



**No 22**

# **Residential/ Nursing Care for Elders**



'The Council is currently carrying out a partial Review of the Unitary Development Plan. Please note that some of the UDP policies mentioned in Supplementary Planning Guidance Notes may be affected by the Review and that you should contact a Planning Officer for further information.'

# Residential/Nursing Care for Elders

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## INTRODUCTION

The Council's Unitary Development Plan (UDP) is the statutory planning framework for the future of the whole Borough.

To help you when you apply for planning permission, and give the background to both the UDP and other Council policies, the Planning Division has produced a number of Supplementary Planning Guidance Notes (SPGs).

Although not a formal part of the UDP, the guidance is a material consideration when the Council is dealing with planning applications.

### These Guidance Notes:

- Identify the relevant UDP policy; (for a full statement of the policy, the UDP itself should be consulted).
- Give planning guidance on design and standards;
- Provide general advice as well as some information on non-town planning matters such as Building Regulations and Highways, which may need separate approvals from the Council.

The word 'normally' is implied in much of what follows, but has been omitted to keep the text short.

Most of the design principles will be well known to architects and other qualified designers, who can use the document as a checklist.

This guidance has also been prepared as a practical tool to help those who submit planning applications.

This guidance is updated more frequently than the plan itself, and you are encouraged to discuss your proposals with planning staff before you make a formal planning application.

Please remember that this is guidance only, and your application will always be considered on its merits.

## WHY GUIDANCE NOTES?

If you are considering setting up a residential care home or nursing home, these guidance notes give advice on when planning permission is required and the conditions that must be met if the Council is to grant it. There are different categories of people who may be cared for in each home e.g. children, elders, drug or alcohol dependent people etc. This guidance note is specifically concerned with elders and the information contained in this

guideline may not be applicable to other categories of people being cared for. This guidance note is available in Braille, large print and voice tape. If you require any help with this document, possibly in your community language, please contact;

The Equalities Officer  
Environment Department  
Town Hall Annexe, Barking Road  
London E6 2RP  
**Telephone: 0181 472 1430 Ext 22212**

Planning applications in much of the Docklands part of the Borough, (see map attached), are dealt with by the London Docklands Development Corporation and you should refer to them for planning advice on residential institutions to be located in their area. They can be contacted at:

## OTHER CONSENTS

Planning permission is only one of a number of permissions you will need before you open your premises. In order to use a premises as a residential care home or nursing home it will also need to be registered under the Registered Homes Act 1984, and must comply with fire regulations (see "Who Else Should You Talk To?").

Any home providing residential care where personal care is provided must be registered by the Social Services Department's Inspection and Quality Assurance Unit. Where a home is to provide nursing care, it must be registered by the Area Health Authority.

To meet the required standard for registration, residential care homes must meet the requirements set out in the relevant guidance notes, which can be obtained from:

The Inspection and Quality Assurance Unit,  
99 The Grove, Stratford,  
London E15 1HR.  
**Telephone: 0181 534 4545 Ext. 24035**

In the event of a home providing nursing care, enquiries should be addressed to:

The Accreditation Officer  
East London and The City Health Authority  
Tredegar House  
97-99 Bow Road  
London E3 2AN  
**Telephone: 0181 983 2900**

No premises will be registered unless planning consent has been granted or the Planning Division issues a letter stating that planning consent is not required. The granting of planning consent does not guarantee registration.

## TYPES OF USE

The distinction between kinds of homes are not always clear. The definition given below should help to explain the basic differences.

### Residential Care Homes

A residential care home is any establishment which provides, or is intended to provide, whether for reward or not, residential accommodation with both board and personal care for persons in need of personal care by reason of old age, disablement, past or present dependence on alcohol or drugs, or past or present mental disorder.

### Nursing Homes

A nursing home is any premises used, or intended to be used, for the reception of, and the provision

of nursing, for persons suffering from any sickness, injury or infirmity over a short or longer term period.

Any premises used, or intended to be used, for the reception of pregnant women, or of women immediately after childbirth.

Any premises not falling within either of the preceding paragraphs which are used, or intended to be used, for the provision of all or any of the following services, namely:

- i) The carrying out of surgical procedures under anaesthesia;
- ii) The termination of pregnancies;
- iii) Endoscopy;
- iv) Haemodialysis or peritoneal dialysis;
- v) Treatment by specially controlled techniques.

This guidance note is specifically concerned with Residential Care Homes and Nursing Homes for elders. It does not apply to other residential institutions that may fall within the same use class.

## PLANNING REQUIREMENTS

You are likely to need planning permission if you intend to do any of the following:

- Erect a new building
- Change the use of a building to a residential institution
- Undertake external building works including extending existing buildings

- Make internal or external changes to a building that is listed as being of special architectural or historic interest

It is always a good idea to discuss with a planning officer what you propose to do and whether you need planning permission before you start work.

Application forms are available from the Planning Division and officers will be happy to explain them to you and advise you on which plans or drawings are needed. This advice is free. However, the Council has to charge a fee for most planning applications, the details of which are enclosed with the planning application form.

## ASSESSING YOUR APPLICATION

The Council's Unitary Development Plan (UDP) covers the whole of the Borough and sets out how land and buildings shall be used. When assessing a planning application for a residential care home or nursing home the following things will be taken into account by the Council:

### Suitable Location

Whilst the Council accepts that residential care homes and nursing homes that meet local demand may be located in residential areas the Council believes that those homes should be evenly distributed throughout the Borough as it is considered that an undue concentration might lead to an imbalance in the community and adversely affect the established residential character of a particular road or wards. The Council will normally resist new build proposals on land allocated in the UDP for housing or other single uses in view of the need to maximise the Borough's capacity to provide sufficient land to meet the demand for new homes and other uses. The Council considers that the most suitable buildings/sites are generally those redundant commercial/industrial premises located on the edge of residential areas and town centres. Residential care homes in particular should be conveniently located for local shops and services and public transport.

### Design

Design criteria which proposals for new residential care homes and nursing homes will be considered against include the design and layout of the scheme with regard to privacy, outlook, community safety and physical accessibility.

### Converting an Existing Property to A Residential Care Home/Nursing Home

Residential care homes and nursing homes being converted from private dwellings and other buildings e.g. offices, will need "change of use" permission. A substantial amount of Newham's

housing is small/medium-sized terraced dwelling houses which the Council wishes to retain as single family dwelling houses. Disturbance to neighbours can also result from the use of mid-terraced properties through increased levels of activity at the site through the dropping off and picking up of visitors. The Council will strongly resist the conversion of such properties. Larger detached or semi-detached residential properties which by their position and design will cause less disturbance to neighbours may be suitable premises to use as a residential care home/nursing home.

The Council wishes to encourage residential care home/nursing home provision where this will meet local demand but will consider carefully the impact of proposals on the residential amenity of adjoining properties. The nearest neighbours to the property will be informed of the proposals and be invited to comment on it.

The Council expects a high standard of design in all schemes which involve building works or alterations to a property. This is especially the case where additional parking and extensions to the property are made. In residential areas the Council will expect the character of the area to be maintained. Policy H22 specifically considers saturation levels and the need to safeguard a proportion of the existing large houses in the Borough for use as single family dwellings. The policy seeks to limit further changes of use from single family dwellings with four or more bedrooms in certain streets where it is considered that an overconcentration of non-single family uses has already occurred. (See SPG No. 4 'Houses in Multiple Occupation').

#### **Access/Parking**

Suitable access will be needed, for both vehicles and pedestrians, including wheelchair ramps for elders and disabled people. Parking places should be provided in accordance with the Council's Supplementary Planning Guidance Note No. 16 "Parking Standards".

The total number of spaces is calculated with reference to both the number of staff employed and the number of visitors likely to attend.

For staff, 1 space is required per 2 members of staff.

For visitors, 1 space is required per 10 residents.

Provision should also be made for access and parking by an ambulance or similar-sized vehicles, as appropriate.

A charging point for electrically-powered vehicles is desirable.

Provision should also be made of both "hard" and "soft" landscaping treatments to the areas set aside for parking, which must not become a dominant feature at ground level.

#### **External Amenity Space**

Provision should be made for external amenity space for the Home. This amenity space should provide opportunities for the occupants of the home to sit and move around in fresh air. To achieve this the space should be flat, surfaced partly with suitable materials and partly with grass, be enclosed to a reasonable degree, orientated with an easterly, southerly or westerly aspect, yet contain features that will offer shade when needed. Good quality landscaping must be provided. The home should have at least 5 square metres of amenity space for each habitable room.

#### **Access into the Building**

The Council is committed to the policy that all people shall have equal access and opportunity within their community.

Good access ensures that people are not excluded from using a building because of poor design. This is particularly relevant to a home used by elders and disabled people. For this reason it will be expected that residential care homes/nursing homes will be fully accessible in accordance with the Council's Supplementary Planning Guidance Note No. 2 "Access for Disabled People". The Environment Department's Equalities Officer can provide design assistance on improving access (See "Who Else Should You Talk To?").

#### **Internal Standards**

Each application is assessed on its individual merits and as a general guide the following minimum standards are required for both new build and conversion. This is not an exhaustive list. (Please consult Newham Social Services Inspection and Quality Assurance Unit and/or East London and The City Health Authority for more detailed information on standards).

#### **Bedrooms "Private Space"**

- (i) Residential Homes
  - Single room - 10 m<sup>2</sup>
  - Double room - 15.5 m<sup>2</sup>
- (ii) Nursing Homes
  - Single room - 10 m<sup>2</sup>
  - Double room - 16 m<sup>2</sup>

#### **Communal Space**

- (i) Residential Homes

4 m<sup>2</sup> per resident (not including toilets or bathrooms or corridors)

- (ii) Nursing Homes  
4 m<sup>2</sup> per resident (not including toilets, bathrooms etc.)

#### **Bathrooms**

- (i) Residential Homes  
Ratio of 1 bathroom to 10 residents
- (ii) Nursing Homes  
Ratio of 1 bathroom to 8 patients

#### **Toilet Facilities**

- (i) Residential Homes  
Ratio of 1 toilet to 4 residents
- (ii) Nursing Homes  
Ratio of 1 toilet to 8 patients

Lifts and laundry rooms kept away from living accommodation.

Doors that do not open inwards to bathrooms, toilets and kitchens, unless they are provided with means for them to be enabled to open outwards in an emergency.

Passageways and doorways wide enough for walking frames and wheelchairs.

An adequate emergency personal alarm system.

Lifts to any accommodation more than one storey above or below entrance level.

Adequate refuse facilities should be provided.

#### **CONDITIONS**

Conditions are normally attached to all planning permissions. The examples given below are those most likely to be imposed on any grant of permission for residential care use.

#### **Restricted Use**

Where planning permission is granted for a residential care home/nursing home, it may in exceptional circumstances be restricted to a particular client group. This restriction precludes the premises being used for any other purpose within the relevant Use Class of the Use Classes Order, 1987, thereby preventing the establishment of another use that may have a greater impact on residential neighbourhoods such as a children's home.

#### **Management and Standards**

The Council will normally expect applicants to enter into an agreement covering planning aspects

of management arrangements and nomination rights.

#### **Number of Residents**

The Council will limit the number of residents. This is to prevent the over intensive use of the premises.

#### **Landscaping**

The implementation of landscaping proposals.

#### **Parking**

The provision and layout of parking spaces.

#### **WHO ELSE SHOULD YOU TALK TO?**

Detailed guidance on registration requirements can be obtained from:

Social Services (Residential Care Home)  
Inspector and Quality Assurance Unit  
99 The Grove, Stratford  
London E15 1HR  
**Telephone: 0181-534 4545 Ext 24035**

East London & The City Health Authority  
(Nursing Home)  
Tredegar House  
97-99 Bow Road  
London E3 2AN  
**Telephone: 0181-983 2900**

#### **Newham Environmental Health Service**

The premises will need to be inspected by the Environmental Health Officers who are responsible for the enforcement of Health & Safety Legislation in private and voluntary owned residential care homes and for food safety and hygiene enforcement action in all residential care and nursing homes. Advice can be obtained from:

Environmental Health Service  
2-12 West Ham Lane  
Stratford E15  
**Telephone: 0181-472 1430**

#### **Newham Building Control**

Most building works and some changes of use require approval under the Building Regulations to ensure proper construction in the interests of public health and safety. For advice and information contact:

The Building Control Division  
East Ham Town Hall  
Barking Road  
London E6 2RP  
**Telephone: 0181-552 0831**

**Fire Prevention Officer**

The premises need to be inspected by the Fire Prevention Officer of the London Fire and Civil Defence Authority. For further information contact:

Fire Safety Department  
London Fire and Civil Defence Authority  
210 High Street South  
London E6 3RS  
Telephone: 0171-587 2108

**Access**

The Department's Equalities Officer can provide assistance on ways of improving access for disabled people and can be contacted at:

Town Hall Annexe  
Barking Road  
East Ham  
London E6 2RP  
**Telephone: 0181-557 8724**

**Regeneration and Partnerships Division**

The Council's Regeneration and Partnerships Division can provide advice and information on loan assistance and other possible sources of funding to encourage new business. Contact:

**Regeneration and Partnerships Division**  
East Ham Town Hall  
Barking Road, London E6 2RP  
**Telephone: 0181-472 1430**

**Newham Planning Division**

If you need further information or assistance in understanding this document and advice on submitting a planning application, please contact the Planning Division either in person or by telephone between 9 am and 5 pm. Please note that planning officers may not be available without a prior appointment.

The Planning Division  
Town Hall Annexe  
Barking Road  
East Ham  
London E6 2RP  
**Telephone: 0181-472 1430 Ext 22282**

Monday - Friday  
9.00am - 5.00pm



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