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<b>Application Number</b>	12/0204/FUL	<b>Agenda Item</b>	
<b>Date Received</b>	27th February 2012	<b>Officer</b>	Mrs Angela Briggs
<b>Target Date</b>	23rd April 2012		
<b>Ward</b>	West Chesterton		
<b>Site</b>	82-84 Victoria Road Cambridge CB4 3DU		
<b>Proposal</b>	Change of use from HMO and A1 shop to sui generis 9 bedroom HMO.		
<b>Applicant</b>	Mr PETER CLARK 3 HOME FARM 89 HIGH STREET HARSTON CAMBRIDGESHIRE CB22 7PZ UK		

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SUMMARY	<p>The development accords with the Development Plan for the following reasons:</p> <ol style="list-style-type: none"> <li>1. The proposal would not affect the character or appearance of the Conservation Area;</li> <li>2. The proposal would not have a detrimental impact on the residential amenities of neighbours;</li> <li>3. The proposal would provide adequate amenities for the occupants</li> </ol>
RECOMMENDATION	NOT TO CONTEST THE APPEAL

## INTRODUCTION

- A.1 This application is now the subject of an appeal on the grounds of non-determination of the application by the City Council, within the prescribed period. This application will now be determined at appeal by an Inspector appointed by the Planning Inspectorate.

- A.2 Despite that, it is still necessary that the Committee consider today what determination it would have reached in respect of the application. The reason for this is that the Council must decide whether or not it wishes to contest the appeal. In the event that the Committee decide it should refuse the application, it must give clear and precise reasons why it would have done so, and these reasons would form the basis of the case upon which the Council would contest the appeal. Should Committee decide that it should be approved, it must also give clear and precise reasons why it would have done so, but would not then contest the appeal.

## **1.0 SITE DESCRIPTION/AREA CONTEXT**

- 1.1 82-84 Victoria Road is a two storey building situated on the corner of Victoria Road and Primrose Street. It is an end of terrace property. The premises formerly operated as a retail unit (farm shop) at ground floor level, with residential above, and judging from the address, it is likely that the building was originally built as a pair of dwellings before it was converted into a retail unit. The retail space occupied 70m<sup>2</sup> at ground floor with a five bedroom flat behind and above. The front elevation of the property has a strong retail character with large floor to ceiling height display windows and a central entrance. To the rear of the property is a single storey extension which projects into a courtyard garden area. The area is characterised mainly by residential properties of a similar time period, and the retail element appears discordant with this prevailing character. The residential element of the building is currently operating as a 6 bed House in Multiple Occupation (HMO), whilst the retail space is vacant. To the rear of the site is a car park, once affiliated with the retail use. This area is not included within the application site but is within the control of the applicant, and therefore is edged in blue on the location plan.
- 1.2 The site falls within the Central Conservation Area (as extended on 26<sup>th</sup> June 2012) and the Controlled Parking Zone.

## **2.0 THE PROPOSAL**

- 2.1 The application proposes to change the use from a Class C4 HMO (3-6 occupants) use and A1 shop, to a nine bedroom HMO (sui generis). The application seeks to extend the HMO use by a further three bedrooms, including the conversion of the

retail space to residential use. The proposal would include the demolition of the existing store to the rear and the provision for the storage of cycles and bins to the rear of the property. Access to these areas would be from Primrose Street. It is intended to keep the retail façade of the building, so that the building could be re-converted into a retail space in the future. No further external alterations are proposed.

2.2 The application is accompanied by the following supporting information:

1. Design and Access Statement

2.3 Further information and amended plans has been received which show the following revisions:

- Alteration in the application description (for the purpose of clarity);
- Confirmation of the occupancy levels of the proposed HMO;
- Amendment to the bin storage area.

### 3.0 SITE HISTORY

#### Application site:

<b>Reference</b>	<b>Description</b>	<b>Outcome</b>
11/0220/FUL	Change of use from retail to residential (9-bed House in Multiple Occupation).	Application withdrawn
C/76/0645	Erection of single storey extension to existing off licence. Cambridge.	Approved

#### Adjacent Land:

09/0015/FUL	Erection of one 2-bed house (following demolition of existing outbuilding)	Approved
08/1151/FUL	Erection of 2 bed house (following demolition of existing outbuilding)	Refused
05/0433/FUL	Erection of 2 storey 3 bed house with ancillary spaces on land to	Refused

C/70/0224 rear of shop.  
Construction of car park at rear Approved  
for patrons

#### 4.0 PUBLICITY

4.1 Advertisement: No  
Adjoining Owners: Yes  
Site Notice Displayed: Yes  
Public Meeting/Exhibition: No  
DC Forum: No

#### 5.0 POLICY

5.1 See Appendix 1 for full details of Central Government Guidance, East of England Plan 2008 policies, Cambridgeshire and Peterborough Structure Plan 2003 policies, Cambridge Local Plan 2006 policies, Supplementary Planning Documents and Material Considerations.

5.2 Relevant Development Plan policies

PLAN	POLICY NUMBER
East of England Plan 2008	SS1 ENV6 ENV7 WM6
Cambridgeshire and Peterborough Structure Plan 2003	P6/1 P9/8 P9/9
Cambridge Local Plan 2006	3/1 3/4 3/7 4/11 4/13 5/7 8/6 10/1

5.3 Relevant Central Government Guidance, Supplementary Planning Documents and Material Considerations

Central Government Guidance	National Planning Policy Framework March 2012  Circular 11/95  Community Infrastructure Levy Regulations 2010
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Supplementary Planning Documents	Sustainable Design and Construction Waste Management Design Guide Planning Obligation Strategy
Material Considerations	<u>Central Government:</u> Letter from Secretary of State for Communities and Local Government (27 May 2010) Written Ministerial Statement: Planning for Growth (23 March 2011)
	<u>Citywide:</u> Cycle Parking Guide for New Residential Developments
	<u>Area Guidelines:</u> Conservation Area Appraisal: Cambridge Historic Core (extended 26 <sup>th</sup> June 2012)

## 6.0 CONSULTATIONS

### Cambridgeshire County Council (Engineering)

- 6.1 Comments are awaited. These will be reported on the amendment sheet or verbally at the meeting.

#### Head of Environmental Services

No objections subject to conditions relating to waste storage, noise insulation and details of ventilation.

The above responses are a summary of the comments that have been received. Full details of the consultation responses can be inspected on the application file.

## **7.0 REPRESENTATIONS**

7.1 The owners/occupiers of the following addresses have made representations:

- 72 Victoria Road
- 76 Victoria Road
- 86 Victoria Road
- 7 Primrose Street

7.2 The representations can be summarised as follows:

- Inappropriate for the character of the area;
- Overdevelopment;
- Lack of communal open space for the residents;
- Insufficient waste storage;
- Increase in noise and disturbance;
- Lack of bathrooms;
- The proposal would exacerbate parking along Primrose Street and compromise highway safety on Victoria Road;
- Loss of a retail unit;
- The retail unit has not been re-marketed to ascertain any interest in continuing the retail use.

7.3 The above representations are a summary of the comments that have been received. Full details of the representations can be inspected on the application file.

## **8.0 ASSESSMENT**

8.1 From the consultation responses and representations received and from my inspection of the site and the surroundings, I consider that the main issues are:

1. Principle of development
2. Context of site, design and external spaces
3. Impact on the character and appearance of the Conservation Area
4. Residential amenity
5. Refuse arrangements
6. Car and cycle parking
7. Third party representations
8. Planning Obligation Strategy

## **Principle of Development**

- 8.2 The principle of Housing in Multiple Occupation is generally supported by policy 5/7 of the Local Plan subject to:
- The potential impact on the residential amenity of the local area;
  - The suitability of the building or site; and
  - The proximity of bus stops and pedestrian and cycle routes, shops and other local services.

I will explore each of these areas in more detail in my report.

The site does not fall within a protected shopping frontage or a Local Centre, and as such its loss would not affect the viability or vitality of the area, particularly as the area is predominantly residential.

- 8.3 In my opinion, the principle of the development is acceptable and in accordance with policy 5/7 of the Cambridge Local Plan.

## **Context of site, design and external spaces**

- 8.4 The site is located within a predominantly residential area. The property is an end of terrace and is set back from the road. The property is currently being used as a small HMO housing up to six residents (C4 use). At the time of my site visit the retail space at the front of the property was vacant, although internal changes had taken place such as the installation of stud walls etc.
- 8.5 In my view, I do not consider that the proposal to transform the property into a nine bedroom HMO would detract from the residential character of the area. In terms of its visual impact on the street scene, the property would not appear significantly different. It is intended to keep the existing shop frontage and treat the internal space accordingly to retain a degree of privacy for the occupants who would live in this part of the building. Retaining the shop façade would allow the property to be converted back into retail in the future. Whilst the façade is out of character with the residential character of the area, I do not consider that its retention would significantly harm the character of the area to the extent that the application should be refused

on this basis. Provided that the façade is treated suitably, I see no reason to insist that the façade should be altered or removed.

- 8.6 The main alterations to the building would take place at the rear. The existing store is proposed to be demolished and the rear yard would be re-configured to accommodate cycles and bin storage. A communal open space area for the residents would be retained, although this will be reduced to allow adequate provision of the cycles and the bins.

In my view, I consider that the ratio between the building and the communal space area is acceptable.

- 8.7 In my opinion the proposal is compliant with Cambridge Local Plan (2006) policies 3/4 and 3/7.

### **Impact on the character and appearance of the Conservation Area**

- 8.8 When the application was submitted, the site was not included within the Central Conservation Area. However the Conservation Area has since been extended (26<sup>th</sup> June 2012) and the site now falls within the Conservation Area. The impact of the development on the Conservation Area is therefore relevant in my assessment of the application.

- 8.9 In my view, the proposal would have a minimal impact on the character and appearance of the Conservation Area. Whilst I acknowledge that it would introduce a more intensive use within the area, I do not consider that the use would be so significantly different as to alter the character of the Conservation Area. Furthermore, I do not anticipate that the proposed use would generate an excessive level of traffic that would detract from the character of the Conservation Area.

- 8.10 In my opinion the proposal is compliant with Cambridge Local Plan (2006) policy 4/11.



## **Residential Amenity**

### Impact on amenity of neighbouring occupiers

- 8.11 The proposal includes the insertion of three roof lights to serve one of the bedrooms on the first floor. These would be at high level and would not allow views out of them towards neighbouring gardens. The proposal proposes no other alterations to the building along the boundary with the neighbour at 86 Victoria Road. There will be some alterations along the Primrose Street side including the new bin store, however, this will be approximately 7m away from the neighbour on the opposite corner of Victoria Road (no.80).
- 8.12 I note that nearby residents are concerned about the impact the proposed use would have on Primrose Street, which is relatively narrow compared to Victoria Road, in terms of traffic generation. In my opinion, I do not consider that the proposed use would generate an excessive level of traffic that would cause significant harm to the amenity of neighbours.
- 8.13 Some neighbours have raised concerns about the possibility of anti-social behavior occurring from the proposed use, and some claim that there is noise and disturbance from all night parties, currently taking place at the property. This matter is not one which is within our remit of control as we cannot control who occupies the property. A condition is recommended to request a management plan to include the means by which details of who to contact in case of any complaints relating to noise and disturbance (condition 7). I consider this to be reasonable to ensure that any noise and disturbance experienced by nearby residents can be managed appropriately and hopefully minimise further instances. I am also recommending a condition to restrict occupancy of the bedrooms to a maximum of nine people (condition 8). This seeks to ensure that the impact on the amenities of neighbours are minimised and that the use of the site does not become over-intensive.
- 8.14 In my opinion the proposal adequately respects the residential amenity of its neighbours and the constraints of the site and I consider that it is compliant with Cambridge Local Plan (2006) policies 3/4 and 3/7.

### Amenity for future occupiers of the site

- 8.15 I consider that the standard of living accommodation is acceptable. I consider that the outdoor space is adequate and that the cycle and bin provisions are sufficient for the number of people who would be accommodated.
- 8.16 The Environmental Health Officer has made comments relating to possible noise impact from the road to the units, which face onto Victoria Road at both ground and first floor levels. Both the Environmental Health Officer and I consider that these issues can be controlled by way of conditions. I am therefore recommending conditions, to require a noise insulation scheme and a ventilation scheme to be submitted for approval (conditions 3 and 4).
- 8.17 In my opinion the proposal provides an acceptable standard of living environment and an appropriate standard of residential amenity for future occupiers, and I consider that in this respect it is compliant with Cambridge Local Plan (2006) policy 3/7.

### **Refuse Arrangements**

- 8.18 The application has been amended to ensure that the bin storage facility functions adequately and to reflect the guidance contained within the RECAP Waste Management Design Guide 2011. The amendment involves a re-design in the access to the bins from Primrose Street and from the communal garden area. Both the Environmental Health Officer and I consider that these amendments demonstrate that adequate bins can be accommodated and are therefore acceptable, however a condition is recommended to ensure that the design of the store is acceptable.
- 8.19 In my opinion the proposal is compliant with Cambridge Local Plan (2006) policy 3/12.

### **Car and Cycle Parking**

#### Car Parking

- 8.20 The proposal does not appear to provide any parking for the proposed use, which is confirmed in the Design and Access Statement. The Council does not have specific car parking

standards for HMOs, and therefore I need to assess whether this would have a detrimental impact on the area. The Local Highways Authority have identified this area as being heavily used for car parking and that the proposal may increase the intense competition for available parking amongst existing residential uses. Whilst I do not disagree with this view, I consider that the site is in close proximity to public transport routes which provides an alternative mode to the private car. However greater emphasis has been made on the provision of cycle parking on the site which, in my view, will help to encourage the residents to use this mode of transport over the private car. I do not consider it reasonable to refuse the application on the basis that the proposal does not provide off-street car parking. A condition is recommended to ensure that no development encroaches onto the public highway (condition 6), particularly in light of the location of the bin storage.

### Cycle Parking

- 8.21 The proposed plans indicate provision for cycle parking which are adequate to meet the needs of existing and future occupants. The Council's cycle parking guidance requires that the cycle store must be secure. Details of the security measures have not been submitted, therefore a condition (condition 2) is recommended requesting further details of the cycle store.
- 8.22 In my opinion the proposal is compliant with Cambridge Local Plan (2006) policies 8/6 and 8/10.

### **Third Party Representations**

- 8.23 I have addressed most of the concerns raised by third parties, however they have also raised an issue relating to the loss of the retail unit and that no marketing exercise has been carried out to ascertain any interest in continuing the retail function.

### **Planning Obligations**

- 8.24 The Community Infrastructure Levy Regulations 2010 have introduced the requirement for all local authorities to make an assessment of any planning obligation in relation to three tests. If the planning obligation does not pass the tests then it is unlawful. The tests are that the planning obligation must be:

- (a) necessary to make the development acceptable in planning terms;
- (b) directly related to the development; and
- (c) fairly and reasonably related in scale and kind to the development.

In bringing forward my recommendations in relation to the Planning Obligation for this development I have considered these requirements. The Planning Obligation Strategy (2010) provides a framework for expenditure of financial contributions collected through planning obligations. The applicants have indicated their willingness to enter into a S106 planning obligation in accordance with the requirements of the Strategy and relevant Supplementary Planning Documents. The proposed development triggers the requirement for the following community infrastructure:

#### Open Space

- 8.25 The Planning Obligation Strategy requires that all new residential developments contribute to the provision or improvement of public open space, either through provision on site as part of the development or through a financial contribution for use across the city. The proposed development requires a contribution to be made towards open space, comprising outdoor sports facilities, indoor sports facilities and informal open space. The total contribution sought has been calculated as follows.
- 8.26 The application proposes nine single bedrooms in total. The contributions are calculated on the basis of a net total of three additional **single occupancy** bedrooms. Contributions towards provision for children and teenagers are not required from one-bedroom units. The totals required for the new buildings are calculated as follows:

<b>Outdoor sports facilities</b>					
Type of unit	Persons per unit	£ per person	£per unit	Number of such units	Total £
studio	1	238	238	3	714
1 bed	1.5	238	357		
2-bed	2	238	476		
3-bed	3	238	714		
4-bed	4	238	952		
<b>Total</b>					<b>714</b>

<b>Indoor sports facilities</b>					
Type of unit	Persons per unit	£ per person	£per unit	Number of such units	Total £
studio	1	269	269	3	807
1 bed	1.5	269	403.50		
2-bed	2	269	538		
3-bed	3	269	807		
4-bed	4	269	1076		
<b>Total</b>					<b>807</b>

<b>Informal open space</b>					
Type of unit	Persons per unit	£ per person	£per unit	Number of such units	Total £
studio	1	242	242	3	726
1 bed	1.5	242	363		
2-bed	2	242	484		
3-bed	3	242	726		
4-bed	4	242	968		
<b>Total</b>					<b>726</b>

8.27 Subject to the completion of a S106 planning obligation to secure the requirements of the Planning Obligation Strategy (2010) and the Cambridge City Council Open Space Standards Guidance for Interpretation and Implementation (2010), I am satisfied that the proposal accords with Cambridgeshire and Peterborough Structure Plan (2003) policies P6/1 and P9/8, Cambridge Local Plan (2006) policies 3/8 and 10/1 and the Planning Obligation Strategy 2010 and the Cambridge City Council Open Space Standards Guidance for Interpretation and Implementation (2010)

## Community Development

8.28 The Planning Obligation Strategy (2010) requires that all new residential developments contribute to community development facilities, programmes and projects. This contribution is £1256 for each unit of one or two bedrooms and £1882 for each larger unit. The total contribution sought has been calculated as follows:

<b>Community facilities</b>			
Type of unit	£per unit	Number of such units	Total £
1 bed	1256	3	3768
2-bed	1256		
3-bed	1882		
4-bed	1882		
<b>Total</b>			<b>3768</b>

8.29 Subject to the completion of a S106 planning obligation to secure the requirements of the Planning Obligation Strategy (2010), I am satisfied that the proposal accords with Cambridgeshire and Peterborough Structure Plan (2003) policies P6/1 and P9/8, Cambridge Local Plan (2006) policies 5/14 and 10/1 and the Planning Obligation Strategy 2010.

## Monitoring

8.30 The Planning Obligation Strategy (2010) requires that all new residential developments contribute to the costs of monitoring the implementation of planning obligations. The costs are calculated according to the heads of terms in the agreement. The contribution sought will be calculated as £150 per financial head of term and £300 per non-financial head of term. Contributions are therefore required on that basis.

## Planning Obligations Conclusion

8.31 It is my view that the planning obligation is necessary, directly related to the development and fairly and reasonably in scale and kind to the development and therefore the Planning Obligation passes the tests set by the Community Infrastructure Levy Regulations 2010.

8.32 At the time of writing the Unilateral Undertaking is not complete, however the applicant is aware that we require the document to be returned quickly and complete prior to the committee meeting. An update will follow on the amendment sheet or orally at the meeting.

## **9.0 CONCLUSION**

9.1 In conclusion, the application responds appropriately to the context. It would provide a high quality living environment, improve the quality of the area, and avoid any significant harm to the residential amenity of neighbours and to the character and appearance of the Conservation Area.

## **10.0 RECOMMENDATION**

**NOT TO CONTEST THE PRESENT APPEAL against non-determination and to advance the following conditions as the Council's approved list, and subject to the completion of a Unilateral Agreement.**

1. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason: In accordance with the requirements of section 51 of the Planning and Compulsory Purchase Act 2004.

2. No development shall commence until details of facilities for the covered, secured parking of bicycles for use in connection with the development hereby permitted shall be submitted to and approved by the local planning authority in writing. The approved facilities shall be provided in accordance with the approved details before use of the development commences.

Reason: To ensure appropriate provision for the secure storage of bicycles. (Cambridge Local Plan 2006 policy 8/6)

3. Prior to the commencement of refurbishment/ development works, a noise report that considers the impact of noise, particularly from traffic, on the Victoria Road facade upon the proposed development shall be submitted in writing for consideration by the local planning authority. Following the submission of a noise report and prior to the occupation of the development, a noise insulation scheme for protecting the affected room from the high ambient noise levels on the Victoria Road facade, having regard to acoustic ventilation and due regard to the air quality condition, shall be submitted to and approved in writing by the local planning authority. The scheme shall detail the acoustic noise insulation performance specification of the external building envelope of the affected residential units (having regard to the building fabric, glazing and ventilation) and achieve the internal noise levels recommended in British Standard 8233:1999 Sound Insulation and noise reduction for buildings-Code of Practice. The scheme as approved shall be fully implemented before the use hereby permitted is commenced and prior to occupation of the residential units and shall not be altered without prior written approval from the Local Planning Authority.

Reason: In the interest of residential amenity (Cambridge Local Plan 2006 Policy 4/13)

4. Prior to the commencement of development/construction, details of the ventilation scheme for the residential units on the facade fronting Victoria Road, having due regard to the noise insulation condition, shall be submitted to and approved in writing by the local planning authority. The scheme shall be installed before the use hereby permitted is commenced and shall not be altered without prior written approval from the Local Planning Authority.

Reason: In the interest of residential amenity (Cambridge Local Plan 2006 Policy 4/13)

5. Prior to the commencement of the use hereby permitted, the on-site storage facilities for waste including waste for recycling and the arrangements for the disposal of waste detailed on the approved plans shall be provided. The approved arrangements shall thereafter be maintained unless alternative arrangements are agreed in writing by the local planning authority.



Reason: In the interest of residential amenity (Cambridge Local Plan 2006 Policy 4/13)

6. No part of any structure shall overhang or encroach under or upon the public highway and no gate / door / ground floor window shall open outwards over the public highway

Reason: In the interest of highway safety (Cambridge Local Plan 2006 Policy 8/2)

7. Prior to occupation, a management plan for the building shall be submitted to and approved in writing by the Local Planning Authority. The plan shall include the means by which details of who to contact in case of any complaints relating to noise and disturbance shall be circulated to neighbours. The plan shall be implemented as agreed.

Reason: In the interest of residential amenity. (Cambridge Local Plan 2006, policy 3/7)

8. The bedrooms of the property shall be restricted to single occupancy only.

Reason: In the interest of residential amenity (Cambridge Local Plan 2006 Policy 3/7)

9. **INFORMATIVE:** To satisfy standard conditions relating to Noise Insulation, the noise level from all plant and equipment, vents etc (collectively) associated with this application should not raise the existing background level (L90) by more than 3 dB(A) both during the day (0700 to 2300 hrs over any one hour period) and night time (2300 to 0700 hrs over any one 5 minute period), at the boundary of the premises subject to this application and having regard to noise sensitive premises. Tonal/impulsive noise frequencies should be eliminated or at least considered in any assessment and should carry an additional 5 dB(A) correction. This is to guard against any creeping background noise in the area and prevent unreasonable noise disturbance to other premises.

It is recommended that the agent/applicant submits a noise prediction survey/report in accordance with the principles of BS4142: 1997 'Method for rating industrial noise affecting mixed residential and industrial areas' or similar. Noise levels shall be predicted at the boundary having regard to neighbouring residential premises.

Such a survey / report should include: a large scale plan of the site in relation to neighbouring premises; noise sources and measurement / prediction points marked on plan; a list of noise sources; details of proposed noise sources / type of plant such as: number, location, sound power levels, noise frequency spectrums, noise directionality of plant, noise levels from duct intake or discharge points; details of noise mitigation measures (attenuation details of any intended enclosures, silencers or barriers); description of full noise calculation procedures; noise levels at a representative sample of noise sensitive locations and hours of operation.

Any report shall include raw measurement data so that conclusions may be thoroughly evaluated and calculations checked.

10. **INFORMATIVE:** Levels of pollutants in ambient air intake to be lower than the thresholds set out in the National Air Quality Objectives.

The Council has produced a guidance document to provide information to developers on how to deal with air quality and air pollution issues. The document, 'Developers Guide to Air Quality in Cambridge' can be downloaded from the City Council website on <http://www.cambridge.gov.uk/ccm/content/environment-and-recycling/pollution-noise-and-nuisance/air-pollution/air-quality-guide-for-developers.en>.

Hard copies can also be provided upon request.

### **Reasons for Approval**

1.This development has been approved subject to conditions and the prior completion of a section 106 planning obligation (/a unilateral undertaking), because subject to those requirements it is considered to conform to the Development Plan as a whole, particularly the following policies:

East of England plan 2008: SS1, ENV6 and ENV7

Cambridgeshire and Peterborough Structure Plan 2003: P6/1, P9/8 P9/9

Cambridge Local Plan (2006): 3/1, 3/4, 3/7, 4/11, 4/13, 5/7, 8/6, 10/1

2. The decision has been made having had regard to all other material planning considerations, none of which was considered to have been of such significance as to justify doing other than grant planning permission.

These reasons for approval can be a summary of the reasons for grant of planning permission only. For further details on the decision please see the officer report online at [www.cambridge.gov.uk/planningpublicaccess](http://www.cambridge.gov.uk/planningpublicaccess) or visit our Customer Service Centre, Mandela House, 4 Regent Street, Cambridge, CB2 1BY between 8am to 6pm Monday to Friday.

## **LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

Under Section 100D of the Local Government Act 1972, the following are background papers for each report on a planning application:

1. The planning application and plans;
2. Any explanatory or accompanying letter or document from the applicant;
3. Comments of Council departments on the application;
4. Comments or representations by third parties on the application as referred to in the report plus any additional comments received before the meeting at which the application is considered; unless (in each case) the document discloses (exempt or confidential information)
5. Any Structure Plan, Local Plan or Council Policy Document referred to in individual reports.

These papers may be inspected on the City Council website at:

[www.cambridge.gov.uk/planningpublicaccess](http://www.cambridge.gov.uk/planningpublicaccess)

or by visiting the Customer Service Centre at Mandela House.