

### 3.0 **Accommodation Types/Dwelling Categories**

3.1 Oaklee provides accommodation for a variety of client groups ranging from active elderly to frail elderly, general needs and people with special needs. It is the Association's policy to provide, where practicable, the 16 'Lifetime Homes' criteria within appropriate accommodation types (**see Appendix A to Section 3.0**).

### 3.2 **Accommodation Types**

- (a) **Accommodation for the Elderly**
  - i. **Category 1** - Self contained accommodation for the more active elderly. These schemes may include an element of Scheme Coordinator support and/or additional communal facilities.
  - ii. **Category 2** – Scheme Coordinator supported self-contained accommodation for the less active elderly which includes the full range of communal facilities (lounge, Scheme Coordinator's office, care system, laundry, hobbies, hairdressing and quiet room).
  - iii. **Frail Elderly (Housing with Care)** – Scheme Coordinator supported accommodation for the frail elderly (registered or un-registered) which includes the full range of communal facilities plus additional special features including wheelchair used environment and supportive management.
- (b) **Supported Housing** - Self-contained or shared accommodation designed to meet the special needs of a particular user group, which includes supportive management and/or additional communal facilities.
- (c) **Wheelchair User Accommodation** - Self-contained or shared accommodation broadly designed in accordance with HDD Paper 2/75 'wheelchair housing'.
- (d) **General Needs Accommodation** - Self-contained accommodation for general family use including dwellings for single people and couples.

### 3.3 **Accommodation Types/Floor Areas**

- (a) The DSD have 'benchmark' TCI/Area/Cost Bands for all **newbuild** self-contained housing.

Consultants should have regard to the 'benchmark' area/cost bands when designing dwelling types.

(b) Oaklee has developed 'approved' standard layouts for the following house types:-

- (i) 3-person/2-bedroom 'Lifetime' bungalow
- (ii) 3-person/2-bedroom 'Lifetime' house
- (iii) 5-person/3-bedroom 'Lifetime' house
- (iv) 7-person/4-bedroom 'Lifetime' house
- (v) 5-person/3-bedroom 'Lifetime' bungalow

Consultants should have regard to the layouts in the 'approved' dwelling types when designing new accommodation.

# **APPENDIX A**

## **Standard Area Bands**

DESIGN GUIDE

## STANDARD AREA BANDS

		<b>S/S sq m</b>	<b>2/S sq m</b>	<b>3/S sq m</b>
1-Person/Bedsit	GN E W	30/35* 30/35* 35/40*	- - -	- - -
1-Person/1-Bedroom	GN E W	35/40 35/40 40/45	- - -	- - -
2-Person/1-Bedroom	GN E W	50/55 50/55 55/60	- - -	- - -
2-Person/2-Bedroom	GN E W	- 55/60 60/65	- - -	- - -
3-Person/2-Bedroom	GN E W	60/65 60/65 65/70	70/75 - -	- - -
4-Person/2-Bedroom	GN E W	70/75* - 75/80*	75/80* - 80/85*	- - -
4-Person/3-Bedroom	GN E W	- - 80/85	80/85 - 85/90	- - -
5-Person/3-Bedroom	GN E W	80/85* - 90/95	90/95 - 100/105	95/100 - -
6-Person/3-Bedroom	GN E W	- - 95/100	95/100 - 100/105	100/105 - -
6-Person/4-Bedroom	GN E W	- - 100/105	100/105 - 105/110	105/110 - -
7-Person/4-Bedroom	GN E W	- - 120/125	115/120 - 120/125	115/120 - -

<b>NOTE:</b>	SS	=	Single Storey (Bungalow or Flat)
	2S	=	Two-Storey
	3S	=	Three-Storey
	GN	=	General Needs (and Special Needs)
	E	=	Elderly
	W	=	Wheelchair (General Needs and Special Needs)
	*	=	Restricted Use

# **APPENDIX B**

## **DESIGN CRITERIA LIFETIME HOMES REQUIREMENTS**

**N.B.** The requirements 1-16 below are those listed at Appendix 1, Part 3, Annex C, Para. 4 of the D.S.D. Housing Association Guide (June 2008 revision). This section of the Guide gives additional detail of these requirements and also additional requirements of D.S.D. It is essential that all requirements and stipulations in this section of the Guide, and in any subsequent revisions are fully complied with.

## **ACCESS**

- 1. Where there is car parking adjacent to the home, it should be capable of enlargement to attain 3300mm width.**

*The general provision for a car parking space is 2400mm width. If an additional 900mm width is not provided at the outset, there must be provision (e.g. a grass verge) for enlarging the overall width to 3300mm at a later date.*

- 2. The distance from the car parking space to the home should be kept to a minimum and should be level or gently sloping.**

*It is preferable to have a level approach. However, where the topography prevents this, a maximum gradient of 1: 12 is permissible on an individual slope of less than 5 metres or 1: 15 if it is between 5 and 10m, and 1: 20 where it is more than 10m.*

*\*Paths should be a minimum of 900mm width.*

- 3. The approach to all entrances should be level or gently sloping.**

*See standard 2 above for the definition of gently sloping.*

- 4. All entrances should:**
  - a) be illuminated relevant parts of 1.3.1.2 E**
  - b) have level access over the threshold and**
  - c) have a covered main entrance**

*The threshold upstand should not exceed 15mm.*

- 5. a) Communal stairs should provide easy access and**  
**b) where homes are reached by a lift, it should be fully wheelchair accessible**

<i>Minimum dimensions for communal stairs:</i>	<i>Uniform rise not more than 170mm Uniform going not less than 250mm Handrails extend 300mm beyond top and bottom step Handrail height 900mm from each nosing</i>
<i>Minimum dimensions for lifts:</i>	<i>Clear landing entrances 1500 x 1500mm Min. internal dimensions 1100 x 1400mm Lift controls between 900 and 1200mm from the floor and 400mm from the lift's internal front wall</i>

## **INSIDE THE HOME**

- 6. The width of the doorways and hallways should conform to the specifications in the next column.**

<i>Doorway clear opening width (mm)</i>	<i>Corridor/passageway width (mm)</i>
<i>750 or wider</i>	<i>900 (when approach is head-on)</i>
<i>750</i>	<i>1200 (when approach is not head-on)</i>
<i>775</i>	<i>1050 (when approach is not head-on)</i>
<i>900</i>	<i>900 (when approach is not head-on)</i>

*The clear opening width of the front door should be 800mm. There should be 300mm to the side of the leading edge of doors on the entrance level.*

- 7. There should be space for turning a wheelchair in dining areas and living rooms and adequate circulation space for wheelchair users elsewhere.**

*A turning circle of 1500mm diameter or a 1700 x 1400mm ellipse is required.*

- 8. The living room should be at entrance level.**

- 9. In houses of two or more storeys, there should be space on the entrance level that could be used as a convenient bed-space.**

- 10. There should be:**

- a) a wheelchair accessible entrance level W.C., with**
- b) drainage provision enabling a shower to be fitted in the future**

*The drainage provision for a future shower should be provided in all dwellings.*

### *Dwellings of three or more bedrooms*

*For dwellings with three or more bedrooms, or on one level, the WC must be fully accessible. A wheelchair user should be able to close the door from within the closet and achieve side transfer from a wheelchair to at least one side of the WC. There must be at least 1100mm clear space from the front of the WC bowl. The shower provision must be within the closet or adjacent to the closet (the WC could be an integral part of the bathroom in a flat or bungalow)\*\**

### *Dwellings of two or fewer bedrooms*

*In small two-bedroom dwellings where the design has failed to achieve this fully accessible WC, the Part M R standard WC will meet this standard.*

- 11. Walls in bathrooms and toilets should be capable of taking adaptations such as handrails.**

*Wall reinforcements should be located between 300 and 1500mm from the floor.*

- 12. The design should incorporate:**  
**a) provision for a future stair lift**  
**b) a suitably identified space for a through-the-floor lift from the ground to the first floor, for example to a bedroom next to a bathroom**

*There must be a minimum of 900mm clear distance between the stair wall (on which the stair lift would normally be located) and the edge of the opposite handrail/balustrade. Unobstructed 'landings' are needed at top and bottom of stairs.*

- 13. The design should provide for a reasonable route for a potential hoist from a main bedroom to the bathroom.**

*Most timber trusses today should be capable of taking a hoist and tracking. Technological advances in hoist design mean that a straight run should no longer be a requirement.*

- 14. The bathroom should be designed to incorporate ease of access to the bath, W.C. and wash basin.**

*Although there is not a requirement for a turning circle in bathrooms, sufficient space should be provided so that a wheelchair user could use the bathroom.*

## **FIXTURES AND FITTINGS**

- 15. Living room window glazing should begin at 800mm or lower and windows should be easy to open/operate.**

*People should be able to see out of the window whilst seated. Wheelchair users should be able to operate at least one window in each room.*

- 16. Switches, sockets, ventilation and service controls should be at a height usable by all (i.e. between 450 (or 600 recommended) and 1200mm from the floor).**

*This applies to all rooms including the kitchen and bathroom.*

**Note: \* Providing there are unobstructed top, bottom and intermediate landings of not less than 1.2m excluding the swing of doors and gates.**

**\*\* It is important to meet the Part R dimensions specified to each side of the WC bowl in entrance level WCs (refer to diagrams 10.1 and 10.2). The Lifetime Homes standards for houses of three bedrooms or more require full side transfer from at least one side of the WC.**

### **ADDITIONAL DSD ACCESSIBILITY REQUIREMENTS**

1. A percentage (ideally not less than 25%) of any communal car parking spaces adjacent to the home or within a secure compound/basement should be capable of enlargement to attain a 3.3m width.
2. There should be drainage and service provision enabling a shower to be fitted in the future.

The future shower provision should be in addition to a bath. In the case of a one person/bed-sit or one person/one bedroom accommodation the bath/shower space can be combined.

The wheelchair accessible entrance level WC criteria for 'dwellings of three or more bedrooms' (item 10 above) should also apply to two bedroom houses.

**Note: In 3 storey houses only the ground and first floors need comply with Lifetime Homes criteria**

### **ACCESSIBILITY RECOMMENDATIONS**

1. A level area (1200 x 1200mm min) should be provided at the main entrances.
2. There should also be space for turning a wheelchair in a kitchen.
3. Doors to bathrooms and WC's should be outward opening and be fitted with special locks openable from the outside.
4. The design should preferably incorporate a straight-flight, dog-leg or 'L' shaped stairs with adequate space top and bottom for chair parking provision for a future stair lift.
5. Automatic heating system controls should be fully accessible.

# **APPENDIX C**

## **TYPICAL DWELLING LAYOUTS**

**(Available on request from  
Development Department staff)**

# **APPENDIX D**

## **SPECIMEN CONSULTANT'S BRIEF**

# Operations Directorate

Development Tel No: 028 9044 1317 Fax No: 028 9023 5214  
Housing Tel No: 028 9044 1330 Fax No: 028 9044 1334  
Property Services Tel No: 028 9044 1398 Fax No: 028 9023 5214

Our Ref: NMTS/MH  
Your Ref:

Dear Sirs

**Re Design Brief for**

I am pleased to confirm the Outline Design Brief for the above scheme. Further clarification on the detailed Brief is contained in the Association's Design Guide (attached) and will be provided at project briefing meetings.

- a) **Scheme Location**
- b) **Scheme Type**
- c) **Dwelling Mix**

No. of Units	Type of Units	Area Band	Min. Storage
			As per DSD HA Guide

- d) **Communal Facilities (applicable to Supported/Elderly schemes only)**

.....

.....

.....

e) **BS9999 – Risk Profile**

- Occupancy Characteristic :
- Fire Growth Rate :
- Management Level :

f) **Lifetime Homes Requirements**

The dwellings in this scheme will comply with all Lifetime Homes requirements with the exception of flats above ground level where no lift is provided, and which do not have separate and exclusive entrances from ground floor level. The details of the requirements are provided in Section 6.2 of the Association's Design Guide and reference literature provided by Joseph Rowntree Foundation.

g) **Secured by Design**

All dwellings must comply with requirements of 'Secured by Design' Consultants must liaise with the P.S.N.I. Architectural Liaison Officer (A.L.O.) to incorporate their recommendation.

h) **Code for Sustainable Homes**

Must achieve a minimum of Level 3.

i) **Special Planning and Services**

j) **Scheme Timetable**

k) **Physical Site Details**

l) **Conditions of Purchase (if applicable)**

Regular project briefing meetings will be held during the design process. It is the responsibility of the Consultant Architect/Employer's Agent (delete as appropriate) to minute these meetings and circulate the minutes to the Association/Design Team.

Yours sincerely

N M T Sheridan  
Director of Operations

Enc

# **APPENDIX E**

## **NEW TENANTS SATISFACTION SURVEY**

**OAKLEE HOUSING ASSOCIATION**

**Tenant Satisfaction Survey**

**Scheme Name -**

Dear

To help us improve our service, Oaklee welcomes feedback from our tenants. As a tenant of a recently completed scheme we would be grateful if you would take time to complete this short questionnaire and return it to us in the attached pre-paid envelope.

Thank you for taking the time to complete the questionnaire.

N M T Sheridan  
Director of Operations

**SECTION A – What you think about your new home?**

<b>Q1 How satisfied were you with the overall quality of finish and workmanship in your property when you moved in?</b>			
<b>Totally Satisfied</b>	<b>Neither Satisfied or Dissatisfied</b>		<b>Totally Dissatisfied</b>
1	2	3	4
Comments			
<b>Q2 We welcome your feedback on the services/finishes provided in your new home.</b>			
<b>a) How satisfied were you with the number of electrical sockets provided in your home?</b>			
<b>Totally Satisfied</b>	<b>Neither Satisfied or Dissatisfied</b>		<b>Totally Dissatisfied</b>
1	2	3	4
Comments			

<b>b) How satisfied are you with the positioning of electrical/T.V. sockets?</b>			
<b>Totally Satisfied</b>	<b>Neither Satisfied or Dissatisfied</b>		<b>Totally Dissatisfied</b>
1	2	3	4
Comments			
<b>c) How satisfied are you with the security arrangements of your home, e.g. doors, windows, locks, external lighting, defensibility of private space etc?</b>			
<b>Totally Satisfied</b>	<b>Neither Satisfied or Dissatisfied</b>		<b>Totally Dissatisfied</b>
1	2	3	4
Comments			
<b>d) How satisfied are you with the overall layout of your kitchen?</b>			
<b>Totally Satisfied</b>	<b>Neither Satisfied or Dissatisfied</b>		<b>Totally Dissatisfied</b>
1	2	3	4
Comments			
<b>e) How satisfied are you with the fencing provided to the front/rear of your dwelling?</b>			
<b>Totally Satisfied</b>	<b>Neither Satisfied or Dissatisfied</b>		<b>Totally Dissatisfied</b>
1	2	3	4
Comments			



<b>Q4</b>	<b>Did you receive instruction on :</b>		
		<b>Yes</b> (Please tick box)	<b>No</b> (Please tick box)
	- The use of the heating system	<input type="checkbox"/>	<input type="checkbox"/>
	- The location of the stopcock, meter box etc.	<input type="checkbox"/>	<input type="checkbox"/>
	- How to report repairs	<input type="checkbox"/>	<input type="checkbox"/>
	- The liability of the contractor	<input type="checkbox"/>	<input type="checkbox"/>
	- How to apply for Housing Benefit	<input type="checkbox"/>	<input type="checkbox"/>
	- What other agencies you should contact e.g. NIE, BT, Phoenix Gas, DSS	<input type="checkbox"/>	<input type="checkbox"/>
<b>Q5</b>	<b>Did you receive the Tenant's Handbook?</b>	<b>Yes</b> (Please tick box)	<b>No</b> (Please tick box)
		<input type="checkbox"/>	<input type="checkbox"/>
<b>Q6</b>	<b>Were you advised of the names of the Housing Officer and Maintenance Officer and how they could assist you?</b>		
		<b>Yes</b> (Please tick box)	<b>No</b> (Please tick box)
	Name of staff	<input type="checkbox"/>	<input type="checkbox"/>
	How they could assist	<input type="checkbox"/>	<input type="checkbox"/>
<b>Q7</b>	<b>Was there any other assistance you would like to have received?</b>		
<b>Q8</b>	<b>Overall, how satisfied were you with the Association's service in relation to the commencement of your tenancy?</b>		
<b>Totally Satisfied</b>		<b>Neither Satisfied or Dissatisfied</b>	<b>Totally Dissatisfied</b>
1	2	3	4

*Thank you for taking the time to complete this Questionnaire and assisting us in 'delivering better housing solutions'*