



Hillingdon Design and Accessibility Statement (HDAS) Supplementary Planning Document

Residential Extensions



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.

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Garages

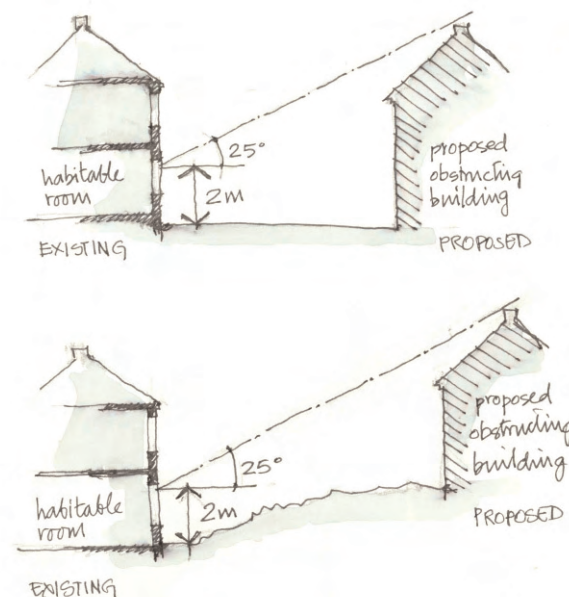
- 4.12 Single garages should have an internal width of 3m to (allow a parking space of 2.4m wide) and 4.8m deep. The design materials style, material, finish and colour of the door should harmonise with the existing house. Up and over doors should not project onto the highway. The door should be set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



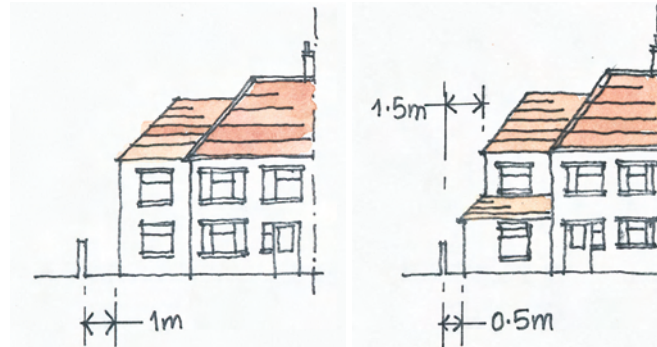
5.0 Side and First Floor Side Extensions: Two Storey

- 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**.

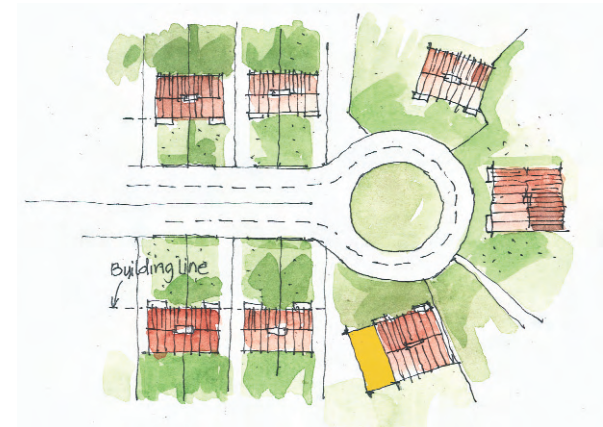
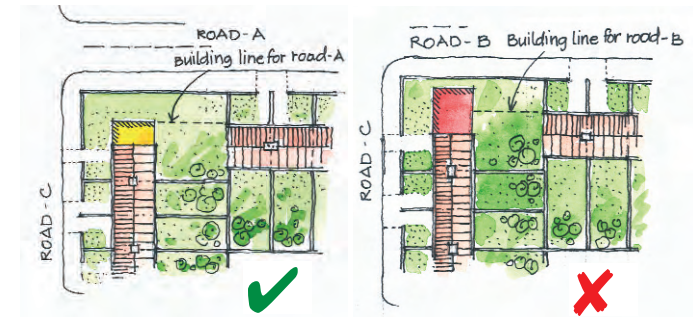


- 5.2 The retention of a reasonable space between a two storey side extension and side boundary also affords an opportunity for external access to be retained to the rear part of a house and its garden and for periodic maintenance to be carried out to the side elevations, roof and gutters of the dwelling 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**

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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

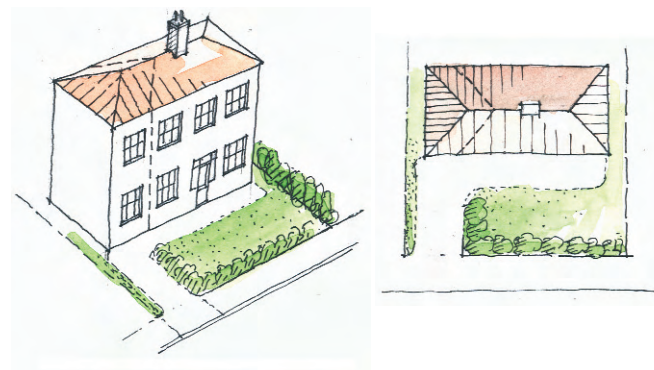
- 5.6 The ground and first floor should be set back 1m from the main front building line to ensure a subordinate appearance to the existing house. In situations where the front wall of an existing ground floor extension is in line with the front building line of the existing house, the first floor

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



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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.

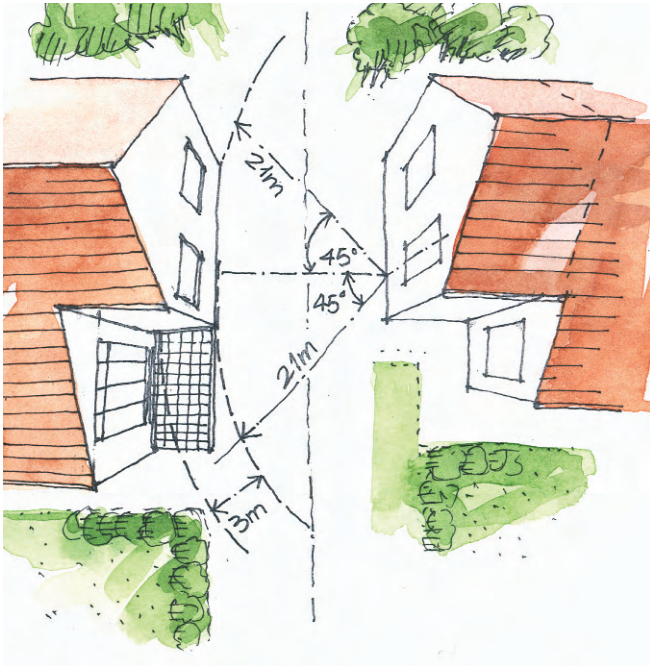
Garden Space Standards (contained within the adopted plan)	
type of dwelling	rear garden area to be retained
2 bedroom house	40sq.m
3 bedroom house	60sq.m
4+ bedroom house	100sq.m

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



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

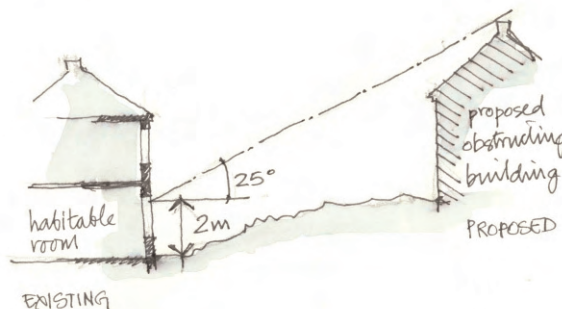
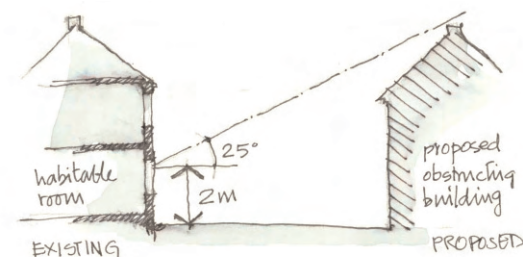
Building Lines

- 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

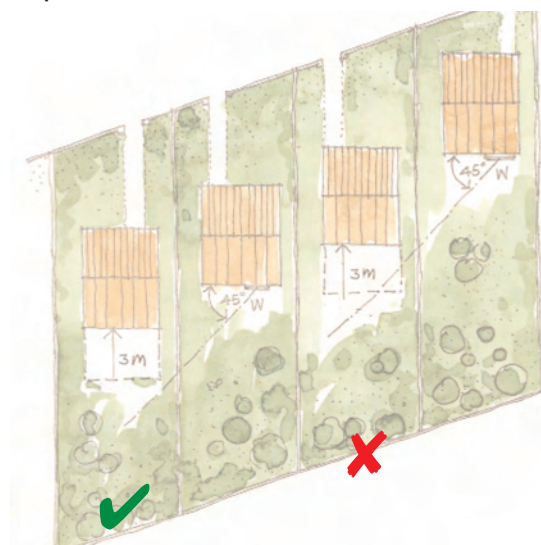
applied to the rear of a dwelling the resulting dimension will normally be satisfied within the length of the smallest recommended size for a private garden. However, where main habitable rooms are located to the front of a dwelling daylight may be affected if dwellings on the opposite side of the street 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

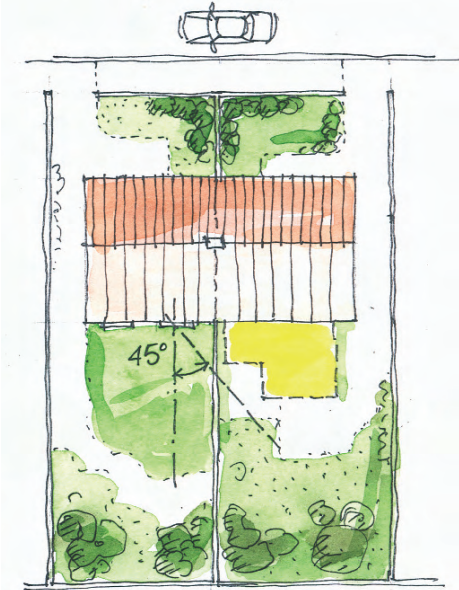
- 6.1 There will be a general presumption against two storey and first floor rear extensions to semi-detached and terrace houses where the extension would abut or come close to the shared boundary with the adjoining house(s).
- 6.2 Two storey rear or first floor rear extensions will only be allowed where 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.

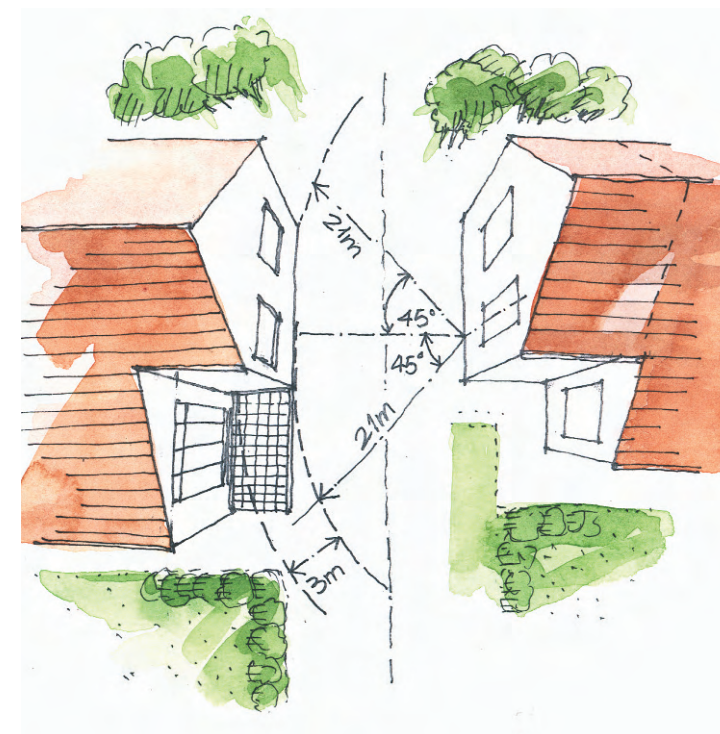
Materials

- 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
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Building Lines

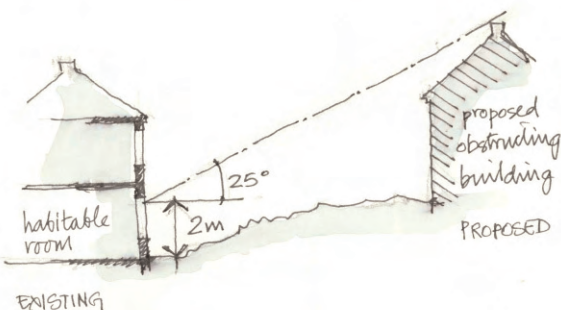
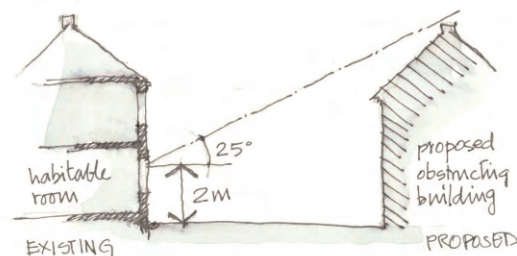
- 6.19 Careful consideration should be given to the location of extensions to buildings, building lines, frontages and entrances should be respected. Building lines within schemes should relate to the street pattern, although in some instances varied building lines can achieve diversity and interest. 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).



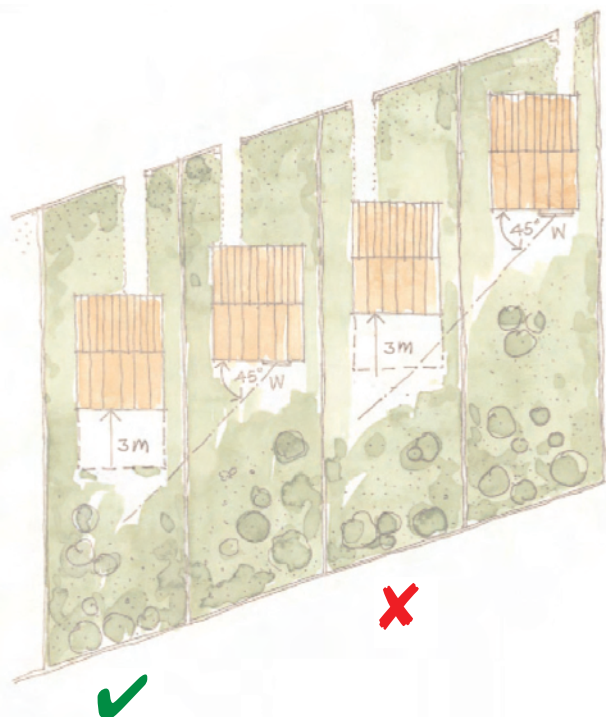
- 6.22 Similarly, large two storey extensions, which are positioned close to a boundary, may not be acceptable if they have a significant overshadowing and overbearing effect on the habitable rooms of adjoining dwellings. In this respect any two storey extension extending beyond a 45° horizontal angle

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.



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.

Relevant Planning Policies 13.0

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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.