



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.

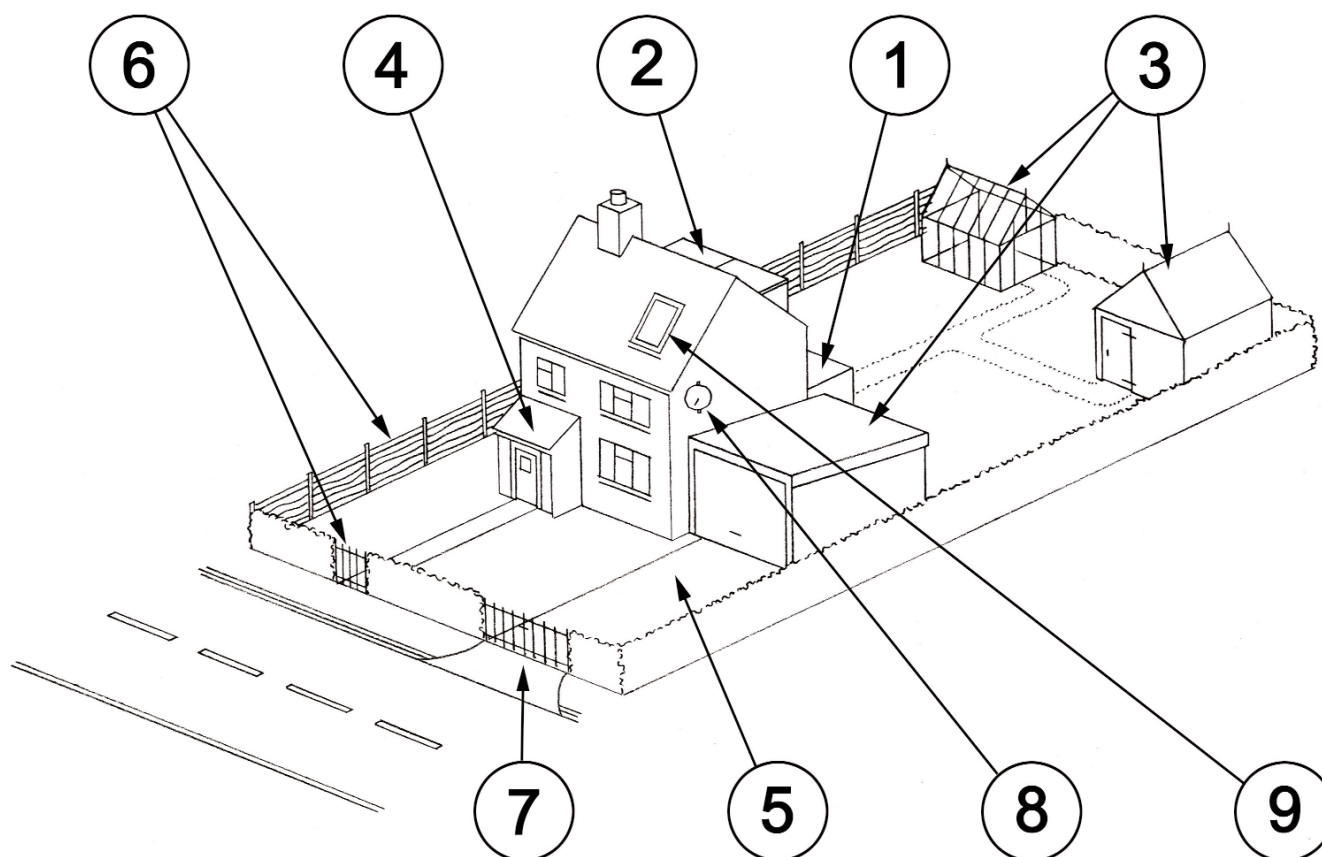
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Extensions and Minor Work Not Requiring Planning Permission

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



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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:

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- 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

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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

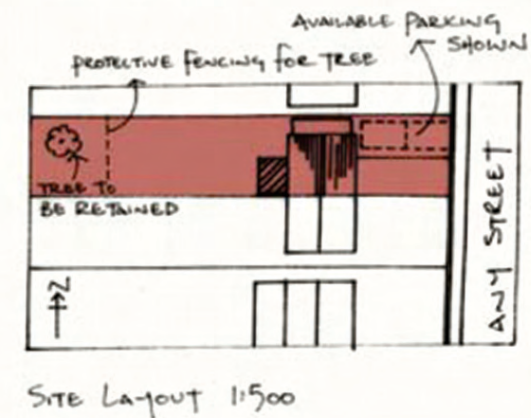
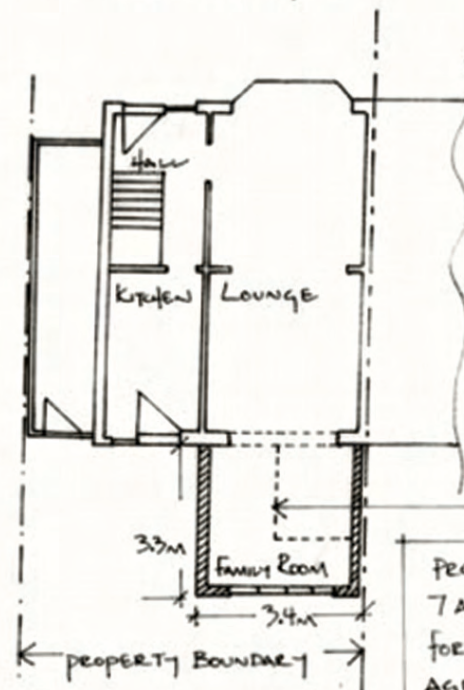
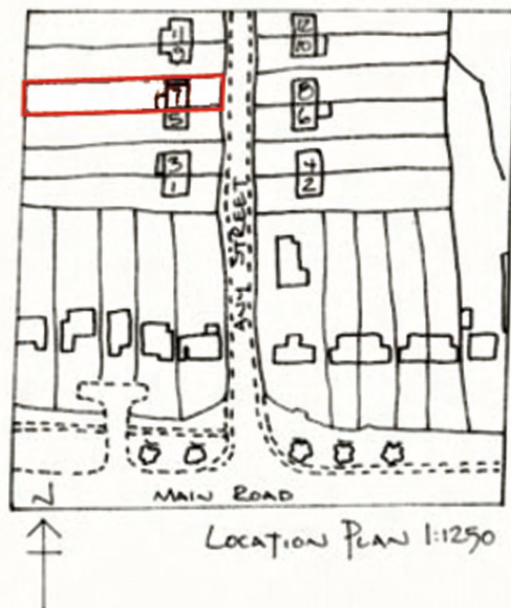
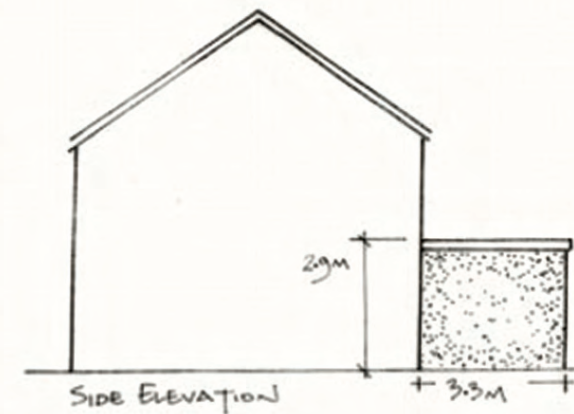
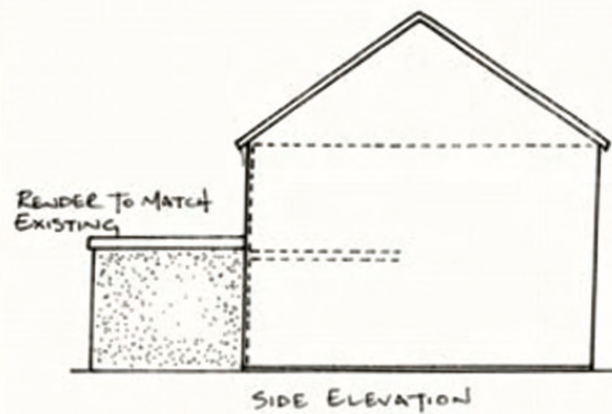
- 2.12 Flood Risk Assessment (FRA) should be submitted as part of planning applications for residential extensions that fall within Flood Zone 2 or 3 as shown on the Environment Agencies Flood Zone Maps.

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:
SCALE: DATE:
DRAWING NO:

DRAWING LABEL

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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

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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

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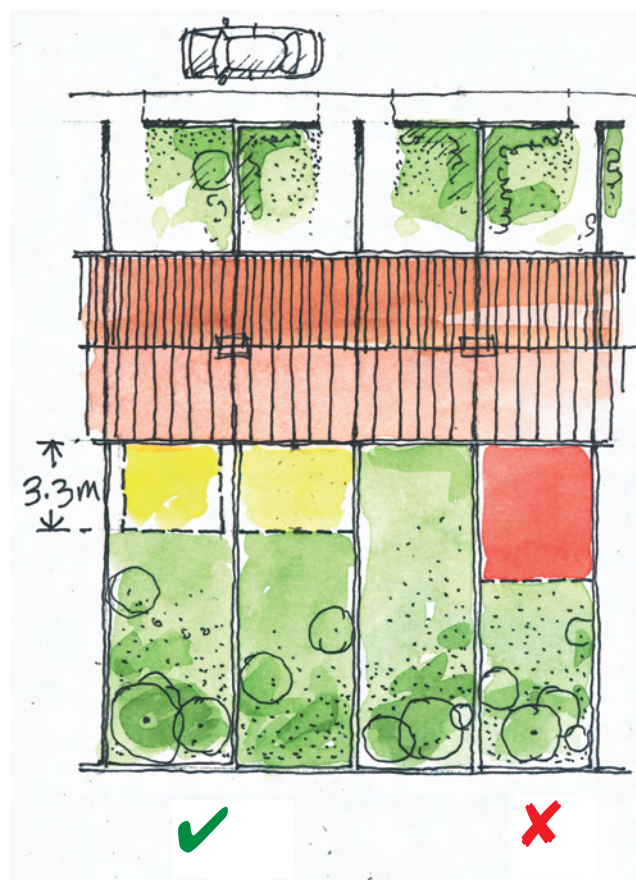
3.0 A single storey rear extension is the most common type of extension; it helps to extend a kitchen or dining/living room and can be a cost effective solution to creating more space. However, this has to be assessed against any possible detrimental effect to neighbouring residents and their gardens, 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:

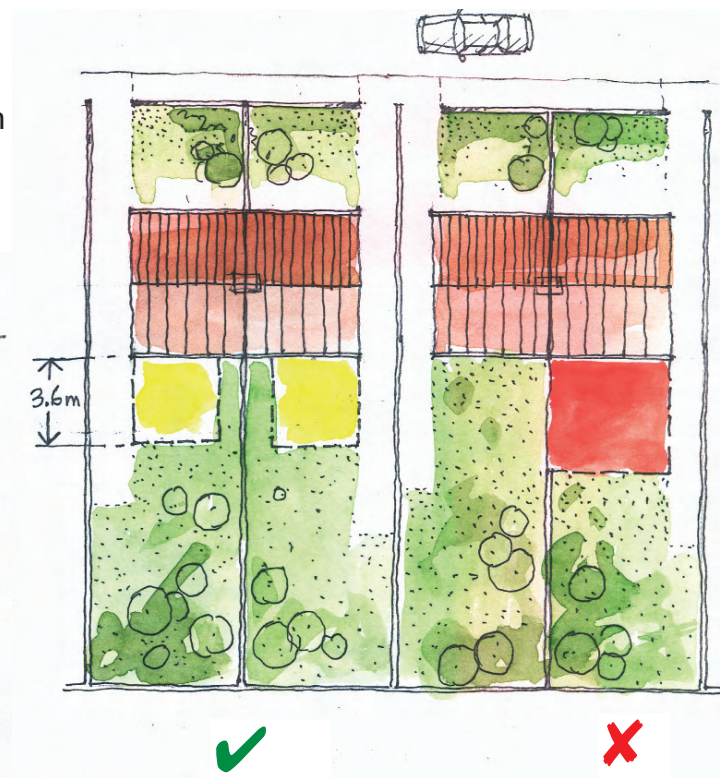
3.1 The extension should always be designed so as to appear 'subordinate' to the original house. In particular, the extension should not protrude out too far from the rear wall of the original house. This is because the extension may block daylight and sunlight received by neighbouring properties. To 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

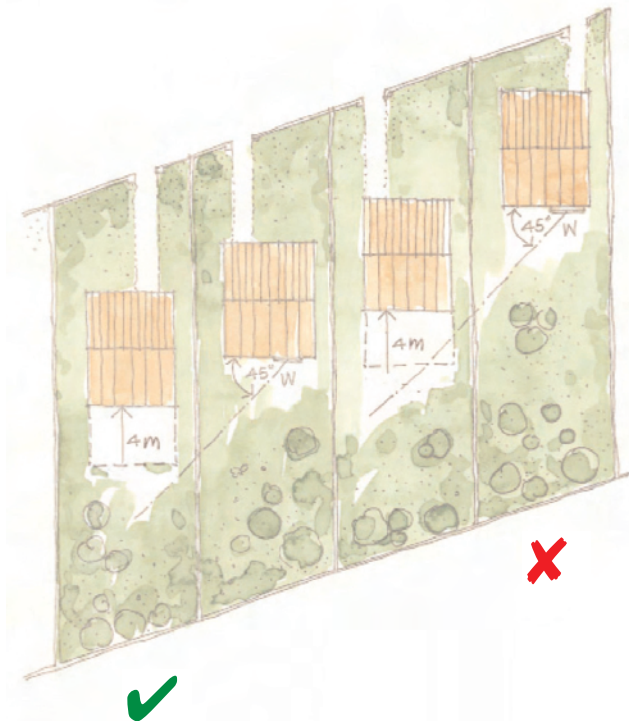
- 3.8 No access to a flat roof should be provided so as to create the potential for use as a balcony. Use of a flat roof as a balcony / seating area may cause significant overlooking to adjacent properties resulting in a loss of privacy. This would be considered unacceptable and a condition will normally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

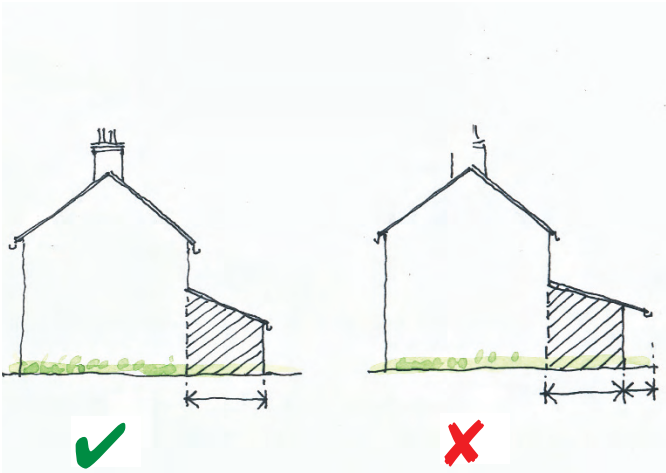
wall of the extension should normally be set in from the side boundary by at least 0.25m.



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

17

- 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

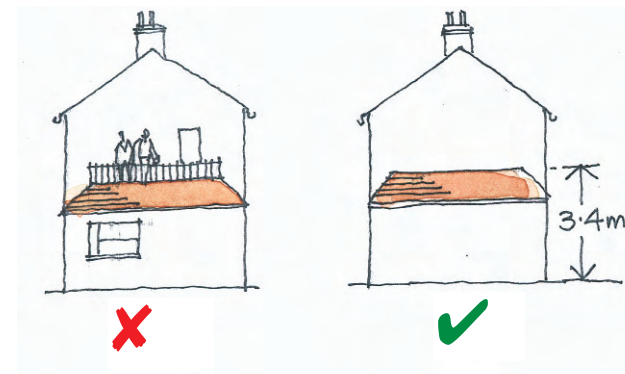
- 4.2 A range of pitched / hipped roof types may be acceptable, including mono-pitch and dummy pitch roofs. The roof should not exceed 3.4m at its highest point.

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

