



Hillingdon Design and Accessibility Statement (HDAS) Supplementary Planning Document

Residential Extensions



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.

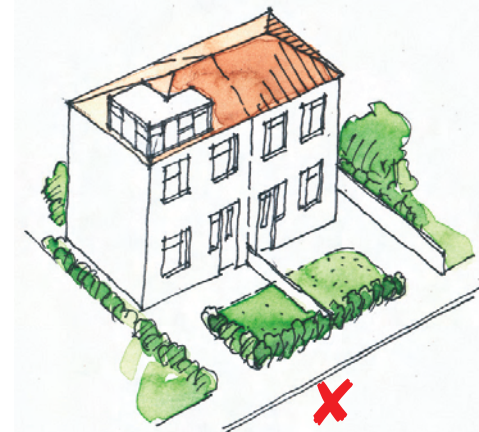
Proportions:

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.



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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

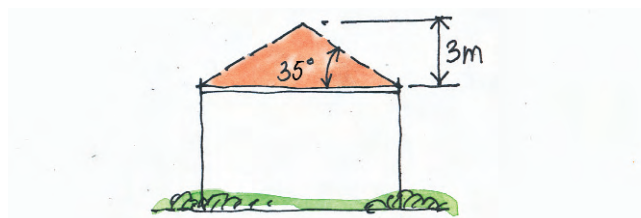
Any assessment by the Council will have due regard for the impact of the extension on the street scene and character of the property.

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:

- there is more than one
- exceeds 4m in height
- is within 5m of the boundary
- surface area exceeds 9 sq m
- 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:

- Flues do not exceed the highest part of the roof.
- 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

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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

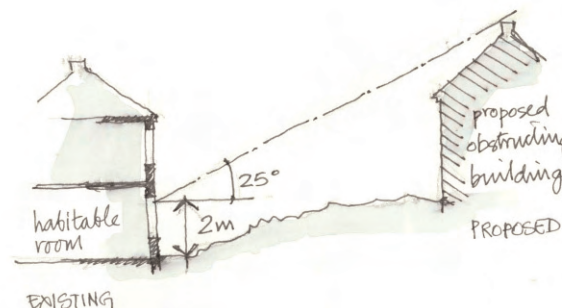
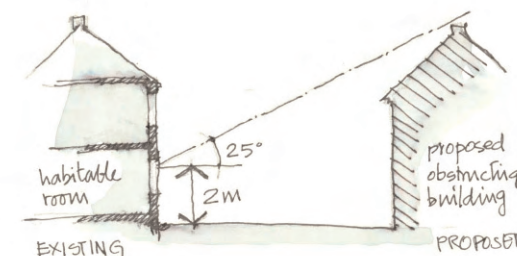
7.18 Careful consideration should be given to the location of extensions to buildings, building lines, frontages and entrances should be respected. Building lines within schemes should relate to the street pattern, although in some instances varied buildings lines can achieve diversity and interest.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

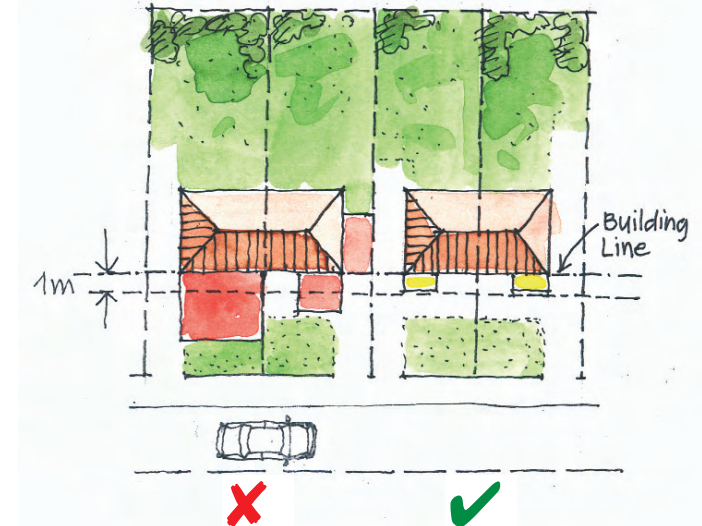
- 8.1 The Council is very explicit with regard to

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.

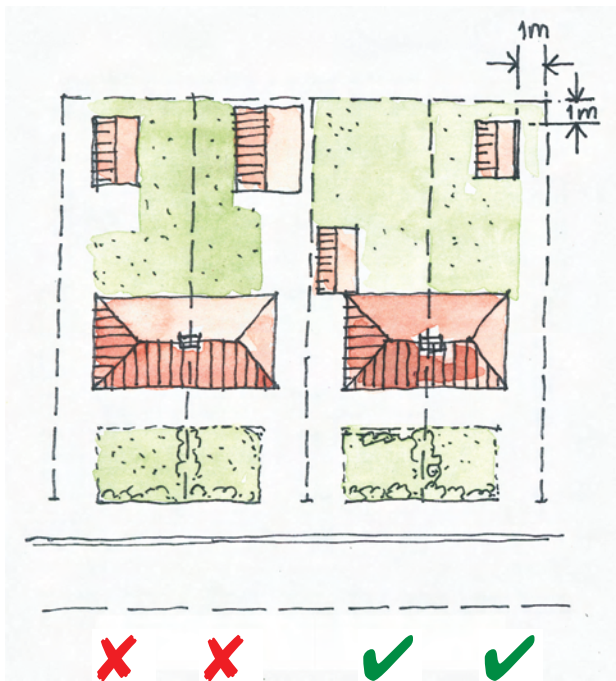
Design

- 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.

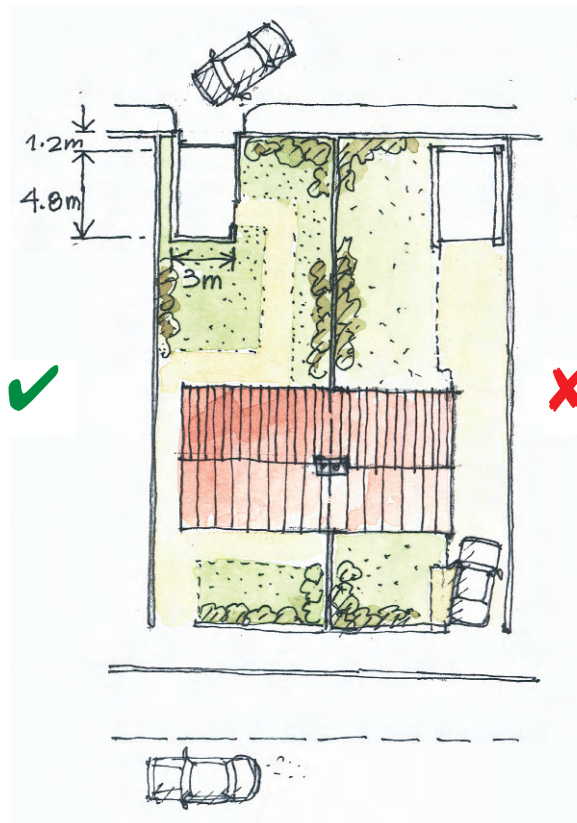
9.0 Detached Outbuildings



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.

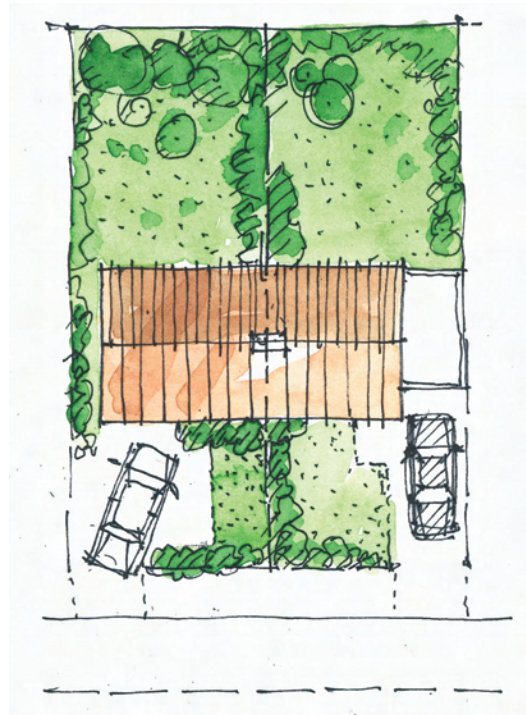
10.2 Front gates over 1m in height will be refused planning permission because of their overbearing impact on the streetscene. The erection of railings over 1m in height around front gardens will also be refused planning permission for this reason, as will the erection of railings onto boundary walls.



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.

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.

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