement and the Planning Practice Guidance form Material Considerations against which planning decisions must be made.

Crawley Borough Local Plan Policy H4, which has no threshold for affordable housing contributions, was supported by the Local Plan Inspector and adopted between the two Court decisions.

The Court of Appeal Judgement allows for flexibility in the application of the national policy, in confirming it forms a material consideration but doesn't override statutory legislation:

"*The policy stated in the WMS was not to be faulted on the ground that it did not use language which indicated that it was not to be applied in a blanket fashion, or that its place in the statutory scheme of things was as a material consideration for the purposes of s.38(6) of the 2004 Act and s.70(2) of the 1990 Act, and no more. It did not countermand or frustrate the effective operation of those provisions*."

Locally specific evidence (as set out in more detail in below) in relation to Crawley includes:

- the high affordable housing need;
- the borough's constrained land supply; and
- the increasing reliance on smaller housing developments.

On this basis, it is considered that, as the Policy was considered by the independent Planning Inspector as part of the Local Plan examination in the context of the national position, and the modifications, both with and without the thresholds for affordable contributions, were consulted upon over three separate statutory public consultation periods, none of which generated any objections or concerns being raised by the house building industry, there is sufficient justification for the continuation of the adopted Local Plan policy to apply to all residential developments, regardless of size.

However, the council is mindful of the national intention to support the smaller house builder industry, through reducing "disproportionate burdens" affecting the viability and deliverability of small sites and the government drive to incentivise small house builders. Therefore, the Policy will be applied with consideration to addressing these concerns, particularly in relation to taking account of economies of scale and considering the way financial contributions are calculated and when they may be paid. More detail is set out in Part 4 of this SPD.

1. Crawley's Housing Need:

Based on an independent assessment of needs in the strategic housing market area[6] (the "SHMA"), it is clear that the underlying challenge of unaffordability of market housing (particularly entry-level) remains in the borough. Median prices in Crawley are 6% above the England average, with an increase from £184,000 in 2012 to £195,000 in 2013[7].

The lower quartile house price to income ratio averages 7:1[8]. Whilst this is below the Housing Market Area and West Sussex average, it is substantially below the national (England) average (see Table 1).

Table 1: Ratio of Lower Quartile Prices to Lower Quartile Earnings 2013

	Crawley	Northern West Sussex HMA	West Sussex	England
2013	7.28	9.50	8.88	6.45

56% of emerging households in Crawley are unable to afford to Affordable Rent at 80% of market rent values without further assistance, and that 31% of households would require assistance to be in a position to afford rentals set at Social Rent levels, which is based on the differential of local rent relative to local incomes, and 62% of households in Crawley are unable to purchase market housing, based on the differential of local prices and rent levels relative to local incomes.

[6] Northern West Sussex Strategic Housing Market Assessment (SHMA) (2009, 2012, 2014) GVA Grimley/GVA/Chilmark Consulting Ltd.
[7] Based on the 2013 CLG figures, as set out in the Northern West Sussex Housing Market Area 'Affordable Housing Needs Model Update', para 3.18, p29 (2014) Chilmark Consulting Ltd.
[8] Northern West Sussex Housing Market Area 'Affordable Housing Needs Model Update' (2014) Chilmark Consulting Ltd.

As well as having a significant requirement for affordable rented accommodation, Crawley also has a large need for "intermediate" affordable housing, such as shared ownership/shared equity schemes and discount market renting, with 64% of those interested already living within the borough and 53% of those interested presently working within the borough. The SHMA also identifies the at least 20% and up to 30% of affordable housing across the housing market area should be provided as intermediate housing.

Crawley has a very important role in the sub-regional economy, and has been identified as being well located to support the delivery of economic growth. Much of the workforce in the lower-paid, but essential, posts also reside within the borough. This forms a critical relationship with the housing stock. A reduction in the supply of affordable housing would exacerbate the current under supply and would provide a disincentive for business relocation to the area. This is recognised by the Coast to Capital Local Enterprise Partnership as a fundamental issue facing the region. Its Strategic Economic Plan recognises that there are currently 50,000 people on the waiting list for social housing, and identifies delivery of housing and infrastructure as a strategic priority: *"there cannot be sustainable economic growth without housing growth. If there are shortages of housing to rent or buy, at affordable prices, it is more difficult for employers to attract and retain workers that they need to grow their businesses and makes it hard for younger newly-qualified people to come to the area to live"* (page 17).

2. How well Crawley is performing against Affordable Homes Target:
Against this council's best efforts to deliver affordable housing through a range of means, including council own-build, the period between January 2013 and March 2014 shows a growing deficit of 383 affordable homes when assessed against the number of new applicants coming onto the Housing Register and the number of applicants housed.

It remains incumbent on the council to seek affordable housing through every available opportunity in its obligation towards meeting housing need, and smaller windfall sites have the potential to provide a steady supply of affordable housing while also ensuring improved integration of tenures across the borough.

3. Extent to which small sites are necessary to achieving Target:
The administrative boundaries of Crawley are drawn tightly around the town, with very little land falling outside of the Built-Up Area Boundary (BUAB). The M23 motorway forms the administrative boundary to the east of the town, and to the south, lies the High Weald Area of Outstanding Natural Beauty (AONB). To the west, a new neighbourhood is being commenced and to the north of this the land adjacent to the borough boundary leads to open countryside within Horsham District. Gatwick Airport is located to the north of the town; constraining the land between the north of the town and the airport through safeguarding requirements for a potential second runway and unacceptable noise levels for residential uses.

Crawley was designated as a New Town in 1947 and has had continual phased development of neighbourhoods, each with their own centre offering retail/employment and community facilities. A number of the newer neighbourhoods (Maidenbower, Bewbush and Broadfield) have more limited capacity to provide additional housing, given the higher density of new housing within these neighbourhoods which offers a more efficient use of land with less potential for infilling with larger housing developments. This is evident in the council's Urban Capacity Study (2012).

A number of smaller housing schemes have been delivered on brownfield sites in the past five years and have come forward predominantly from the older residential neighbourhoods of Crawley close to the town centre such as Southgate, Northgate and Three Bridges, where the older residential stock is more susceptible to redevelopment either through the conversion of residential dwellings or offices, or through the demolition of existing buildings and garden land and the construction of new dwellings.

Over the previous six years (2010/11 – 2015/16) a total of 217 dwellings (206 net) have been delivered on 70 separate sites of 10 dwellings or less. These are set out below in Table 2.

Table 2: Small Residential Developments Completed (1 – 10 Gross Dwellings) between 2010/11 and 2015/16

Financial Year	Site	Net Units Created
2010-11	22 Hawkesmoor Road Bewbush Crawley	1
2010-11	43 St Sampson Road Broadfield Crawley	1
2010-11	Adj 33 Walnut Lane Langley Green Crawley	1
2010-11	7 Path Link Northgate Crawley	1
2010-11	4 Parkside Northgate Crawley	1
2010-11	N/E of Broadfield House Peeks Brook Lane Burstow	0
2010-11	Lake Cottage 66 Grattons Drive Pound Hill Crawley	1
2010-11	Adj 2 Ivy Cottages Church Road Crawley	1
2010-11	98 Three Bridges Road Crawley	1
2010-11	Oaktree Cottage Crow Crn & Caxtons, Church Rd	10
2010-11	Land at Langley Walk (6 pt of 12 units of CR/2008/0411 site)	6
2010-11	Langley Walk (12 units but 6 pt of CR/2009/0093/FUL site)	6
2011-12	Land Adj to Rackham Close Southgate Crawley	7
2011-12	25 Perryfield Road Southgate Crawley	5
2011-12	Site D Adj 6 Lewisham Close	4
2011-12	Adj 10 Saunders Close Pound Hill	1
2011-12	R/O 53 Horsham Road Southgate	0
2011-12	Land R/O 45-47 High Street Northgate Crawley	3
2012-13	1 - 3 Denne Road	7
2012-13	Adj Koorah Church Road Pound Hill Crawley	1
2012-13	Adj 24 The Croft Crawley	1
2012-13	9 CAFFINS CLOSE	1
2012-13	2 Hollybush Road Northgate Crawley	3
2012-13	159D and 159E Woodfield Road Northgate Crawley	-1
2012-13	4 Church Road Pound Hill Crawley	1
2012-13	1 Bank Terrace Brighton Road Southgate Crawley	2
2012-13	45 Broomdashers Road Three Bridges Crawley	1
2012-13	Adj 1 Rhodes Way Tilgate Crawley	1
2013-14	Adj 7/9 Weirbrook, Furnace Green, Crawley	5
2013-14	North Lodge, Gossops Green Lane, Gossops Green Crawley	4
2013-14	Land s/e of 46 Rushetts Road, Langley Green, Crawley	1
2013-14	Adj 56 Stafford Road, Langley Green, Crawley	1
2013-14	22 Martyrs Avenue, Langley Green, Crawley	2
2013-14	126 London Road, Northgate Crawley	1
2013-14	8 Goffs Park Road, Southgate Crawley	6
2013-14	42a East Park, Southgate, Crawley	4
2013-14	Off Clitherow Gardens & r/o Malthouse Road Crawley	6
2013-14	St Andrews House, 26 Brighton Rd Southgate Crawley	6
2013-14	38 Hazelwick Road, Three Bridges, Crawley	2
2013-14	225 Rapidata House, Three Bridges Road Crawley	1
2013-14	Highfield House, Town Mead, West Green	4
2014-15	Apple Tree Farm 37 Langley Lane Ifield Crawley	1
2014-15	Birchfield House, Ifield Road West Green Crawley	1
2014-15	Scout Group & Guides Hall & Garages adj to 53 Lark Rise	9
2014-15	Langley Green Youth Centre Lark Rise Langley Green	9
2014-15	Adj 18 Cobbles Crescent Northgate Crawley	1

Financial Year	Site	Net Units Created
2014-15	8 The Broadway, Northgate Crawley	2
2014-15	First Floor 18 - 20 Broad Walk, Northgate Crawley	2
2014-15	19-21 Queensway, Northgate Crawley	10
2014-15	6A the Broadway, Northgate Crawley	1
2014-15	Forders Cottages Donkey Lane Fernhill Crawley	1
2014-15	Crossways, Balcombe Road, Pound Hill Crawley	7
2014-15	8A Brighton Road, Southgate Crawley	1
2014-15	R/O 53 Horsham Road, Southgate Crawley	1
2014-15	24 Lyndhurst Close	1
2014-15	10 East Park, Southgate Crawley	1
2014-15	36 Alpha Road, West Green Crawley	1
2014-15	Wilbury Church Street, West Green Crawley	4
2015-16	43A Mill Road, Three Bridges, Crawley, West Sussex, RH10 1ND	1
2015-16	Land Adj to Woodend, Forge Wood, Pound Hill, Crawley	1
2015-16	43 Milton Mount Avenue, Pound Hill, Crawley	1
2015-16	34a Horsham Road West Green Crawley	1
2015-16	6-9 Ifield Road West Green Crawley	1
2015-16	LAND ADJACENT TO 132 THREE BRIDGES ROAD, THREE BRIDGES	1
2015-16	50 IFIELD DRIVE, IFIELD, CRAWLEY, RH11 0AE	1
2015-16	1st & 2nd Floors, 2 The Pavement, Northgate, Crawley, RH10 1EF	2
2015-16	12 Springfield Road, Southgate, RH11 8AD	5
2015-16	Alpine Works, Oak Road, Southgate	6
2015-16	FIRST & SECOND FLOORS 28 - 32 THE BOULEVARD NORTHGATE	6
2015-16	Ground Floor, BRAMBLETYE HOUSE, 29 Brighton Road	7
2015-16	KINGSLAND COURT THREE BRIDGES ROAD THREE BRIDGES	10
	Total New (net) Dwellings	**206**

The overview of this in the context of total completions can be seen in Table 3 below.

Table 3: Gross Completions 2010/11 – 2015/16

Monitoring year	Gross completions total	Gross completions on sites of 10 units or less	Gross completions on sites of more than 10 units	Small sites as % of gross delivery
2010/11	386	34	352	9%
2011/12	204	22	182	11%
2012/13	84	21	63	25%
2013/14	185	44	141	24%
2014/15	227	53	174	23%
2015/16	543	43	494	8%
2010-2016	**1629**	**217**	**1406**	**13%**

Planning permissions provide an indication of those small sites anticipated to come forward in the next three year period.

Table 4: Commitments 2010/11 – 2016/17

Monitoring year	Gross permissions total	Gross permissions on sites of 10 units or less	Gross permissions on sites of more than 10 units	Small sites as % of gross permissions
2010/11	2060	22	2038	1%
2011/12	254	23	231	9%
2012/13	87	59	28	68%
2013/14	528	54	474	10%
2014/15	332	40	292	12%
2015/16	834	76	758	9%
2016/17	736	39	697	5%
2010-2017	**4831**	**313**	**4518**	**6%**

The large sites within the borough boundary are finite and the land available for housing is limited. Therefore, in future, there will be far greater reliance on small sites to help meet Crawley's housing needs. The Housing Trajectory for the Local Plan anticipates 55 dwellings per annum to come forward through windfalls over the Plan period. These will predominately be on smaller sites not possible to identify through our extensive urban capacity study or reflected in our Strategic Housing Land Availability Assessment. The importance of small sites particularly in low delivery years can be seen in the monitoring year 2012/13 during which they formed 68% of permissions. This will be increasingly the case over the Plan period as the known and allocated larger sites within the borough are developed.

4. Whether small sites deliver significant levels of Affordable Housing:

The contribution these sites make to delivering the essential housing supply is increasingly critical, and without the proportionate contribution for affordable housing, where viability allows, the ability of the council to even partially address its unmet affordable housing need is limited further.

Had affordable housing been required from the schemes set out in Table 2 above, the equivalent of over 80 houses would have contributed to addressing Crawley's unmet affordable housing need[9]. As expressed above, the increasing reliance on smaller housing developments will increase the percentage of affordable housing contributions.

5. Evidence Affordable Housing Contributions will not hamper small scale developments:

In line with guidance set out in the National Planning Policy Framework (NPPF), paragraph 50, bullet 3, Crawley Borough Council's emerging Local Plan seeks to address the identified affordable housing need, and in line with the NPPF's paragraph 173, an independent Viability Assessment has been carried out to advise on whole-plan viability, affordable housing viability and Community Infrastructure Levy. The results from this have directly fed into the considerations for new Local Plan policies on affordable housing.

The Viability Assessment considered that all development remains viable across the borough with a 40% affordable housing provision and a 10% low cost requirement. **It was not found that smaller developments had greater levels of viability constraints; and, contrary to this assumption, the smaller developments have, in fact, been shown to have greater levels viability.**

[9] Crawley's Core Strategy, which formed the adopted planning policy for the borough until the adoption of the new Local Plan in December 2015, contained a policy (H5) which required affordable housing from only developments above the threshold of 15 dwellings (or greater than half a hectare in size).

Table 4: Maximum Residential CIL Rates per sqm[10]

Maximum Residential CIL Rates per sqm					
	Mixed Residential Development	Medium Size Mixed Development	Intermediate Mixed Development	Small Housing Development	Town Centre Apartments
20% Profit on All Units					
Greenfield	£356	£366	£360	£429	£419
Brownfield	£208	£220	£209	£283	£345
20% Profit on Market Units 10% Profit on Affordable Units					
Greenfield	£469	£485	£474	£554	£548
Brownfield	£318	£337	£321	£406	£475

In light of this, it was not possible to argue through Examination for the new Local Plan that an arbitrary threshold of continuing the 15 dwelling application from the previous Core Strategy policy was justified or supported by evidence: as it would not be in conformity with the NPPF's requirement to meet both market and affordable housing needs as far as possible to do so.

Having an affordable housing requirement on all residential developments, regardless of scale, also ensures parity in land values, rather than a situation where land vendors of smaller sites benefit from the absence of affordable housing. In addition, any commuted payments received from these smaller developments will assist in securing affordable housing on larger schemes that may experience viability constraints.

In the case of Crawley, all evidence has shown that it is not the case that affordable housing requirements on small sites prevent development this. Therefore, the national restriction on securing affordable contributions from schemes of 10 units or less goes against the Viability work undertaken at a local level to support the council's Local Plan. The Local Plan Policy H4 allows for viability on a site-by-site basis to be taken into account as part of the negotiations and allows for a relaxation of the requirement in certain circumstances where this is shown it would prejudice development from coming forward, and where the overriding benefits of the development justify its approval. This clause continues to apply to small housing developments and the council has provided specific advice for small scale developers to ensure requirements for viability assessment are proportionate.

It considered there are such strong local factors which relate specifically to Crawley, both in the national, regional and local context, which require a different approach to the national position. On this basis, addressing the disproportionate burdens and incentivising smaller housing development should be considered through the implementation of the Policy requirement, at a local level as part of negotiations with developers on planning obligations. Factors which will be taken into account will include:

- Support and guidance on viability assessments;
- Taking into account economies of scale;
- The way financial contributions are calculated; and
- When the financial contributions may be paid.

Furthermore, Crawley's Community Infrastructure Levy (CIL) rate has been set at a lower level than any figures provided by the Viability Study, at £100/sqm, in order to reflect the priority of affordable housing within the borough and to reduce the burden on developers and reduce the risk of any development not progressing. There were no objections to the CIL rate at examination and the CIL Inspector concluded the range of sites tested was

[10] Source: updated Viability information NCS (August 2015)

thorough and comprehensive, with affordable housing cost assumptions modelled at the full Crawley Borough Local Plan level and tenure mix (40% affordable and an additional 10% low cost housing), and that the evidence confirmed that the proposed CIL charge could be readily accommodated, alongside the affordable housing cost assumptions, and did not pose any risk to scheme viability.

Glossary

Term	Abbreviations	Definitions[11]
Affordable Housing	AH	Social rented, affordable rented and 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. See also: Affordable Rented Housing; Intermediate Housing; and Social Rented Housing.
Affordable Housing Scheme	AHS	The Affordable Housing Scheme is a comprehensive statement that is required in all residential planning applications setting out the affordable housing consideration with supporting information that will form part of the S106 Agreement or Unilateral Undertaking.
Affordable Private Rented Housing	APR	Affordable Private Rented Housing is an affordable tenure that may be considered in a Private Rented Scheme or Build-to-Rent scheme where rents are discounted to a fixed percentage below open market rent levels and made available to people with a local housing need that cannot afford to rent on the open market. This tenure option does not necessarily require the involvement of a Registered Provider and will cease to be a recognised affordable tenure if the scheme ceases to be a Private Rented Scheme at which time the discounted rented properties will revert to Affordable Rent Tenure with a Registered Provider.
Affordable Rented Housing		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% of the local market rent (including service charges, where applicable).
Affordability		The extent to which something is affordable, as measured by its cost relative to the amount that the purchaser is able to pay.
Assured Shorthold Tenancies	AST	It is a form of assured tenancy with limited security of tenure usually restricted to 6 or 12 month periods, giving each party the right to reconsider the tenancy at the end of each agreed period.
Build to Rent		Large-scale residential developments purpose-built for private market rent, also referred to as Private Rented

[11] These are provided for the purposes of clarity, and are not intended to be definitive or legal definitions.

Term	Abbreviations	Definitions[11]
		Sector (PRS), and retained for this purpose for a sufficient period of time to meet this definition.
Clustering		The grouping together of small groups of affordable housing properties integrated within a wider scheme for ease of management and maintenance purposes for Registered Providers.
Community Infrastructure Levy	CIL	A levy allowing local authorities to raise money from owners or developers of land undertaking new building projects in their area in order to fund improvements to local infrastructure.
Commuted Payment		Is a capital payment paid to the Local Planning Authority when agreement has been reached in lieu of providing on-site affordable housing or as part of a claw-back mechanism originating from planning obligations for residential developments to make provision for affordable housing.
Council	CBC	Where the “council” or the “borough council” is used it generally relates to Crawley Borough Council, unless it is specified otherwise.
Crawley		Where "Crawley" is used, it generally relates to the area that is within Crawley Borough Council's administrative boundary.
Department for Communities and Local Government	DCLG	The Department for Communities and Local Government's job is to create great places to live and work, and to give more power to local people to shape what happens in their area. DCLG is a ministerial department, supported by 11 agencies and public bodies.
Discounted Market Rent Housing	DMR	As with “Affordable Private Rented Housing” above.
Discounted Market Sale Housing		This is a form of Intermediate Tenure within the Affordable Housing definition where there is a discount made available to qualifying buyers that remains with the property for future purchasers, in perpetuity, which is either protected by covenant or by second-charge on the Title. If at any time the discount is capitalised then this will result in a commuted payment back to the Local Planning Authority.
Disproportionate Burdens		Is a term used when smaller schemes are required to provide affordable housing where there is concern that the burden on such schemes may have a disproportionate impact compared to larger schemes.
Extra Care Housing		Extra care housing is a specialist type of housing designed with older people in mind. It allows people to live independently while getting the care and support they need.
Free Serviced Land		This is the subsidy required to make housing affordable where the affordable housing provider only pays the build

Term	Abbreviations	Definitions[11]
		cost and does not pay for the land or the cost of servicing the land or the cost of designing the scheme.
Help-to-Buy		This is a government backed initiative previously referred to as HomeBuy, which only applies to new-build properties available on the open market, and is a package only available to first time buyers, where typically 80% equity is acquired by the purchaser with the government acquiring the remaining equity.
Housing Market Area		This is a geographical area which is relatively self-contained in terms of reflecting people's choice of location for a new home i.e. a large percentage of people settling in the area will have sought a house only in that area.
Housing Register		This is a register held by the council where any local resident who cannot afford to buy or rent on the open market may apply to be included on the Housing Register in order to be have their housing needs and personal circumstances assessed and offered housing assistance where appropriate and when available.
Intermediate Housing		Intermediate housing is homes for sale and rent provided at a cost above social rent, but below market levels subject to the criteria in the Affordable Housing definitions. These can include shared equity (shared ownership and equity loans), other low cost homes for sale and intermediate rent, but not affordable rented housing.
Local Housing Allowance	LHA	Local Housing Allowance (LHA) rates are used to calculate Housing Benefit for tenants renting from private landlords, and relates to the area in which a claim is made. LHA rates are also used as the ceiling to which Affordable Rent Tenure may be charged.
Local Lettings Plans	LLP	A Local Lettings Plan is usually agreed between the council and an affordable housing provider that on a scheme specific basis aims to achieve the most suitable demographic balance in order to achieve a sustainable community.
Local Plan		Crawley 2030: Crawley Borough Local Plan 2015 – 2030 was adopted by full council in December 2015 and forms the borough's development plan document adopted under the Planning and Compulsory Purchase Act 2004. It guides development of the local area for the future and was drawn up by the local planning authority in consultation with the community.
Low Cost Housing		Market housing that is made available to first time home buyers intended as their primary place of residence and offered as a fixed equity at an agreed percentage below open market value.
Material Operation		This signifies when works start on site towards the physical construction of residential units.

Term	Abbreviations	Definitions[11]
National Planning Policy Framework	NPPF	Sets out the government's planning policies for England and how these are expected to be applied to produce distinctive local and neighbourhood plans that reflect the needs and priorities of their communities.
Nationally described standards		A series of standards introduced at the national level for Local Authorities to adopt.
Nominations Agreements		This is an agreement entered into between the council and affordable housing providers that sets out the terms, conditions and procedures for conducting nominations that result in the letting or selling of affordable housing dwellings.
Northern West Sussex		Primarily consisting of the three administrative areas of Crawley Borough, Horsham District and Mid Sussex District. As a Housing Market Area a small area of the southern part of Reigate and Banstead Borough also falls within this description.
Nursing Homes		A nursing home is a place for people who don't need to be in a hospital but can't be cared for at home.
Objectively Assessed Housing Need		The amount of new housing required over the Plan period which meets household and population projections and takes account of migration and demographic change (births and deaths).
Planning Condition		A condition imposed on a grant of planning permission (in accordance with the Town and Country Planning Act 1990) or a condition included in a Local Development Order or Neighbourhood Development Order.
Planning Obligations		A legally enforceable obligation entered into under section 106 of the Town and Country Planning Act 1990 to mitigate the impacts of a development proposal.
Planning Practice Guidance	PPG	National guidance prepared to support the implementation of the policies within the NPPF. It is retained as a ‘live’ online facility which is updated on a regular basis.
Policy-Compliant		Meeting the expectations of the Policies set out in the borough’s adopted Local Plan: Crawley 2030.
Private Rented Scheme	PRS	Large-scale residential developments purpose-built for private market rent, also referred to as Build-to-Rent, and retained for this purpose for a sufficient period of time to meet this definition.
Pro-rata		This refers to an equal apportionment.
Registered Affordable Housing Providers	RPs	Also referred to as RPs or RSLs who are registered with the Homes and Communities Agency (HCA) and who are then regulated by the HCA.

Term	Abbreviations	Definitions[11]
Residential Care Homes		Residential homes are often referred to as care homes and provide personal care such as help with getting dressed, washing and other day-to-day tasks. A number of older people live together and are cared for by care workers. In some cases it may allow people to live independently while getting the care and support they need.
Self-Build and Custom Housebuilding		The building or completion by or on behalf of specific individuals or associations of individuals, of houses to be occupied as homes by those individuals
Self-Build Register		A register maintained by a local authority of individuals and associations within the local area who are seeking serviced plots of land on which to build houses to occupy as homes. These are governed by the Self-build and Custom Housebuilding Act 2015 and associated Regulations
S106 Agreement		An agreement under Section 106 of the Town and County Planning Act which contains legally enforceable obligations to mitigate the impact of development proposals.
Shared Equity		Shared Equity allows a buyer to purchase up to 80% of the value of a property. The remaining unsold equity is then held by a third-party, usually the council if secured through planning obligations, which may in some cases off-set part of the deposit requirement, thereby assisting qualifying buyers to acquire their first home.
Shared Ownership		With shared ownership, a person part-buys and part-rents a home from a housing association, allowing them to take out a much smaller mortgage with a smaller deposit requirement than if they were buying the whole property. Shares of between 25% and 75% of a property may be purchased under shared ownership.
Sheltered Housing		Sheltered housing (also known as retirement housing) means living independently within a scheme where all the residents are usually over 55, and where basic levels of support may be provided.
Small Residential Developments		Identified in the Crawley Borough Local Plan Policy H4 as those residential developments of 5 dwellings or less or on sites of less than 0.5ha in size. Identified in the Planning Practice Guidance as being of 10-units or less and which have a maximum combined internal gross floorspace of no more than 1000sqm.
Social Rented Housing		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

Term	Abbreviations	Definitions[11]
		above, as agreed with the local authority or with the Homes and Communities Agency.
Starter Homes		This is a new tenure being introduced that aims to assist qualifying first time buyers and in Crawley this tenure would be considered to meet the Low Cost Home Ownership requirement.
Strategic Housing Market Assessment	SHMA	The Strategic Housing Market Assessment is an evidence base document which assesses the housing needs of the area. The Strategic Housing Market Assessment identifies the scale and mix of housing and range of tenures that residents require.
Supplementary Planning Documents	SPD	Documents which expand upon identified Local Plan policies to provide more detailed guidance on how the policy should be interpreted and applied.
Tenures		Tenure refers to the conditions under which land or buildings are held or occupied. Forms of tenures broadly relate to rent or intermediate tenures.
Tenure Blind		This relates to the appearance of properties which should be indiscernible from one tenure to another to encourage integration and to standardise build standards.
Tenure Split		Affordable housing provision usually requires a particular tenure split which determines the percentage of each respective tenure and the tenure split can be adjusted to assist with scheme viability when appropriate.
Unilateral Undertakings		Under section 106 of the Town and Country Planning Act 1990 (TCPA 1990), a person with an interest in land can enter into a planning obligation either with the agreement of the council or through a unilateral undertaking. This standard document is a unilateral undertaking to agree to certain planning obligations. The council is not a party to the document.
Urban Capacity Study		A technical study that formed part of the evidence base for Crawley's Local Plan. The document was used to assess potential employment and housing sites within the town.
Use Class		Land uses as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).
Use Class C2		Residential Institutions: including residential schools and colleges, hospitals and convalescent/nursing homes.
Use Class C3		Dwelling Houses: dwelling occupied by a person or family, or by no more than six residents living together, including a household where care is provided.
Viability		Where the costs of any requirements likely to be applied to development, such as requirements for affordable housing, standards, infrastructure contributions or other requirements, when taking account of normal cost of

Term	Abbreviations	Definitions[11]
		development and mitigation, provide competitive returns to a willing landowner to enable the development to be deliverable.
Viability Appraisal		The viability appraisal, or viability assessment, is a thorough examination of the finances of any particular residential development scheme aimed at assessing the financial feasibility of a schemes ability to provide affordable housing.
Viability Statement		A viability statement is a simpler version of a viability appraisal that concentrates on the financial headlines of a proposed residential development to assess the deliverability of affordable housing or the extent of any funding shortfall where alternative options may be explored before requiring a more detailed viability appraisal if appropriate.