

58 BOLDMERE, EASTCOTE

Written Statement

PPS1269
Written Statement

8 July 2019

REPORT

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1 INTRODUCTION

- 1.1 RPS has been instructed by Mr and Mrs M Kavanagh ('the Appellants') to appeal against the refusal by London Borough of Hillingdon ('the Council') of an application for planning permission (**Appendix 1**) Part two storey, part single storey side/rear extension, raising of ridge and conversion of roof space to habitable use to include a rear dormer and 2 side roof lights at 58, Boldmere, Eastcote, Pinner, HA5 1PS.
- 1.2 The application was refused by notice dated 4 July 2019 (**Appendix 2**) for the following reason:
- "The proposed two storey side extension, by reason of its size, scale, bulk, depth, height, proximity to the side boundary and projection forward of the return building line along Chandos Road, in this open prominent position, would result in the closing of an important gap characteristic to the area, resulting in a cramped appearance. The proposal would therefore represent an overdevelopment of the site to the detriment of the visual amenities of the street scene and the character and appearance of the surrounding area. The proposed development is therefore contrary to Policy BE1 of the Hillingdon Local Plan: Part One - Strategic Policies (November 2012), Policies BE13, BE15 and BE19 of the Hillingdon Local Plan: Part Two - Saved UDP Policies (November 2012) and the Council's adopted Supplementary Planning Document HDAS: Residential Extensions."*
- 1.3 This written statement sets out the Appellant's full statement of case. The remainder of this section describes the location of the site, provides a description of the proposed development and explains the background to the appeal. Section 2 explains the planning policy context of the proposed development. Section 3 sets out the case for the Appellant. Section 4 is a summary of and conclusion to this written statement.

Site Location and Description

- 1.4 The appeal site is situated on the south side of Boldmere on the corner with Chandos Road, 0.5km to the east of Eastcote Town Centre (Field End Road). No. 58 is a two-storey detached dwelling with single storey extension on the rear (southern) elevation. The front (north facing) elevation and the extension are brick, with the remainder of the building faced with white render. To the rear of the dwelling lies a garden area and a garage which acts as private amenity space and off-street parking.
- 1.5 The area is characterised by semi-detached houses built in a variety of styles and to clearly defined building lines. Many of the properties along Boldmere Road and the wider area have been altered and extended over the years, adding further variety to the streetscene. This together with the carriageway width gives the area in general, and Boldmere Road in particular, a more enclosed feel in comparison with other similar suburban areas.

Appeal Proposal ('the proposed scheme')

- 1.6 The application seeks planning permission for the erection of two storey side extension, part two storey, part single storey rear extension and raising of ridge and conversion of roofspace to habitable use to include a rear dormer and 2 side rooflights. The side extension would project to the side by 1.90m. It would be built flush with the front elevation and would span for a depth of

12.50m wrapping around into a rear extension. At ground floor would project to the rear of the property by 3.60m and would be attached to the existing rear extension. At first floor it would have a depth of 3.20m and would have a width of 3.40m.

- 1.7 The ridge of the roof would be raised by 0.65m and a dormer would be installed within the rear roof plane. The dormer would have a width of 2.70m, a depth of 2.00m and would be characterised by a flat roof with a height of 1.40m.

Planning History and Background to the Appeal

- 1.8 The property the subject of this Appeal dates back to the inter-war period and is typical of the found in the wider area.
- 1.9 Planning permission was granted for the single storey rear extension in 1994 (49427/A/94/1538 refers).
- 1.10 A previous application for a two-storey side/rear extension and raising and enlargement of roof was refused on 25/04/2018 (49427/APP/2018/731 refers)(**Appendix 3**). It was considered by the Council that the roof extension would fail to harmonise with the existing dwelling house, street scene and surrounding area. In addition, it was considered that the two-storey side extension would have resulted in the closing of an important gap characteristic to the area resulting in a cramped appearance. This application was subsequently dismissed at appeal (APP/R5510/D/18/3207481) (**Appendix 4**). The Planning Inspector found that the two-storey side extension would further close the gap and erode the remaining spaciousness at the junction and would lead to a cramped and congested appearance. They also found that the extension would completely alter the roof's appearance to its detriment.
- 1.11 The proposal the subject of this appeal was originally submitted on 26 November 2018 (49427/APP/2018/4143) and sought to address the Inspectors comments by substantially reducing the size, scale, bulk, depth, height of the proposed extension.
- 1.12 A set of amended plans were submitted for consideration 9 January 2019 (**Appendix 5**) showing a reduction in the width of the rear dormer window. A further set of amended plans were submitted on 30 January 2019 (**Appendix 6**). The application was refused under delegated authority by notice dated 4 February 2019.
- 1.13 The application the subject of this appeal (49427/APP/2019/1618) was submitted on 14 May 2019. It is identical in every respect to 49427/APP/2018/4143, and was submitted to enable an appeal to be lodged against the refusal by the Local Planning Authority to grant planning permission. The Officers report is attached at **Appendix 7**.

2 PLANNING POLICY CONTEXT

- 2.1 This section sets out the planning policy context within which the appeal proposal should be considered.

National Planning Policy Framework (NPPF)

- 2.2 The NPPF was published in March 2012 and sets out the Government's planning policies for England, and is a material consideration in planning decisions. It replaced the various Planning Policy Statements and Guidance Notes, alongside other Circulars and Government guidance.
- 2.3 Paragraph 2 states that planning law requires that applications for planning permission must be determined in accordance with the development plan unless material considerations indicate otherwise. At the heart of the NPPF, however, is a presumption in favour of sustainable development, (paragraph 10). For the decision making, this means:

“approving development proposals that accord with the development plan without delay; and where the development plan is absent, silent or relevant policies are out of date, granting planning permission unless: any adverse impacts of doing so would significantly and demonstrably outweigh the benefits, when assessed against the policies in this Framework taken as a whole; or specific policies in this Framework indicate development should be restricted.”

- 2.4 Section 12 is relevant to the consideration of this appeal. The creation of high-quality buildings and places is fundamental to what the planning and development process should achieve. Good design is a key aspect of sustainable development, creates better places in which to live and work and helps make development acceptable to communities. (paragraph 124).
- 2.5 Paragraph 126 states that to provide maximum clarity about design expectations at an early stage, plans or supplementary planning documents should use visual tools such as design guides and codes. These provide a framework for creating distinctive places, with a consistent and high-quality standard of design. However, their level of detail and degree of prescription should be tailored to the circumstances in each place, and should allow a suitable degree of variety where this would be justified.
- 2.6 Paragraph 127 states that:

“Planning policies and decisions should ensure that developments:

a) will function well and add to the overall quality of the area, not just for the short term but over the lifetime of the development;

b) are visually attractive as a result of good architecture, layout and appropriate and effective landscaping;

c) are sympathetic to local character and history, including the surrounding built environment and landscape setting, while not preventing or discouraging appropriate innovation or change (such as increased densities);

d) establish or maintain a strong sense of place, using the arrangement of streets, spaces, building types and materials to create attractive, welcoming and distinctive places to live, work and visit;

e) optimise the potential of the site to accommodate and sustain an appropriate amount and mix of development (including green and other public space) and support local facilities and transport networks; and

f) create places that are safe, inclusive and accessible and which promote health and well-being, with a high standard of amenity for existing and future users; and where crime and disorder, and the fear of crime, do not undermine the quality of life or community cohesion and resilience.”

Development Plan Policy

2.7 For the purpose of S38 (6) of the Planning and Compulsory Purchase Act 2004, the relevant parts of the Development Plan in this case are:

- Hillingdon Local Plan: Part 1 – Strategic Policies
- The extant 2007 Saved Unitary Development Plan policies adopted as the Hillingdon Local Plan: Part Two

The Hillingdon Local Plan: Part 1- Strategic Policies

2.8 The Local Plan Part 1 was adopted on 8 November 2012 (relevant extracts are attached at **Appendix 8**. Policy BE1 is multi-criteria-based policy relating to the built environment which among other things requires that all new development should

“1. Achieve a high quality of design in all new buildings, alterations, extensions and the public realm which enhances the local distinctiveness of the area, contributes to community cohesion and a sense of place;

2.9 *2. Be designed to be appropriate to the identity and context of Hillingdon's buildings, townscapes, landscapes and views, and make a positive contribution to the local area in terms of layout, form, scale and materials and seek to protect the amenity of surrounding land and buildings, particularly residential properties...*

2.10 *9. Not result in the inappropriate development of gardens and green spaces that erode the character and biodiversity of suburban areas and increase the risk of flooding through the loss of permeable areas...”*

The extant 2007 Saved Unitary Development Plan policies adopted as the Hillingdon Local Plan: Part 2

2.11 Part 2 of the Hillingdon Local Plan presently comprises the saved policies of the London Borough of Hillingdon UDP, which was adopted in 1998. Relevant extracts of Part 2 of the Local Plan are attached at **Appendix 9**. The saved policies will eventually be replaced by Hillingdon Local Plan Part 2: Site Allocations and Designations and Hillingdon Local Plan Part 2: Development Management Policies. These have been through examination, and the Inspectors report is awaited. As such, they can only be afforded the most limited of weight.

2.12 Policy BE13 is particularly relevant to the consideration of this appeal and states:

“Development will not be permitted if the layout and appearance fail to harmonise with the existing street scene or other features of the area which the Local Planning Authority considers it desirable to retain or enhance.”

2.13 Policy BE15 states:

“Proposals for alterations and extensions to existing buildings will be permitted where they harmonise with the scale, form, architectural composition and proportions of the original building.”

2.14 Paragraphs 5.22 to 5.30 are under the sub-heading ‘Residential Amenity’, and contain policy. BE19 which states:

“The Local Planning Authority will seek to ensure that new development within residential areas complements or improves the amenity and character of the area.”

Other Material Considerations

Hillingdon Design and Accessibility Statement (HDAS) Supplementary Planning Document (SPD) Residential Extensions

2.15 This document was adopted by the Council in July 2008, and predates the NPPF by 4 years. Paragraph 1.3 states that the relevant Part 2 policies to which SPD relates are BE19, BE20, BE21, BE22, BE23, BE24, BE26 and BE38. It is not considered that this document can be afforded full weight as it is out of date and overly prescriptive and therefore in conflict with the NPPF which states that for the level of detail in such documents should to be tailored to the circumstances in each place. To the extent that it is relevant to the consideration of this appeal, the document is attached at **Appendix 10**. The guidance in Section 5.0 Side and First Floor Side Extension: Two Storey, and Section 6.0 Rear and First Floor Rear Extensions: Two Storey are of relevance to this appeal.

3 CASE FOR THE APPELLANTS

- 3.1 In this section, RPS has undertaken a detailed assessment of the constituent parts of the reason for refusal, leading to a consideration of the development against the provisions of the development plan.

Size

- 3.2 Other than in the reason for refusal, the Officer does not refer to the size of the extension in their report on the application. Size can be given spatial expression in several ways, and it is not clear which metric or metrics the Council has used in this case.
- 3.3 The footprint of the extension 23m² is reasonable for a development of this nature and in proportion to the host dwelling, which has a footprint of 83m². There are no set thresholds in the HDAS concerning the footprint of the extension.
- 3.4 In terms of the width of the extension, HDAS states that the width and height of the extension in relation to the original house should be between half and two thirds of the main house width (paragraph 5.10). The width of the extension at the front 1.9m and the rear (3.4m) are both within this threshold.
- 3.5 As far as depth is concerned, the additional 3.61m to the rear of the property is not unreasonable or unusual for a rear extension of a detached property, again this is below the threshold of 4.00m set out in Section 6.0 of the HDAS.
- 3.6 In relation to height, the HDAS requires side extensions to detached properties to not exceed the be equal to that of the main house. In this case, the overall ridge height of no. 58 will increase by 0.65m. This is a minimal increase that will not in itself have a harmful effect on the street scene. The resulting building will be within the height parameters established by other properties along Boldmere Road, and indeed would be almost the same height as no. 56 to the west. It is noted that the Case Officer states in her report that:

"it is considered that the raising of the ridge would allow No.58 to be of a similar height to these neighbouring properties and so it would not appear out of keeping with the street scene."

Scale

- 3.7 Again, the scale, of the development is not considered in the Officers report on the application. Scale in this context is taken to mean the relative degree or extent. The extension meets most of the thresholds of the HDAS (which aim to ensure extensions are of an appropriate scale in relation to the existing building), and does not dominate and is considered to be appropriate of an appropriate size, relative to the host dwelling.

Bulk

- 3.8 Bulk is a nebulous term in relation to buildings, and is taken here to mean its volume, size or magnitude. It could also be taken to mean its shape relative to the original. As with the size and scale of the building, there is no discussion in the Officers report as to what it is about the volume, size or magnitude of the extension that is so unacceptable, and there are no thresholds relative to these factors in the HDAS.

- 3.9 The bulk of the development was the principal concern of the previous Inspector, noting in paragraph 6 that: *“It would appear unbalanced and top-heavy”* and in paragraph 7 that it would not harmonise with the existing dwelling. In relation to the appeal proposal, it is considered that the extension is respectful of the shape of the original building with compatible roofslopes, and is in far greater harmony with the host dwelling than the previous scheme.

Depth

- 3.10 As discussed above, the threshold for the depth of rear extensions is 4.00m, and accords with the HDAS. While the development will be seen in combination with the extension to the side, if the building wasn't being extended to the side, the resulting depth of the dwelling would be HDAS compliant and would be unlikely to be an issue.

Height

- 3.11 As noted above, it is acknowledged the height of the extension exceeds the height prescribed in the HDAS. It is however, considered to be a minimal increase in height, and is necessary to achieve the amount of floorspace, whilst maintaining the integrity of the overall shape of the roof. Of all the characteristics, the Case Officer has assessed, the increase in the height of the dwelling was found to be in keeping with the wider street scene.

Proximity to side boundary

- 3.12 The Council requires all residential extensions and buildings of two or more storeys in height to be set back a minimum of 1 metre from the side boundary of the property for the full height of the building (HDAS paragraph 5.1). This protects the character and appearance of the street scene and protects the gaps between properties. The proposed development fully meets this requirement.
- 3.13 The reason for refusal then goes on to refer to the *“projection forward of the return building line along Chandos Road”*. The HDAS states that where an existing return building line exists, any extension should ensure that the return building line is not exceeded. In this case, it is should be noted that no. 58 already exceeds the Chandos Road building line by a margin of approximately 3.00m. The gap of some 20.0m between the rear elevation of the extension and the adjoining property is such that the relationship with the Chandos Road building line is very tenuous at best, and the additional width to no. 58 would not have a harmful effect on the building line specifically or the street scene in general.
- 3.14 Of the characteristics of the development referred to in the first three lines of the reason for refusal, aside from the height of the extension, none of these insofar as they apply to the appeal proposal conflict with the distances and thresholds prescribed in the HDAS. Is its then necessary to look at whether the location of the development is an important gap, and whether these characteristics combined to give the site a cramped appearance.

Importance of gap

- 3.15 The area of curtilage to the side of no. 58 is described by the case officer as *“a visually open gap which is important within the heavily built up area”*, and that the site *“represents a very prominent*

corner plot”. The previous planning Inspector observed that this was a prominent junction. In a street scene/estate with well-defined building lines of semi-detached dwellings, detached corner plots like the one at no. 58 do tend to be more prominent. As noted above, the street scene has been altered quite considerably since it was originally developed, and the alterations together with the carriageway width have given it quite an enclosed feel. The quality of the wide streetscene however is not in RPS’ view dependent on the relative spaciousness afforded by these corner plots. Within this context, it is considered that the no. 58 could tolerate some development. The 1.86m projection to the side combined with the 1.0m buffer required by the HDAS, mean that the development could be accommodated within this tolerance without detriment to the street scene.

- 3.16 The comparison with the two-storey extension at no. 60 has been dismissed by the Council and the previous Inspector. The application was approved in 1987 (6739/A/87/0572 refers) and as such predates the requirement for reasons for approval to be added to decision notices. However, the impact of the development on the streetscene would have made a material consideration and notwithstanding what design policies were applicable at the time, the extension to no 60 does not in RPS’ view is not unduly prominent and does not have a detrimental impact on the character and appearance of the area. The development would give a pleasing symmetry to this junction.
- 3.17 Further afield, there are other properties where the fairly enclosed nature of the streetscene mean that properties have been extended on corner plots without eroding the quality of the street scene, including:
- the dwelling on the corner of North View and the Close, 350m to the south west;
 - the properties on the north side of Canonbury Avenue at the junction with West Towers, 300m to the north east; and,
 - the properties on the north side of Eastern Avenue at the junction with Beaulieu Drive.
- 3.18 Given that the extension is more in harmony with the existing dwelling and taking into account the retention of the 1m side buffer, it is not considered that the development would appear to be a cramped form of development.

Is the proposal overdevelopment?

- 3.19 The HDAS recognises that two storey extensions have the potential to have a significant impact on the character of a street, and the guidance in the document aims to ensure development is appropriate to its setting and that sites are not overdeveloped. As demonstrated above, with the exception of the increase in height, the development the subject of this appeal meets all the requirements of the HDAS. The extension is set back from the boundary edge as required by the HDAS to maintain a sense of spaciousness at the corner of Boldmere and Chandos, and the 20m gap between the rear elevation of the extension and the side elevation of 29 Chandos Road maintains a generous garden depth which similarly maintains the spaciousness of the ‘upper’ end of Chandos Road.

Compliance with the Development Plan

- 3.20 In terms of Policy BE1 of Part One of the Local Plan, criteria 3 -8 and 10 are not considered to be relevant to the consideration of this appeal. In relation to criterion 1, the development does achieve a high quality of design which maintains the distinctiveness of the area, the distinctiveness in this case being derived from the building lines of the semi-detached dwellings and the sense of enclosure and variety brought about by many different types and styles of alterations. In terms of criterion 2, for the reasons outlined above, the development is considered to be appropriate to its context and the resulting development will still make a positive contribution to the local area on what is clearly considered to be an important corner location. It is agreed with the Council that the development will not have a determinantal impact on any neighbouring property (page 6, first paragraph) of the Officer Report. The development will result in a minimal reduction of the unbuilt curtilage of the appeal site, with character provided by the garden length being maintained. The development would erode the biodiversity of the area (criterion 9). Overall, the development is considered to be consistent with Policy BE1.
- 3.21 As far as Policy BE13 of the Local Plan Part Two is concerned, the development does harmonise with the streetscene. As noted above, the area is characterised by semi-detached houses built in a variety of styles and to clearly defined building lines. Many of the properties along Boldmere Road and the wider area have been altered and extended over the years, adding further variety to the streetscene and giving it a more enclosed feel in comparison with other similar suburban areas. The proposed development sits very comfortably in the parameters created by the varied street scene in terms of its appearance, height, depth and roofscape. The appeal site is different from other plots in the area in that it occupies a corner plot, however, as noted above, a number of other corner plots in the area have been built or extended close or up to the boundary edge without detriment to the quality of the streetscene, and in this case the residual areas to the site and rear of the resulting building will ensure the relative spaciousness of this corner plot will not be irrecoverably lost.
- 3.22 With regard to Policy BE15, as noted above the development more closely follows the shape and proportion of the existing dwelling in comparison with the appeal proposal, and is far more in keeping with its original proportions. The proposal is therefore in harmony with the existing dwelling in accordance with Policy BE15.
- 3.23 Policy BE19 has also been cited by the Local Planning Authority in its reason for refusal. The supporting text for this Policy (paragraph 5.22) refers the reader to the Council's supplementary planning guidance on Design Guides. While this is not a direct reference to the HDAS which was adopted some 10 years after the UDP was adopted, the HDAs are nevertheless the latest supplementary planning guidance for residential extensions, and as noted above the development complies with the provisions of this document in every way except in relation to height. The proposed development is similar in form and appearance to the existing stock of dwellings in the area thereby complementing the amenity and character of the area, in compliance with Policy BE19.

4 SUMMARY AND CONCLUSIONS

- 4.1 Mr and Mrs M Kavanagh are appealing against the refusal by London Borough of Hillingdon to allow planning consent for a part two storey, part single storey side/rear extension, raising of ridge and conversion of roof space to habitable use to include a rear dormer and 2 side roof lights at 58, Boldmere, Eastcote, Pinner, HA5 1PS.
- 4.2 It is considered that the alterations and additions are appropriate to the character of the host building and surrounding residential neighbourhood and have been designed to ensure the development complements the existing built form and contributes positively to its surroundings.
- 4.3 This appeal statement demonstrates that the proposal has been reduced in scale and volume from the original scheme and every effort has been made to produce a scheme that relates to and seeks to protect the character of the existing street scene, neighbouring properties and existing host dwelling. The proposal accords with the development plan, and the Inspector is respectfully requested to allow this appeal.

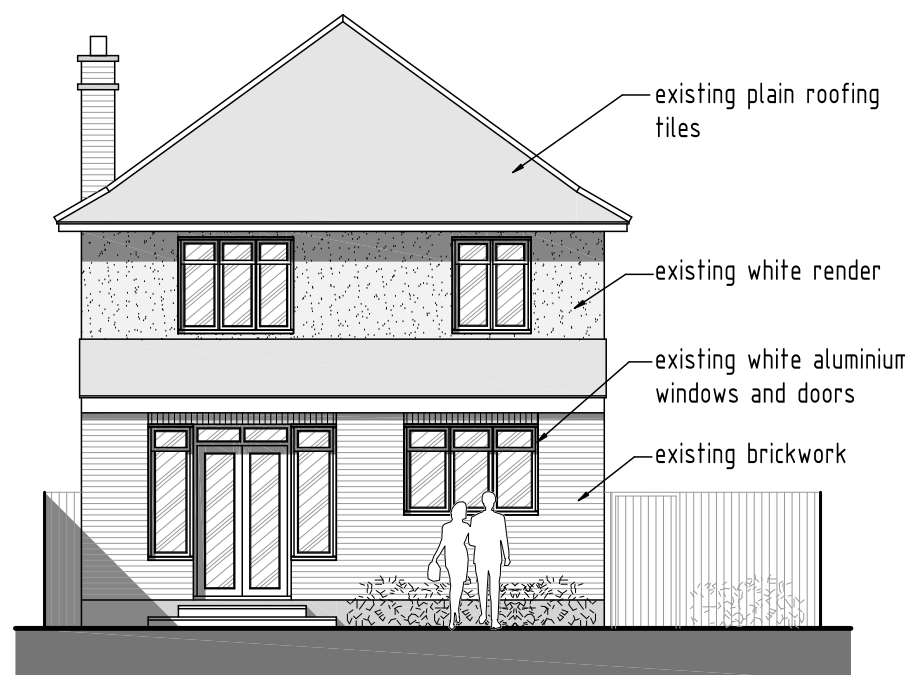
Appendix 1

Planning Application 49427/APP/2019/1618

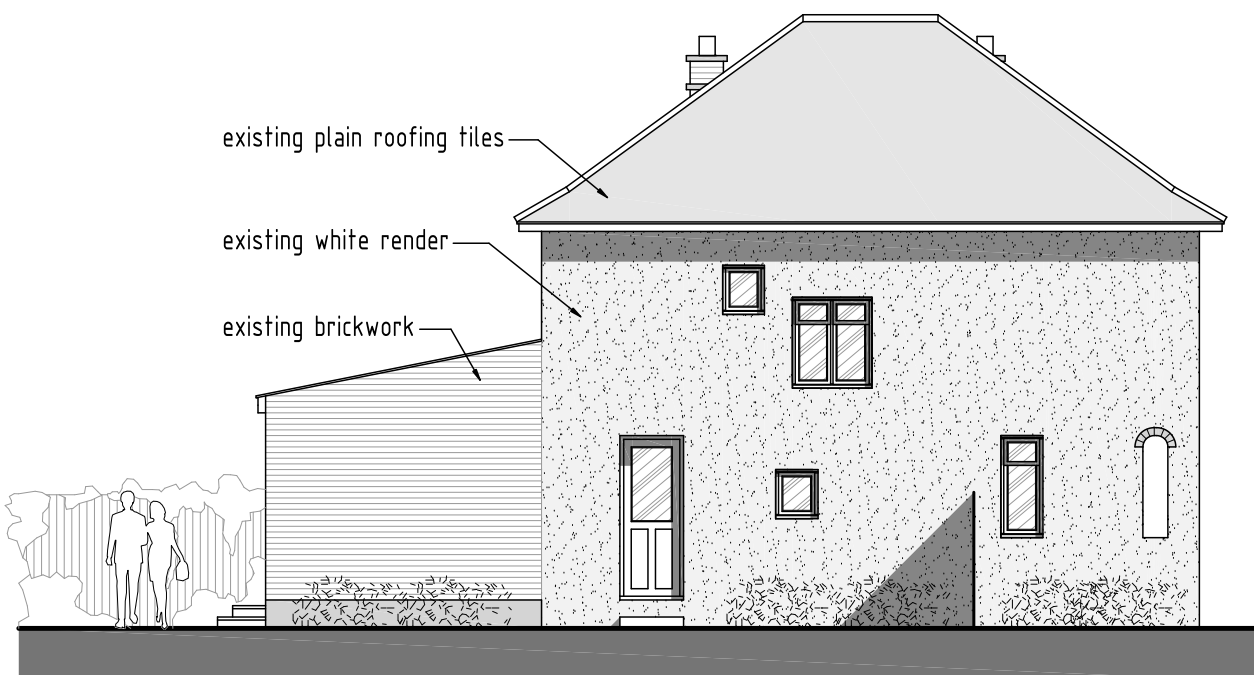
NOTES

1. All dimensions are to be checked on site prior to the commencement of work and any discrepancy is to be reported to the construction manager before construction.
2. All work is to comply with current Building Regulations and allied legislation.
3. All contractors and sub-contractors must ensure that they have the latest issue of this drawing and details before the commencement of work on site.
4. All materials are to be used and installed in strict compliance with the relevant manufacturers' instructions and recommendations.
5. All works on site, managed and implemented as a result of the design indicated on this drawing, are to be given full consideration for compliance with the Health and Safety CDM Regulations in respect of design and implementation on site and no works are to be undertaken if it is considered that compliance with the Building Regulations cannot be achieved.
6. All dimensions shown in millimetres.
7. Footprint of buildings shown at 10m above ground level.

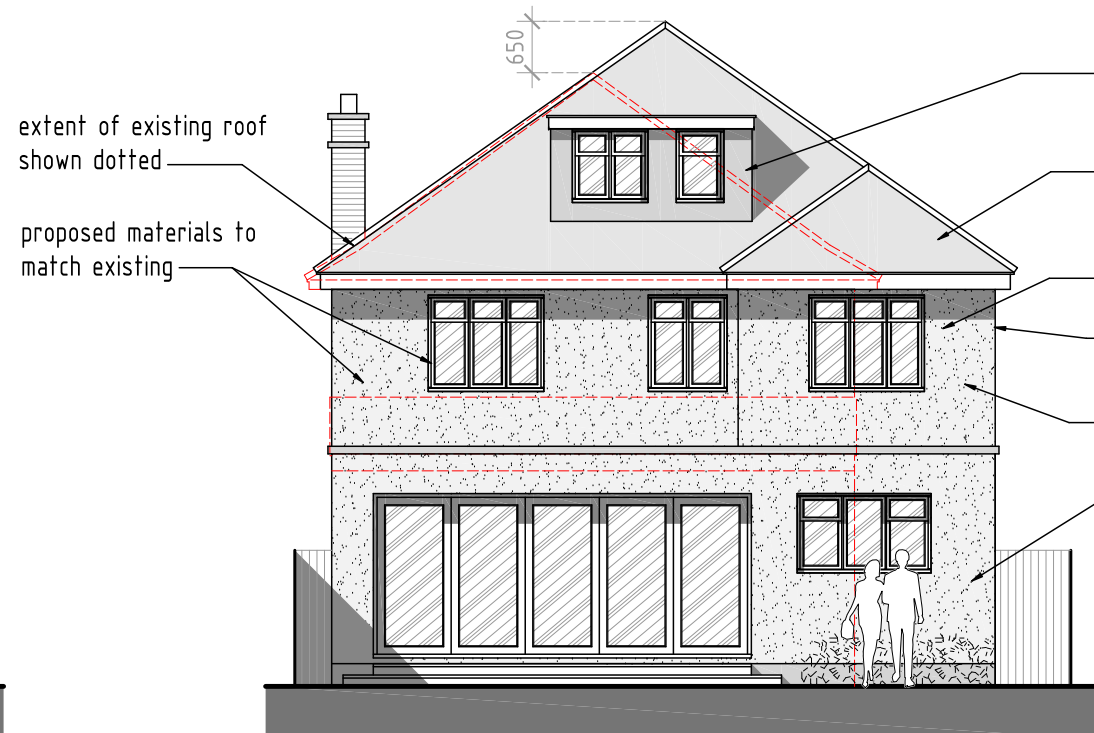
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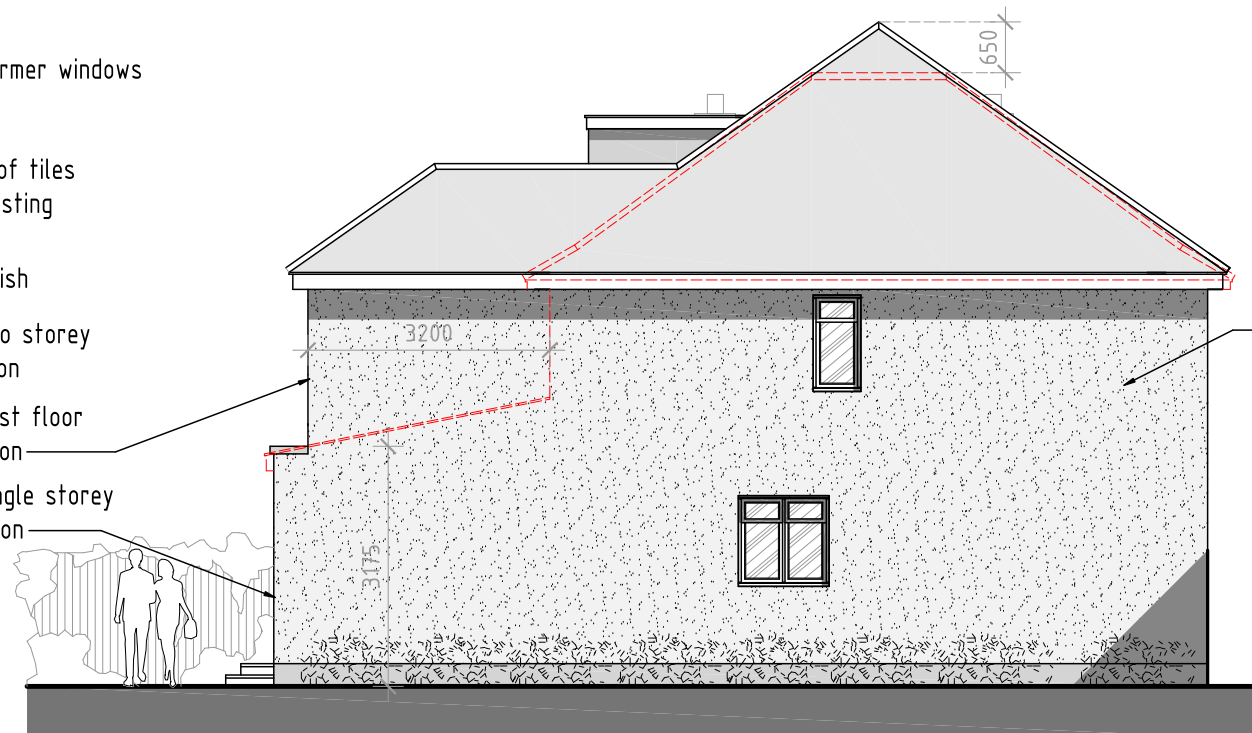
EXISTING REAR ELEVATION - 1:100



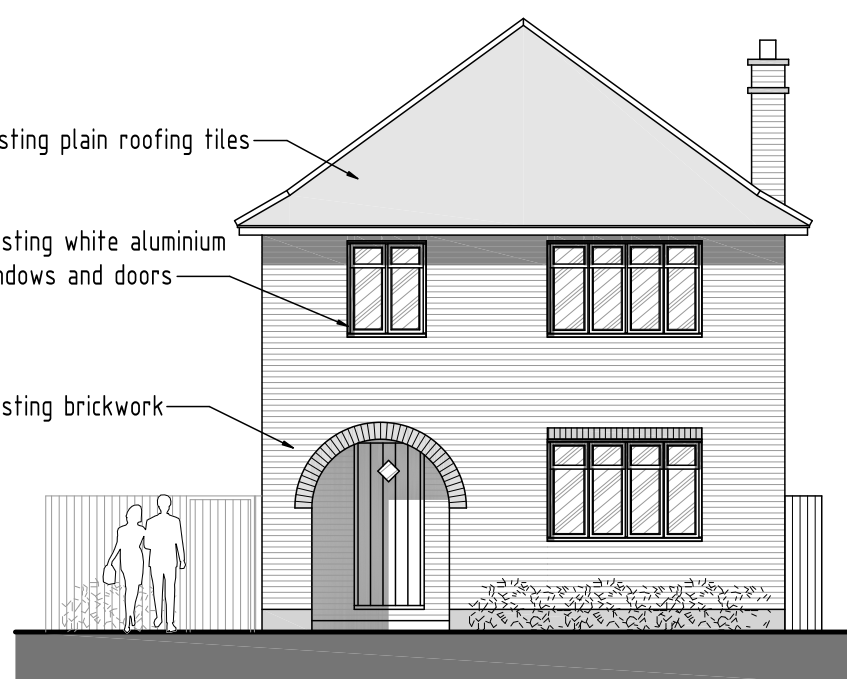
EXISTING SIDE ELEVATION - 1:100



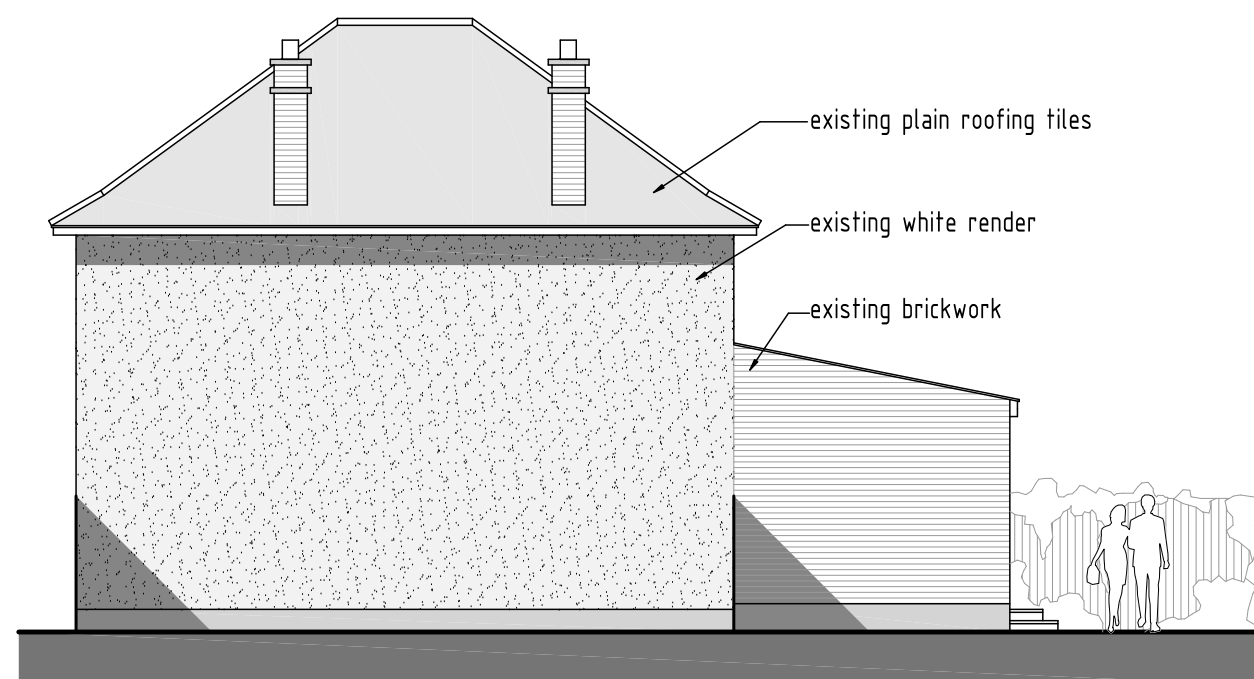
PROPOSED REAR ELEVATION - 1:100



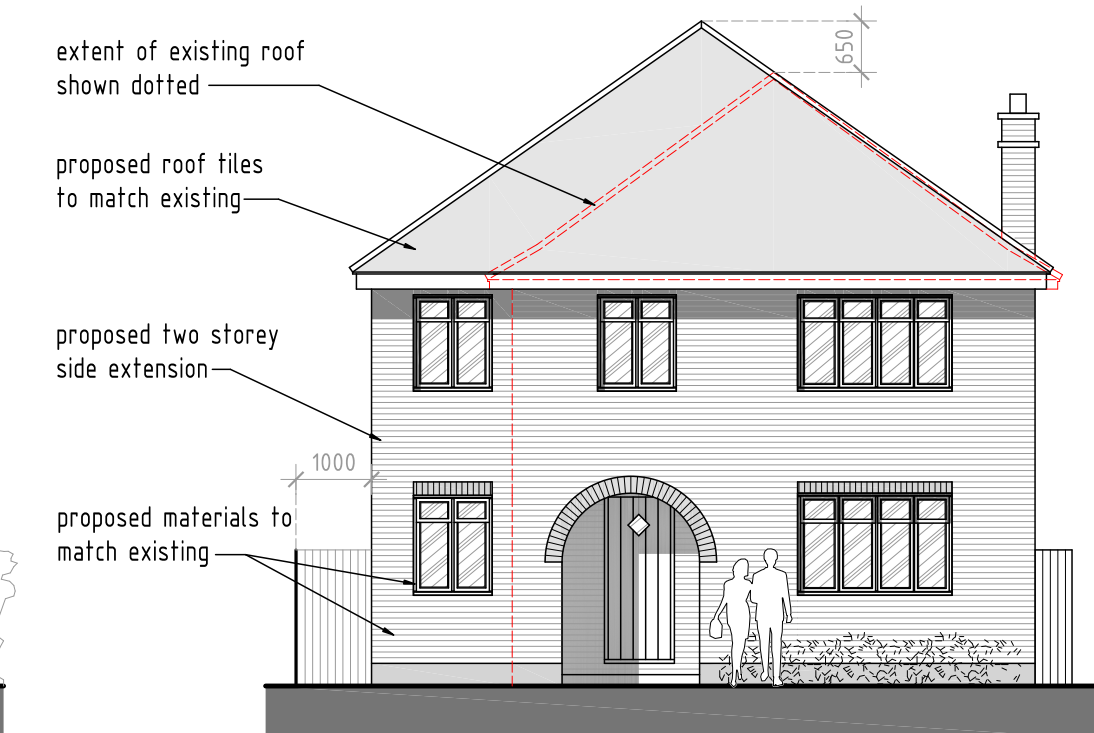
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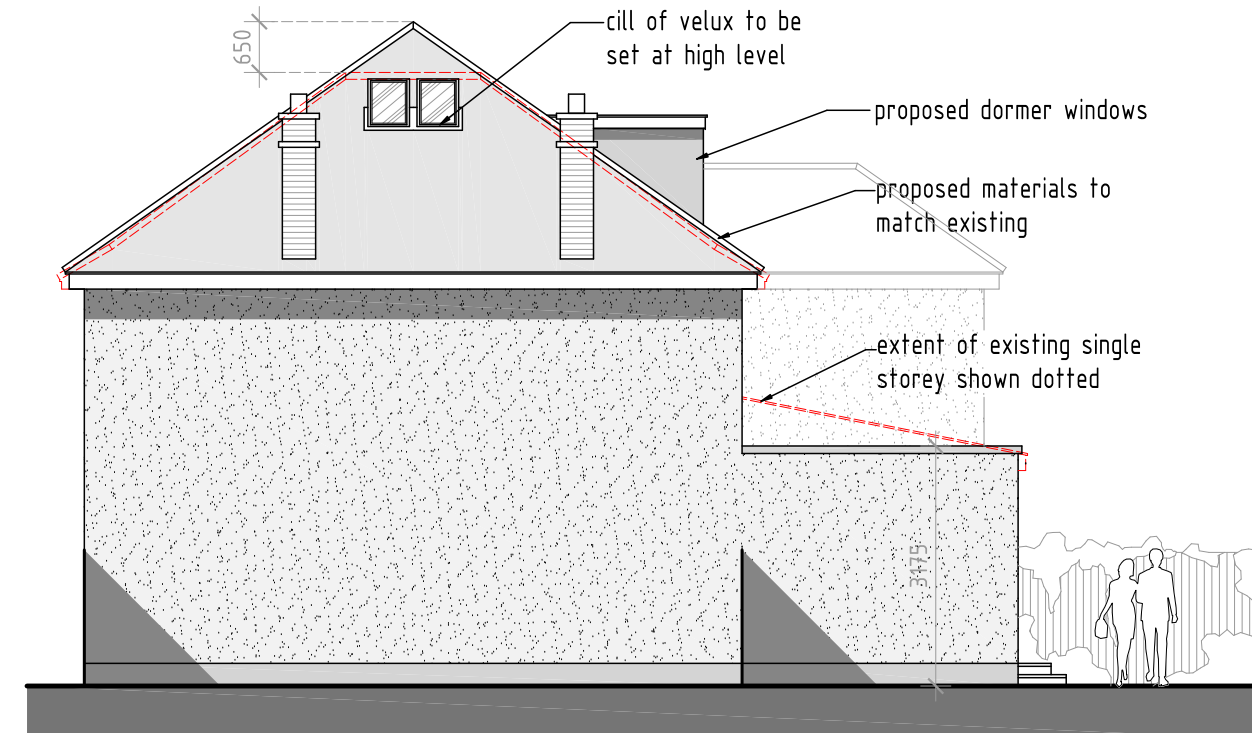
EXISTING FRONT ELEVATION - 1:100



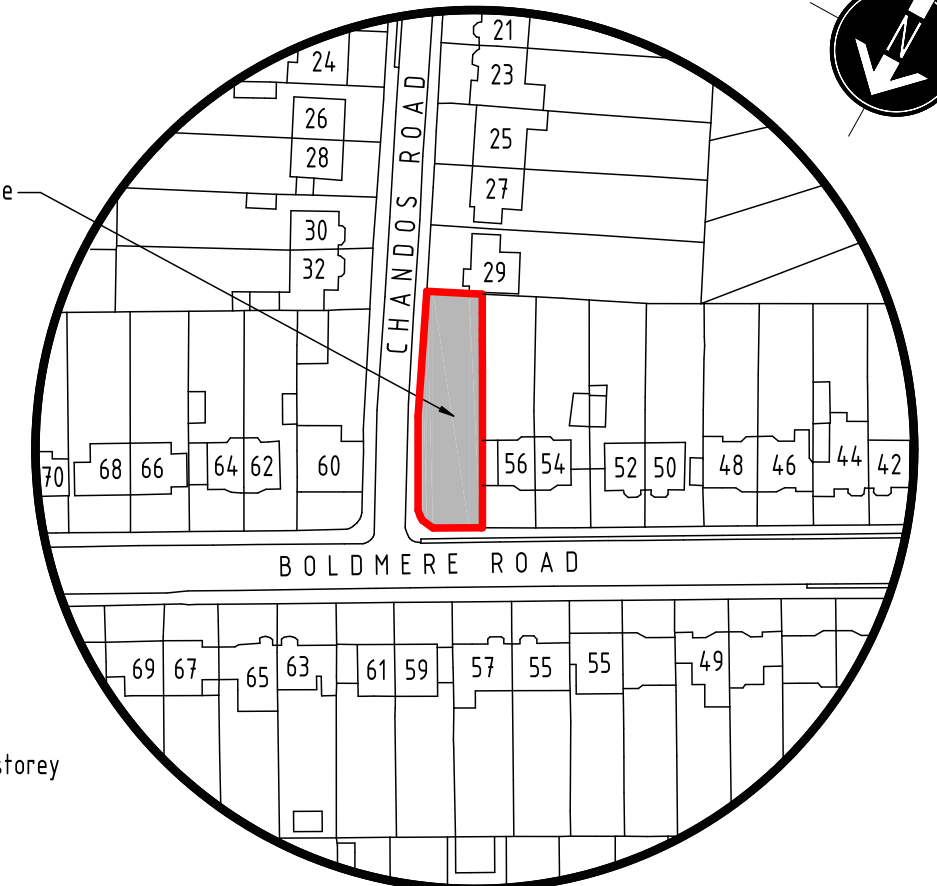
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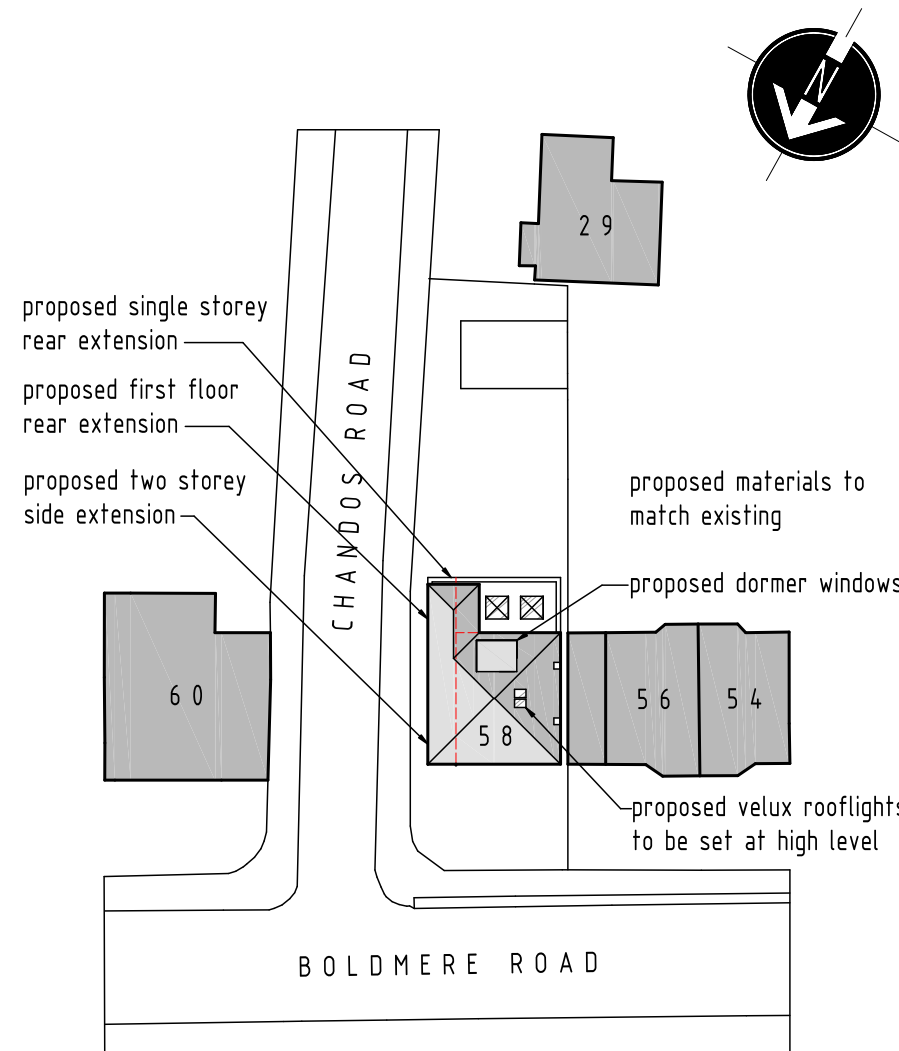
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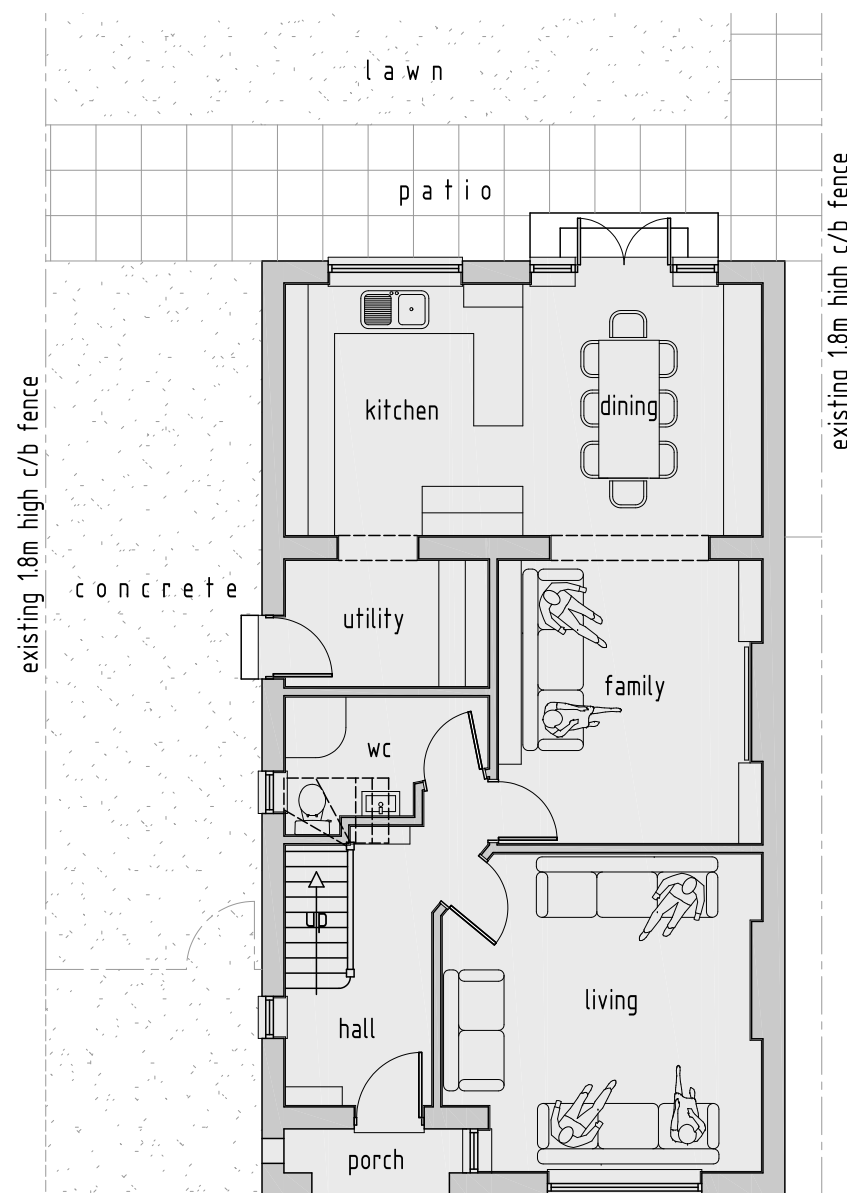
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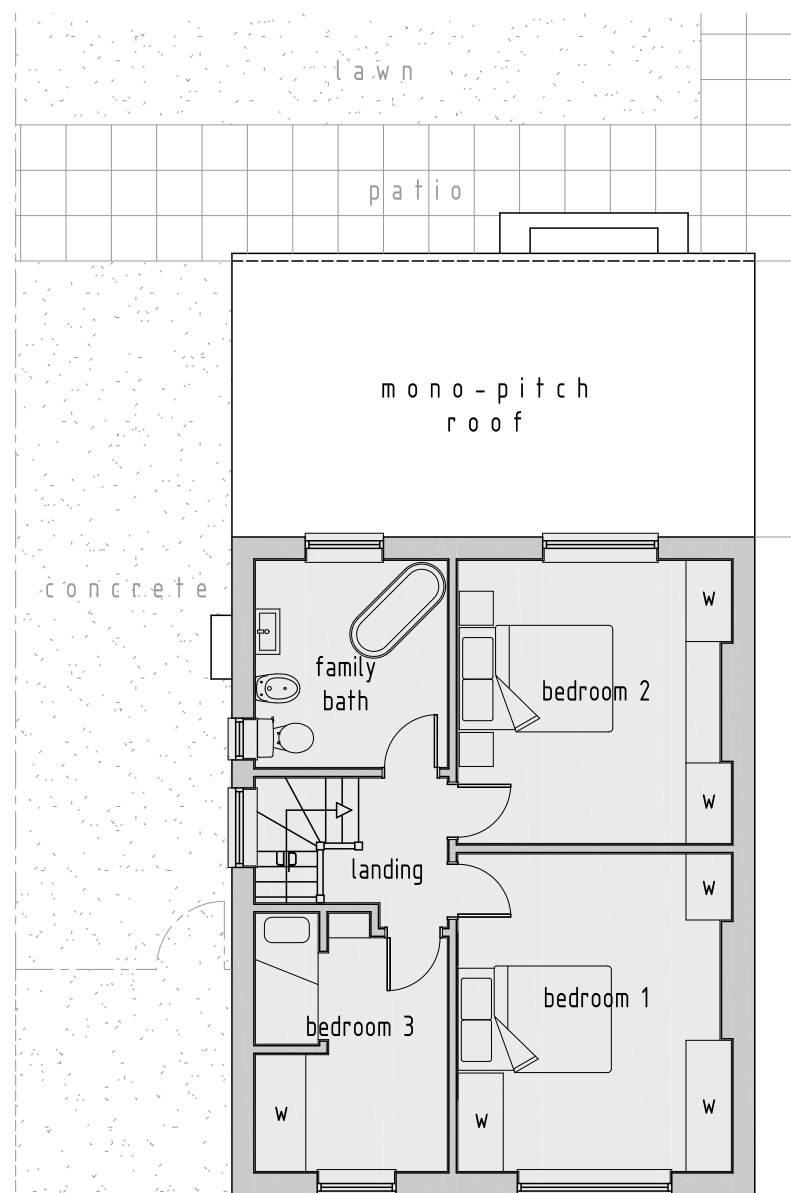
LOCATION PLAN - 1:1250



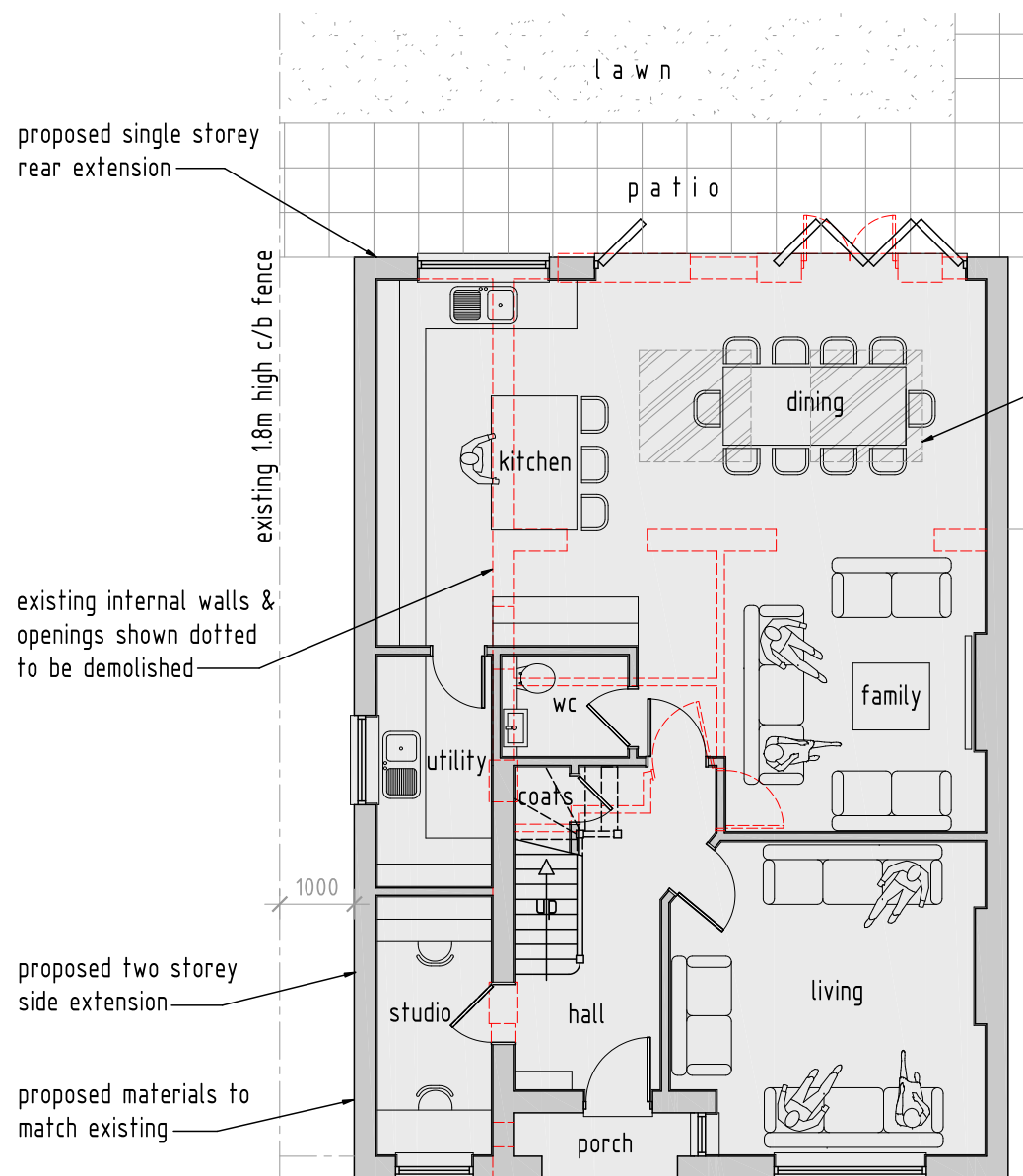
SITE LAYOUT PLAN - 1:500



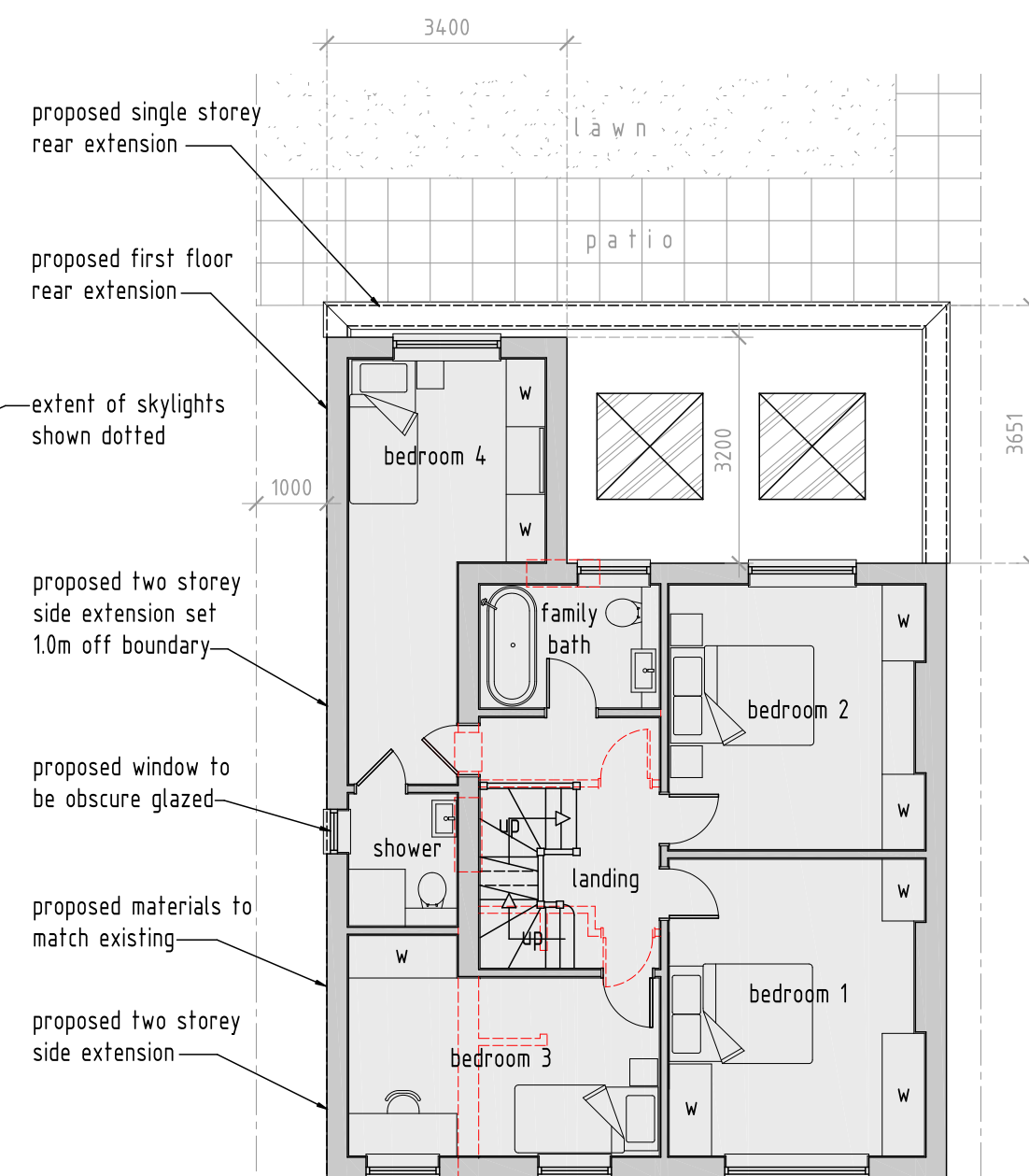
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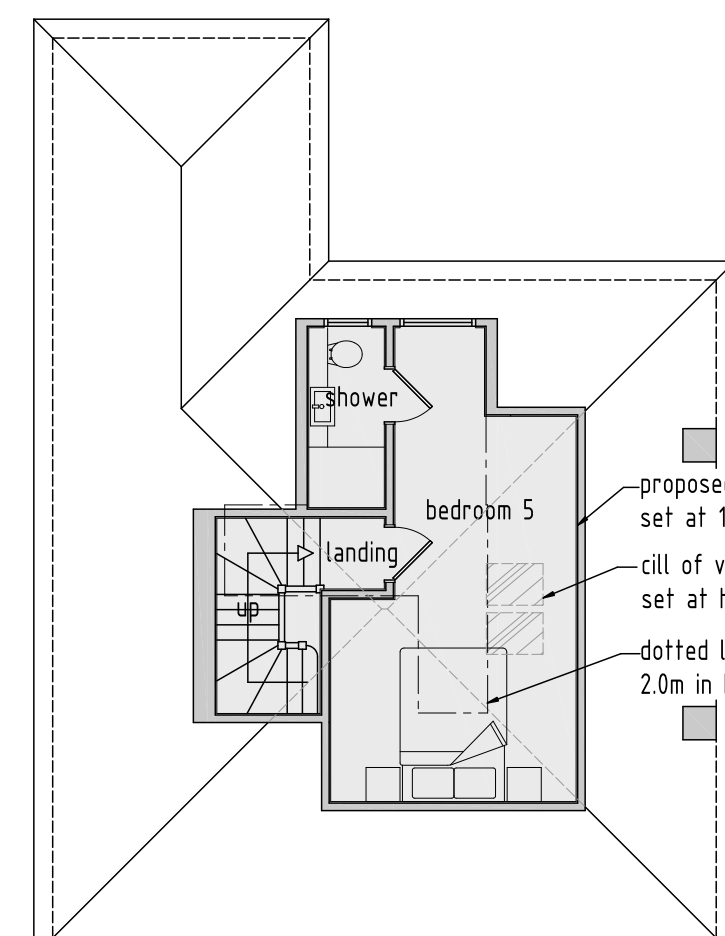
EXISTING FIRST FLOOR PLAN - 1:100



PROPOSED GROUND FLOOR PLAN - 1:100



PROPOSED FIRST FLOOR PLAN - 1:100



PROPOSED ROOF AREA PLAN - 1:100



B	23/11/2019	Council comments added
A	09/01/2019	Council comments added
rev:	date:	description:
scale:	1:100	A1 date: 23/11/2018
drawing no:	1015 / P2 / 1 ^B	drawn: FJ
drawing:	EXISTING & PROPOSED FLOOR PLANS, ELEVATIONS, SITE PLAN & LOCATION PLAN	
project:	LAND AT 58 BOLDMERE ROAD, PINNER, MIDDLESEX, HA5 1PS	
client:	MR & MRS KAVANAGH	



DUSEK DESIGN ASSOCIATES LTD
ARCHITECTURE + PLANNING

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www.dusek.co.uk

print history: Monday, 21 January, 2019 17:22:58

C:\Users\The Architect\Desktop\FJ3\Design\58 BOLDMERE ROAD\14.dwg

Householder Application for Planning Permission for works or extension to a dwelling.
Town and Country Planning Act 1990

Publication of applications on planning authority websites.

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

1. Site Address

Number	58
Suffix	
Property name	
Address line 1	Boldmere Road
Address line 2	
Address line 3	
Town/city	Eastcote
Postcode	HA5 1PS

Description of site location must be completed if postcode is not known:

Easting (x)	511470
Northing (y)	187955

Description	
-------------	--

2. Applicant Details

Title	Mr
First name	Mark
Surname	Kavanagh
Company name	
Address line 1	58, Boldmere Road
Address line 2	
Address line 3	
Town/city	Eastcote
Country	

2. Applicant Details

Postcode	HA5 1PS
Primary number	
Secondary number	
Fax number	
Email address	

Are you an agent acting on behalf of the applicant? ☒ Yes ☐ No

3. Agent Details

Title	
First name	Richard
Surname	Boother
Company name	RPS Group plc
Address line 1	20 Western Avenue
Address line 2	Milton Park
Address line 3	
Town/city	Abingdon
Country	United Kingdom
Postcode	OX14 4SH
Primary number	01235838218
Secondary number	
Fax number	
Email	bootherr@rpsgroup.com

4. Description of Proposed Works

Please describe the proposed works:

PLANNING APPROVAL IS SOUGHT FOR THE DEMOLITION OF THE EXISTING SINGLE STOREY REAR EXTENSION, AND REPLACED WITH A NEW SINGLE STOREY REAR & SIDE EXTENSION, TWO STOREY SIDE EXTENSION, FIRST FLOOR REAR EXTENSION AND LOFT CONVERSION

Has the work already been started without consent? ☐ Yes ☒ No

5. Materials

Does the proposed development require any materials to be used? ☒ Yes ☐ No

Please provide a description of existing and proposed materials and finishes to be used (including type, colour and name for each material):

Walls	
Description of existing materials and finishes (optional):	Brickwork and Render

5. Materials

Walls	
Description of proposed materials and finishes:	To match existing

Roof	
Description of existing materials and finishes (optional):	Plain Roofing Tiles
Description of proposed materials and finishes:	To match existing

Windows	
Description of existing materials and finishes (optional):	White uPVC
Description of proposed materials and finishes:	To match existing

Doors	
Description of existing materials and finishes (optional):	White uPVC
Description of proposed materials and finishes:	To match existing

Boundary treatments (e.g. fences, walls)	
Description of existing materials and finishes (optional):	1.8m close board fence
Description of proposed materials and finishes:	As existing

Are you supplying additional information on submitted plans, drawings or a design and access statement? ☐ Yes ☒ No

If Yes, please state references for the plans, drawings and/or design and access statement

1015/P2/1

6. Trees and Hedges

Are there any trees or hedges on your own property or on adjoining properties which are within falling distance of your proposed development? ☐ Yes ☒ No

Will any trees or hedges need to be removed or pruned in order to carry out your proposal? ☐ Yes ☒ No

7. Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicle access proposed to or from the public highway? ☐ Yes ☒ No

Is a new or altered pedestrian access proposed to or from the public highway? ☐ Yes ☒ No

Do the proposals require any diversions, extinguishment and/or creation of public rights of way? ☐ Yes ☒ No

8. Parking

Will the proposed works affect existing car parking arrangements? ☐ Yes ☒ No

9. Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land? ☒ Yes ☐ No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact?

- ☒ The agent
☐ The applicant
☐ Other person

10. Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application? ☒ Yes ☐ No

If Yes, please complete the following information about the advice you were given (this will help the authority to deal with this application more efficiently):

Officer name:

Title	Mrs
First name	Charlotte
Surname	Spencer
Reference	

Date (Must be pre-application submission)

24/04/2018

Details of the pre-application advice received

Discussions over the phone and email with regards to what would be acceptable. Following the previously refused application, we have incorporated the planners comments and are illustrated within this application.

11. Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:

- (a) a member of staff
(b) an elected member
(c) related to a member of staff
(d) related to an elected member

It is an important principle of decision-making that the process is open and transparent. ☐ Yes ☒ No

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

12. Ownership Certificates and Agricultural Land Declaration

CERTIFICATE OF OWNERSHIP - CERTIFICATE A - Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/the applicant was the owner* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding**

*** 'owner' is a person with a freehold interest or leasehold interest with at least 7 years left to run. ** 'agricultural holding' has the meaning given by reference to the definition of 'agricultural tenant' in section 65(8) of the Act.**

NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

Person role

- ☐ The applicant
☒ The agent

Title	Mr
First name	Richard

12. Ownership Certificates and Agricultural Land Declaration

Surname	Boother
Declaration date (DD/MM/YYYY)	14/05/2019
☒ Declaration made	

13. Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them. ☒

Date (cannot be pre-application)	14/05/2019
----------------------------------	---

Appendix 2

Decision Notice 49427/APP/2019/1618

RECEIVED - 8 JUL 2019

Richard Boother
20 Western Avenue
Milton Park
Abingdon OX14 4SH

Application Ref: 49427/APP/2019/1618

TOWN AND COUNTRY PLANNING ACT 1990 (AS AMENDED)

REFUSAL OF PLANNING PERMISSION

The Council of the London Borough of Hillingdon as the Local Planning Authority within the meaning of the above Act and associated Orders **REFUSES** permission for the following:-

Description of development:

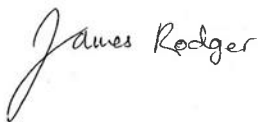
Part two storey, part single storey side/rear extension, raising of ridge and conversion of roof space to habitable use to include a rear dormer and 2 side roof lights

Location of development: 58 Boldmere Road, Eastcote

Date of application: 14 May 2019

Plan Numbers: See attached Schedule of plans

Permission is refused for the reason(s) listed on the attached schedule:-



Head of Planning, Transportation and Regeneration

Date: 4 July 2019

NOTES: (i) Please also see the informatives included in the Schedule of Reasons.

(ii) Should you wish to appeal against this decision please read the attached sheet which explains the procedure.

TOWN AND COUNTRY PLANNING ACT 1990 (AS AMENDED)

REFUSAL OF PLANNING PERMISSION

Application Ref: 49427/APP/2019/1618

SCHEDULE OF REASONS

- 1 . The proposed two storey side extension, by reason of its size, scale, bulk, depth, height, proximity to the side boundary and projection forward of the return building line along Chandos Road, in this open prominent position, would result in the closing of an important gap characteristic to the area, resulting in a cramped appearance. The proposal would therefore represent an overdevelopment of the site to the detriment of the visual amenities of the street scene and the character and appearance of the surrounding area. The proposed development is therefore contrary to Policy BE1 of the Hillingdon Local Plan: Part One - Strategic Policies (November 2012), Policies BE13, BE15 and BE19 of the Hillingdon Local Plan: Part Two - Saved UDP Policies (November 2012) and the Council's adopted Supplementary Planning Document HDAS: Residential Extensions.

INFORMATIVES:

- 1 . On this decision notice policies from the Council's Local Plan: Part 1 - Strategic Policies appear first, then relevant saved policies (referred to as policies from the Hillingdon Unitary Development Plan - Saved Policies September 2007), then London Plan Policies (2016). On the 8th November 2012 Hillingdon's Full Council agreed the adoption of the Council's Local Plan: Part 1 - Strategic Policies. Appendix 5 of this explains which saved policies from the old Unitary Development (which was subject to a direction from Secretary of State in September 2007 agreeing that the policies were 'saved') still apply for development control decisions.
- 2 . In dealing with the application the Council has implemented the requirement in the National Planning Policy Framework to work with the applicant in a positive and proactive way. We have made available detailed advice in the form of our statutory policies from the 'Saved' UDP 2007, Local Plan Part 1, Supplementary Planning Documents, Planning Briefs and other informal written guidance, as well as offering a full pre-application advice service. We have however been unable to seek solutions to problems arising from the application as the principal of the proposal is clearly contrary to our statutory policies and negotiation could not overcome the reasons for refusal.

SCHEDULE OF REASONS

Standard Informatives

- 1 The decision to REFUSE planning permission has been taken having regard to all relevant planning legislation, regulations, guidance, circulars and Council policies, including The Human Rights Act (1998) (HRA 1998) which makes it unlawful for the Council to act incompatibly with Convention rights, specifically Article 6 (right to a fair hearing); Article 8 (right to respect for private and family life); Article 1 of the First Protocol (protection of property) and Article 14 (prohibition of discrimination).
- 2 The decision to REFUSE planning permission has been taken having regard to the policies and proposals in the Hillingdon Unitary Development Plan Saved Policies (September 2007) as incorporated into the Hillingdon Local Plan (2012) set out below, including Supplementary Planning Guidance, and to all relevant material considerations, including The London Plan - The spatial development strategy for London consolidated with alterations since 2011 (2016) and national

Part 1 Policies:

PT1.BE1 (2012) Built Environment

Part 2 Policies:

BE13	New development must harmonise with the existing street scene.
BE15	Alterations and extensions to existing buildings
BE19	New development must improve or complement the character of the area.
BE20	Daylight and sunlight considerations.
BE21	Siting, bulk and proximity of new buildings/extensions.
BE22	Residential extensions/buildings of two or more storeys.
BE23	Requires the provision of adequate amenity space.
BE24	Requires new development to ensure adequate levels of privacy to neighbours.
AM14	New development and car parking standards.
DMHD 1	Alterations and Extensions to Residential Dwellings
HDAS-EXT	Residential Extensions, Hillingdon Design & Access Statement, Supplementary Planning Document, adopted December 2008
LPP 3.5	(2016) Quality and design of housing developments

SCHEDULE OF REASONS

guidance.

END OF SCHEDULE

Address:

Residents Services
London Borough of Hillingdon
3 North Civic Centre, High Street, Uxbridge UB8 1UW
Tel: 01895 250230
www.hillingdon.gov.uk

REFUSAL OF PLANNING PERMISSION

Application Ref.No.: 49427/APP/2019/1618

SCHEDULE OF PLANS

1015/P2/1B - received 14 May 2019

RIGHTS OF APPLICANTS AGGRIEVED BY DECISION OF LOCAL PLANNING AUTHORITY

TOWN AND COUNTRY PLANNING ACT 1990 (AS AMENDED)

Appeals to the Secretary of State

- If you are aggrieved by the decision of your local planning authority to refuse permission for the proposed development or to grant it subject to conditions, then you can appeal to the office of the First Secretary of State under Section 78 of the Town and Country Planning Act 1990.
- As this is a decision to refuse planning permission for a householder application, if you want to appeal against your local planning authority's decision then you must do so within **12 weeks** of the date of this notice.
- Appeals must be made using a form which you can get from the Planning Inspectorate at Customer Support Unit, Room 3/15 Eagle Wing, Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN or online at www.planningportal.gov.uk/pcs.
- The Secretary of State can allow a longer period for giving notice of an appeal, but he will not normally be prepared to use this power unless there are special circumstances, which excuse the delay in giving notice of appeal.
- The Secretary of State need not consider an appeal if it seems to him that the local planning authority could not have granted planning permission for the proposed development or could not have granted it without the conditions they imposed, having regard to the statutory requirements, to the provisions of any development order and to any directions given under a development order.
- In practice, the Secretary of State does not refuse to consider appeals solely because the local planning authority based their decision on a direction given by him.

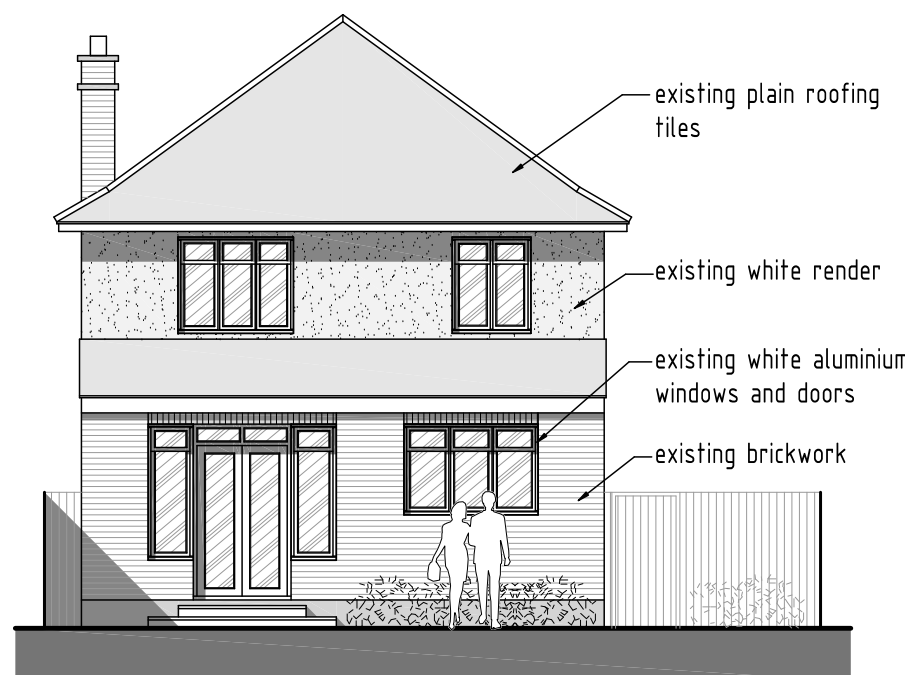
Purchase Notices.

- If either the local planning authority or the office of the First Secretary of State refuses permission to develop land or grants it subject to conditions, the owner may claim that he can neither put the land to a reasonably beneficial use in its existing state nor render the land capable of a reasonably beneficial use by carrying out of any development which has been or would be permitted.
- In these circumstances, the owner may serve a purchase notice on the Council (District Council, London Borough Council or Common Council of the City of London) in whose area the land is situated. This notice will require the Council to purchase his interest in the land in accordance with the provisions of Part VI of the Town and Country Planning Act 1990.

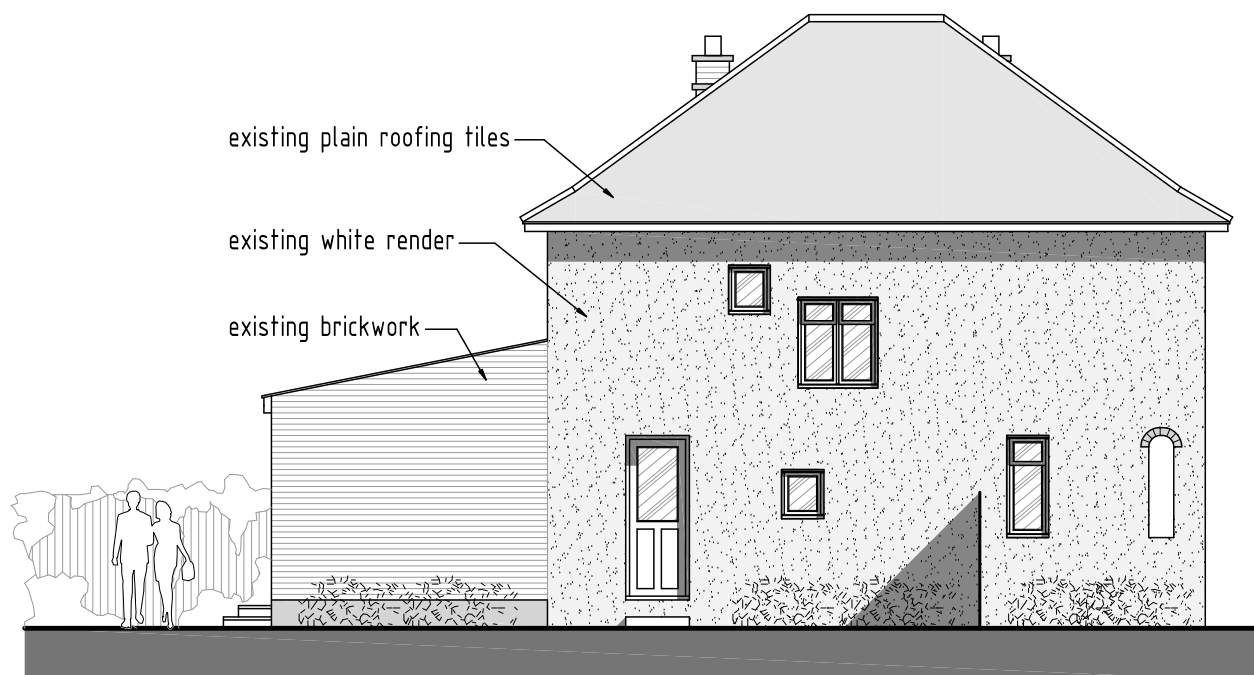
Appendix 3

Plans 49427/APP/2018/731

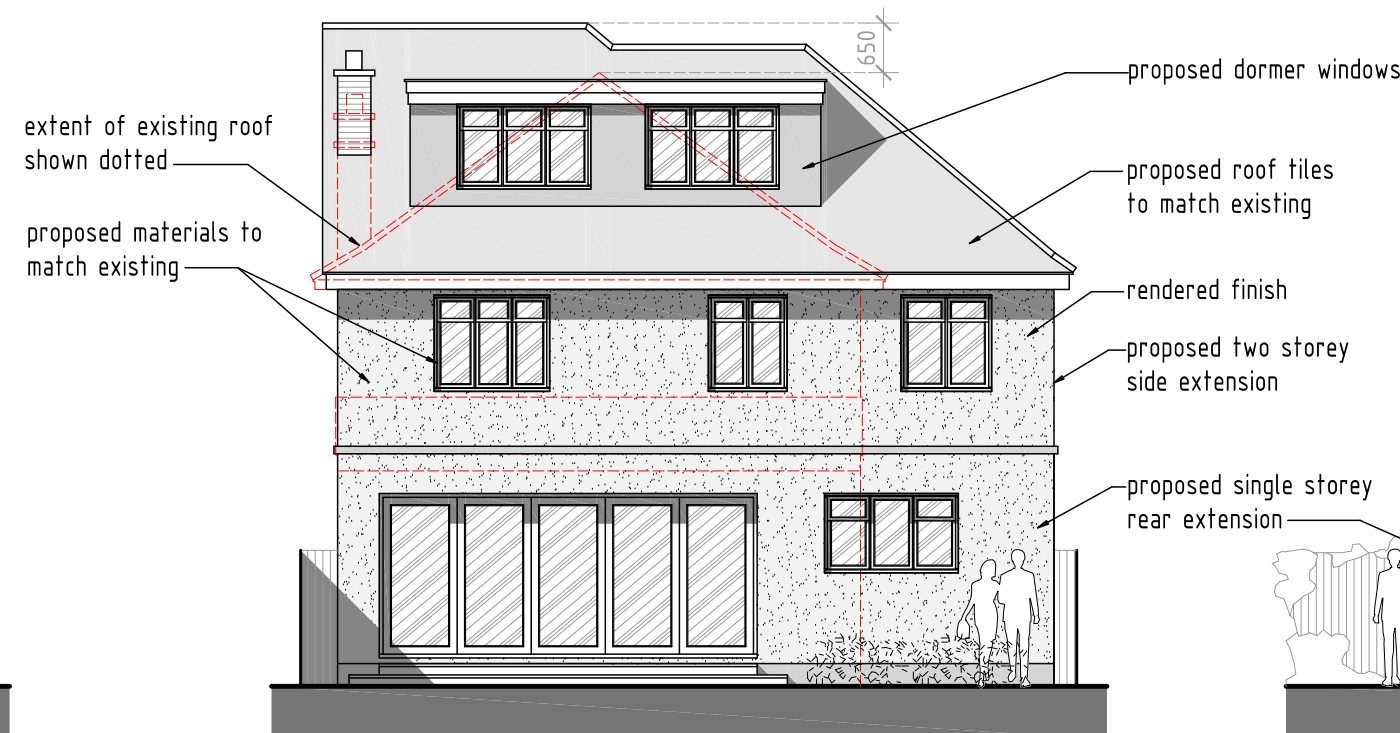
- NOTES
1. All dimensions are to be checked on site prior to the commencement of work and any discrepancy is to be reported to the construction manager before construction.
 2. All work is to comply with current Building Regulations and allied legislation.
 3. All contractors and sub-contractors must ensure that they have the latest issue of this drawing and details before the commencement of work on site.
 4. All materials are to be used and installed in strict compliance with the relevant manufacturers' instructions and recommendations.
 5. All works on site, managed and implemented as a result of the design indicated on this drawing, are to be given full consideration for compliance with the Health and Safety CDM Regulations in respect of design and implementation on site and no works are to be undertaken if it is considered that compliance with the Building Regulations cannot be achieved.
 6. All dimensions shown in millimetres.
 7. Footprint of buildings shown at 1m above ground level.



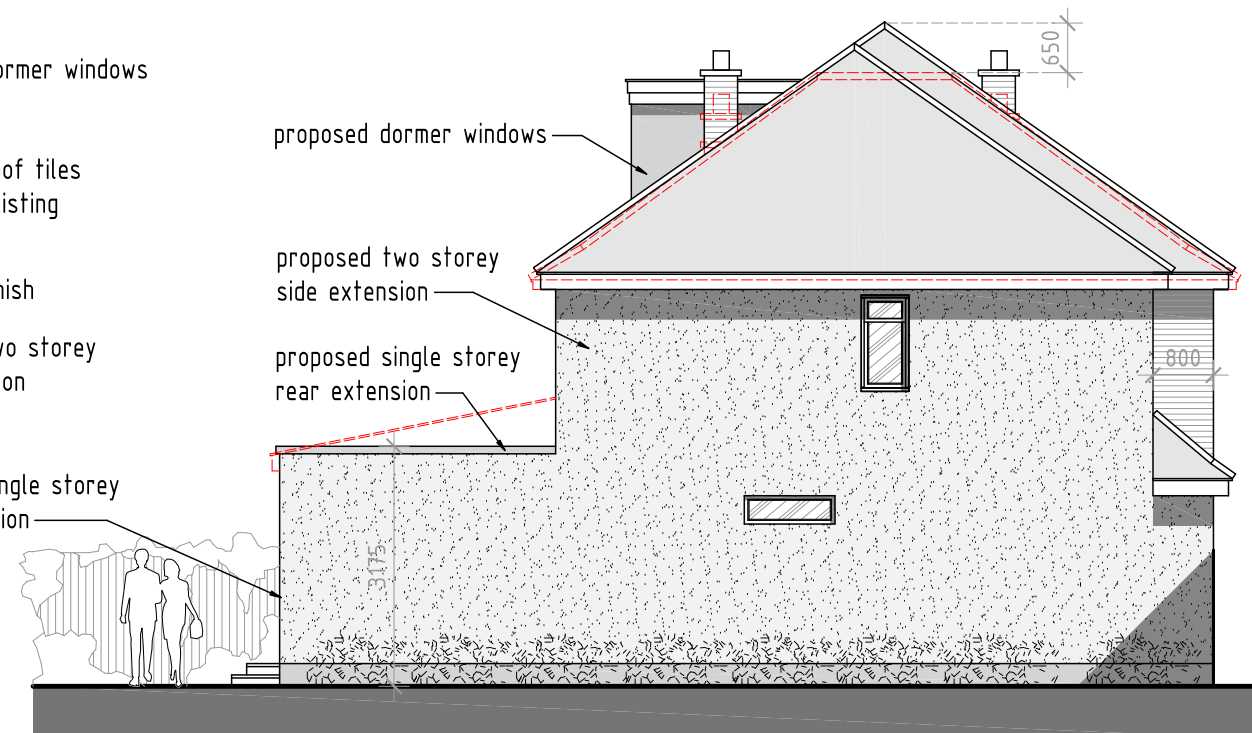
EXISTING REAR ELEVATION - 1:100



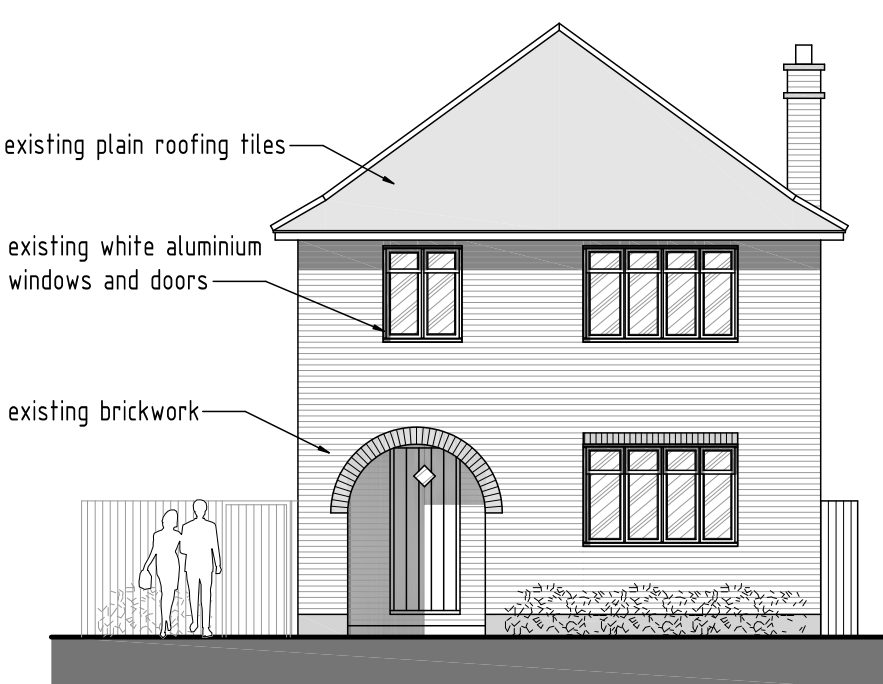
EXISTING SIDE ELEVATION - 1:100



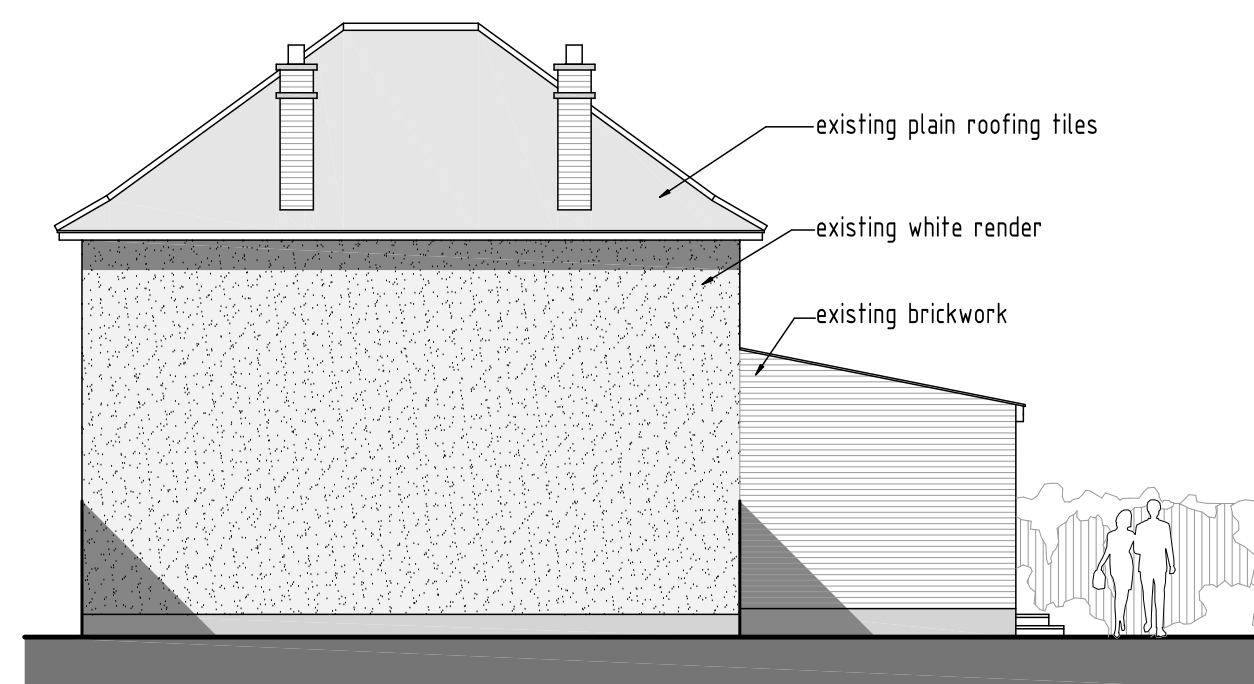
PROPOSED REAR ELEVATION - 1:100



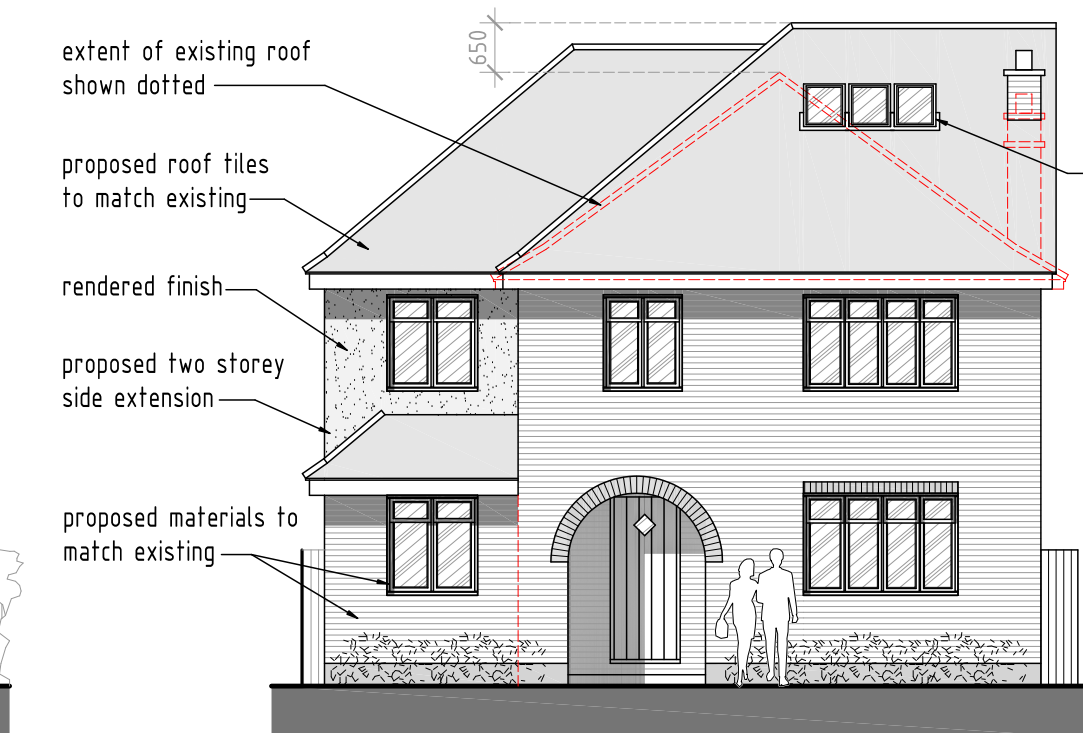
PROPOSED SIDE ELEVATION - 1:100



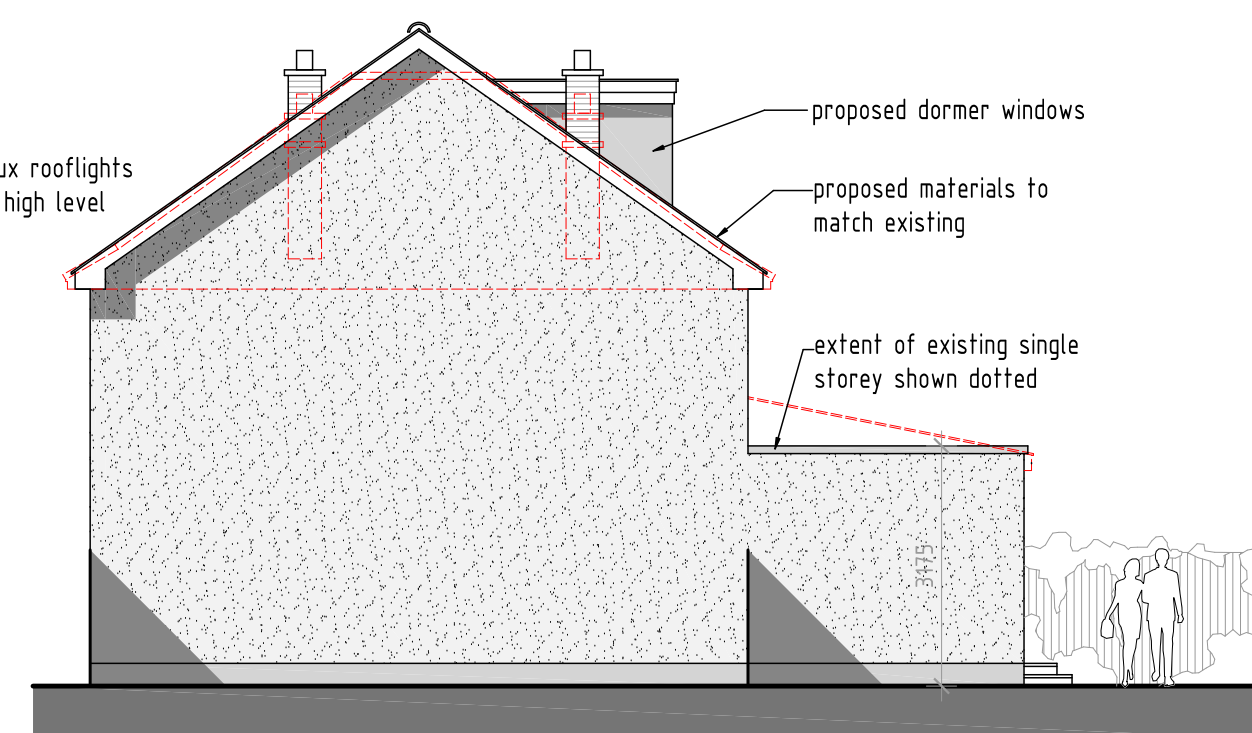
EXISTING FRONT ELEVATION - 1:100



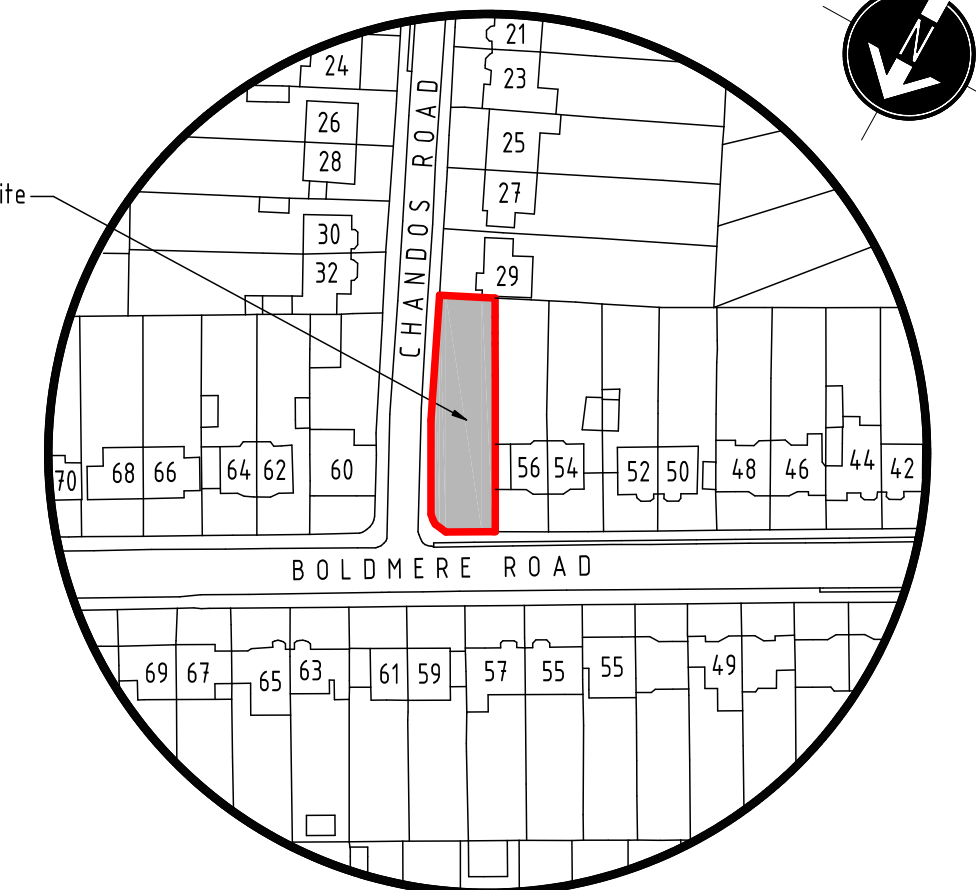
EXISTING SIDE ELEVATION - 1:100



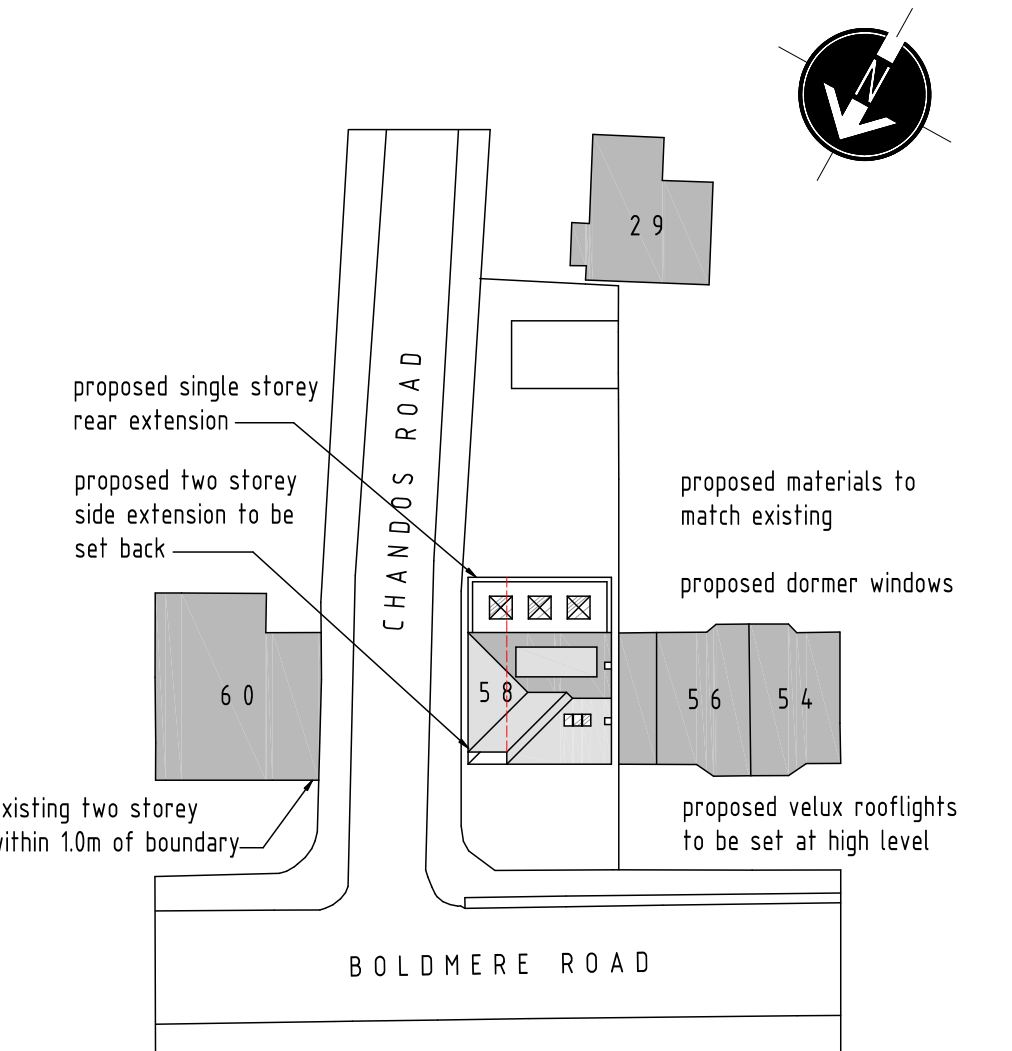
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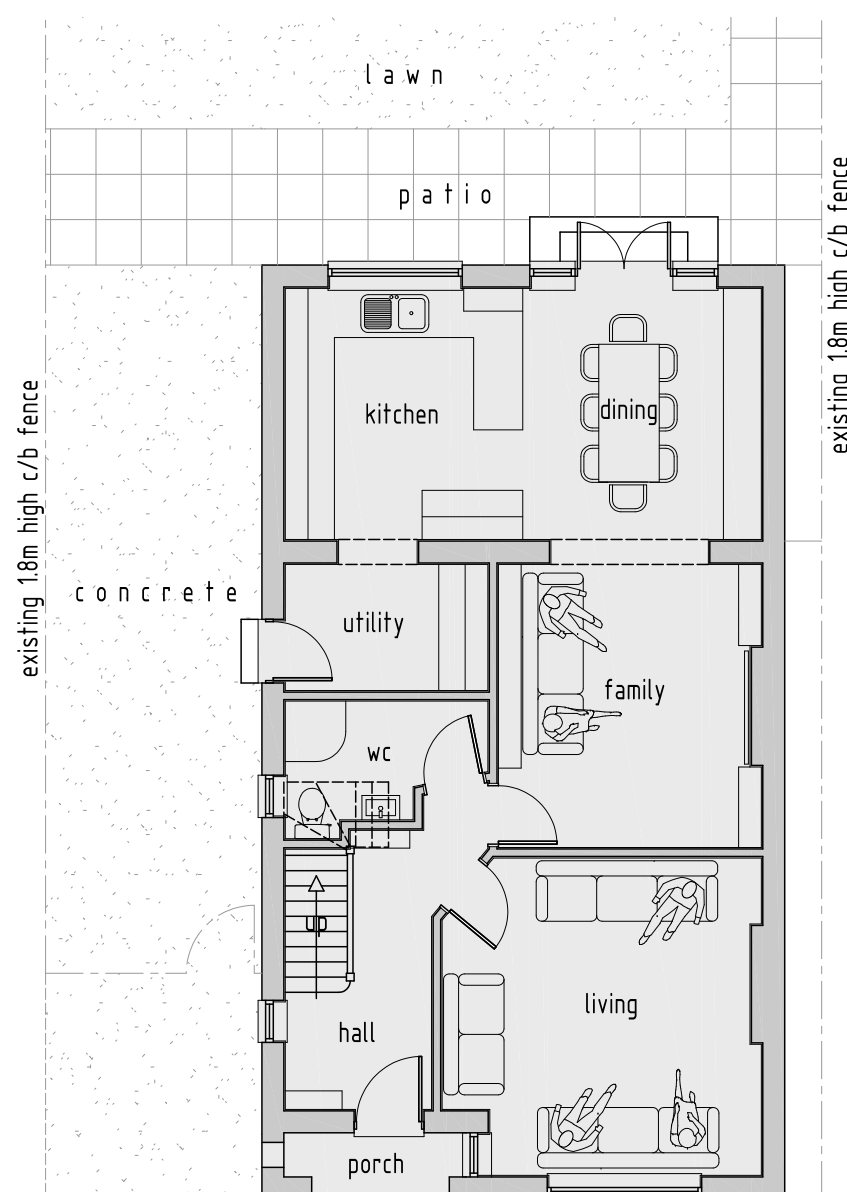
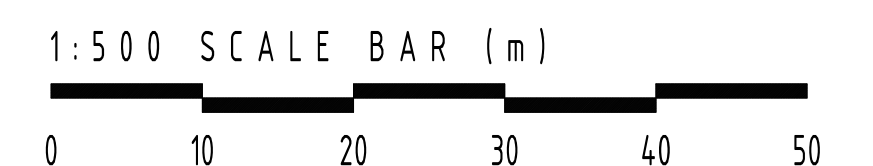
PROPOSED SIDE ELEVATION - 1:100



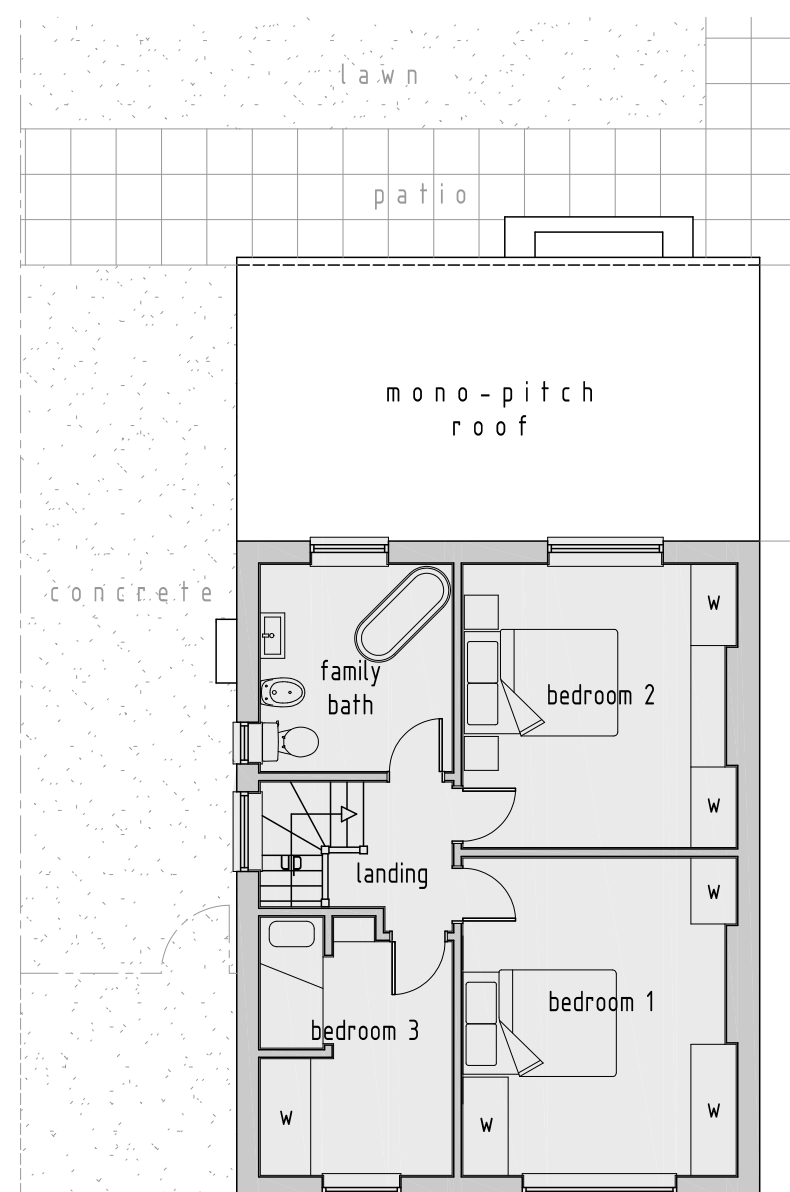
LOCATION PLAN - 1:1250



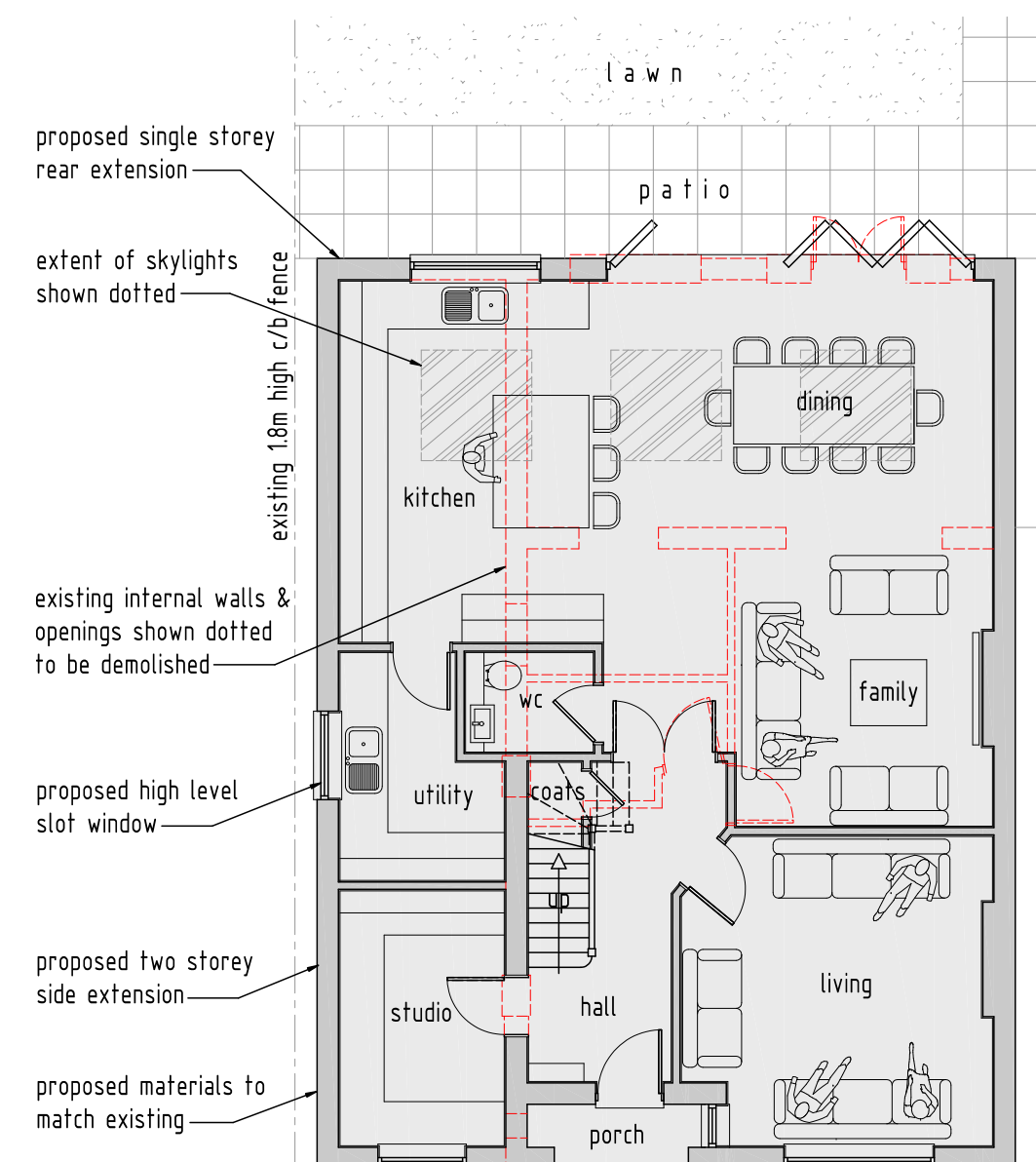
SITE LAYOUT PLAN - 1:500



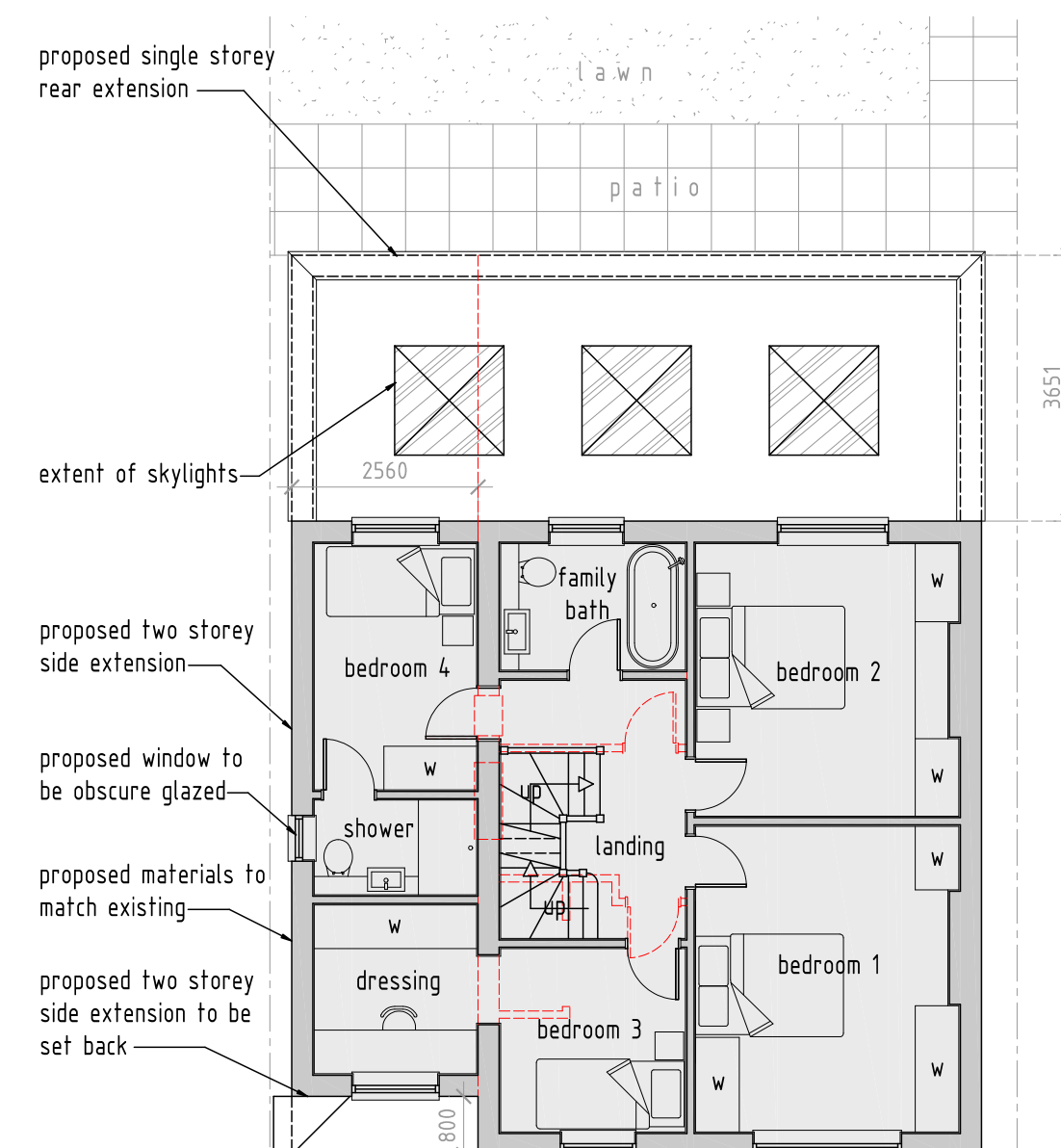
EXISTING GROUND FLOOR PLAN - 1:100



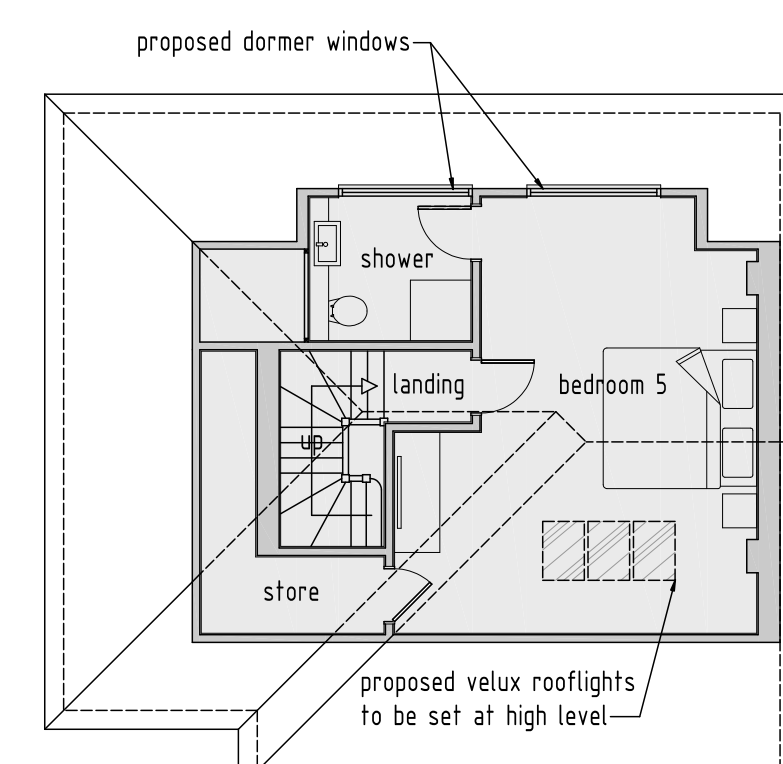
EXISTING FIRST FLOOR PLAN - 1:100



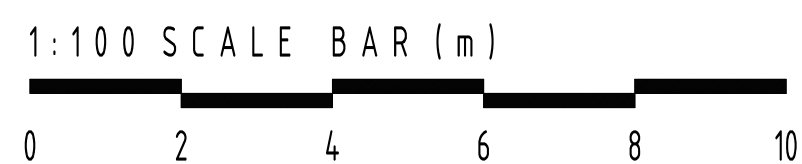
PROPOSED GROUND FLOOR PLAN - 1:100



PROPOSED FIRST FLOOR PLAN - 1:100



PROPOSED ROOF AREA PLAN - 1:100



rev:	date:	description:
scale:	1:100	A1 date: 27 / 01 / 2018
drawing no:	1015 / P / 1	drawn: FJ
drawing:	EXISTING & PROPOSED FLOOR PLANS, ELEVATIONS, SITE PLAN & LOCATION PLAN	
project:	LAND AT 58 BOLDMERE ROAD, PINNER, MIDDLESEX, HA5 1PS	
client:	MR & MRS KAVANAGH	

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24 PEMBROKE ROAD, RUISLIP, MIDDLESEX
GREATER LONDON, HA4 6PP

print history: Sunday, 25 February, 2018 07:57:15

Appendix 4

Appeal Decision APP/R5510/D/18/3207481

Appeal Decision

Site visit made on 1 October 2018

by G Powys Jones MSc FRTPI

an Inspector appointed by the Secretary of State for Communities and Local Government

Decision date: 12 October 2018

Appeal Ref: APP/R5510/D/18/3207481

58 Boldmere Road, Eastcote, Pinner, Middlesex, HA5 1PS

- The appeal is made under section 78 of the Town and Country Planning Act 1990 against a refusal to grant planning permission.
 - The appeal is made by Mr Mark Kavanagh against the decision of the Council of the London Borough of Hillingdon.
 - The application Ref 4927/APP/2018/731, dated 25 February 2018, was refused by notice dated 25 April 2018.
 - The development proposed is the demolition of the existing single storey rear extension, and replaced with a new single storey rear extension, two storey side extension and loft conversion.
-

Decision

1. The appeal is dismissed.

Main issue

2. The main issue is the effect of the proposal on the character and appearance of the host property and surrounding area.

Reasons

3. The appeal property is a detached dwelling set in a predominantly residential area displaying distinct suburban characteristics. It stands in a prominent position at the junction of Boldmere Road with Chandos Road.
 4. The sense of planned spaciousness, which existed at this junction when the estate was originally built, has been eroded by the erection of a two storey extension at No 60, on the opposite corner of the junction to the appeal property. The Council says however that this was built about 30 years ago pursuant to a permission granted long before the Council's current development plan and associated design guidance were adopted.
 5. The effect of building the proposed two storey side extension virtually to the back of pavement would be to introduce a bulky addition to the host property, partially closing a gap and further eroding the remaining spaciousness at this junction. The proposal, if built, would lead to development at this prominent junction appearing cramped and congested, harmful to the street scene.
 6. The host property's existing hipped roof is unspoilt and uncomplicated in design terms. One of the hips would be changed into a gable, a gabled roof would be introduced above the side extension, the main ridge would be significantly raised and a long flat roofed dormer would be introduced in the rear roof. The roof's appearance would thus be completely transformed, in my view, to its
-

detriment. It would appear unbalanced and top-heavy, especially when viewed along Chandos Road, where the bulky nature of the development as a whole would be most prominent.

7. I do not therefore share the appellant's view that the proposed changes would harmonise with the existing dwelling. They would wholly and harmfully alter the dwelling's current scale and pleasant appearance at a prominent point in the street scene.
8. I note the appellant's references to what he regards as similar development in the locality. None of the illustrations provided display what I would regard as good design. The existence of this other development does not justify granting permission to more development displaying poor design, especially in circumstances where that poor design would be more widely seen.
9. I therefore conclude that the proposals, if built, would harm the character and appearance of the host property and surrounding area. Accordingly, a clear conflict arises with those provisions of policy BE1 of the Hillingdon Local Plan: Part 1 Strategic Policies and policies BE13, BE15 & BE19 of the Hillingdon Local Plan: Part Two – Saved UDP Policies, directed in combination to ensure that house extensions are well designed so as to harmonize with the characteristics of the host property and street scene.

Other matters

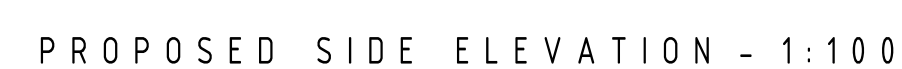
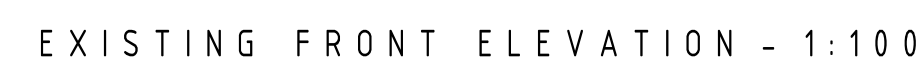
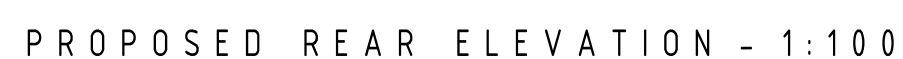
10. All other matters raised in the representations have been taken into account, and I acknowledge that adequate car parking provision could be made and that the development would not directly harm neighbouring living conditions. I also consider the rear single storey proposal to be acceptable, apart from when it extends to the boundary with Chandos Road.
11. I note the appellant's objective of making productive use of what is described as largely unused land to the side of the house. However, in the light of my conclusions on the main issue, this would come at an unacceptable price in visual and amenity terms.
12. No other matter raised in the representations is of such strength or significance as to outweigh the considerations that led me to my conclusions.

G Powys Jones

INSPECTOR

Appendix 5

Amended Plans 9 January 2019



01895 831 103
info@dusek.co.uk
www.dusek.co.uk

print history: Wednesday, 9 January, 2019 10:28:14

Appendix 6

Amended Plans 30 January 3019

NOTES

1. All dimensions are to be checked on site prior to the commencement of work and any discrepancy is to be reported to the construction manager before construction.

2. All work is to comply with current Building Regulations and allied legislation.

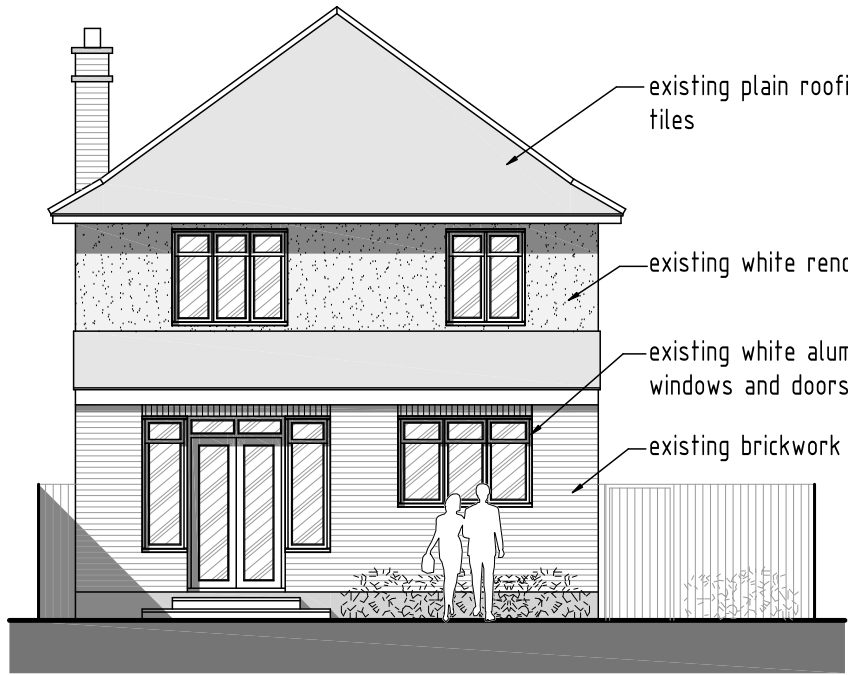
3. All contractors and sub-contractors must ensure that they have the latest issue of this drawing and details before the commencement of work on site.

4. All materials are to be used and installed in strict compliance with the relevant manufacturers' instructions and recommendations.

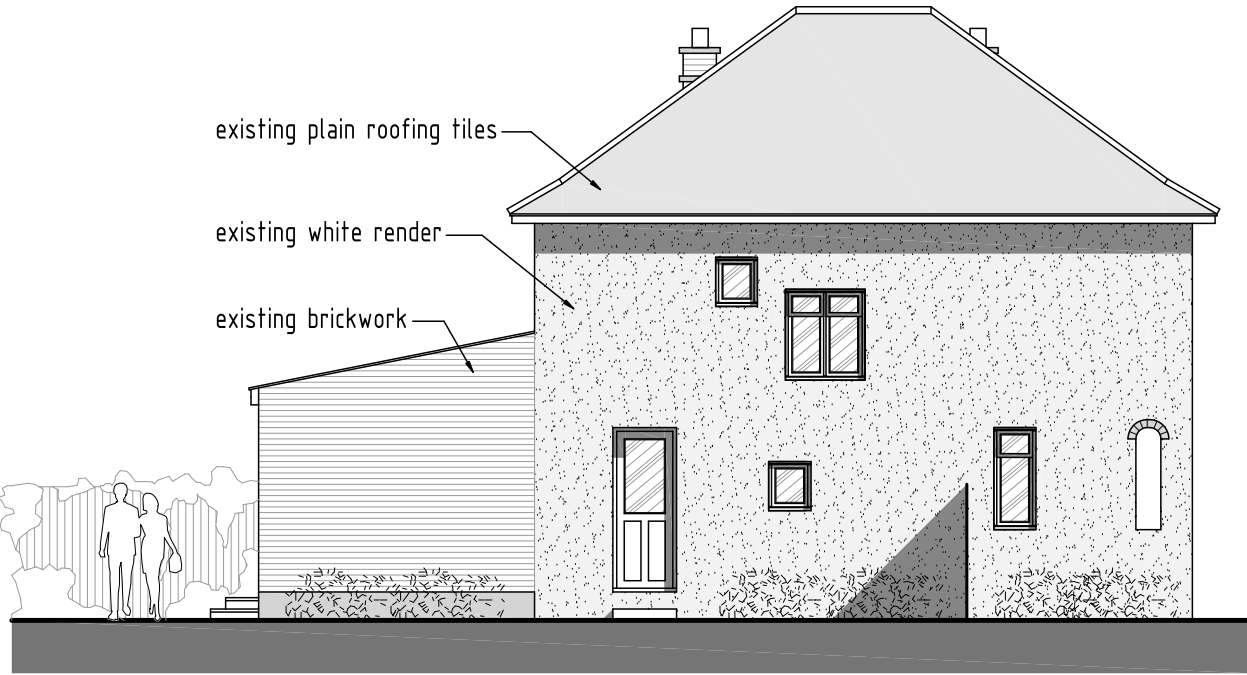
5. All works on site, managed and implemented as a result of the design indicated on this drawing, are to be given full consideration for compliance with the Health and Safety CDM Regulations in respect of design and implementation on site and no works are to be undertaken if it is considered that compliance with the Building Regulations cannot be achieved.

6. All dimensions shown in millimetres.

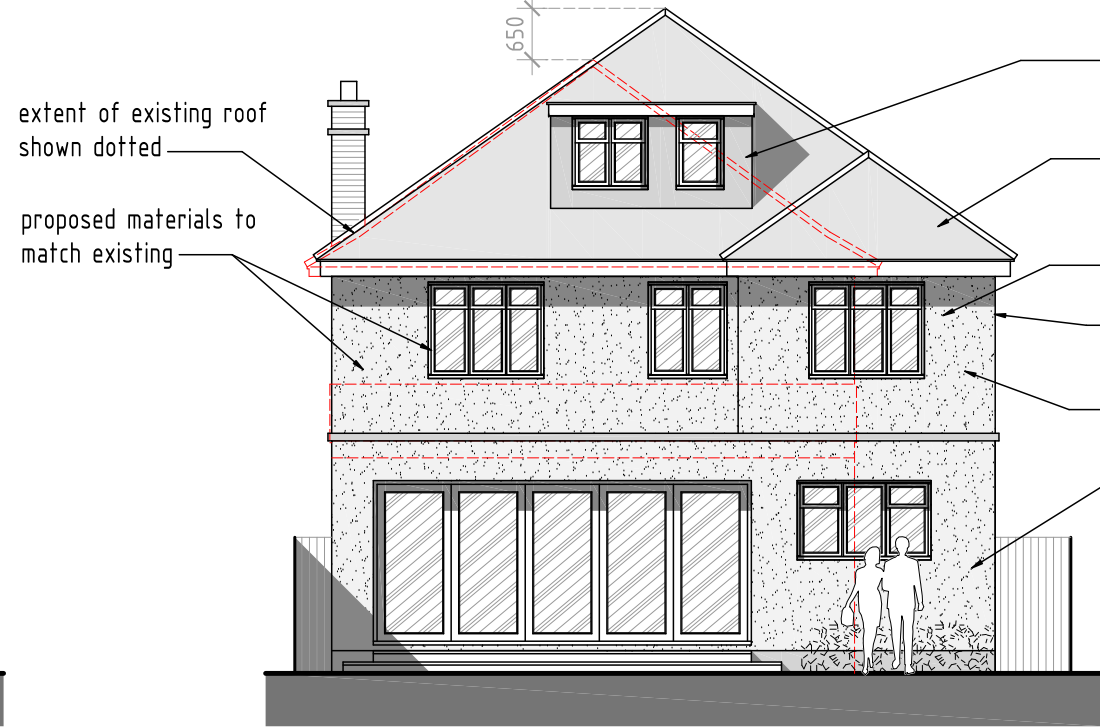
7. Footprint of buildings shown at 10m above ground level.



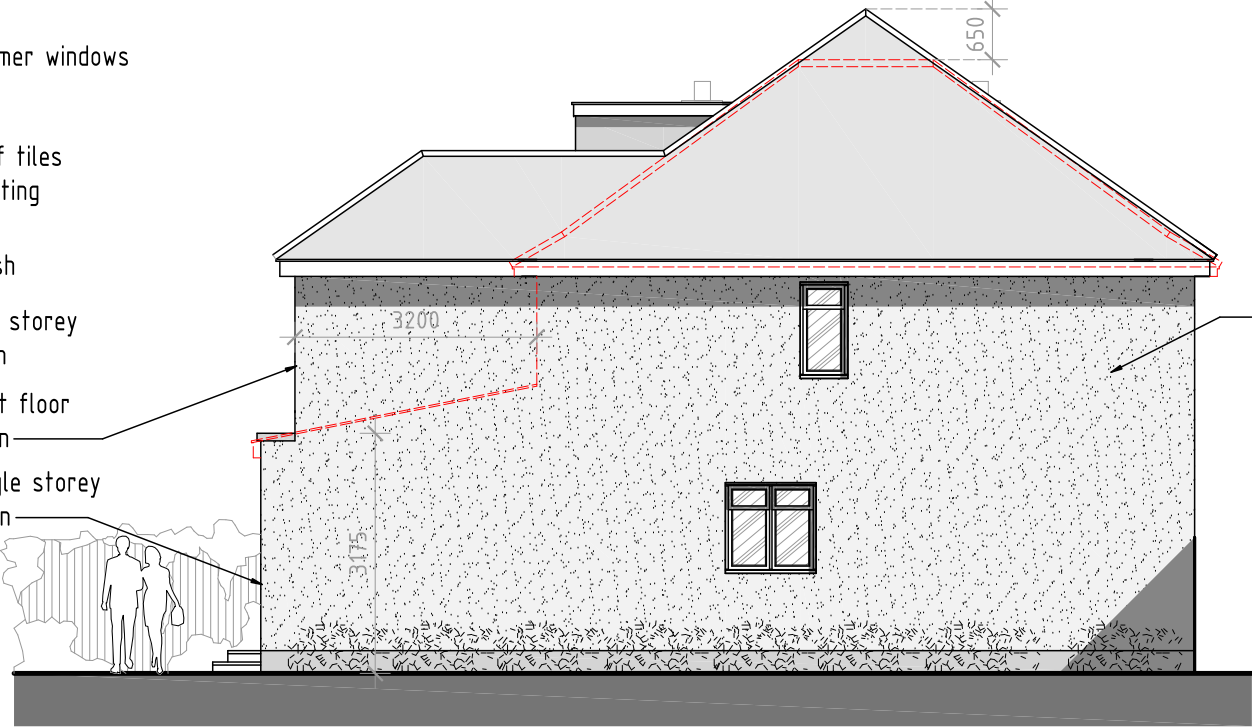
EXISTING REAR ELEVATION - 1:100



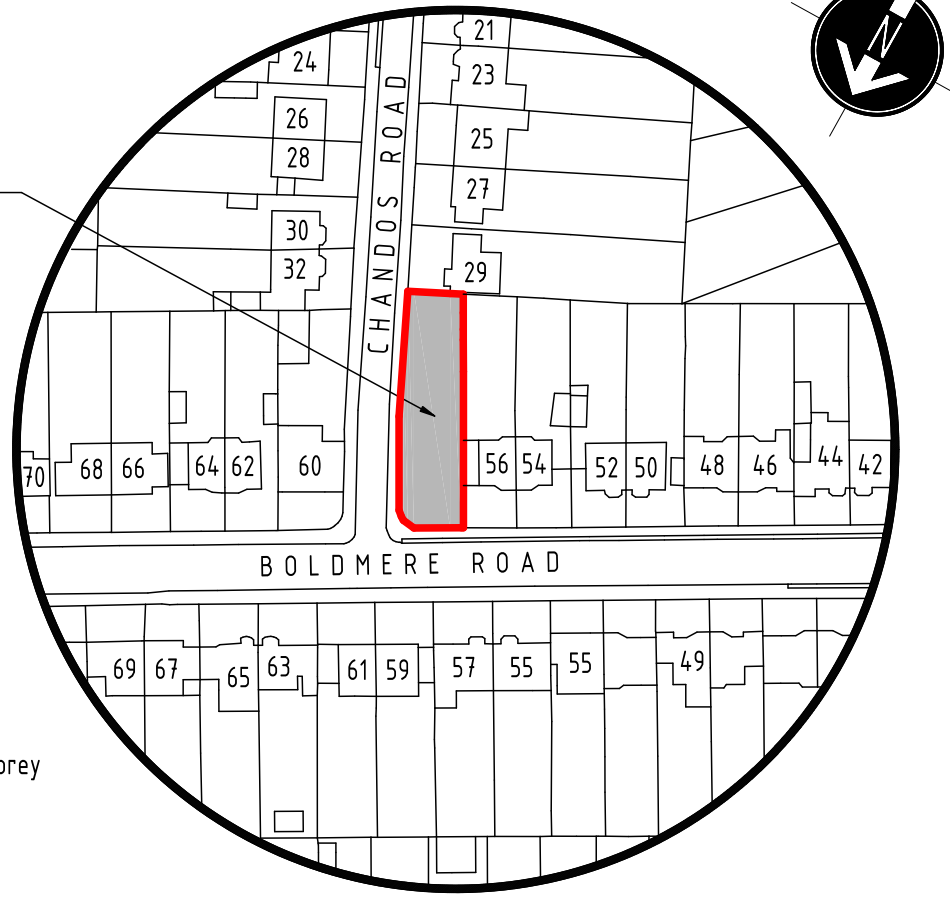
EXISTING SIDE ELEVATION - 1:100



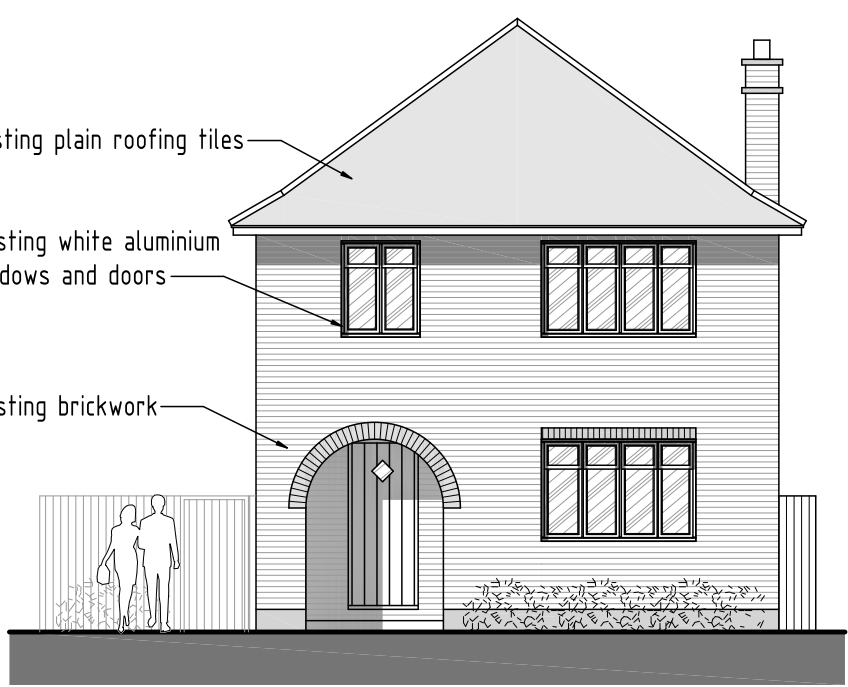
PROPOSED REAR ELEVATION - 1:100



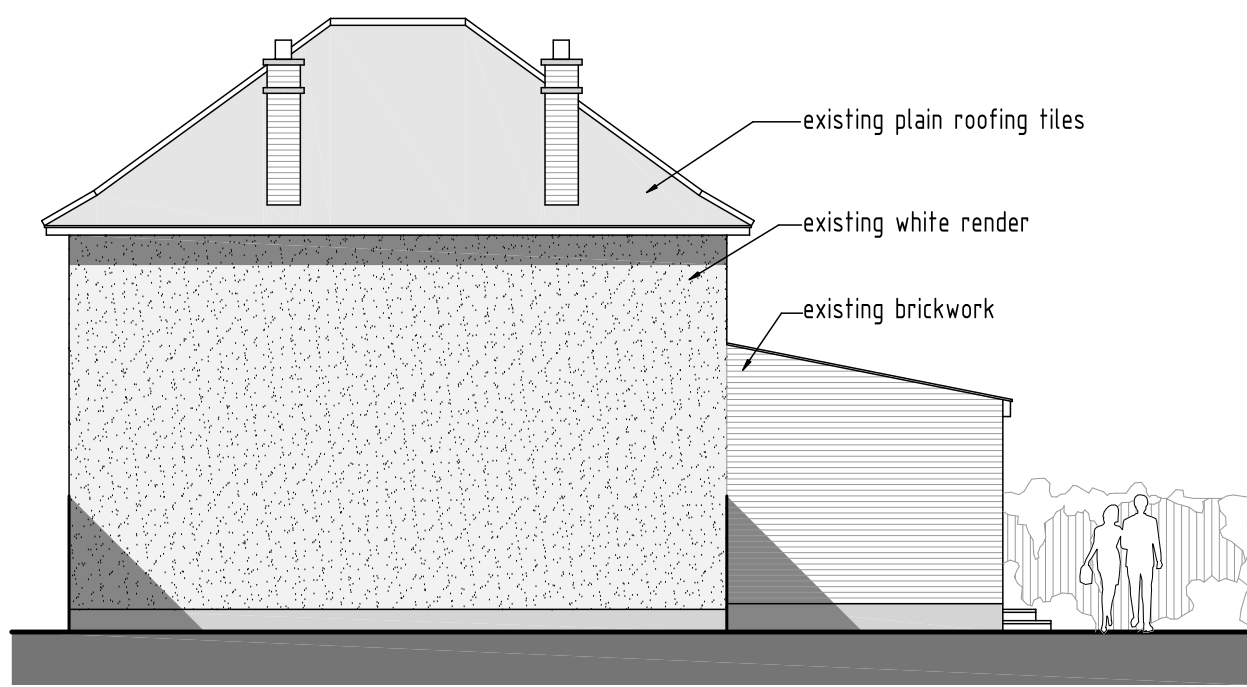
PROPOSED SIDE ELEVATION - 1:100



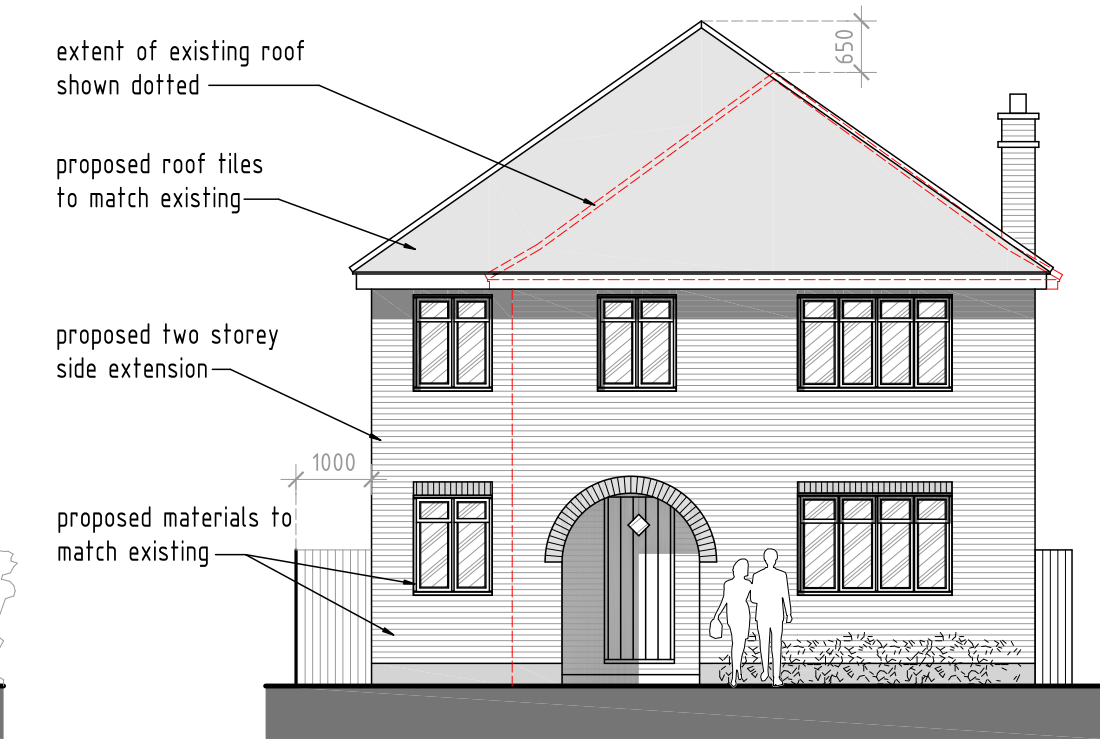
LOCATION PLAN - 1:1250



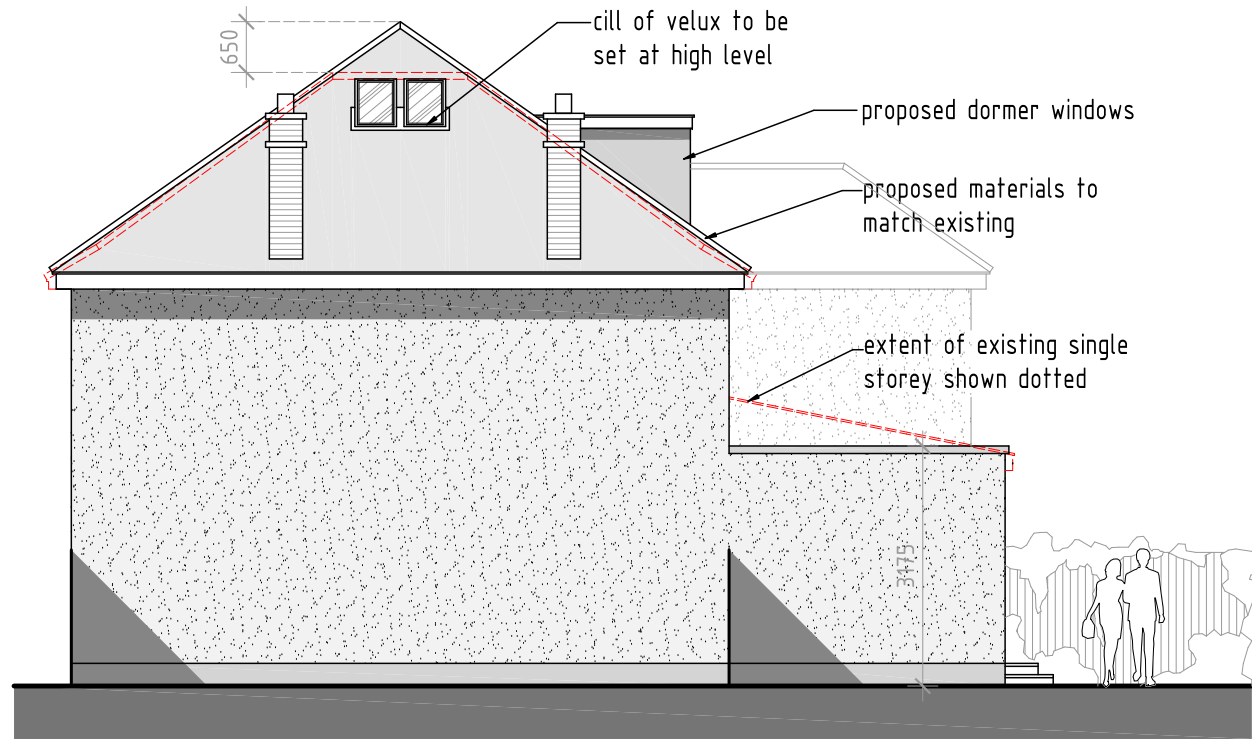
EXISTING FRONT ELEVATION - 1:100



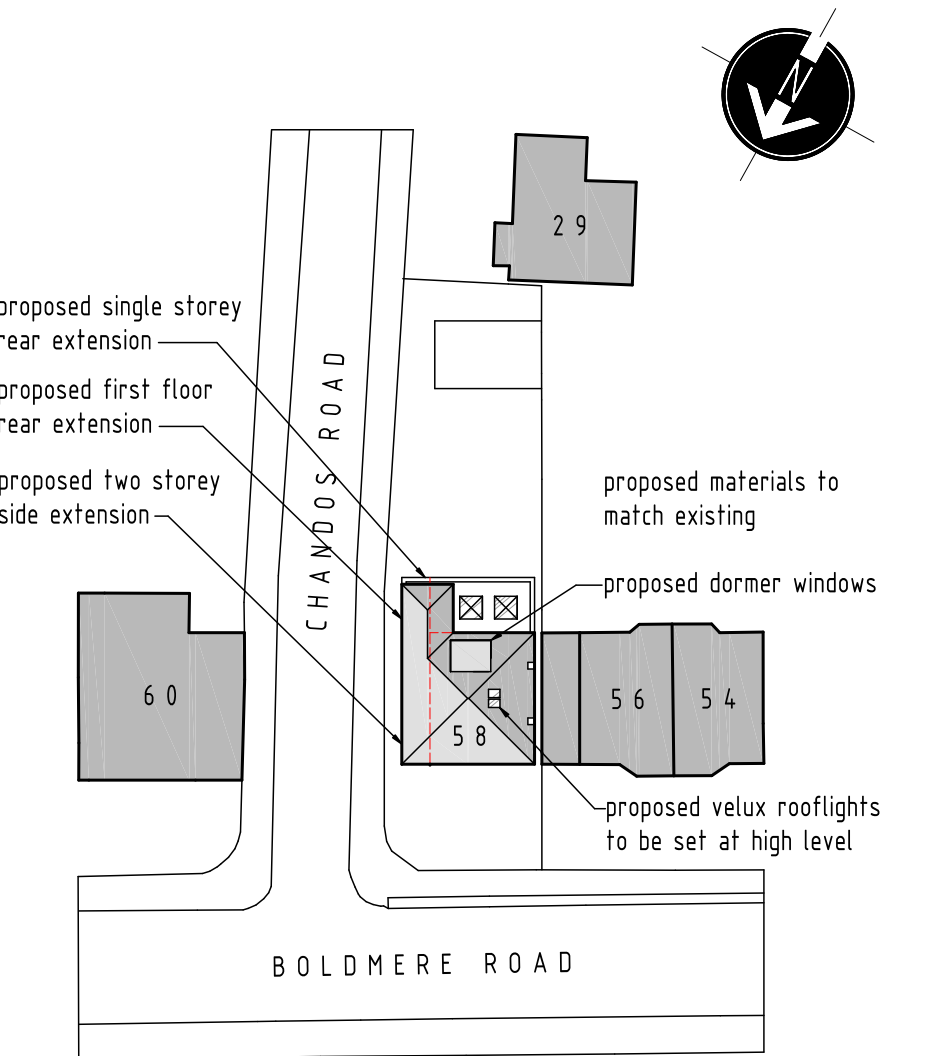
EXISTING SIDE ELEVATION - 1:100



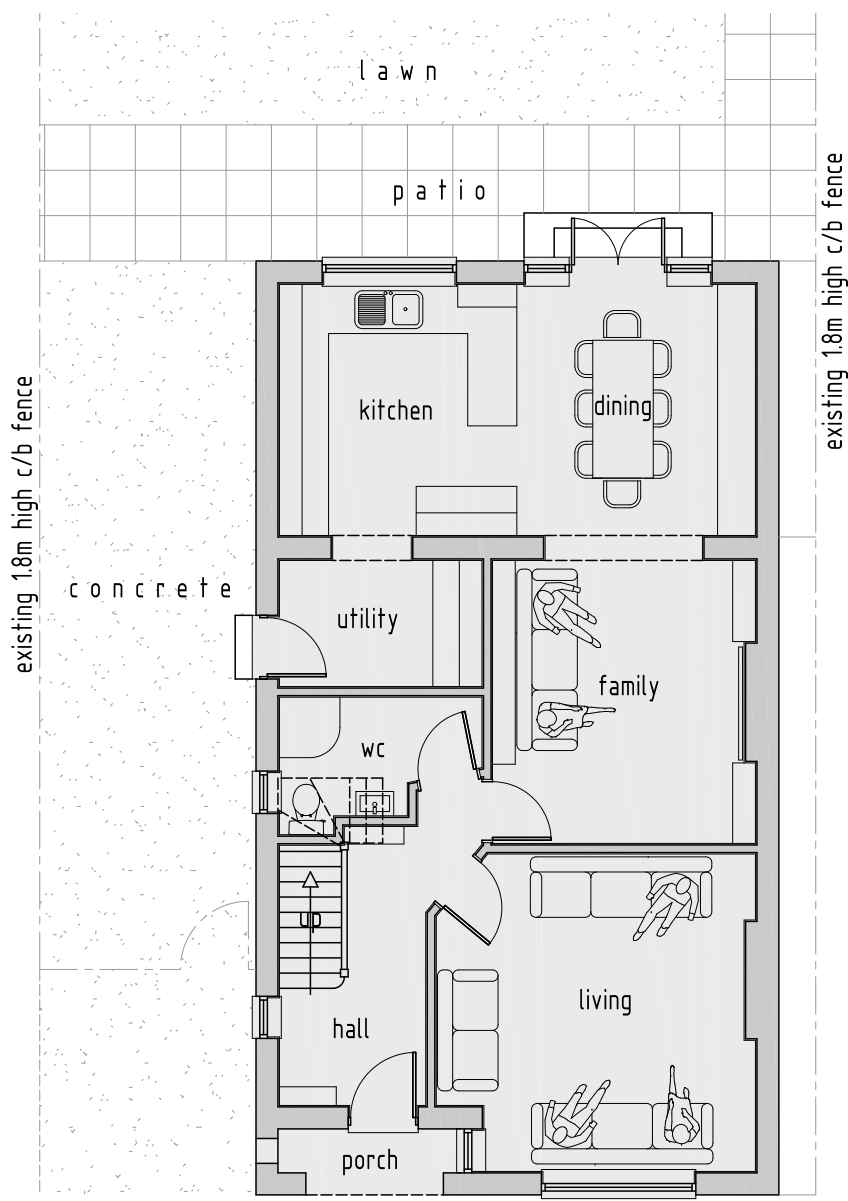
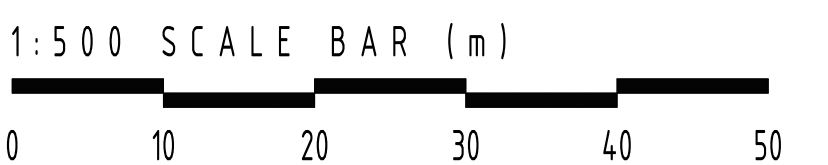
PROPOSED FRONT ELEVATION - 1:100



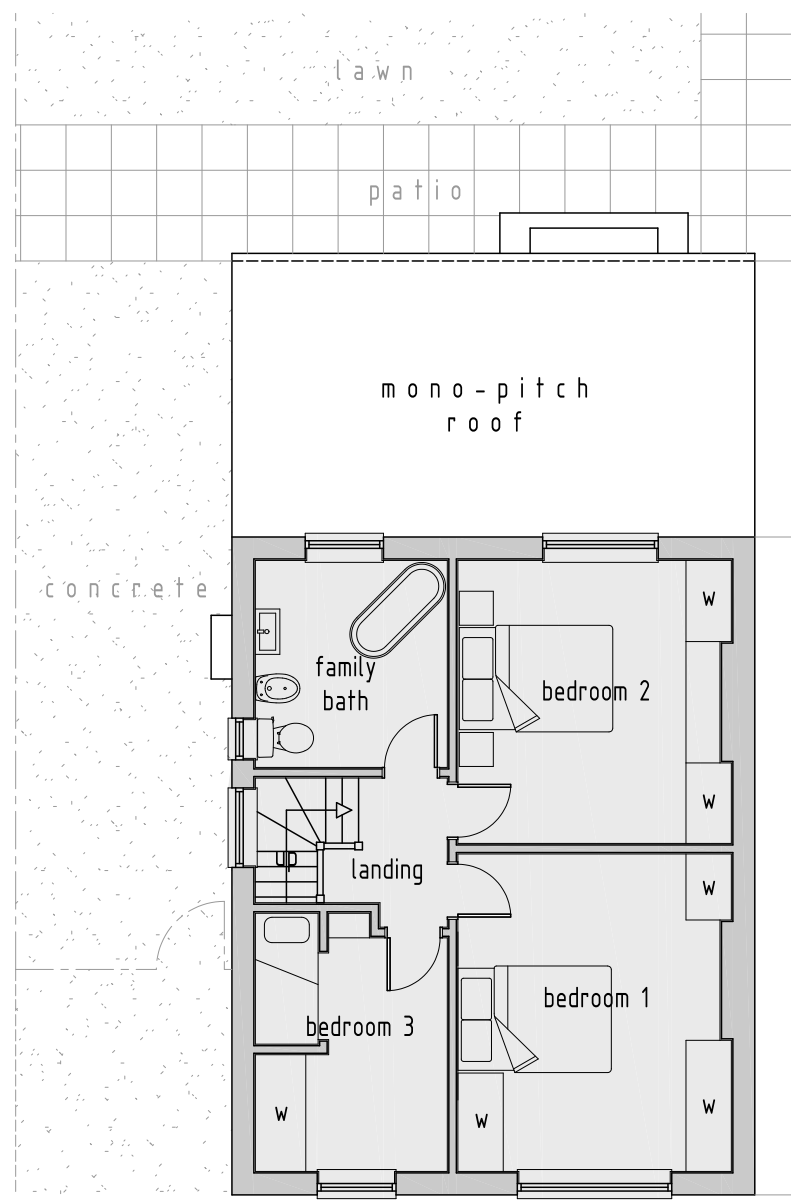
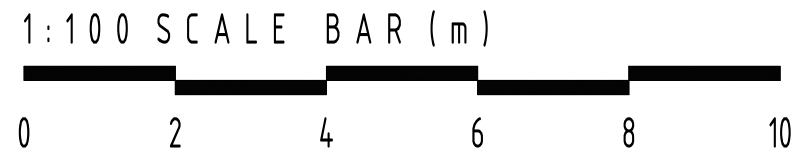
PROPOSED SIDE ELEVATION - 1:100



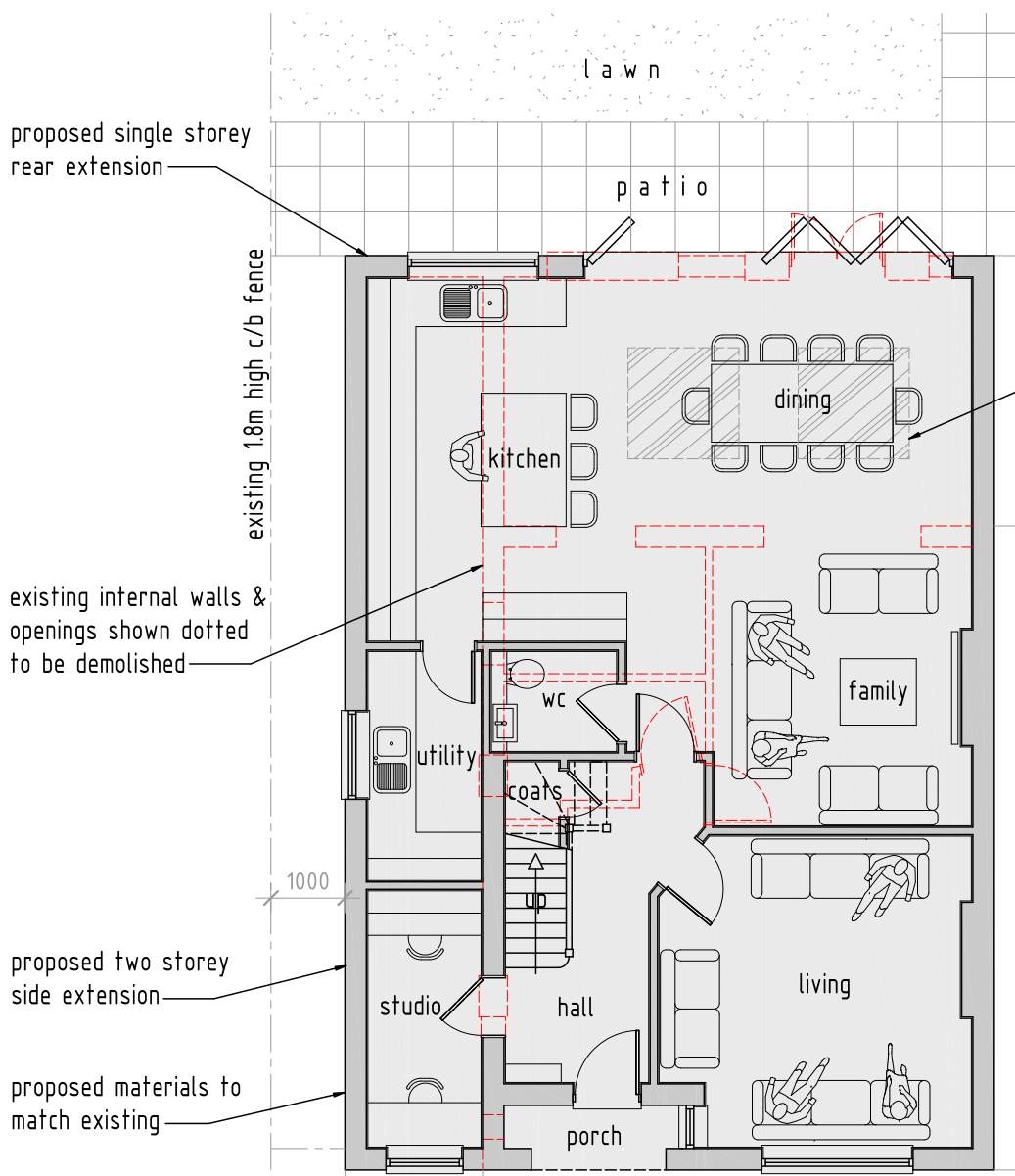
SITE LAYOUT PLAN - 1:500



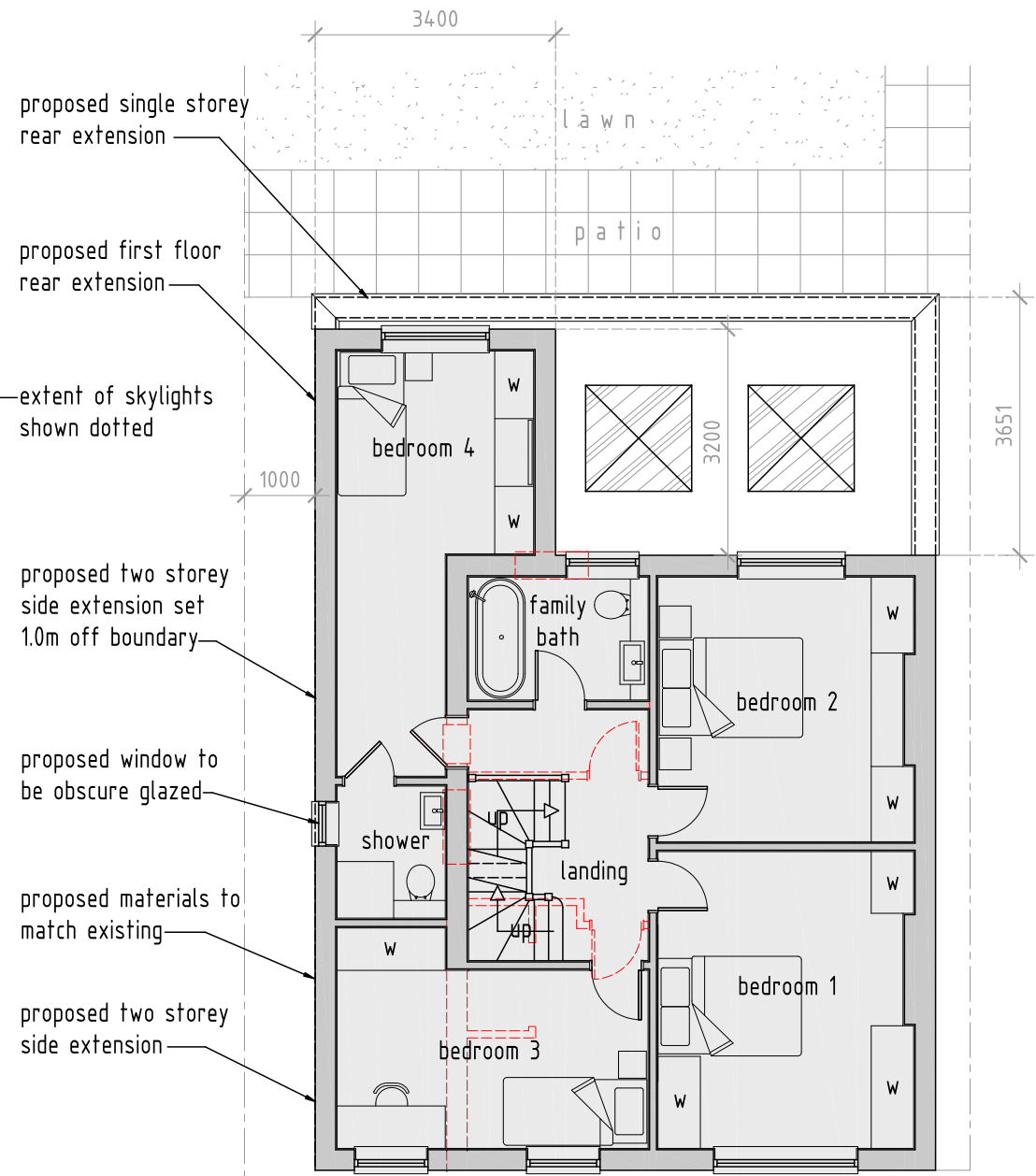
EXISTING GROUND FLOOR PLAN - 1:100



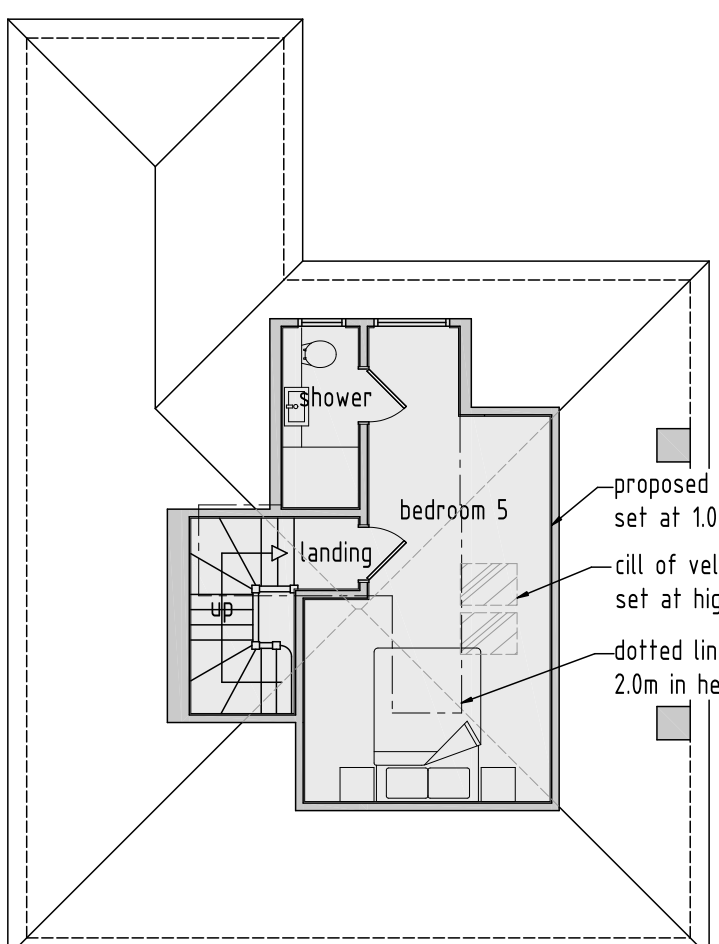
EXISTING FIRST FLOOR PLAN - 1:100



PROPOSED GROUND FLOOR PLAN - 1:100



PROPOSED FIRST FLOOR PLAN - 1:100



PROPOSED ROOF AREA PLAN - 1:100

B	23/11/2019	Council comments added
A	09/01/2019	Council comments added
rev:	date:	description:
scale:	1:100	A1 date: 23/11/2018
drawing no:	1015 / P2 / 1 ^B	drawn: FJ
drawing:	EXISTING & PROPOSED FLOOR PLANS, ELEVATIONS, SITE PLAN & LOCATION PLAN	
project:	LAND AT 58 BOLDMERE ROAD, PINNER, MIDDLESEX, HA5 1PS	
client:	MR & MRS KAVANAGH	



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Appendix 7

Officers Report 49427/APP/2018/4143

DELEGATED HOUSEHOLDER DECISION

- Please select each of the categories that enables this application to be determined under delegated powers
 - Criteria 1 to 5 or criteria 7 to 9 must be addressed for all categories of application, except for applications for Certificates of Lawfulness, etc.

APPROVAL RECOMMENDED: GENERAL

Select Option

- | | |
|--|--------------------------|
| 1. No valid planning application objection in the form of a petition of 20 or more signatures, has been received | ☐ |
| 2. Application complies with all relevant planning policies and is acceptable on planning grounds | ☐ |
| 3. There is no Committee resolution for the enforcement action | ☐ |
| 4. There is no effect on listed buildings or their settings | ☐ |
| 5. The site is not in the Green Belt (but see 11 below) | ☐ |

REFUSAL RECOMMENDED: GENERAL

- | | |
|--|--------------------------|
| 6. Application is contrary to relevant planning policies/standards | ☐ |
| 7. No petition of 20 or more signatures has been received | ☐ |
| 8. Application has not been supported independently by a person/s | ☐ |
| 9. The site is not in Green Belt (but see 11 below) | ☐ |

RESIDENTIAL DEVELOPMENT

- | | |
|--|--------------------------|
| 10. Single dwelling or less than 10 dwelling units and/or a site of less than 0.5 ha | ☐ |
| 11. Householder application in the Green Belt | ☐ |

COMMERCIAL, INDUSTRIAL AND RETAIL DEVELOPMENT

- | | |
|--|--------------------------|
| 12. Change of use of retail units on site less than 1 ha or with less than 1000 sq m other than a change involving a loss of A1 uses | ☐ |
| 13. Refusal of change of use from retail class A1 to any other use | ☐ |
| 14. Change of use of industrial units on site less than 1 ha or with less than 1000sq.m. of floor space other than to a retail use. | ☐ |

CERTIFICATE OF LAWFULNESS

- | | |
|---|--------------------------|
| 15. Certificate of Lawfulness (for proposed use or Development) | ☐ |
| 16. Certificate of Lawfulness (for existing use or Development) | ☐ |
| 17. Certificate of Appropriate Alternative Development | ☐ |

CERTIFICATE OF LAWFULNESS

- | | |
|---|--------------------------|
| 18. ADVERTISEMENT CONSENT (excluding Hoardings) | ☐ |
| 19. PRIOR APPROVAL APPLICATION | ☐ |
| 20. OUT-OF-BOROUGH OBSERVATIONS | ☐ |
| 21. CIRCULAR 18/84 APPLICATION | ☐ |
| 22. CORPSEWOOD COVENANT APPLICATION | ☐ |
| 23. APPROVAL OF DETAILS | ☐ |
| 24. ANCILLARY PLANNING AGREEMENT (S.106 or S.278) where Heads of Terms have already received Committee approval | ☐ |
| 25. WORKS TO TREES | ☐ |
| 26. OTHER (please specify) | ☐ |

The delegation powers schedule has been checked. Director of Residents Services can determine this application.

Case Officer

Signature:

Date:

A delegated decision is appropriate and the recommendation, conditions/reasons for refusal and informatives are satisfactory.

Team Manager:

Signature:

Date:

The decision notice for this application can be issued.

Director / Member of Senior Management Team:

Signature:

Date:

NONE OF THE ABOVE DATES SHOULD BE USED IN THE PS2 RETURNS TO THE ODPM

Item No. **Report of the Head of Planning, Transportation and Regeneration**

Address 58 BOLDMERE ROAD EASTCOTE

Development: Part two storey, part single storey side/rear extension, raising of ridge and conversion of roof space to habitable use to include a rear dormer and 2 side roof lights

LBH Ref Nos: **49427/APP/2019/1618**

Drawing Nos: 1015/P2/1B

Date Plans Received: 14/05/2019 **Date(s) of Amendment(s):**

Date Application Valid: 14/05/2019

1. CONSIDERATIONS

1.1 Site and Locality

The application relates to a two storey, detached dwelling house located to the South of Boldmere Road. The brick, render and tile dwelling is set back from the road by 7 metres of soft landscaping. To the rear of the dwelling lies a garden area and a garage which acts as private amenity space and off street parking.

The application site is located on a prominent corner plot located on the junction with Boldmere Road and Chandos Road. It shares a side boundary with No.56 Boldmere Road to the West to the rear lies the side boundary of No.29 Chandos Road.

Boldmere Road consists of a variety of semi-detached and detached dwellings of differing designs. The area is residential in character in character and appearance and the site lies within the Developed Area as identified within the Hillingdon Local Plan: Part Two - Saved UDP Policies (November 2012).

1.2 Proposed Scheme

The application seeks planning permission for the erection of two storey side extension, part two storey, part single storey rear extension and raising of ridge and conversion of roofspace to habitable use to include a rear dormer and 2 side rooflights.

The side extension would project to the side by 1.86 metres. It would be built flush with the front elevation and would span for a depth of 12.5 metres wrapping around into a rear extension. At ground floor would project to the rear of the property by 3.651 and would be attached to the existing rear extension. At first floor it would have a depth of 3.2 metres and would have a width of 3.4 metres.

The ridge of the roof would be raised by 6.5 metres and a dormer would be installed within the rear roof plane. The dormer would have a width of 2.7 metres, a depth of 2 metres and would be characterised by a flat roof with a height of 1.4 metres.

1.3 Relevant Planning History

49427/A/94/1538 58 Boldmere Road Eastcote
Erection of a single-storey rear extension

Decision Date: 07-11-1994 Approved

49427/APP/2018/4143 58 Boldmere Road Eastcote

Part two storey, part single storey side/rear extension, raising of ridge and conversion of roof space to habitable use to include a rear dormer and 2 side roof lights

Decision Date: 04-02-2019 Refused

49427/APP/2018/731 58 Boldmere Road Eastcote

Single storey side/rear extension, first floor side extension, raising of ridge and conversion of roof space to habitable use to include a rear dormer and 3 front roof lights.

Decision Date: 25-04-2018 Refused

Comment on Planning History

This is a resubmission of 49427/APP/2018/4143 which was refused on 04/02/2019. The attached cover letter with the submission explains that there are no amendments to the refusal, however, the appeal deadline was missed and so a new application is required.

Prior to the previous application, one for a two storey side/rear extension and raising and enlargement of roof was refused on 25/04/2018 (ref: 49427/APP/2018/731). It was considered that the roof extension would fail to harmonise with the existing dwelling house, street scene and surrounding area. In addition, it was considered that the two storey side extension would have resulted in the closing of an important gap characteristic to the area resulting in a cramped appearance.

This application was subsequently dismissed at appeal. The Planning Inspector agreed that the two storey side extension would further close the gap and erode the remaining spaciousness at the junction and would lead to a cramped and congested appearance. They also agreed that the extension would completely alter the roofs appearance to its detriment.

2. Advertisement and Site Notice

2.1 Advertisement Expiry Date:- Not applicable

2.2 Site Notice Expiry Date:- Not applicable

3. Comments on Public Consultations

Six neighbouring properties and the Residents Association were notified of the proposal on 17/05/2019. A site notice was also displayed which expired on 13/06/2019.

No responses were received.

4. UDP / LDF Designation and London Plan

The following UDP Policies are considered relevant to the application:-

Part 1 Policies:

PT1.BE1 (2012) Built Environment

Part 2 Policies:

BE13 New development must harmonise with the existing street scene.

BE15	Alterations and extensions to existing buildings
BE19	New development must improve or complement the character of the area.
BE20	Daylight and sunlight considerations.
BE21	Siting, bulk and proximity of new buildings/extensions.
BE22	Residential extensions/buildings of two or more storeys.
BE23	Requires the provision of adequate amenity space.
BE24	Requires new development to ensure adequate levels of privacy to neighbours.
AM14	New development and car parking standards.
DMHD 1	Alterations and Extensions to Residential Dwellings
HDAS-EXT	Residential Extensions, Hillingdon Design & Access Statement, Supplementary Planning Document, adopted December 2008
LPP 3.5	(2016) Quality and design of housing developments

5. MAIN PLANNING ISSUES

The main planning issues for consideration in determining this application relate to the effect of the proposal on the character and appearance of the original dwelling house, the impact of the visual amenities of the street scene, the impact on the amenities of the adjoining occupiers, provision of residential amenity space and the provision of parking.

Policy BE13 of the Hillingdon Local Plan: Part Two - Saved UDP Policies (November 2012) states that development will not be permitted if the layout and appearance fails to harmonise with the existing street scene. Policy BE15 states extensions to existing buildings will be permitted where they harmonise with the scale, form, architectural composition and proportions of the original building. Policy BE19 states that the Local Planning Authority will seek to ensure new development within residential areas complements or improves the amenity and character of the area. Policy BE22 states that residential extensions of two or more storeys in height should be set back a minimum of 1 metre from the side boundary of the property for the full height of the building.

Section 3 of the Hillingdon Design and Accessibility Statement: Residential Extensions (HDAS) states that single storey rear extensions on detached dwellings should not exceed 4 metres in depth and 3 metres in height if a flat roof is proposed. Section 6 adds that first floor rear extensions should be set down by 0.5 metres from the ridge. Section 5 states that two storey side extensions should not exceed two thirds of the width of the original dwelling house and for detached properties there is no requirement for a set back from the front and set down from the ridge. The side extension should be located 1 metre from the side boundary of the property and return building lines should not be breached. Section 7 states that the more visible a roof, the more important that any proposed dormer should be well designed. It is important that dormers appear secondary to the size of the roof face and not create an appearance of a flat roofed third storey. Dormers located on detached properties should be set in from all roof edges by 1 metre.

At ground floor the rear extension would have a depth of 3.651 metres to match the existing extension. The proposed and existing ground floor extension would benefit from a flat roof with maximum height of 3.175 metres which would exceed HDAS recommendations. However, due to the limited depth it is considered that the additional height would be acceptable and it would appear subordinate. The first floor rear extension would have a depth of 3.2 metres and would be set down from the ridge by 1.8 metres which complies with HDAS recommendations.

The side extension would have a width of 1.86 metres which would be approximately a quarter of the width of the original dwelling. The extension would be flush with the front elevation. The extension would be set in from boundary line by 1 metre in compliance with HDAS. However, although the extension would not result in the appearance of terracing, it is considered that its location on a corner plot would result in the loss of a visually open gap which is important within the heavily built up area.

The application site represents a very prominent corner plot. The front and side of the property can be easily viewed from Boldmere Road and Chandos Road. The rear of the property is very conspicuous when driving down Chandos Road towards its junction with Boldmere Road.

It is acknowledged that No 60 Boldmere Road includes a two storey side extension which has been built in close proximity to the pavement. However, this was granted permission in 1987, well before the adoption of the Council's current policies and standards. However, it is clear that the frontages on Chandos Road and the space to the side of the application property provide a prevailing uniformity of space between and around the properties and in the main most of the buildings follow a common building line. These positive attributes add distinctive character to the locality.

In this particular case, the two storey side extension would unacceptably break the aforementioned building line to a greater extent than it does even now. Such development, which would be positioned close to the boundary with the pavement, would appear dominant and intrusive in the street-scene and would detract from the sense of open space which exists between the dwellings and the highway on this part of Chandos Road. The existence of the two storey side extension at No 60 is not considered to set a precedent for granting this proposal, which was agreed with by the Planning Inspector when reviewing the previous appeal. Indeed, if the proposal were to be granted it would have the effect of creating a visual pinch point when driving into Chandos Road. This would be an unacceptable impact detracting from the prevailing sense of open space that exists between the highway and most of the existing properties.

The height of the side extension would exceed the height of the existing ridge, however it would form part of the enlargement of the roof aspect of this proposal. The roof would be raised by 0.65 metres to a maximum height of 8.8 metres. The neighbouring semi-detached properties at Nos.54 and 56 Boldmere Road benefit from a higher ridge height than the existing application property and so it is considered that the raising of the ridge would allow No.58 to be of a similar height to these neighbouring properties and so it would not appear out of keeping with the street scene. The proposed dormer would be located centrally within the roof plane and would be located 1 metre from the eaves and over 1 metre from the sides and new ridge. It is considered that it would appear subordinate within the roof plane and would not create the appearance of a flat roofed third storey.

Subsequently, it is considered that by reason of the size, bulk, design and siting of the proposed two storey side extension the proposal would result in the closing of a visually open gap which would have a detrimental impact on the existing dwelling house and on the visual amenities of the street scene and surrounding area. Therefore, the proposal would fail to comply with Policies BE13, BE15 and BE19 of the Hillingdon Local Plan: Part Two - Saved UDP Policies (November 2012).

Policy BE20 of the Hillingdon Local Plan: Part Two - Saved UDP Policies (November 2012) states that buildings should be laid out so that adequate daylight and sunlight can penetrate into and between them and the amenities of existing houses are safeguarded.

Policy BE21 states that permission will not be granted for new buildings or extensions which, by reason of their siting, bulk and proximity would result in significant loss of residential amenity. Policy BE24 seeks to protect the privacy of the occupiers of the application site and surrounding properties.

The rear extension would be located 0.5 metres from the shared boundary with No.56 Boldmere Road, however, the extension would not exceed the depth of the existing extension and the maximum height would be reduced. The first floor extension would be located 5.9 metres from the shared boundary line and would not intersect the 45 degree horizontal line and the dormer would not project to the rear of the existing roof plane. It is considered that No.60 Boldmere Road and No.26 Chandos Road are located a sufficient distance away to ensure that the extension would not have a detrimental impact on these neighbouring properties. Two side windows would be installed facing Chandos Road, however, both serve non-habitable rooms bathrooms and so a condition could be added to ensure that these are obscure glazed. The first floor rear extension would benefit from a new window facing No.26 Chandos Road, however this would overlook the flank wall and front garden of the property. Subsequently, it is considered that the proposal would not have a detrimental impact on any neighbouring property in terms of loss of light, loss of outlook, loss of privacy and sense of dominance and therefore would comply with Policies BE20, BE21 and BE24 of the Hillingdon Local Plan: Part Two - Saved UDP Policies (November 2012).

It is considered that all proposed habitable rooms and those altered by the development would have adequate outlook and natural light. Therefore, the proposal would comply with Policies BE20 of the Hillingdon Local Plan: Part Two - Saved UDP Policies (November 2012) and Policy 3.5 of the London Plan (2016).

Following development over 100 square metres of private amenity space would be retained. As such, the proposal would comply with Policy BE23 of the Hillingdon Local Plan: Part Two - Saved UDP Policies (November 2012).

The parking would not be impacted by the proposal.

The application is recommended for refusal.

6. RECOMMENDATION

REFUSAL for the following reasons:

1 NON2 Non Standard reason for refusal

The proposed two storey side extension, by reason of its size, scale, bulk, depth, height, proximity to the side boundary and projection forward of the return building line along Chandos Road, in this open prominent position, would result in the closing of an important gap characteristic to the area, resulting in a cramped appearance. The proposal would therefore represent an overdevelopment of the site to the detriment of the visual amenities of the street scene and the character and appearance of the surrounding area. The proposed development is therefore contrary to Policy BE1 of the Hillingdon Local Plan: Part One - Strategic Policies (November 2012), Policies BE13, BE15 and BE19 of the Hillingdon Local Plan: Part Two - Saved UDP Policies (November 2012) and the Council's adopted Supplementary Planning Document HDAS: Residential Extensions.

INFORMATIVES

1 On this decision notice policies from the Councils Local Plan: Part 1 - Strategic

Policies appear first, then relevant saved policies (referred to as policies from the Hillingdon Unitary Development Plan - Saved Policies September 2007), then London Plan Policies (2016). On the 8th November 2012 Hillingdon's Full Council agreed the adoption of the Councils Local Plan: Part 1 - Strategic Policies. Appendix 5 of this explains which saved policies from the old Unitary Development (which was subject to a direction from Secretary of State in September 2007 agreeing that the policies were 'saved') still apply for development control decisions.

- 2 In dealing with the application the Council has implemented the requirement in the National Planning Policy Framework to work with the applicant in a positive and proactive way. We have made available detailed advice in the form of our statutory policies from the 'Saved' UDP 2007, Local Plan Part 1, Supplementary Planning Documents, Planning Briefs and other informal written guidance, as well as offering a full pre-application advice service. We have however been unable to seek solutions to problems arising from the application as the principal of the proposal is clearly contrary to our statutory policies and negotiation could not overcome the reasons for refusal.

Standard Informatives

- 1 The decision to REFUSE planning permission has been taken having regard to all relevant planning legislation, regulations, guidance, circulars and Council policies, including The Human Rights Act (1998) (HRA 1998) which makes it unlawful for the Council to act incompatibly with Convention rights, specifically Article 6 (right to a fair hearing); Article 8 (right to respect for private and family life); Article 1 of the First Protocol (protection of property) and Article 14 (prohibition of discrimination).
- 2 The decision to REFUSE planning permission has been taken having regard to the policies and proposals in the Hillingdon Unitary Development Plan Saved Policies (September 2007) as incorporated into the Hillingdon Local Plan (2012) set out below, including Supplementary Planning Guidance, and to all relevant material considerations, including The London Plan - The spatial development strategy for London consolidated with alterations since 2011 (2016) and national guidance.

Part 1 Policies:

PT1.BE1 (2012) Built Environment

Part 2 Policies:

BE13	New development must harmonise with the existing street scene.
BE15	Alterations and extensions to existing buildings
BE19	New development must improve or complement the character of the area.
BE20	Daylight and sunlight considerations.
BE21	Siting, bulk and proximity of new buildings/extensions.
BE22	Residential extensions/buildings of two or more storeys.

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HDAS-EXT	Residential Extensions, Hillingdon Design & Access Statement, Supplementary Planning Document, adopted December 2008
LPP 3.5	(2016) Quality and design of housing developments

Contact Officer: Charlotte Spencer

Telephone No: 01895 250230

Appendix 8

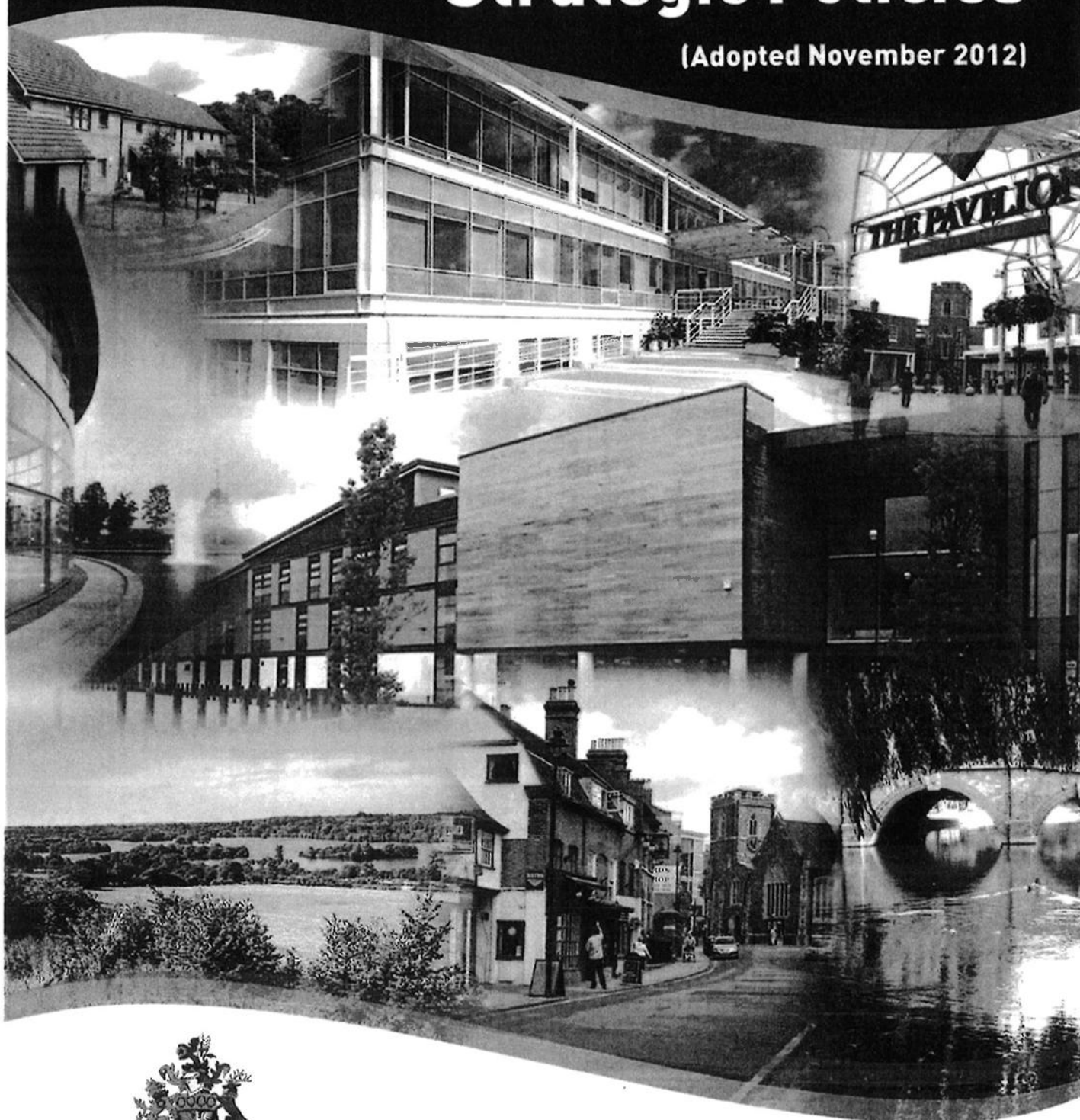
Relevant Extracts of Local Plan: Part 1 Strategic Policies

A VISION FOR 2026

Local Plan: Part 1

Strategic Policies

(Adopted November 2012)



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Policy BE1: Built Environment

The Council will require all new development to improve and maintain the quality of the built environment in order to create successful and sustainable neighbourhoods, where people enjoy living and working and that serve the long-term needs of all residents. All new developments should:

1. Achieve a high quality of design in all new buildings, alterations, extensions and the public realm which enhances the local distinctiveness of the area, contributes to community cohesion and a sense of place;
2. Be designed to be appropriate to the identity and context of Hillingdon's buildings, townscapes, landscapes and views, and make a positive contribution to the local area in terms of layout, form, scale and materials and seek to protect the amenity of surrounding land and buildings, particularly residential properties;
3. Be designed to include "Lifetime Homes" principles so that they can be readily adapted to meet the needs of those with disabilities and the elderly, 10% of these should be wheelchair accessible or easily adaptable to wheelchair accessibility encouraging places of work and leisure, streets, neighbourhoods, parks and open spaces to be designed to meet the needs of the community at all stages of people's lives;
4. In the case of 10 dwellings or over, achieve a satisfactory assessment rating in terms of the latest Building for Life standards (as amended or replaced from time to time);
5. Improve areas of poorer environmental quality, including within the areas of relative disadvantage of Hayes, Yiewsley and West Drayton. All regeneration schemes should ensure that they are appropriate to their historic context, make use of heritage assets and reinforce their significance;
6. Incorporate a clear network of routes that are easy to understand, inclusive, safe, secure and connect positively with interchanges, public transport, community facilities and services;
7. Improve the quality of the public realm and provide for public and private spaces that are attractive, safe, functional, diverse, sustainable, accessible to all, respect the local character and landscape, integrate with the development, enhance and protect biodiversity through the inclusion of living walls, roofs and areas for wildlife, encourage physical activity and where appropriate introduce public art;
8. Create safe and secure environments that reduce crime and fear of crime, anti-social behaviour and risks from fire and arson having regard to Secure by Design standards and address resilience to terrorism in major development proposals;
9. Not result in the inappropriate development of gardens and green spaces that erode the character and biodiversity of suburban areas and increase the risk of flooding through the loss of permeable areas;

10. Maximise the opportunities for all new homes to contribute to tackling and adapting to climate change and reducing emissions of local air quality pollutants. The Council will require all new development to achieve reductions in carbon dioxide emission in line with the London Plan targets through energy efficient design and effective use of low and zero carbon technologies. Where the required reduction from on-site renewable energy is not feasible within major developments, contributions off-site will be sought. The Council will seek to merge a suite of sustainable design goals, such as the use of SUDS, water efficiency, lifetime homes, and energy efficiency into a requirement measured against the Code for Sustainable Homes and BREEAM. These will be set out within the Hillingdon Local Plan: Part 2- Development Management Policies Local Development Document (LDD). All developments should be designed to make the most efficient use of natural resources whilst safeguarding historic assets, their settings and local amenity and include sustainable design and construction techniques to increase the re-use and recycling of construction, demolition and excavation waste and reduce the amount disposed to landfill;
11. In the case of tall buildings, not adversely affect their surroundings including the local character, cause harm to the significance of heritage assets or impact on important views. Appropriate locations for tall buildings will be defined on a Character Study and may include parts of Uxbridge and Hayes subject to considering the Obstacle Limitation Surfaces for Heathrow Airport. Outside of Uxbridge and Hayes town centres, tall buildings will not be supported. The height of all buildings should be based upon an understanding of the local character and be appropriate to the positive qualities of the surrounding townscape.

Support will be given for proposals that are consistent with local strategies, guidelines, supplementary planning documents and Hillingdon Local Plan: Part 2- Development Management Policies.

Implementation of Policy BE1: how we will achieve this

This policy will be operated through the Council's and Hillingdon Partners development programmes in relation to both buildings and the public realm. The Council will:

- Identify in the Hillingdon Local Plan: Part 2- Site Specific Allocations LDD, Local Plan sites where redevelopment would provide an opportunity to improve the local environment;
- Adopt the Draft Public Realm SPD to ensure that all works within the public realm contribute to maintaining and improving the quality of the local environment;
- Produce a borough-wide Character Study to inform the parameters for appropriate residential and non-residential densities including defining inappropriate locations for tall buildings.

Appendix 9

Relevant Extracts of Local Plan Part 2: Saved Policies of the London Borough of Hillingdon UDP

London Borough of Hillingdon
Unitary Development Plan
(adopted 1998)
Saved Policies
27th September 2007



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BE13 DEVELOPMENT WILL NOT BE PERMITTED IF THE LAYOUT AND APPEARANCE FAIL TO HARMONISE WITH THE EXISTING STREET SCENE OR OTHER FEATURES OF THE AREA WHICH THE LOCAL PLANNING AUTHORITY CONSIDERS IT DESIRABLE TO RETAIN OR ENHANCE.

BE14 PERMISSION WILL NOT BE GRANTED FOR THE DEVELOPMENT OF SITES IN ISOLATION IF THE DESIGN FAILS TO SAFEGUARD THE SATISFACTORY RE-DEVELOPMENT OF ADJOINING SITES WHICH HAVE DEVELOPMENT POTENTIAL.

BE15 PROPOSALS FOR ALTERATIONS AND EXTENSIONS TO EXISTING BUILDINGS WILL BE PERMITTED WHERE THEY HARMONISE WITH THE SCALE, FORM, ARCHITECTURAL COMPOSITION AND PROPORTIONS OF THE ORIGINAL BUILDING.

5.16 In applying these policies the Local Planning Authority will seek to ensure that where appropriate streetscape features such as lighting, seats, walls, railings, paving and kerbing which contribute to the townscape qualities of the area are retained or provided. It will also seek to retain urban spaces, open areas, views and landmarks and use opportunities as they arise to reveal such features to public view. Other policies in this Plan require the provision of amenity space and landscaping, and pedestrian, parking, servicing and other facilities. The Local Planning Authority will seek to ensure that such facilities are so laid out and designed that they form an attractive setting for new development. It will normally permit developments which meet adopted planning and highway standards or which are capable of satisfactory extension to adjoining land likely to be developed.

5.17 Many of the houses built in the mid-1930's in the Gledwood Estate north of the Uxbridge Road, Hayes are of a distinctive cubist style. However, problems of maintenance, including leaking roofs and damp walls have increased in recent years leading to representations by residents for consideration to be given to the construction of pitched roofs to the properties. The need to provide such roofs for maintenance reasons is accepted. A uniform design should be adopted for such proposals in order that an architecturally harmonious street scene is achieved which is also acceptable in practical terms. Supplementary planning guidance has been prepared for this area.

~~5.18 The Local Planning Authority believes that land within and surrounding Heathrow Airport has major potential for environmental improvement and for new buildings of imaginative or innovative design. Since the Bath Road is the major vantage point of the Airport in the area, and a gateway to Hillingdon and London, the Local Planning Authority has adopted supplementary planning guidance (April 1995) on the "A4 Heathrow Corridor Environmental Enhancement Scheme". This includes a design guide for new development along Bath Road, areas which could benefit from landscaping, e.g. screen planting around parking sites, and stresses that all proposed development should include comprehensive landscaping schemes as an integral part of the overall design. The~~

Oversized and badly located additions may detract from the general street scene, and there must be adequate space between old and new buildings to avoid spoiling the amenity and privacy of adjoining houses. It is an objective of Strategic Planning Guidance to sustain and improve the amenity of residential districts (SPG, para.10) and the Local Planning Authority wishes to ensure that the cumulative effects of development do not damage the character and amenity of established residential areas. It will therefore regard the scale and character of new development in relation to existing development as a material consideration in determining planning applications. Policies on density of residential development are set out in Chapter 7, and further guidance on design of residential development is set out in the Local Planning Authority's supplementary planning guidance on Design Guides.

BE19 THE LOCAL PLANNING AUTHORITY WILL SEEK TO ENSURE THAT NEW DEVELOPMENT WITHIN RESIDENTIAL AREAS COMPLEMENTS OR IMPROVES THE AMENITY AND CHARACTER OF THE AREA.

5.23 Ensuring adequate sunlight and daylight reaches both habitable rooms (including kitchens) and external private amenity space is an important principle of housing design which affects the enjoyment of occupants' living conditions. The Local Planning Authority will pay full regard to the effects of a proposal, whether it be for a new building or extensions of an existing one, on the sunlight and daylight reaching neighbouring properties, and will have regard to the recommendations of "Site Layout Planning for Daylight and Sunlight" (Building Research Establishment, 1991). Some proposals of substantial width, height and depth, particularly when built close to a party boundary, may not cause loss of amenity by reason of daylight or sunlight but may be overdominant in relation to the adjoining property and/or its private amenity space. This can result in a depressing outlook detracting from residential amenity.

BE20 BUILDINGS SHOULD BE LAID OUT SO THAT ADEQUATE DAYLIGHT AND SUNLIGHT CAN PENETRATE INTO AND BETWEEN THEM AND THE AMENITIES OF EXISTING HOUSES ARE SAFEGUARDED.

BE21 PLANNING PERMISSION WILL NOT BE GRANTED FOR NEW BUILDINGS OR EXTENSIONS WHICH BY REASON OF THEIR SITING, BULK AND PROXIMITY, WOULD RESULT IN A SIGNIFICANT LOSS OF RESIDENTIAL AMENITY.

BE22 RESIDENTIAL EXTENSIONS AND BUILDINGS OF TWO OR MORE STOREYS IN HEIGHT SHOULD BE SET BACK A MINIMUM OF 1 METRE (1.5 METRE IN THE COPSEWOOD AND GATE HILL FARM ESTATES, NORTHWOOD AND THE DRIVE, ICKENHAM) FROM THE SIDE BOUNDARY OF THE PROPERTY FOR THE FULL HEIGHT OF THE BUILDING.

5.24 This policy applies to new dwellings as well as to extensions. Proposals to add a second storey to pre-existing single storey extensions will also be assessed

Appendix 10

Hillingdon Design and Accessibility Statement Supplementary Planning Document Residential Extensions



Hillingdon Design and Accessibility Statement (HDAS) Supplementary Planning Document

Residential Extensions



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2 1.0 Do I Need Planning Permission?

Do I need Planning Permission?

- 1.0 In some cases planning permission is not needed. This is known as “Permitted Development” and includes some minor house extensions and outbuildings, which do not exceed an overall volume, along with the construction of fences or walls and vehicular crossovers.
- 1.1 The Council’s Duty Officer and Planning Department can help explain the types of extension and outbuilding which can normally be built as permitted development but you may still wish to make a separate application to check whether the works are lawful – known as a Certificate of Lawful Development. This can be useful if you subsequently decide to sell your property.
- 1.2 In many cases planning permission will be required and this design guide sets out principles and requirements upon which planning decisions will be based by the Council. You should also refer to the Hillingdon Unitary Development Plan (Saved Policies) September 2007 (UDP), a document containing the formal policies against which all planning applications are

assessed. The UDP policies, along with this Guide, provide householders with a measure of certainty as to what will and will not be permitted.

- 1.3 The UDP is currently being reviewed with a view to adopting a new ‘Local Development Framework’ (LDF). This Supplementary Planning Document (SPD) has been prepared in anticipation of the development of specific policies in the LDF Core Strategy. In the interim period, this SPD will be taken into account by the Council in determining planning applications as supplementary to relevant policies in the adopted UDP. Relevant policies to which this document relate include policies BE19-BE24 of the UDP. These policies are set out in full in appendix 1 of this document. This SPD will be amended in due course to make specific reference to the relevant LDF policies.
- 1.4 This Design Guide is designed to help the reader clearly understand, through the inclusion of sketches and photographs and how-to-deliver ‘good practice’ in designing and contributing to a high quality residential environment in the borough.

Permitted Development Rights

- 1.5 You are allowed to make certain types of minor alterations to your home without the need to apply for planning permission. These are called “permitted development rights” and are outlined below. If your house has already been extended, this may affect subsequent permitted development that you may wish to carry out.
- 1.6 Generally speaking, planning permission is not required for changes to the inside of buildings or for small alterations to the outside including some extensions. Other small changes, for example putting up walls and fences below a certain height, have a general planning permission for which a specific application is not required.
- 1.7 There may be instances where some Permitted Development is not allowed – where the building is a block of flats or a maisonette, where it is ‘listed’ or where there are restrictive conditions placed on existing approvals. If in doubt, please contact the planning department.

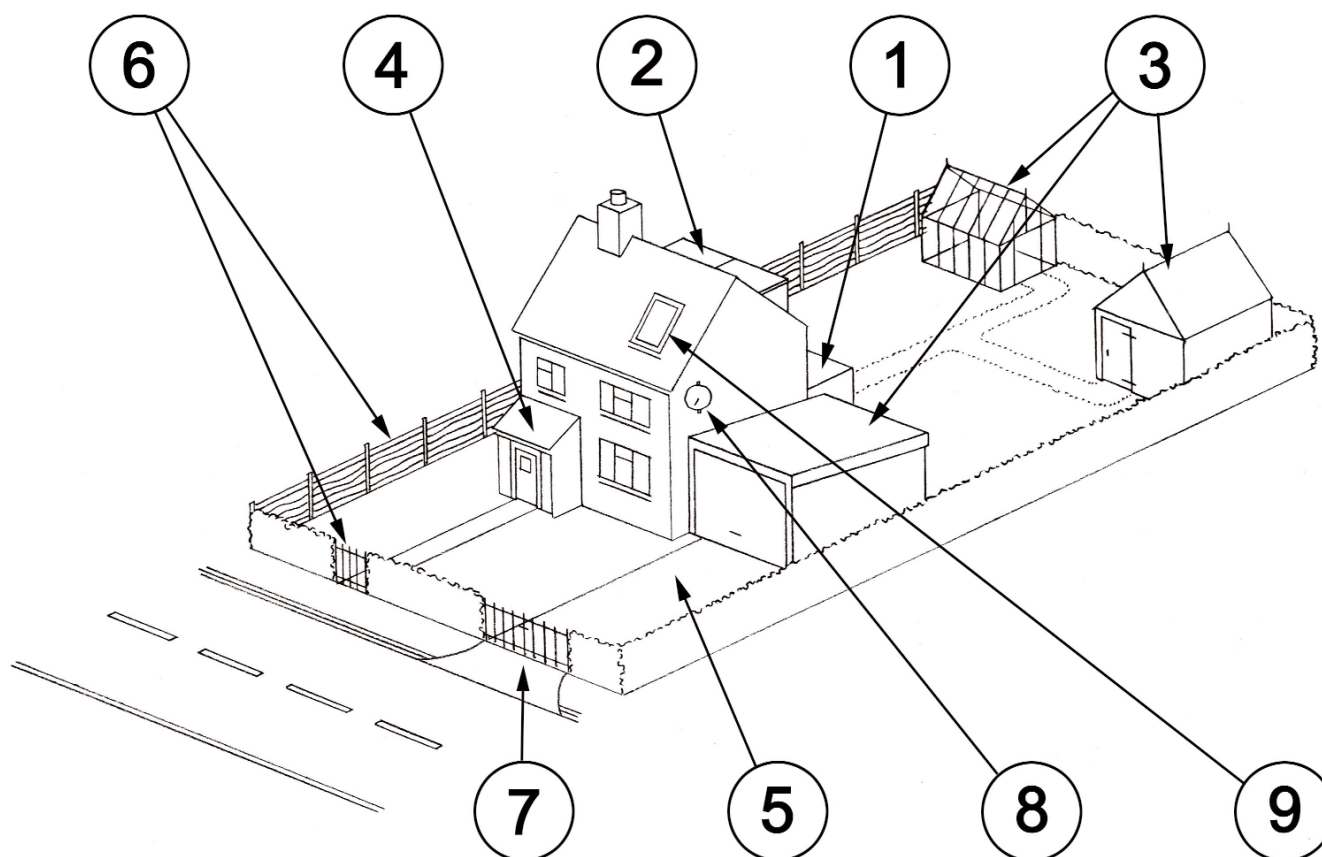
Do I Need Planning Permission? 1.0

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Extensions and Minor Work Not Requiring Planning Permission

① Extensions

- 1.8 The following list includes some of the limits for extensions that are allowed without the need for specific planning permission:
- (a) No extension forward of the principal elevation or side elevation facing onto and visible from a highway. 'Principal elevation' will in almost all cases be the front of the house.
 - (b) Maximum depth of a single-storey rear extension of three metres for an attached house and four metres for a detached house.
 - (c) Maximum depth of a rear extension of more than one storey of three metres including ground floor.
 - (d) In designated areas no permitted development for rear extensions of more than one storey.
 - (e) Maximum eaves height of extension three metres within two metres of boundary.
 - (f) Maximum eaves and ridge height of extension no higher than existing house.
 - (g) Side extensions to be single storey with maximum height of four metres and width no more than half that of



1.0 Do I Need Planning Permission?

the original house.

- (h) Two-storey extensions no closer than seven metres to rear boundary or existing rear wall if closer than seven metres to boundary.
- (i) Roof pitch of extensions higher than one storey to match existing house.
- (j) Side-facing windows above one storey to be obscure-glazed; top opening allowed.
- (k) Materials to match existing house.
- (l) No raised terraces, verandas or balconies.
- (m) Maximum 50 per cent coverage of garden/curtilage.
- (n) In Conservation Areas side extensions and cladding will require planning permission.

② Roof Enlargements & Alterations

1.9 Dormer windows are permitted provided they are not located on the existing slope of the principal elevation that fronts the highway and subject to a cubic volume of 40 cubic metres for a terrace property and 50 cubic metres in other cases, and provided that:

- (a) They do not exceed the highest part of the existing roof
- (b) Materials of the extension are to match the existing dwelling.
- (c) No balconies or verandas

- (d) Side facing windows to be obscure glazed and fixed shut. Any opening to be 1.7m above floor level
- (e) Roof extensions, other than in the case of a hip to gable enlargement, are to be set back, as far as practicable, at least 20cm from the eaves
- (f) In terms of any other alterations (i.e. rooflights) no structure to project more than 150 mm from the existing roof plane,
- (g) Side facing windows to be obscure glazed and non-opening. Any opening to be 1.7m above the floor
- (h) No alteration to be higher than the highest part of the existing roof
- (i) The dwelling is not within a Conservation Area. Planning permission will be required for any dormer window in a Conservation Area.

③ Outbuildings

1.10 Garages, greenhouses and sheds (including swimming pools and containers used for domestic heating purposes for the storage of oil or liquid petroleum gas) do not require planning permission if:

- (a) The structure together with any other buildings and enclosures will occupy less than 50% of the garden area.

- (b) Within the curtilage of a listed building any outbuilding will require planning permission
- (c) Within a Conservation Area, no buildings, enclosures, pools or containers are permitted at the side of properties
- (d) No outbuilding forward of the principal elevation fronting a highway
- (e) The height of the structure will be less than four metres if the roof is pitched, or three metres for any other roof.
- (f) The height of the eaves not to exceed 2.5m
- (g) If any outbuilding is within 2 metres of any boundary, the maximum height must not exceed 2.5m
- (h) No verandas, balconies or raised platform (raised platform means a platform with a height greater than 300mm)

④ Porches

1.11 Porches are permitted up to 3 square metres floor area and 3 metres high providing they are more than 2 metres from the road.

⑤ Hardstanding areas

1.12 If a hard surfaced area is situated between a wall fronting the principal elevation of a house and a highway and

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the ground area exceeds 5 square metres, hard surface must be made of porous material or rainwater directed to a lawn or border to drain naturally.

⑥ Gates, walls and fences

- 1.13 Permitted up to 1 metre high adjoining a highway and 2 metres elsewhere.

⑦ Vehicle Crossover

- 1.14 Permitted except onto a classified or trunk road.

⑧ Satellite Dishes

- 1.15 No more than two antennas are permitted either on or within the curtilage of the house. If the house has a chimney, the highest part of the antenna must not be higher than the highest part of the chimney or 60 cm above the highest part of the ridge tiles, whichever is the lower. If installed on the roof without a chimney, the highest part of antenna must not be higher than the highest part of the roof.
- 1.16 The size of the dishes must not exceed:
- 60cm if affixed to a chimney
 - The dish must not protrude above the highest part of the roof
 - One antenna may exceed 60cm but not 100cm.

- 1.17 Within a Conservation Area, no antenna can be installed on a chimney, wall or roof slope which faces onto and is visible from a highway.

⑨ Rooflights/Skylights

- 1.18 The installation of rooflights does not normally require planning permissions, provided that the shape of the roof is not materially altered. 'Velux' type rooflights are therefore acceptable

Important notes:

The term "original house" means the house as it was first built or as it stood on 1 July 1948 (if it was built before that date).

Please note that the 'curtilage' of a property is defined as the land and structures on a property which immediately surround the residence.

"Highway" includes all public roads, footpaths, bridleways and byways.

To find out more about permitted development rights and establish whether a formal planning application is required for any proposed works you can view an interactive guide to householder permitted development rights at the planning portal on www.planningportal.gov.uk or the Town and Country Planning (General Permitted Development Order 1995 (as amended) 1st October 2008 on the Department for Communities and Local Government web site at www.communities.gov.uk

Maintaining the character and appearance of residential areas

- 1.19 Section 215 of the Town and County Planning Act 1990 provides Local Planning Authorities with the power, to require land to be cleaned up when its condition is considered to have a serious, negative or long term impact on the character and appearance of an area. The type of work that can be required in these notices includes removal of abandoned furniture, vehicles and building materials, repair of enclosures, the completion, re-building or demolition of uncompleted building work, external repairs and repainting. In some instances the local authority can carry out the work and subsequently require payment from the landowner. It is in the landowners' best interest to ensure that their property does not seriously reduce the character and appearance of their area.

Conservation Areas and Areas of Special Local Character

- 1.20 Proposals for sites within a Conservation area or an Area of Special Local Character will require:

2.0 How to submit a Planning Application

- A higher standard of design
- Traditional materials
- Features that are complementary to the existing building.

Listed Buildings

1.21 Please note the following for proposals to Listed Building:

- You will need listed building consent
- You must preserve the historic integrity and character of the Listed building.
- Listed building consent will be required for all internal; and external works including drainage, pipe work, ductwork affecting walls, floors and ceilings and all internal and external; finishes.
- It is a criminal offence to carry out unauthorised works to a listed building.
- Applications should include large scale plans of existing and proposed development.

How to submit a planning application

2.0 The purpose of the Design Guide is to provide clear guidance on what the Council believes to be suitable forms of extension to residential properties. It is not intended to impose rigid controls over detailed design matters but to focus on a

broad range of principles. These principles are supplemented by illustrations showing examples of both good and bad extension types. The acceptability of any extension will of course depend on its location, design and massing, access and age of yours and nearby houses. This guidance is **only** confined to development control issues. It does not cover how the Building Regulations or other statutory codes may modify the advice given.

A – Issues to Consider

2.1 The following core considerations, illustrated below, highlight how the council will assess the negative and positive characteristics of any scheme:

- What is the existing property like?
- Does the property have bordering developments or attached houses or flats?
- Is it within 8m of a watercourse? The Council will resist residential extensions that bring the built development within 8m of a watercourse.
- What is the character of the existing streetscape?;
- How much off-street parking is provided for?;
- What is the extent of private garden space that remains after completion

of the development?

- How does the design and integration of the proposed extension relate with the existing property and adjoining buildings?
- Are there issues of over-shadowing, over-dominance, loss of light or privacy to neighbours gardens and living rooms?
- Are there trees, or other significant landscape features, on or close to the site? Will they be retained or removed as part of the proposed development.

2.2 The Council understands that every property is slightly different and that there may be particular issues that relate to your home (such as changes in ground level, smaller rear gardens etc) that do not relate to your neighbour's property. The Council will take account of the characteristics of your home and surrounding neighbourhood in considering your application.

2.3 For houses and flats within or affecting Conservation Areas, areas covered by an 'Article 4 Direction' or designated as Listed Buildings, more rigorous criteria will be applied to ensure development respects the established character of the area. Please contact the Council's

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Conservation section, if you are unsure whether your property falls into any of these categories.

B - Use Our Pre-Application Advice Service

2.4 The Council offers pre-application advice to all householders considering building an extension or outbuilding. The aim is to allow planning officers to identify likely problems and suggest changes that will increase the likelihood of an approval. The more information you can provide our officers with, the more specific their advice can be. If you are visiting the Civic Centre, you can bring photographs, sketches, digital and video cameras or laptops with you, as aids to explain your proposal. Amendments to your proposal should be considered at this stage.

- **In Person:** A Planning Duty Officer is available at the Civic Centre to answer your questions and offer informal advice on your proposals every weekday (Mon-Fri) from 9am – 5pm and until 7:30pm on Thursdays. Please visit the Reception Desk on the third floor of the Civic Centre, High Street, Uxbridge, UB8 1UW. There are comfortable seating and meeting areas. If you have difficulty speaking English, we can usually

arrange for a translator to help out - please ask at reception for help.

- **By Post:** Planning (DC) – London Borough Hillingdon, Planning and Transportation Group, Civic Centre, High Street, Uxbridge, UB8 1UW. Please include a covering letter with your query, name, address and contact telephone number. Please also include any relevant sketches or plans, which would clarify your query.
- **By Phone:** 01895 250401 or 01895 250400
- **Email:** DevelopmentControl@Hillingdon.gov.uk

Please be aware that the advice given is informal officer advice and not a legally binding decision, it will be necessary to apply for either a Certificate of Lawful Development or for the relevant planning permission.

C - Choose a Reliable Agent or Architect

2.5 Although the Council strongly encourages you to take professional advice before applying for planning permission for any type of extension, for reasons of fairness we are unable to recommend any specific consultant or agency in particular. The employment of a suitably qualified professional should

minimise the time taken to register and process a planning application with the Council. Look around and take time to choose this person. Ask them to provide references from their previous customers if you are uncertain. Once the application has been received, the Council is obliged by planning law to consult with your neighbours - but it may help to prevent unnecessary objections if you have already explained the proposals to them. Before submitting an application, we advise that you discuss your proposals with your neighbours and try to resolve any difficult issues.

D - Find Out if You Need Other Permissions

2.6 Depending on the type of extension you are proposing, or your personal circumstances, you may need to contact other Council Departments.

- **Property is a Listed Building / in Conservation Area/ Conservation & Urban Design/Trees and Landcape Team** – 01895 277556
- **New vehicle crossover required. Highways** – 01895 250009
- **Building Regulations Approval** - 01895 250808 (see section E below)
- **Skip licence** for skips on the public highway Please call 01895 277524

2.0 How to submit a Planning Application

E - Don't Forget About Building Regulations

- 2.7 In particular many types of domestic extension require Building Regulations approval. It is strongly advised that the Building Control Section is contacted at the earliest possible stage. Building Control assess the structural safety of an extension and compliance with Building Regulations is not the same as obtaining planning permission.

F – Information required to Submit a Planning Application & Sample Drawings

1. Application Form

- 2.8 Make sure you have filled in the application form correctly and supplied all the required information, including the correct ownership certificate.

2. Location Plan

- 2.9 You must provide a plan clearly showing your application site in a larger context and at least two adjacent roads with the road names given. This should normally comprise:
- An up-to-date plan at 1:1250 scale, accurately showing your property in relation to adjacent roads and other properties in the area. It is best to use an extract from the Ordnance Survey

map, which owners can obtain from the Planning Reception, where a fee will be charged.

- All of the land to which the application relates (normally your house, garden, the drive and any shared access) outline in red.
- A North point
- Diagrammatic location plans not accurately drawn to scale are unacceptable.

3. Site Layout Plan (Block Plan)

- 2.10 It is necessary to provide a site layout plan at 1:200 or 1:500 scale to show more clearly the position of:

- Your Property;
- Your extension or other proposed works;
- The site boundaries; and
- Adjoining houses including any extensions.
- Indicate available parking on the site.
- Any trees to be retained or felled.
- Any trees, hedges or other significant landscape features on, or close to, the site (Tree Survey information in accordance with the relevant British Standard, should be provided).
- Any proposed changes to levels or new services near retained trees.
- New planting including landscaping and hardsurfacing.

4. Floor Plans and Elevations

- 2.11 These detailed plans should be drawn accurately to a scale of 1:50 or 1:100 and should clearly distinguish between existing and proposed buildings.
- Floor Plans: show the layout of rooms in the building (one drawing for each floor if more than one floor) and indicate doors, windows and the thickness of walls.
 - Elevations: show what the new building will look like from the outside, indicating the building materials to be used. Front/rear and side elevations should be drawn.

5. Other information

Flood Risk Assessment

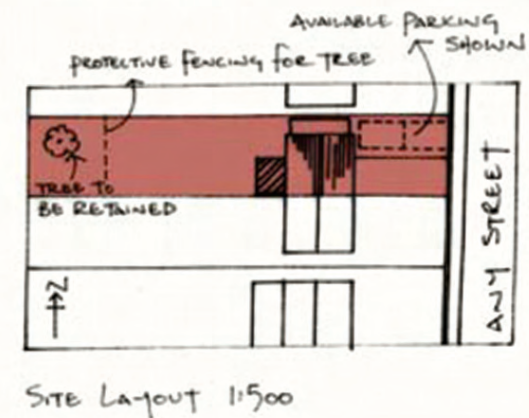
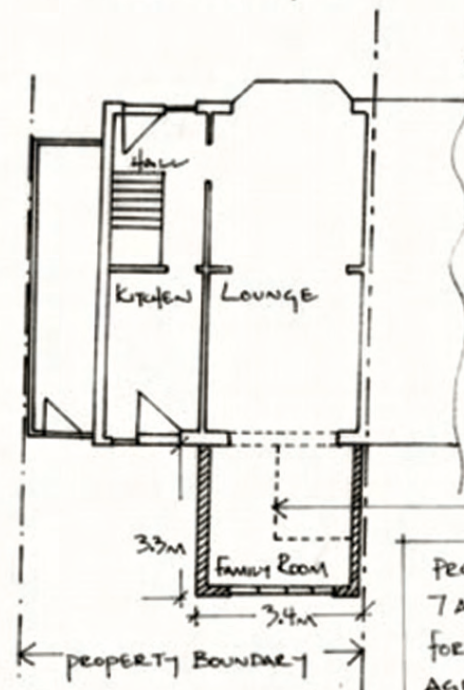
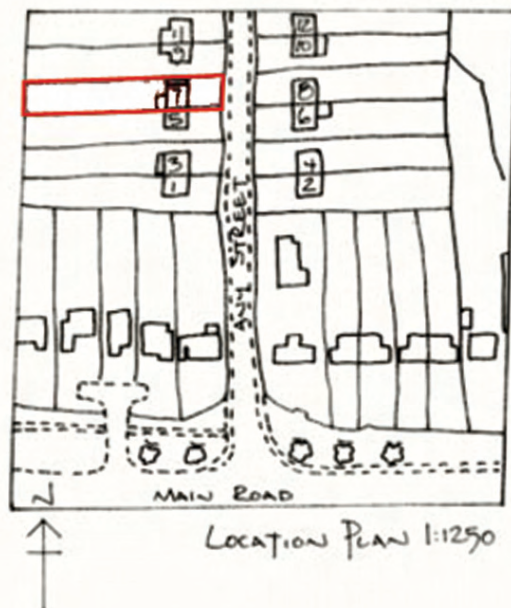
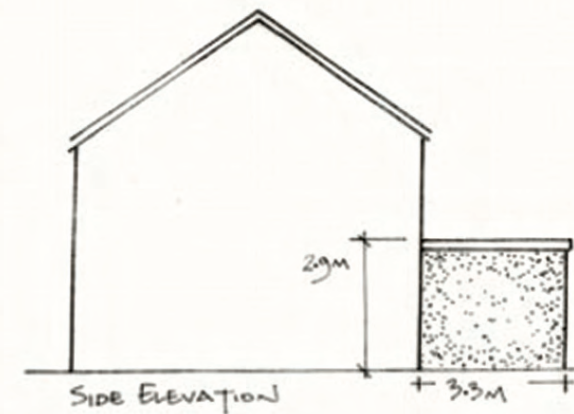
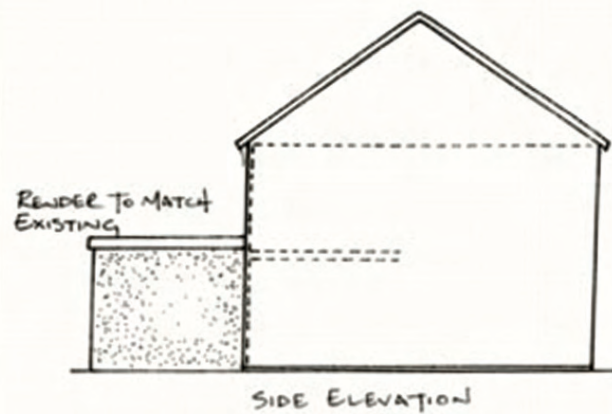
- 2.12 Flood Risk Assessment (FRA) should be submitted as part of planning applications for residential extensions that fall within Flood Zone 2 or 3 as shown on the Environment Agencies Flood Zone Maps.

Flood proofing measures should be made into the design and construction of development in flood risk areas.

The drawing opposite shows the plans and elevations required for a typical part single storey rear extension. Note that the drawing has been photographically reduced.

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REMOVE EXISTING BUILDING

PROPOSED SINGLESTOREY SIDE EXTENSION AT
7 ANY STREET HILLINGDON
FOR MR & MRS APPLICANT
AGENTS NAME:
ADDRESS:
SCALES:

DATE:
DRAWING NO:

DRAWING LABEL

2.0 How to submit a Planning Application

Trees and Landscape Assessment

2.13 Trees and Landscape assessments may need to be submitted as part of planning applications for residential extensions.

THE DEVELOPMENT SITE

Essential background information should include a site context map, existing site survey (topographical survey) and existing tree survey.

TOPOGRAPHICAL SURVEY

Development proposals will be expected to retain and utilise topographical and landscape features of merit and provide new planting and landscaping wherever it is appropriate.

TREE SURVEY

Prior to considering the design of the site layout, the applicant for planning consent will be required to provide an accurate tree survey including the location, height, spread, species and construction exclusion zone of all trees on the, and close to the site boundary, in accordance with BS 5837:2005 'Trees in relation to construction – Recommendations'.

TREE CATEGORIZATION

The tree categorization method in BS 5837 should be used to assess the quality and value of trees and inform decisions regarding tree retention and

removal.

TREE CONSTRAINTS MAP

BS 5837 recommends that an assessment of the effect of the development on the trees to be retained, and of the trees on the new development, is undertaken to ensure that trees and development are integrated satisfactorily.

TREE PROTECTION

BS 5837 recommends that an Arboricultural Method Statement for tree protection during the development is prepared as part of the proposal.

LANDSCAPE DESIGN STATEMENT

A landscape design statement is a useful tool for analysing all components of the external environment, existing and proposed, hard and soft, with a view to defining a design brief and achieving a welcoming environment through a high quality landscape.

HARD AND SOFT LANDSCAPE

Landscape details should include all external works including hard details (paving, furniture, lighting, CCTV, fencing, structures) and soft (planting). Both the functional and aesthetic requirements of the site should be considered.

NEW TREE PLANTING

New tree planting should be carefully selected to ensure that the trees are a suitable form, ultimate size and spread for the space available. They should be fit for purpose, taking into account the proximity of buildings, the microclimate, the intended use of the external space and any requirements for screening views.

HEDGES

Hedges, whether existing (retained) or proposed, are often specified to define boundaries, screen views, or provide privacy. In some circumstances, high hedges can cause nuisance or damage if growth is uncontrolled. The applicant should select hedge species with care and specify the optimum height at which the hedge should be maintained.

ROOF GARDENS

Roof garden systems, where a landscape scheme is proposed on a roof structure to provide amenity space, may be considered positively by the LPA.

DAYLIGHT & SUNLIGHT STUDIES

BRE Daylight and Sunlight studies may be required to assess the effects of proposed developments on surrounding residential properties, to analyse the

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internal daylighting levels and the overshadowing effects on public amenity space.

MANAGEMENT PLANS

Landscape management plans may be required on larger development sites and those with shared external amenity space, to ensure that the landscape is established and maintained to a satisfactory standard.

PRESENTATION

To enable a planning application to proceed efficiently, it is the applicant's responsibility to present clearly all of the necessary information and ensure that all plans are at an appropriate scale for maximum clarity of communication.

- 2.14 Four sets of forms and all drawings will be needed. You will normally be required to pay an application fee as well. Make sure you read the notes that accompany the application form carefully. Any errors or missing information will result in the application being delayed and possibly sent back. You can ask an officer at the Civic Centre to check your application before you submit it.

G - We Will Consult Your Neighbours

- 2.15 Once the Council has formally registered a planning application, planning law requires us to notify your neighbours. If the property is a Listed Building or lies within or adjacent to a Conservation Area, we will erect a site notice and advertise the proposal in the press. In accordance with the law, the planning application file held by the Council is a public document. Any member of the public can view the information provided during normal office hours and via the Council's website until such time as the application has been determined. Letters received from third parties will be placed on the application file along with your application plans and documents. As the file is a public document, anyone can come and view these letters. Although all letters of support for, or objection to an application will be considered during the assessment, these comments will not necessarily lead to a refusal of planning permission. Only the planning issues will be assessed.

H - Land Ownership Issues

- 2.16 Objections that relate to the ownership of land and boundary disputes are not normally planning considerations. However, it is important that all extensions are built within the boundaries

of the property to which they relate. All legal boundaries should be clearly and accurately marked on the plans submitted with the planning application. You should make sure that the design and position of your proposal leaves enough space for maintenance access. Please remember that the granting of planning permission does not allow you to build or trespass on other people's land. The Government's Land Registry (01792 458877) or Ordnance Survey Solution Centre (01703 792997) can often provide map information to help with boundary ownership disputes.

- 2.17 If you intend to carry out work on or near a shared boundary (including lofts), the Party Wall Act 1996 requires that you notify your neighbours and give them the opportunity to comment. The Council does not control this process but we can provide a copy of the Government's Party Wall advice leaflet. Copies are also usually available from the Citizens Advice Bureau.

I - When We Make a Decision

- 2.18 When the Council comes to make a decision on your planning application, there are two different ways in which this may happen. Councillors have given the

2.0 How to submit a Planning Application

Director of Planning and Transportation delegated authority to refuse or approve most residential extension applications. Where this is the case, we will try to make the decision within an 8-week period, starting from the date we receive your completed application. Whether an application is determined by the Director under delegated authority is determined by the delegation agreement as set out in the Council's constitution. As an applicant, you have the right of appeal against any refusal we make. You may wish to challenge a refusal, or appeal against one of the conditions we have imposed on your permission. The Planning Inspectorate handles all appeals independently of the council. Their contact details will be printed on the back of your decision notice.

J - Contact us Before Changing Any Proposals During Construction

- 2.19 Unforeseen construction problems sometimes mean that you need to modify your proposal during the construction period. In many cases this is done to satisfy Building Regulations. In cases where the dimensions, external appearance or materials to be used would differ from those shown on the

approved plans it is **absolutely essential** that you contact the Planning Department before any alterations are carried out. It is best to try and contact the case officer who dealt with your scheme, as they will have an established knowledge of the case.

K - Guidelines for building work.

- 2.20 Upon approval of your application you need to ensure that the building company or yourself are acting within the law. Building materials should not be placed on the pavement or highway - so please ensure that you have enough space on your own property to accommodate any deliveries (e.g. pallets of bricks or bags of sand). This is because it is illegal to obstruct the public highway. If you need a skip and cannot put it on your own property, and need to put it on the road, you must get a skip licence from the Council.

- 2.21 Any damage caused by deliveries or skips to the road, footpath or kerb will be your responsibility and you will be liable for any costs incurred during repairs. Please ensure that whilst the building work is being carried out, the footpath and road are kept clean and tidy at all times.

- 2.22 Please ensure that your builders are considerate about your neighbours in terms of hours of working and noise. They are not allowed to store materials on or work from neighbours land without their consent.

Amendments

- 2.23 Should you wish to make amendments after permission is granted, you should make the Planning Department aware of this to establish whether a new application is required.

Rear Extensions & Conservatories: Single Storey 3.0

13

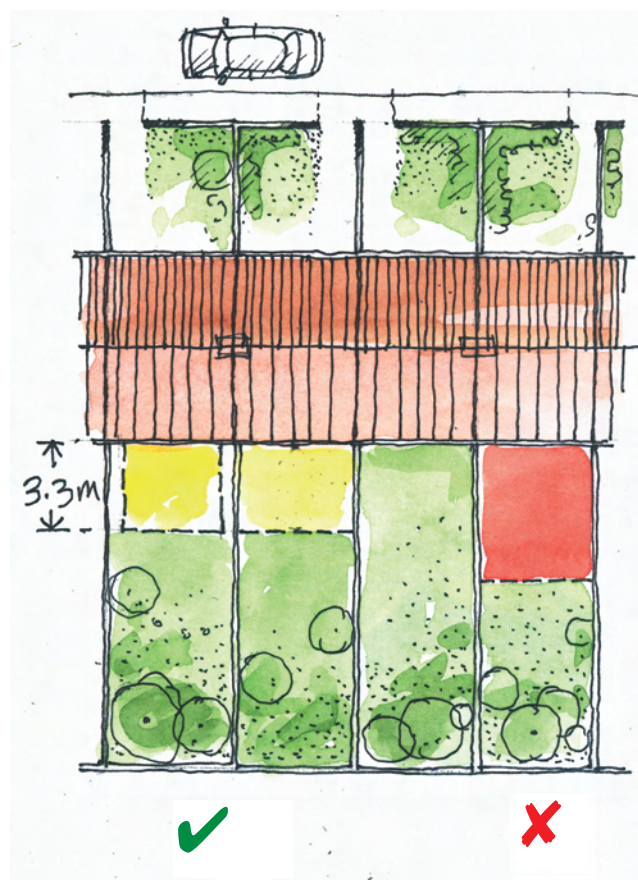
3.0 A single storey rear extension is the most common type of extension; it helps to extend a kitchen or dining/living room and can be a cost effective solution to creating more space. However, this has to be assessed against any possible detrimental effect to neighbouring residents and their gardens, the appearance of the original house the amount of garden remaining and the character of the local area. Careful thought must therefore be given to the size, depth, location, height and overall appearance of the extension. It should be noted that where a single storey rear extension projects beyond the side building line of the house, the criteria for single storey rear extensions (as set out in Section 3 below) will be applied to that portion of the extension.

Depth:

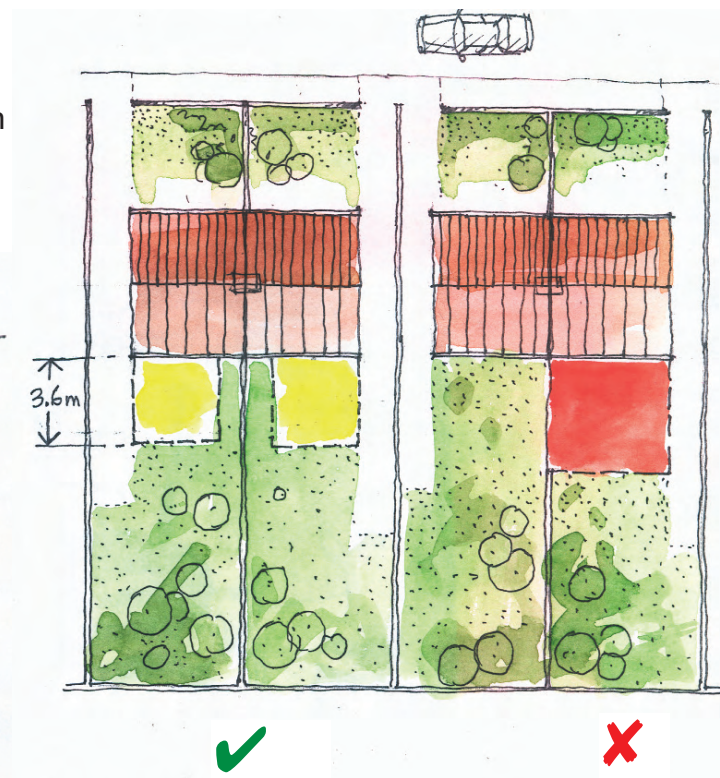
3.1 The extension should always be designed so as to appear 'subordinate' to the original house. In particular, the extension should not protrude out too far from the rear wall of the original house. This is because the extension may block daylight and sunlight received by neighbouring properties. To help clarify this, the Council have set out depth guidelines depending on the type of the

original house. The dimensions illustrated are external and include any overhanging roof and guttering added to the rear wall of the extension.

3.2 Terraced/semi-detached houses (including end terrace) on a plot less than 5m wide - an extension up to 3.3m deep is acceptable.



3.3 Semi detached/ terraced houses on a plot more than 5m wide an extension up to - 3.6m deep is acceptable.



3.4 Detached houses an extension up to 4m deep is acceptable.

3.5 These dimensions are applicable to first time extensions and are taken from the rear wall of the original house. Second extensions, canopies or conservatories added to existing extensions may well result in the depth limits being exceeded.

3.0 Rear Extensions & Conservatories: Single Storey

Extensions added onto extensions may not be in character with the original house, applicants should consider demolishing existing extensions as part of proposals to extend for the second time. Applicants are also advised to contact the planning department prior to application.

Height & Roof Design:

Flat Roof

- 3.6 In many areas, a flat roof single storey extension will be acceptable. These should not exceed 3m in height.

Pitched Roof

- 3.7 A range of pitched roof types may also be acceptable, including mono-pitch and dummy pitch roofs. The roof should not exceed 3.4m at its highest point. Generally roof designs must not significantly obstruct sunlight and daylight to any adjoining neighbour's property. To help prevent this it is recommended that the roof pitch is set to an angle and is as shallow as possible (depending on the roof type, construction and material). The drawing on page 15 illustrates the heights permitted for different types of roof.

Balcony

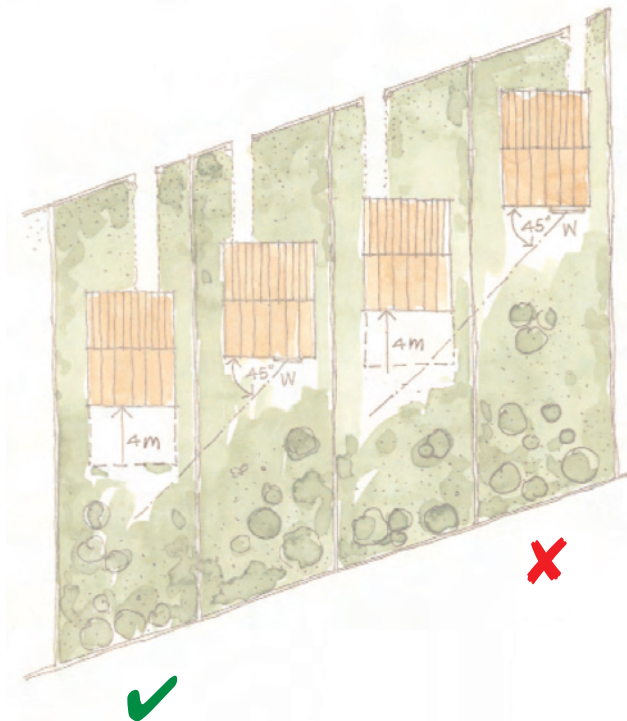
- 3.8 No access to a flat roof should be provided so as to create the potential for use as a balcony. Use of a flat roof as a balcony / seating area may cause significant overlooking to adjacent properties resulting in a loss of privacy. This would be considered unacceptable and a condition will normally be attached

to any planning permission for a single storey rear extension, preventing the use of a flat roof as a balcony.



Guttering and Set-In

- 3.9 It is essential that any proposed extension (including the guttering and foundations) must not encroach upon any adjoining boundary lines. Parapet walls should not take the overall height of the extension over 3.1m. However, parapet walls which do not take the overall height of the extension over 3.1m will be accepted up to the boundary in place of the side guttering. Therefore the



Rear Extensions & Conservatories: Single Storey 3.0

15

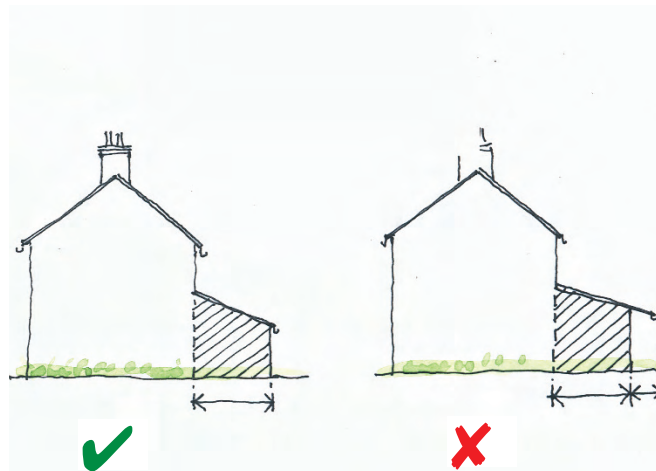
wall of the extension should normally be set in from the side boundary by at least 0.25m.



Canopies

3.10 Depending on the type of property there are specified maximum depths for extensions, as illustrated in paragraphs 3.2 to 3.4. These design principles also apply to canopies and projecting overhangs. Planning permission will

normally be refused if the dimensions of the canopy would take the overall depth of the extension over the appropriate threshold limit.



Windows, Doors & Materials:

3.11 These are usually located on the rear wall and should reflect the existing house in terms of their style and positioning. No window or door should overlook a neighbouring property. If windows are located on a side-wall they should be at a high level, or non-opening below 1.7m above internal finished floor level and fitted with obscured glass where there is a risk of any over looking.

3.12 Careful selection of materials is required for the extension so as to match or complement the materials used in the original house. Where appropriate, you could copy design features and details from the existing house into the new extension.

Garden Space

3.13 Sufficient garden space should be retained as a consequence of an extension. Two bedroom houses should retain at least 40 square metres of private usable rear garden space, 3 bed houses at least 60 square metres and 4 bed houses at least 100 square metres .

Garden Space Standards

(contained within the adopted plan)

type of dwelling	rear garden area to be retained
2 bedroom house	40sq.m
3 bedroom house	60sq.m
4+ bedroom house	100sq.m

3.0 Rear Extensions & Conservatories: Single Storey

Conservatories/Pergolas:

- 3.14 The design principles in this section all apply to the construction of a conservatory or open sided 'pergola'. This type of construction is considered to be an extension. If the existing property already has an existing extension, and planning permission for a glass conservatory or pergola is required separately, please visit the planning office at an early stage for advice as this is generally considered to be unacceptable because an extension

added to an extension does not always respect the character of the original building; and because size thresholds may be exceeded.

Adjoining Extensions:

- 3.15 If adjoining houses already have a very deep rear extension, this can be because the extensions have been built as 'permitted development' or without the benefit of planning permission at least 4 years earlier. These properties may have extensions which exceed the stated guidelines limit; in such instances, permission may be given for a new extension of similar depth, if it does not result in a loss of daylight, sunlight or outlook to neighbouring properties and where the extension does not extend beyond a 45-degree line of sight taken from the middle of the nearest window of a kitchen or habitable room. Where there is a deep extension on only one side, permission may be given for an L-shaped extension or a 'chamfered' extension with a corner taken off.

Building Lines:

- 3.16 Careful consideration should be given to the location of extensions to buildings, building lines, frontages and entrances should be respected. Building lines within

schemes should relate to the street pattern, although in some instances varied buildings lines can achieve diversity and interest. Development should have a clearly defined building line creating a clear visual edge.

Daylight / Sunlight

- 3.17 Daylight is the volume of natural light, which is required to enter a dwelling to provide satisfactory illumination of internal accommodation between dawn and dusk.
- 3.18 The Building Research Establishment's report 'Site Layout Planning for Daylight and Sunlight 1991' recommends that suitable daylight to habitable rooms is achieved where a 25° vertical angle taken from a point 2 metres above the floor of the fenestrated elevation is kept unobstructed. When this criteria is applied to the rear of a dwelling the resulting dimension will normally be satisfied within the length of the smallest recommended size for a private garden. However, where main habitable rooms are located to the front of a dwelling daylight may be affected if dwellings on the opposite side of the street are very close. See the BRE guidelines for more information.



Conservatories on the back of an existing extension will generally be refused planning permission

Side Extensions: Single Storey 4.0

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- 4.0 A single storey side extension is a common means of extending a house to provide extra living or garage space. Careful thought has to be applied to the size, depth, location, height and overall appearance of any side extension. The design of a side extension should not dominate the existing character of the original property but appear subordinate to the main house. It should be noted that where a single storey side extension projects beyond the rear building line of the house, the criteria for single storey side extensions (as set out in Section 4 above) will also be applied to that portion of the extension.

Height & Roof Design: Flat Roof

- 4.1 A flat roof over a single storey side extension will generally be acceptable where these are characteristics of an area otherwise they will not normally be acceptable as the extension will be visible from the street and could harm the character of an area.

Pitched Roof

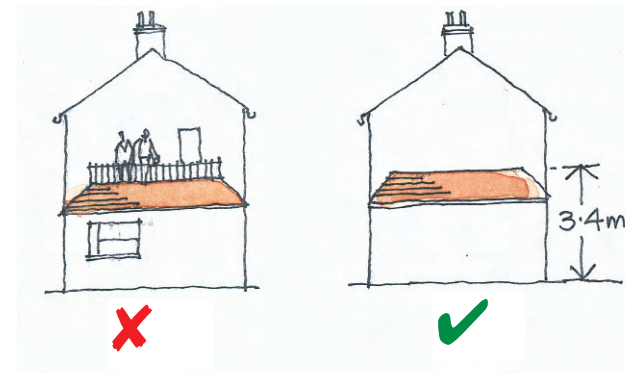
- 4.2 A range of pitched / hipped roof types may be acceptable, including mono-pitch and dummy pitch roofs. The roof should not exceed 3.4m at its highest point.

Generally roof designs must not obstruct any adjoining properties (house and garden) right to sunlight and daylight. To help prevent this it is recommended that the roof pitch is set to an angle as shallow as possible (depending on the roof type, construction and material). Roof angles should match the existing if visible from the public highway. Dummy pitched roofs may not be appropriate in Conservation Areas.



Balcony

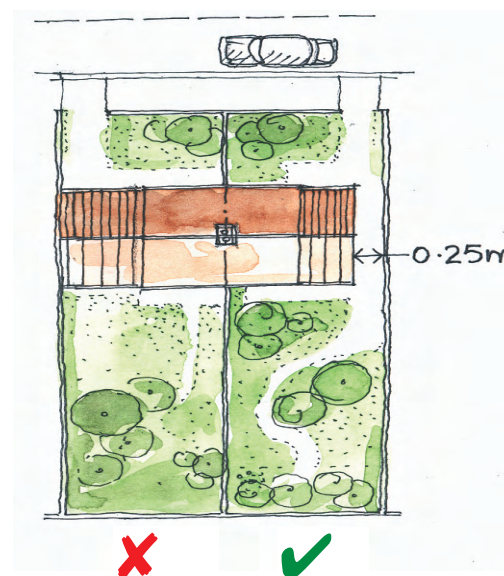
- 4.3 No access to a flat roof should be provided so as to create a balcony. Using the flat roof as a balcony / seating area may cause overlooking issues to



adjacent properties and a loss of privacy. This is considered unacceptable and will be refused permission.

Guttering and Set-In

- 4.4 Careful siting of the extension is required and it is essential that any proposed extension (including the guttering and



4.0 Side Extensions: Single Storey

foundations) must not cross any adjoining boundary lines. The wall of the extension should be set in from the boundary by at least 0.25m; this will ensure any overhanging guttering does not encroach onto any neighbouring land.

Width

- 4.5 In order to appear subordinate, the width and height of the extension should be considerably less than that of the main house and be between half and two-thirds of the original house width depending on the plot size and character of the area.



Set back from the front

- 4.6 In general, the front wall of the extension can be in line with the front wall of the original house. In some situations, a set back from the front building line would be required to preserve the character of the area, particularly in Conservation Areas.

Windows, Doors

- 4.7 These should reflect the existing house in terms of their style, density and positioning. No window or door should overlook a neighbouring property. These are therefore usually located on the rear wall. If windows are located on a side-wall they should be at a high level, or non-opening and below 1.7m above internal finished floor level and fitted with obscured glass.

Materials

- 4.8 Careful selection of materials is required for the extension so as to match or complement the materials used in the original house. Where appropriate, you could copy design features and details from the existing house into the new extension.

Garden Space

- 4.9 Sufficient garden space should be retained as a consequence of an extension. Two bedroom houses should retain at least 40 square metres of private usable rear garden space, 3 bed houses at least 60 square metres and 4 bed houses at least 100 square metres.

Garden Space Standards (contained within the adopted plan)	
type of dwelling	rear garden area to be retained
2 bedroom house	40sq.m
3 bedroom house	60sq.m
4+ bedroom house	100sq.m

Annexe

- 4.10 These should preferably be located at ground floor level and allow access for a disabled person. First floor annexes will be considered in exceptional circumstances. Annexes which are capable of being used as (or easily adaptable to) a fully self-contained unit will not be permitted.
- 4.11 An Access Statement (see Accessible Hillingdon Guidance) should be submitted with all applications for Annexes. An Annexe allows for the extension of a property to provide accommodation for a relative; on this basis the property should not have a separate private entrance of its own and must be connected to the existing property internally.

Side Extensions: Single Storey 4.0

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Garages

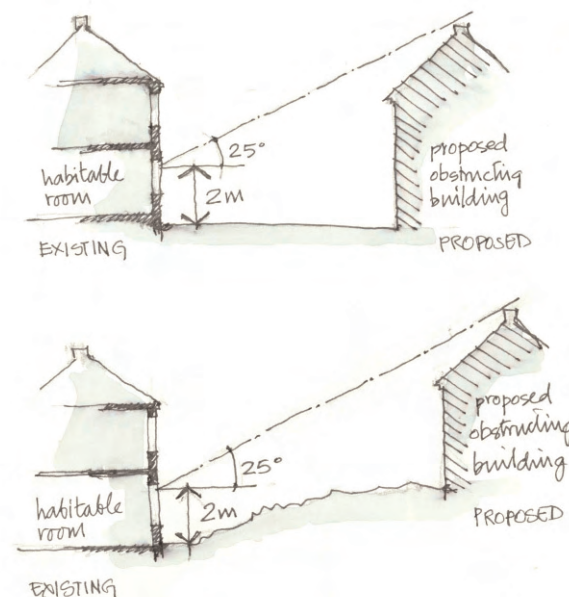
- 4.12 Single garages should have an internal width of 3m to (allow a parking space of 2.4m wide) and 4.8m deep. The design materials style, material, finish and colour of the door should harmonise with the existing house. Up and over doors should not project onto the highway. The door should be set back 6m from the highway to allow a vehicle to enter the site and not interfere with the safe and free flow of traffic.

Building Lines

- 4.13 Careful consideration should be given to the location of extensions to buildings, building lines, frontages and entrances should be respected. Building lines within schemes should relate to the street pattern, although in some instances varied buildings lines can achieve diversity and interest. Development should have a clearly defined building line creating a clear visual edge .

Daylight / Sunlight

- 4.14 Daylight is the volume of natural light, which is required to enter a dwelling to provide satisfactory illumination of internal accommodation between dawn and dusk.
- 4.15 The Building Research Establishment's report ' Site Layout Planning for Daylight and Sunlight 1991 ' recommends that suitable daylight to habitable rooms is achieved where a 25° vertical angle taken from a point 2 metres above the floor of the fenestrated elevation is kept unobstructed. When this criteria is applied to the rear of a dwelling the resulting dimension will normally be satisfied within the length of the smallest recommended size for a private garden. However, where main habitable rooms are located to the front of a dwelling daylight may be affected if dwellings on the opposite side of the street are very close. See the BRE guidelines for more information.



5.0 Side and First Floor Side Extensions: Two Storey

- 5.0 Extensions at first floor provide additional bedrooms or other accommodation but have the potential to have a significant impact on neighbouring properties and the character of a street. The Council will therefore consider proposals for two storey side extensions in terms of their setting and with particular reference to the character and quality of the overall street scene. It should be noted that where a two storey rear extension projects beyond the rear building line of the house, the criteria for two storey side extensions (as set out in Section 6 below) will be applied to that portion of the extension. Any proposals for an attached house to the side of your own house will also be subject to the guidance in this section.

Distance to side boundary

- 5.1 The Council requires all residential extensions and buildings of two or more storeys in height to be set back **a minimum of 1 metre** from the side boundary of the property for the full height of the building. This protects the character and appearance of the street scene and protects the gaps between properties - preventing houses from combining visually to form a terraced appearance. If there is an existing single storey side extension within 1m of the

boundary, the first floor extension should be set in **a minimum of 1.5m**.

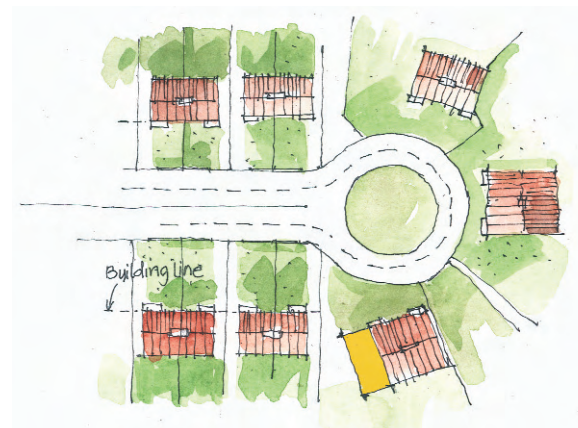
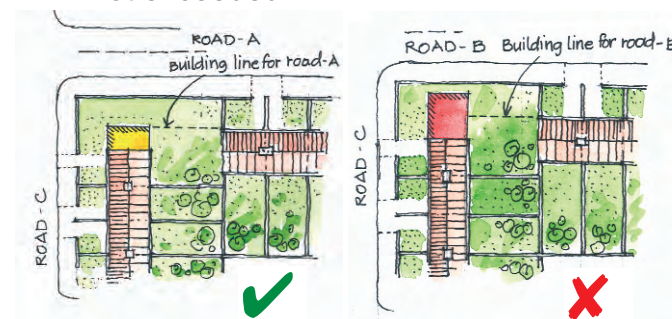


- 5.2 The retention of a reasonable space between a two storey side extension and side boundary also affords an opportunity for external access to be retained to the rear part of a house and its garden and for periodic maintenance to be carried out to the side elevations, roof and gutters of the dwelling without the need to gain access to adjoining land.

Building Lines, Corner Plots and Cul-de-Sacs

- 5.3 In situations where two storey or first floor side extensions are proposed where the side of the house adjoins a road or open space there may be some scope for flexibility on the set-in. A relaxation of the 1m set-in may be considered where the openness of the corner plot would be maintained and return building lines are

not breached. Where an existing return building line exists, any extension should ensure that the openness of the area is maintained and the return building line is not exceeded.



Other Requirements

- 5.4 The requirement for residential extensions and buildings of two or more storeys in height to be set back 1 metre is a minimum requirement. In areas where properties are set in spacious plots with significant gaps, a gap of **at least 1.5m**

Side and First Floor Side Extensions: Two Storey 5.0 21

will be necessary to maintain a visual separation harmonious with the character of the area (e.g. Copswood and Gatehill Estate in Northwood and The Drive in Ickenham). Particular weight will be given to the impact of development in environmentally sensitive areas, such as Conservation Areas.

- 5.5 If the proposal for a single storey side extension is the first stage to the eventual construction of a two storey development, the single storey element should be set a minimum of 1 metre from the boundary. Likewise if the proposal involves the demolition of an existing single storey element the two storey extension for its full height should be set **a minimum of 1 metre from the boundary**.

Set back from the front boundary

Semi-detached

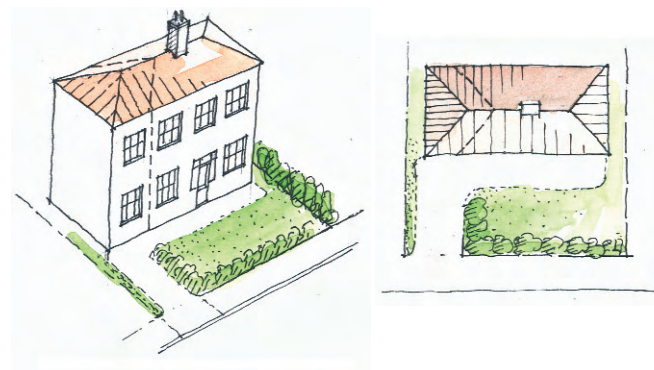
- 5.6 The ground and first floor should be set back 1m from the main front building line to ensure a subordinate appearance to the existing house. In situations where the front wall of an existing ground floor extension is in line with the front building line of the existing house, the first floor

should be set back 1m from the front building line.



Detached and end-of-terrace

- 5.7 Two storey side extensions should be integrated with the existing house. There is no specific requirement for a set-back from the front of the house.



Height & Roof Design

- 5.8 For semi-detached properties the roof height of the extension should not

exceed the height of the main roof and so should be lowered by at least 0.5m at roof level. For detached and terraced houses, the roof height of the extension should be equal to that of the main house.

- 5.9 The design of the roof should follow that of the existing roof. An existing hipped roof, for example, should be extended with a subordinate hipped roof. Flat roofed extensions will not generally be accepted. Period-style or pastiche designs alien to the style of the building should not be used.

Width

- 5.10 The width and height of the extension in relation to the original house should be



5.0 Side and First Floor Side Extensions: Two Storey

considerably less than that of the original house and be between half and two-thirds of the main house width depending on the plot size and character of the area.

Windows, Doors

- 5.11 These should reflect the existing house in terms of their style and positioning. No window or door should overlook a neighbouring property. These should therefore usually be located on the rear wall. If windows are located on a side-wall they should be at a high level, non-opening below 1.7m above internal finished floor level and fitted with obscured glass.

Materials

- 5.12 Careful selection of materials is required for the extension so as to match or complement the materials used in the original house. Where appropriate, you could copy design features and details from the existing house into the new extension.

Garden Space

- 5.13 Sufficient garden space should be retained as a consequence of an extension. Two bedroom houses should retain at least 40 square metres of private usable rear garden space, 3 bed houses

at least 60 square metres and 4 bed houses at least 100 square metres.

Garden Space Standards

(contained within the adopted plan)

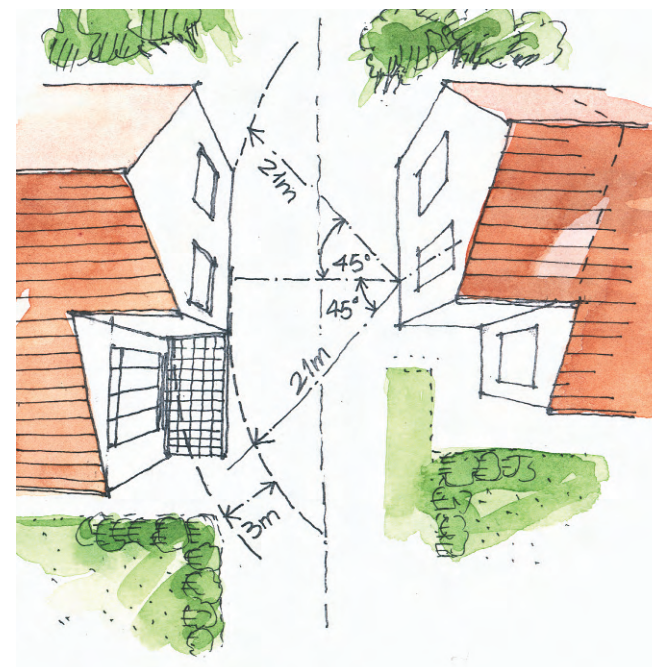
type of dwelling	rear garden area to be retained
2 bedroom house	40sq.m
3 bedroom house	60sq.m
4+ bedroom house	100sq.m

Overlooking

- 5.14 No direct overlooking will be permitted. Adequate distance should be maintained to any area from which overlooking may occur. Regard should be given to the character of the area and the distances between buildings but as a guide the distance should not be less than 21m between facing habitable rooms and windows and 24m from window to patio window. However, in these situations where the distance between existing houses already breaches this distance, any new development should not result in any additional overlooking.

Annexe

- 5.15 These should preferably be located at ground floor level and allow access for a disabled person. First floor annexes will be considered in exceptional circumstances. Annexes which are capable of being used as (or easily adaptable to) a self-contained unit will not be permitted.
- 5.16 An Access Statement (see Accessible Hillingdon) should be submitted with all applications. An Annexe allows for the extension of a property to provide accommodation for a relative; on this



Side and First Floor Side Extensions: Two Storey 5.0 23

basis the property should not have a separate private entrance of its own and must be connected to the existing property internally.

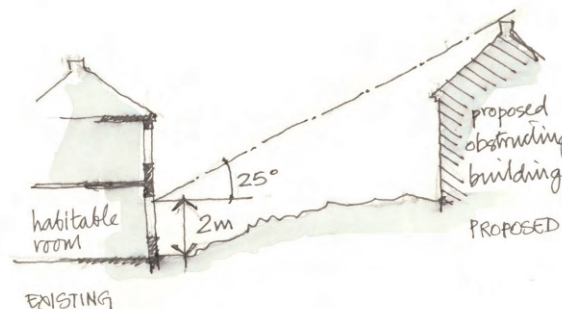
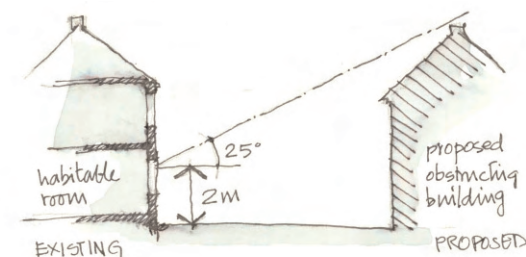
Building Lines

- 5.17 Careful consideration should be given to the location of extensions to buildings, building lines, frontages and entrances should be respected. Building lines within schemes should relate to the street pattern, although in some instances varied buildings lines can achieve diversity and interest. Development should have a clearly defined building line creating a clear visual edge.

Daylight / Sunlight

- 5.18 Daylight is the volume of natural light, which is required to enter a dwelling to provide satisfactory illumination of internal accommodation between dawn and dusk.
- 5.19 The Building Research Establishment's report 'Site Layout Planning for Daylight and Sunlight 1991' recommends that suitable daylight to habitable rooms is achieved where a 25° vertical angle taken from a point 2 metres above the floor of the fenestrated, elevation is kept unobstructed. When this criteria is

applied to the rear of a dwelling the resulting dimension will normally be satisfied within the length of the smallest recommended size for a private garden. However, where main habitable rooms are located to the front of a dwelling daylight may be affected if dwellings on the opposite side of the street are very close (i.e. less than 10m in the case of two storey dwellings).



- 5.20 Similarly, large two storey extensions, which are positioned close to a boundary, may not be acceptable if they have a significant overshadowing and overbearing effect on the habitable rooms of adjoining dwellings. In this

respect any two storey extension extending beyond a 45° horizontal angle measured from the middle of a principle window to a habitable room on the adjoining dwelling may not be acceptable. Depending on orientation smaller two storey extensions may also cause significant overshadowing. Two storey rear extensions on semi detached and terraced dwellings are likely to be problematic unless undertaken with the neighbouring property.

- 5.21 Large two storey extensions sited close to an adjoining dwelling can overshadow habitable rooms of the neighbouring property (depending on orientation). Alternative siting may overcome the problem.



6.0 Rear and First Floor Rear Extensions: Two Storey

6.0 Rear extensions at first floor provide additional bedrooms or other accommodation and have the potential to have a significant impact on adjacent properties. The Council will therefore consider proposals for two storey rear extensions in terms of their setting and with particular reference to their proximity to neighbouring houses. It should be noted that where a two storey rear extension projects beyond the side building line of the house, the criteria for two storey side extensions (as set out in Section 5 above) will also be applied to that portion of the extension.

General Principles

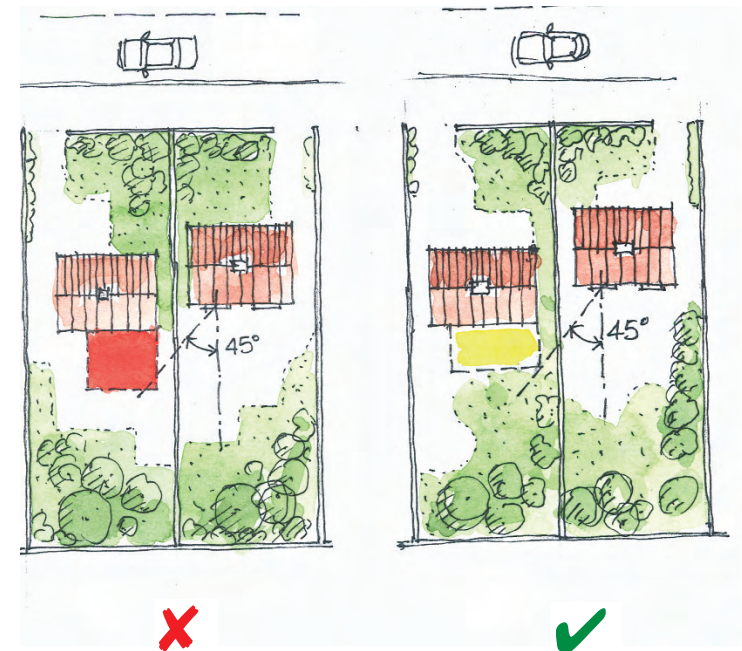
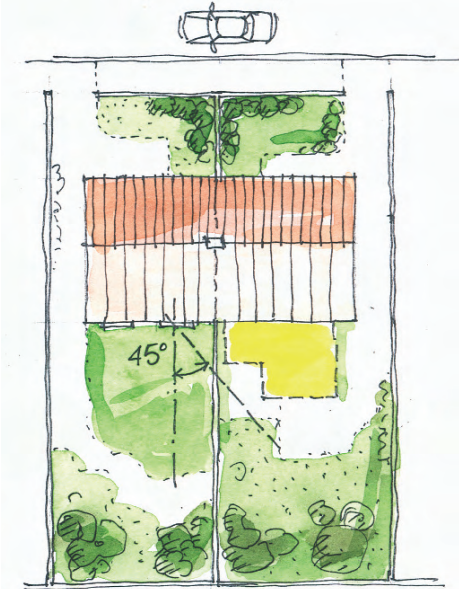
- 6.1 There will be a general presumption against two storey and first floor rear extensions to semi-detached and terrace houses where the extension would abut or come close to the shared boundary with the adjoining house(s).
- 6.2 Two storey rear or first floor rear extensions will only be allowed where there is no significant over-dominance, over-shadowing, loss of outlook and daylight. Any extensions at first floor level should not extend beyond a 45-degree line of sight taken from the nearest of the first floor window of any room of the neighbouring property.

6.3 Full width extensions at first floor will only be considered on detached properties subject to meeting the 45-degree line of sight criteria outlined in the above paragraph.

Depth:

6.4 The extension should always be designed so as to appear 'subordinate' to the original house. Rear extensions will only be allowed where there is no significant over-dominance, over-shadowing, loss of outlook and daylight. In particular, the extension should not protrude out too far from the rear wall of the original house. The first floor should not extend beyond a 45-degree angle; if this can be achieved then the maximum depths identified below can be applied, however, these should not be exceeded (the dimensions illustrated are external and include any overhanging roof guttering added to the rear wall of the extension):

- End-of-terraced/semi-detached houses (including end terrace) on a plot less than 5m wide - 3.3m
- End-of-terrace/semi detached/terraced houses on a plot more than 5m wide - 3.6m (12ft)
- Detached houses 4m (13.33ft)



Rear and First Floor Rear Extensions: Two Storey 6.0 25

- 6.5 These dimensions are applicable to first time extensions and are taken from the rear wall of the original house. Second extensions or canopies added to existing extensions may well result in the depth limits being exceeded and be out of character with the original building and will usually be refused permission.

Height & Roof Design

- 6.6 The height of the extension should not normally exceed the height of the existing building. The roof lines of the extension should normally be parallel to those of the existing building and the eaves line. It is desirable that any two storey extension to a house with a pitched roof should also have a pitched roof. The new roof should appear subordinate to the original roof and so have a ridge height at least 0.5m lower than the original roof.
- 6.7 Flat roofed extensions will not generally be accepted. Period style details or pastiche designs, alien to the style of the building should not be used. Obviously poor designs and applications out of character with their surroundings will be rejected.

Guttering and Set-In

- 6.8 The wall of the extension should be set in

from the boundary by at least 0.25m, so that any overhanging guttering does not encroach onto any neighbouring land. Alternatively, a box gutter with a low parapet wall up to the boundary may be considered depending on the character of the area.

Windows, Doors

- 6.9 These should reflect the existing house in terms of their style and positioning. No window or door should overlook a neighbouring property. These are therefore usually located on the rear wall. If windows are located on a side-wall they should be at a high level, non-opening below 1.7m above internal finished floor level and fitted with obscured glass.

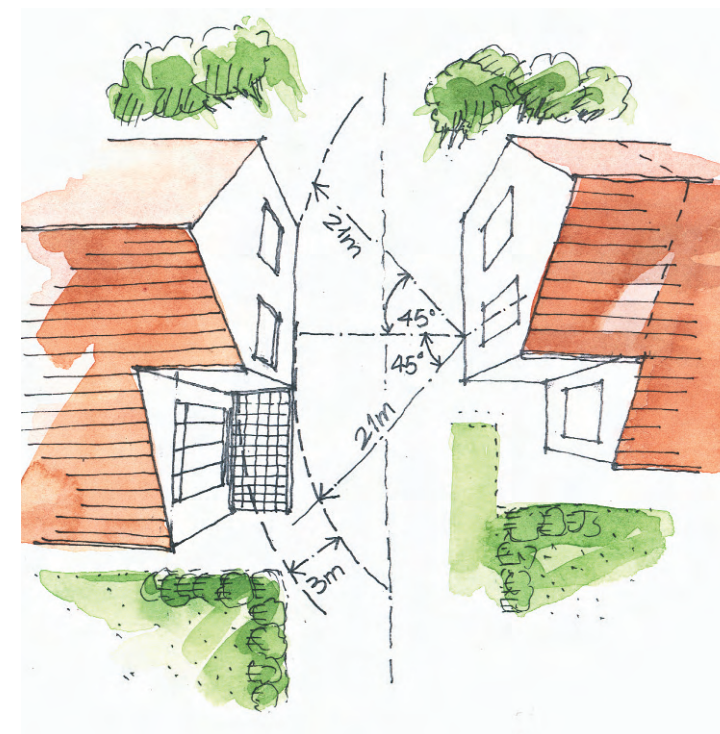
Materials

- 6.10 Careful selection of materials is required for the extension so as to match or complement the materials used in the original house. Where appropriate, you could copy design features and details from the existing house into the new extension.

Overlooking

- 6.11 Extensions should be designed so as to ensure adequate privacy for their occupants and that of adjoining property.

- 6.12 No direct overlooking will be permitted. Adequate distance should be maintained to any area from which overlooking may occur and regard should be given to the character of the area and the distances between buildings. However, as a guide the distance should not be less than 21m, between facing habitable room windows.



6.0 Rear and First Floor Rear Extensions: Two Storey

- 6.13 The degree of overlooking will be much greater from living rooms than other habitable rooms. Where living rooms are proposed above ground floor level the minimum (21m) privacy distance may not be adequate and greater distances will be required.
- 6.14 It is expected that the area of garden usually closest to the main habitable rooms, (patio) should maintain sufficient privacy to be used for activities such as sunbathing and eating out. Living rooms at first floor may require insulation if adjacent attached properties have bedrooms adjoining.
- 6.15 From windows above ground floor an angle of 45 degrees is assumed in determining overlooking distances.
- 6.16 In some cases a distance of 21m cannot be achieved. Visual privacy to the private garden can, in certain circumstances be protected by careful layout and screening.
- 6.17 Obscure glazing can often be used to overcome privacy problems from rooms such as bathrooms and toilets. Where windows would not normally be permitted due to loss of privacy to other properties but are required to provide light, fixed

obscure glazing or non opening obscure glazing below 1.7m above internal finished floor level may be acceptable. Obscure windows are only acceptable to non-habitable rooms. Obscure windows are only acceptable to non-habitable rooms. It is not acceptable to provide bedrooms with obscure glazing or high-level windows.

Garden Space

- 6.18 Sufficient garden space should be retained as a consequence of an extension. Two bedroom houses should retain at least 40 square metres of private usable rear garden space, 3 bed houses at least 60 square metres and 4 bed houses at least 100 square metres.

Garden Space Standards

(contained within the adopted plan)

type of dwelling	rear garden area to be retained
2 bedroom house	40sq.m
3 bedroom house	60sq.m
4+ bedroom house	100sq.m

Building Lines

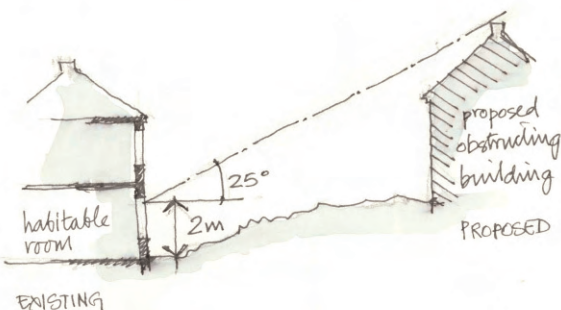
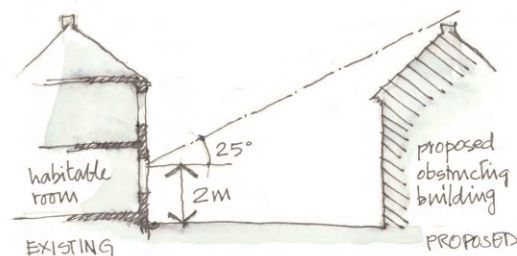
- 6.19 Careful consideration should be given to the location of extensions to buildings, building lines, frontages and entrances should be respected. Building lines within schemes should relate to the street pattern, although in some instances varied building lines can achieve diversity and interest. Development should have a clearly defined building line creating a clear visual edge.

Daylight / Sunlight

- 6.20 Daylight is the volume of natural light, which is required to enter a dwelling to provide satisfactory illumination of internal accommodation between dawn and dusk.
- 6.21 The Building Research Establishment's report ' Site Layout Planning for Daylight and Sunlight 1991 ' recommends that suitable daylight to habitable rooms is achieved where a 25 ° vertical angle taken from a point 2 metres above the floor of the fenestrated, elevation is kept unobstructed. When this criteria is applied to the rear of a dwelling the resulting dimension will normally be satisfied within the length of the smallest recommended size for a private garden.

Rear and First Floor Rear Extensions: Two Storey 6.0 27

However, where main habitable rooms are located to the front of a dwelling daylight may be affected if dwellings on the opposite side of the street are very close (i.e. less than 10m. in the case of two storey dwellings).



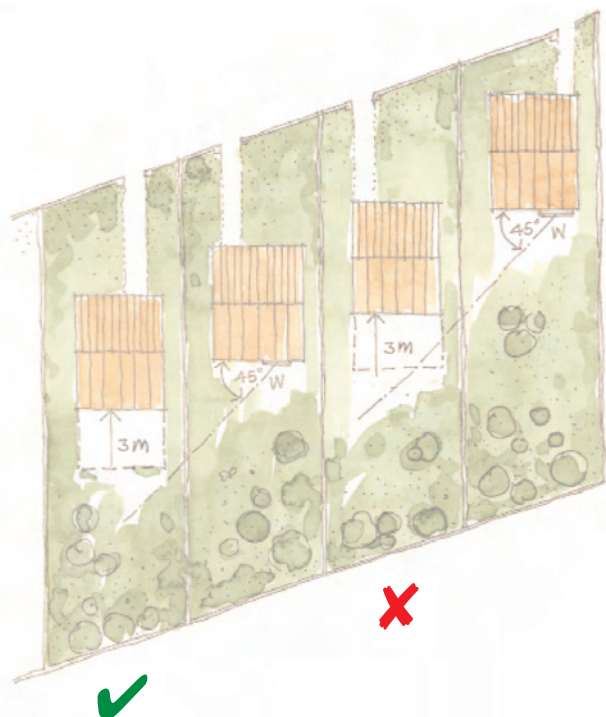
- 6.22 Similarly, large two storey extensions, which are positioned close to a boundary, may not be acceptable if they have a significant overshadowing and overbearing effect on the habitable rooms of adjoining dwellings. In this respect any two storey extension extending beyond a 45° horizontal angle

measured from the middle of a principle window to a habitable room on the adjoining dwelling may not be acceptable. Depending on orientation smaller two storey extensions may also cause significant overshadowing. Two storey rear extensions on semi detached and terraced dwellings are likely to be problematic unless undertaken with the neighbouring property.

- 6.23 Large two storey extensions sited close to an adjoining dwelling can overshadow habitable rooms of the neighbouring

property (depending on orientation). Alternative siting may overcome the problem.

- 6.24 Although it would be unreasonable to require that all dwellings enjoy sunlit rooms, single aspect dwellings which are sited so that every habitable room is facing due north and have amenity areas which are usually in shade, may not be acceptable.



7.0 Loft Conversions and Roof Alterations

7.0 Creating a room or rooms out of existing roofspace is a common way of providing additional bedroom or other accommodation. However, this has to be assessed against any possible detrimental effect to neighbouring residents and in particular, the appearance of the original house and character of the local area. Careful thought must therefore be given to the volume, height, proportion, details and position and overall appearance of any dormer windows or other roof alterations.

7.1 The following section offers general advice in relation to a number of common scenarios.

Roof Extensions:

7.2 **Front roof slope:** Dormer windows through the creation of dormers - located on the principal elevation of the property, facing the road **will always require planning permission** but will not be acceptable by the Council for most buildings of two or more storeys, unless this is an original character of the area. Front roof extensions will, however, be considered acceptable on bungalows subject to meeting the design criteria set out in this section.

7.3 **Rear roof slope – visible from public highways:** The degree of visibility and prominence of rear roof slopes varies considerably. However, it is common for rear elevations of houses to be visible from areas of public open space, public roads and car parks and on corner plots. As a general rule the more visible a roof is from public areas, the more important it is that it be well designed. The degree of public visibility will influence the assessment of visual impact in each case.

7.4 **Rear roof slope – only visible from other gardens:** Rear roof slopes which are only visible from surrounding gardens do impact on residential areas since these affect the character and appearance of a residential area. It is just as important for such roof extensions to relate well to the proportions, roof forms and massing of the existing house and its neighbours as elsewhere.

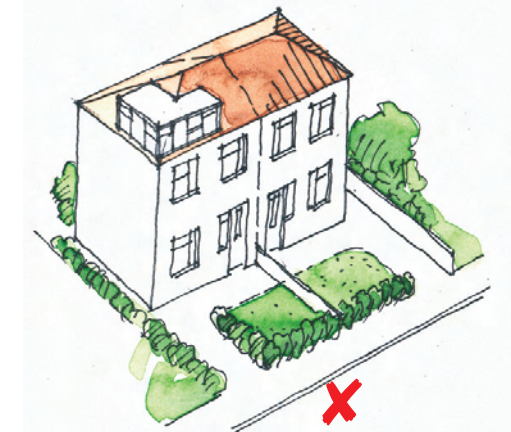
Proportions:

7.5 It is important to create an extension that will appear secondary to the size of the roof face within which it will be set. Roof extensions that would be as wide as the house and create the appearance of an effective flat roofed third storey will be refused permission. Where the roof can

be extended, the Council will recommend a small dormer window or rooflights. Please note that conservation rooflights might be required in sensitive locations. These are rooflights set flush within the existing roof, and are therefore more discreet.



7.6 If dormers are proposed on both the side and rear roof slopes, they must remain independent from each other and not wrap around to create one large extension.



Loft Conversions and Roof Alterations 7.0

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Position on roofslope: terraced and smaller semi-detached houses (with no more than two rooms across their width)

- 7.7 A dormer window or roof extension must be constructed in the centre of the roof face. The size of each roof face will vary from one house to the next. As a guide, any roof extension to a terraced house should be set at least 0.3m (30cm) below the ridge level, at least 0.5m (50cm) above the eaves level and at least 0.5m (50cm) from the sides of the roof. Where a terraced house has parapet walls on each side of the roof, these should not be built up – the dormer or extension must be set-in in the manner described above. Sometimes, the need to include a staircase would result in a wider rear or side dormer than described above. In these cases, the roof extension will normally be refused and you may have to consider a single loft conversion with roof lights and no dormer.



Position on roofslope: detached and larger semi-detached houses

- 7.8 On larger detached and semi-detached houses these set-ins should be increased to at least 1m (100cm). Sometimes, the need to include a staircase would result in a wider rear or side dormer than described above. In these cases, the roof extension will normally be refused and you may have to consider a standard loft conversion with roof lights.

Design

- 7.9 A flat roof will normally be acceptable for a rear dormer. The design and size of the proposed windows should match those on the existing rear elevation. Dormer window extensions on the side roof should be small and have a pitched or hipped roof over at the same angle to the main roof slope. The internal layout of the roof extension should allow the side dormer to provide the headroom for a stairwell so that the window facing the adjoining house does not lead onto a bed/living room and cause overlooking. The external wall finish, roofing material and design fenestration must match those used in the existing building.

- 7.10 Larger semi-detached houses will generally be regarded as properties with three or more rooms across their width.

Hipped to Gable

- 7.11 If you are proposing to convert a sloped hip-end roof into a flat gable-end roof on the side of your house, permission will normally be refused. This is because it would unbalance the overall appearance of the house, pair of semi-detached houses or terrace.



- 7.12 Some houses may have already had this type of extension, as a result of Permitted Development legislation. If your house is a semi-detached house and the attached house has a permitted development extension of this sort, then it may be possible to re-balance the appearance of the pair by building a similar extension.

7.0 Loft Conversions and Roof Alterations

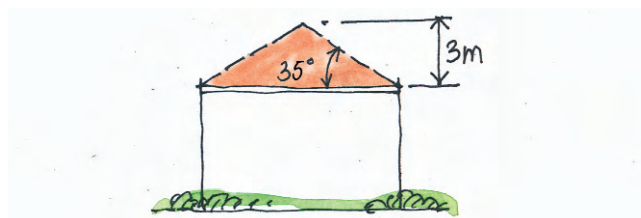
Any assessment by the Council will have due regard for the impact of the extension on the street scene and character of the property.

7.13 The same may apply to an end of terrace house where the terrace at the other end of the same row has been extended in this way. As these situations are rare, it is recommended that any proposal be discussed with the Planning Department at an early stage.

Conversion of a flat roof to a pitched roof:

- 7.14 For the conversion of a flat roof to a pitched roof, general planning principles will apply, in the Gledwood Estate in Hayes and other areas of the borough with flat roofed houses. However the following should also be noted for the conversion from a flat to pitched roof :
- Proposals submitted should provide a roof plane of 35 degrees and the roof height should be 3m.
 - The type and colour of roof tiles must be identified prior to approval, groups of dwellings must use the same type and colour of tile.
 - The depth and angle proposed above should allow for a future planning application for a dormer construction.

- Flats roofs involve shared drainage. It is in your best interest to discuss your proposals with your neighbours.



Solar Panels and domestic microgeneration

7.15 Planning permission may be required for the installation of solar panels. While the environmental benefits of these panels are acknowledged by the Council, their size and position should not cause undue visual harm to the area. The panels should not be placed in a position where they can be seen over a great distance or from a public place. Listed Building Consent will always be required for solar panels on listed buildings. Part 40 of the General Permitted Development Order 1995 covers domestic microgeneration equipment and includes the following permitted development limits:

Roof and wall mounted solar panels:

- (a) Panels should not be installed above the ridgeline and should project no more than 200mm from the roof or wall surface.

- (b) Restrictions apply in Conservation Areas and Listed Buildings

Stand alone photovoltaics are not permitted if:

- (a) there is more than one
- (b) exceeds 4m in height
- (c) is within 5m of the boundary
- (d) surface area exceeds 9 sq m
- (e) any dimension exceeds 3 sq m

Ground source or water source heat pump systems fall within permitted development rights.

Flues for heat and power systems are permitted development if the conditions outlined below are met:

- (a) Flues do not exceed the highest part of the roof.
- (b) In a conservation area, the flue should not be fitted on the principal or side elevation if it would be visible from a highway.

Rooflights

7.16 In most cases one or two small roof lights which do not project above the face of the roof will not require planning permission. Listed Buildings are exceptions as rooflights require listed building consent. Where planning

Loft Conversions and Roof Alterations 7.0

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permission is required, the following should be noted: any roof lights should have regard for the size and position of the windows in the main house; and where a large number of rooflights are proposed in the front roof face, these will normally be refused.



Balconies & Roof Terraces

7.17 While balconies and roof terraces can complement garden space, including any lost through the construction of an extension, the use of roof areas for recreational purposes requires planning permission. The Council will normally refuse such proposals on the grounds of overlooking and loss of privacy. Unless a roof terrace is positioned a long way from neighbouring properties or gardens such that there is no overlooking it will be refused. Conservatories should be confined to ground floor level in rear and side gardens only.

Building Lines

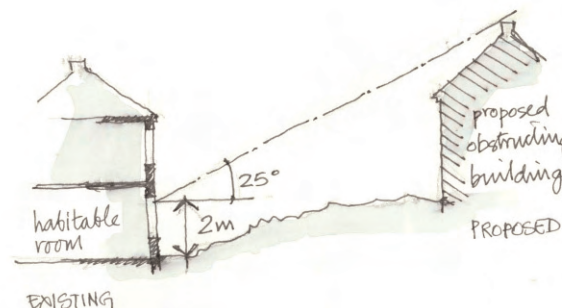
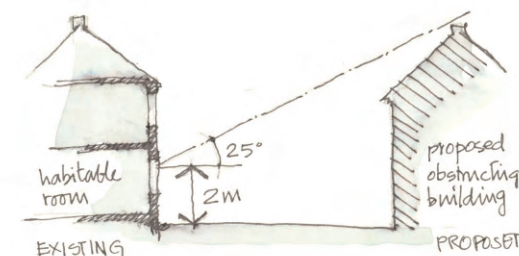
7.18 Careful consideration should be given to the location of extensions to buildings, building lines, frontages and entrances should be respected. Building lines within schemes should relate to the street pattern, although in some instances varied buildings lines can achieve diversity and interest. Development should have a clearly defined building line creating a clear visual edge.

Daylight / Sunlight

7.19 Daylight is the volume of natural light, which is required to enter a dwelling to provide satisfactory illumination of internal accommodation between dawn and dusk.

7.20 The Building Research Establishment's report 'Site Layout Planning for Daylight and Sunlight 1991' recommends that suitable daylight to habitable rooms is achieved where a 25° vertical angle taken from a point 2 metres above the floor of the fenestrated elevation is kept unobstructed. When this criteria is applied to the rear of a dwelling the resulting dimension will normally be satisfied within the length of the smallest recommended size for a private garden.

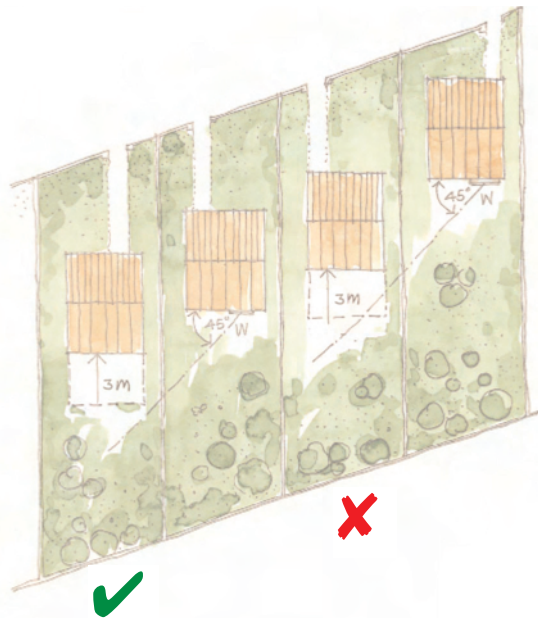
However, where main habitable rooms are located to the front of a dwelling daylight may be affected if dwellings on the opposite side of the street are very close (i.e. less than 10m. in the case of two storey dwellings).



7.21 Similarly, large two storey extensions, which are positioned close to a boundary, may not be acceptable if they have a significant overshadowing and overbearing effect on the habitable rooms of adjoining dwellings. In this respect any two storey extension extending beyond a 45° horizontal angle measured from the middle of a principle window to a habitable room on the

8.0 Front Extensions, Porches and Bay Windows

adjoining dwelling may not be acceptable. Depending on orientation smaller two storey extensions may also cause significant overshadowing. Two storey rear extensions on semi detached and terraced dwellings are likely to be problematic unless undertaken with the neighbouring property.



- 8.0 Changes and extensions to the front of the house must be minor and not alter the overall appearance of the house or dominate the character of the street.

Front Extensions/Canopies

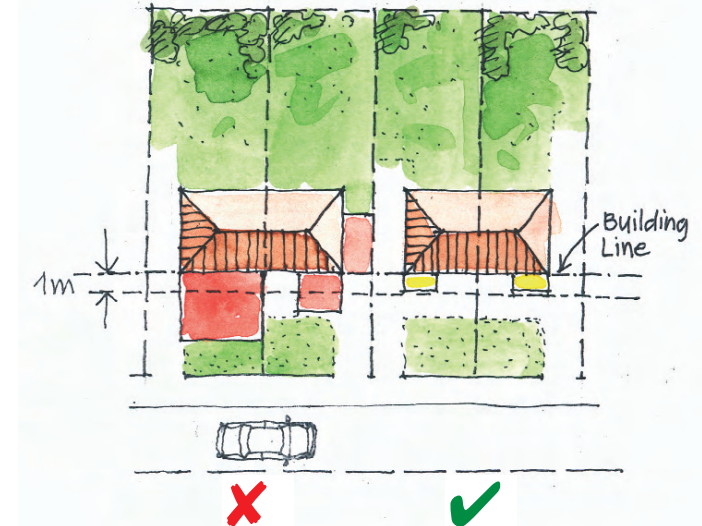
- 8.1 The Council is very explicit with regard to

its position on front extensions. Front extensions that extend across the entire frontage will normally be refused. Front extensions are eye catching and change the face of the building. They do not only affect the character and appearance of the building itself, but also the street scene.



Porches

- 8.2 Any porch should be individually designed to follow the character of the existing building. The introduction of pastiche historic features such as classical columns, pediments and rustic timbers will not be accepted unless they are a feature of the original house. In addition:



- Porches should be subordinate in scale and form and should not be detrimental to the visual amenities of the street scene.
- The depth of any porch or canopy must not extend past the line of any bay window.
- Any porch should not diminish the scale, design, character or appearance of any bay window.
- Porches should generally be confined to the front entrance area.
- In the case of being combined with a garage conversion they may be integrated with a forward extension of the garage not exceeding 1.0m.
- The roof design and the roof material must match the main roof.
- Front canopies may be acceptable subject to the above criteria.

Detached Outbuildings 9.0

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Front Bay Windows

- 8.3 The building of front bay windows will require planning permission. They will only be allowed where they make a positive contribution to the appearance of the existing local area, and are an established and original characteristic of neighbouring properties.

Building Lines

- 8.4 Careful consideration should be given to the location of extensions to buildings, building lines, frontages and entrances should be respected. Building lines within schemes should relate to the street pattern, although in some instances varied buildings lines can achieve diversity and interest. Development should have a clearly defined building line creating a clear visual edge.
- 9.0 An 'outbuilding' can comprise a garden shed, greenhouse, garage, hobbyroom or storeroom. Many homeowners can build a small detached outbuilding can do so without planning permission as permitted development. For a building to be exempt from the need for planning permission several factors need to be considered. Firstly, the building must be used for normal residential activities ancillary to the main house. Detached

buildings cannot be used for sleeping purposes or separate cooking or bathroom facilities for self-contained accommodation. Please contact a planning officer for more information about permitted development.

- 9.1 There are a number of new properties that have had these rights removed, and there are many older houses whose location and position mean that such buildings require full planning permission. In these circumstances outbuildings must be placed to minimise any overshadowing and loss of daylight. They must also leave a practical amount of garden space and respect the design and appearance of the existing house and nearby houses. **Where planning permission is required, the following guidelines should be followed:**

Position

- 9.2 In order to prevent your outbuilding from overshadowing adjoining houses and patios, it should be positioned as far away from the house as possible. Large detached buildings situated in close proximity to the house will therefore normally be refused permission. The outbuilding should be set in from the boundaries by at least 500mm.

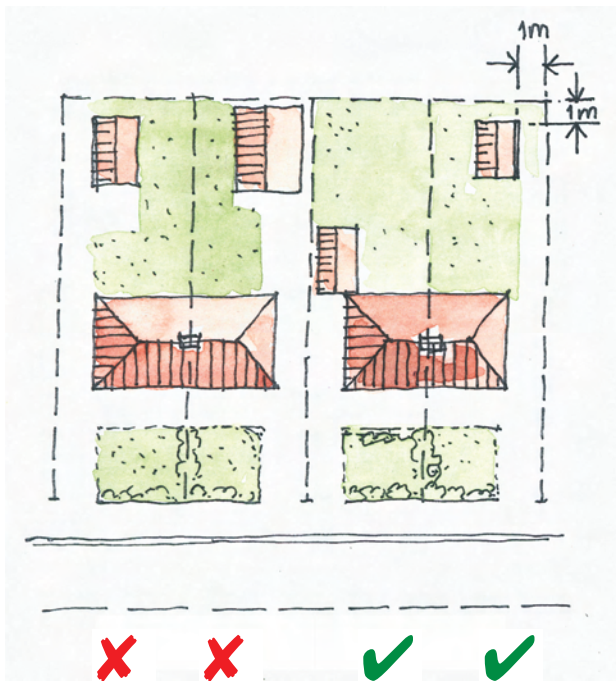
Design

- 9.3 Bulk, height, proportion, floorspace, building materials and details of windows and door are the design criteria that will be considered. The external materials should be similar to the ones used in the rear of the existing house. If a ridged roof is proposed, the ridge should not be higher than 4m. For all other types of roof, the roof should not be higher than 3m. Windows must only be placed on the elevation facing the owners main house and in no other walls. The building should leave a significant amount of private usable garden space for the residents to enjoy. The recommended amount of remaining private usable garden space is 40 square metres for a 2 bedroom house, 60 square metres for a 3 bedroom house and 100 square metres for a 4 bedroom house.

Use

- 9.4 The outbuilding must only be used for normal domestic uses related to the residential use of the main house. These uses include parking your car, storing your possessions, use as a childrens playroom, green house, garden shed, gym, summer house and hobby room provided it is ancillary to the use of the main house.

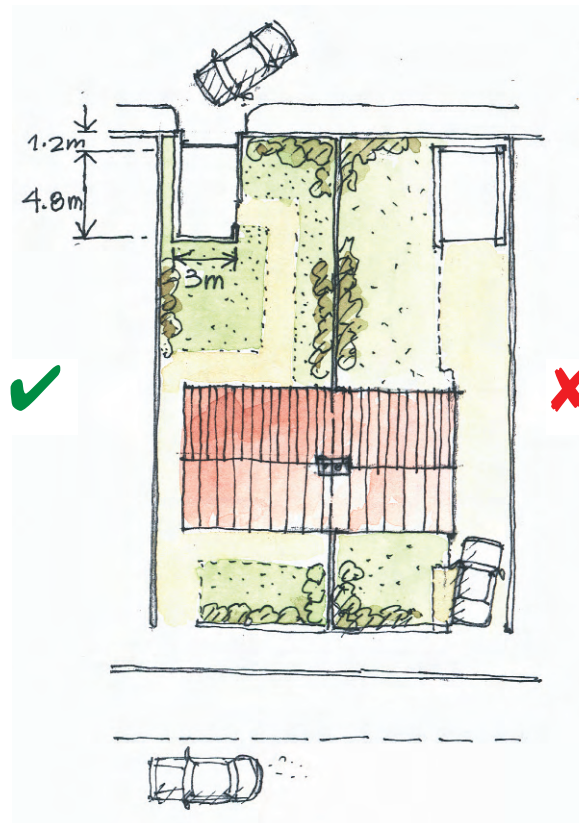
9.0 Detached Outbuildings



The outbuilding cannot be used as a separate business unit or as a self contained residential unit, as these could lead to a number of privacy, overlooking, noise and disturbance problems. If you intend to use the outbuilding for any of these uses, the proposal will be refused planning permission. The role of the detached building is to be used solely as an ancillary building to the main house.

Garages requiring planning permission: Located to the rear most part of the garden

- 9.5 If the garage is located to the rear of the garden, it should be accessed from a rear service road only. The garage must be placed so that the doors do not open across the roadway. To achieve this, and to allow enough visibility to drivers, you



must set the building back at least 2.4m from the back edge of the roadway and use a roller shutter or 'up and over' garage door. The internal dimensions should allow at least 4.8m x 3m for a single garage and at least 4.8m x 5.7m for a double garage. Special design criteria may apply for garages in Conservation Areas.

Attached to the existing house

- 9.6 Please refer to single storey side extensions guidance if the proposed garage will be attached to the side of the house. The same principles will apply.

Conversion of a Garage to a Habitable Room:

- 9.7 The conversion of a garage extension to a habitable room (used for living / sleeping) may require planning permission. A condition may have been attached to the original planning permission that only allows it to be used for parking a car.
- 9.8 The Council's statutory register of planning decision notices will help you find out if such a condition exists for your property. If the use of the garage is limited by condition to use for storing a motor vehicle only and no other use, you

Walls, Enclosures, Layouts and Materials 10.0 35

will need planning permission to convert it to living accommodation. As part of the application, the Council will have to assess the amount of off-street parking available on your property. If the use of the garage is not limited by a condition, you may still need permission to change the appearance of the garage elevation to a wall and a window. As part of its assessment, the council will consider the amount of off-street parking available and the impact of the garage conversion on the appearance of the street overall.

10.0 Walls and enclosures provide a boundary to the curtilage of a building and add privacy for the residents. These are likely to comprise (but are not confined to) hedges, walls, fences and gates. Gates, walls and fences are permitted without planning permission up to 1 metre in height adjoining or fronting any public road or pavement and 2 metres elsewhere.

10.1 Walls and fences over 1m in front gardens require planning permission. All front walls and enclosures should make a positive contribution to the street scene and must ensure adequate visibility for all vehicles entering and exiting the property. Walls and enclosures should not obstruct sight lines required for road

and public safety. To ensure harmonisation with the existing street scene, applicants should ensure that the design and materials used and the height of any wall/enclosure must be in keeping with the character of the area.

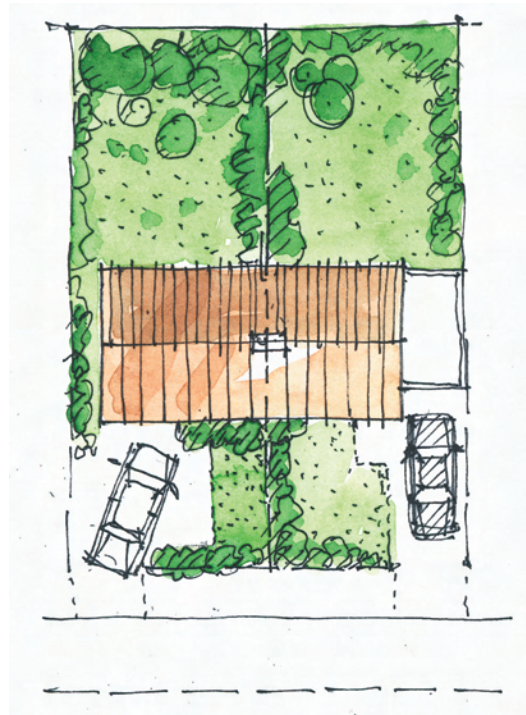
10.2 Front gates over 1m in height will be refused planning permission because of their overbearing impact on the streetscene. The erection of railings over 1m in height around front gardens will also be refused planning permission for this reason, as will the erection of railings onto boundary walls.



11.0 Front gardens and Parking

Front Gardens & Parking

- 11.0 In most circumstances, it will be acceptable to provide off street parking in your front garden without the need for planning permission.
- 11.1 It is important to note that if the proposed driveway and vehicular crossover leads out onto a classified road, planning permission will be required. You will also need to contact the Highways Department to ensure that new vehicle cross over or dropped kerb complies with their requirements. A wide crossover will not be acceptable where there will be a danger to pedestrians .
- 11.2 Where parking layouts are altered as part of an extension to a property at least 25% of the front garden may be required to be maintained for planting and soft landscaping. Gravel can be used as a form of ground coverage as it is porous and provides better drainage for the area surrounding the house, see para 11.4. In areas prone to flooding, the council may require the introduction of gravel or other porous materials into the front gardens, which will positively impact on sustainable urban drainage. In all instances, any hardsurface should be laid to a slight gradient to allow for the satisfactory drainage of rainwater.



When proposing parking in your front garden

Avoid:

- Replacing front gardens with hardstanding.
- The removal of front fences leaving large open areas.
- Losing the feeling of enclosure and definition between pavement and private space.
- Creating the appearance of a 'car park' rather than a residential street.
- The use of inappropriate materials.

Layouts

- 11.3 The front garden should be large enough to allow a car to park at right angles to the road without overhanging the pavement.

Do:

- Minimise the area of hardstanding.
- Provide planting to parking area.
- Where an opening has to be made in an existing fence or wall, it should be kept to a minimum. This can be done by making every effort to mend both ends/sides of the new opening and by matching existing materials and details.
- Provide gates to swing inwards or slide behind the wall.
- Leave enough space between the parked car and the building to meet the requirements of Part M of the Building Regulations, normally 1m or access for a wheelchair user.

Don't

- Replace the whole front garden with hardstanding.
- Destroy the entire boundary wall.
- Open the gate over the pavement.
- Have a continuous pavement crossover.

Surface Materials

11.4 A wide choice of surface materials is available for the construction of hardstanding. Take into account the style, character, colours and textures of your house and the neighbourhood. Generally, traditional materials such as gravel, brick pavers and granite setts are preferred. They complement the character of the neighbourhood and are all durable and natural materials. The scale, design and texture of the landscaping should be chosen to match the scale and character of the buildings.

38 12.0 Glossary

Unitary Development Plan (UDP)

UDP's set out the strategic and local framework for guiding future development in the borough. The document contains planning policies and provides guidance for the development of land and transport in the Borough.

Local Development Framework (LDF)

Under the new Planning and Compulsory Purchase Act, every Council is required to introduce a new Local Development Framework (LDF) for its planning policies. The LDF will replace UDP's.

Planning Designations

Planning designations are environmental policy designation, e.g. listed buildings, conservation areas, sites of special landscape importance, tree preservation orders.

Conservation Area

A Conservation Area is an area designated by the Local Planning Authority as one of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance. Special controls exist with regard to demolition of buildings, advertisements and the like within the Conservation Area.

Area of Special Local Character

Nationally Listed Buildings

Buildings and other structures of special architectural or historic interest are 'listed' by the Secretary of State for Culture Media and Sport and are classified by three grades. Listed buildings have a special status in planning law. Listed buildings are protected by the Planning (Listed Buildings and Conservation Areas) Act 1990. A listed building may not be demolished, extended or altered internally or externally in any way that affects its special architectural or historic interest, without listed building consent having been granted. It is a criminal offence to demolish, alter or extend a listed building without first obtaining listed building consent.

Locally Listed Buildings

A Locally Listed Building is one that has been recognised by the local authority as being of local interest, either for historical associations, or for its architectural style. They are usually buildings holding key positions in the streetscape, or are of high architectural quality that are not included in the Statutory List of Buildings.

Tree Preservation Order

A TPO is made by the local planning authority to protect specific trees or particular woodland from deliberate damage and destruction. TPOs prevent the felling, lopping, topping, uprooting or otherwise willful damaging of trees without the permission of the local planning authority.

Article 4 Direction

Article 4 Directions are made when the character of an area of acknowledged importance would be threatened - and are most common in conservation areas. Article 4 Directions remove specific permitted development rights.

Planning Permission

Formal approval by the Council, often with conditions, allowing a proposed development to proceed.

Appendix 1 - Relevant Development Plan Policies (Hillingdon UDP adopted 1998)

Chapter 5: Built Environment

Policy BE19 THE LOCAL PLANNING AUTHORITY WILL SEEK TO ENSURE THAT NEW DEVELOPMENT WITHIN RESIDENTIAL AREAS COMPLEMENTS OR IMPROVES THE AMENITY AND CHARACTER OF THE AREA.

Policy BE20 BUILDINGS SHOULD BE LAID OUT SO THAT ADEQUATE DAYLIGHT AND SUNLIGHT CAN PENETRATE INTO AND BETWEEN THEM AND THE AMENITIES OF EXISTING HOUSES ARE SAFEGUARDED.

Policy BE21 PLANNING PERMISSION WILL NOT BE GRANTED FOR NEW BUILDINGS OR EXTENSIONS WHICH BY REASON OF THEIR SITING, BULK AND PROXIMITY, WOULD RESULT IN A SIGNIFICANT LOSS OF RESIDENTIAL AMENITY.

Policy BE22 RESIDENTIAL EXTENSIONS AND BUILDINGS OF TWO OR MORE STOREYS IN HEIGHT SHOULD BE SET BACK A MINIMUM OF 1 METRE (1.5 METRE IN THE COPSEWOOD AND GATE HILL FARM ESTATES, NORTHWOOD AND THE DRIVE, ICKENHAM) FROM THE SIDE BOUNDARY OF THE PROPERTY FOR THE FULL HEIGHT OF THE BUILDING.

Policy BE23 NEW RESIDENTIAL BUILDINGS OR EXTENSIONS SHOULD PROVIDE OR MAINTAIN EXTERNAL AMENITY SPACE WHICH IS SUFFICIENT TO PROTECT THE AMENITY OF THE OCCUPANTS OF THE PROPOSED AND SURROUNDING BUILDINGS, AND WHICH IS USABLE IN TERMS OF ITS SHAPE AND SITING.

Policy BE24 THE DESIGN OF NEW BUILDINGS SHOULD PROTECT THE PRIVACY OF THE OCCUPIERS AND THEIR NEIGHBOURS.

Policy BE26 WITHIN TOWN CENTRES THE DESIGN, LAYOUT AND LANDSCAPING OF NEWBUILDINGS WILL BE EXPECTED TO REFLECT THE ROLE, OVERALL SCALE AND CHARACTER OF THE TOWN CENTRES AS A FOCUS OF SHOPPING AND EMPLOYMENT ACTIVITY.

Policy BE38 DEVELOPMENT PROPOSALS WILL BE EXPECTED TO RETAIN AND UTILISE TOPOGRAPHICAL AND LANDSCAPE FEATURES OF MERIT AND PROVIDE NEW PLANTING AND LANDSCAPING WHEREVER IT IS APPROPRIATE. PLANNING APPLICANTS FOR PLANNING CONSENT WILL BE REQUIRED TO PROVIDE AN ACCURATE TREE SURVEY SHOWING THE LOCATION, HEIGHT, SPREAD AND SPECIES OF ALL TREES WHERE THEIR PROPOSALS WOULD AFFECT ANY EXISTING TREES.

If you would like a copy of this publication in large print, Braille or cassette tape please contact the Policy and Environmental Planning Team on 01895 250844

If you require a translation please contact:

Arabic	إذا كنت بحاجة إلى خدمة الترجمة، يُرجى الاتصال:	07753 600281
Bengali	আপনার যদি অনুবাদের দরকার হয়, এখানে যোগাযোগ করুন	07776 184247
Gujarati	જો તમને ભાષાંતરની જરૂર હોય તો, કૃપા કરીને સંપર્ક કરો:	01895 250286
Hindi	अगर आपको हिन्दी में अनुवाद चाहिए, तो कृपया सम्पर्क करें:	01895 250045
Punjabi	ਜੇ ਤੁਹਾਨੂੰ ਤਰਜਮੇ ਦੀ ਜ਼ਰੂਰਤ ਹੋਵੇ, ਤਾਂ ਮਿਹਰਬਾਨੀ ਕਰਕੇ ਸੰਬੰਧਤ ਕਰੋ:	01895 250045
Somali	Haddii aad u baahatid turjumad, faddllan la xidhiidh:	07956 570536
Urdu	اگر آپ کو اس کے ترجمے کی ضرورت ہے تو براہ مہربانی رابطہ کیجئے:	01895 250045