

LONDON BOROUGH OF HILLINGDON

LOCAL PLAN PART 2

**DEVELOPMENT MANAGEMENT
POLICIES**

**Adopted Version
16 January 2020**

daylight and sunlight. The Council will expect the impact of the development to be assessed following the methodology set out in the most recent version of the Building Research Establishments (BRE) “Site layout planning for daylight and sunlight: A guide to good practice”.

Design of waste storage facilities in new development

5.42 The sustainable management of waste is integral to any development and needs to be factored into its design at the outset. Local authorities have increasing targets to separate out materials for re-use and recycling and to reduce the amount of waste sent to landfill. Waste has the potential to be a nuisance and may cause serious problems if it is not managed properly, therefore all proposals for new development are expected to provide satisfactory arrangements for the internal and external storage and collection of general waste, recycling and organic waste. External bins should be located and screened to avoid adverse visual impacts and nuisance to both occupiers and neighbours.

Policy DMHB 11: Design of New Development

A) All development, including extensions, alterations and new buildings will be required to be designed to the highest standards and, incorporate principles of good design including:

- i) harmonising with the local context by taking into account the surrounding:**
 - scale of development, considering the height, mass and bulk of adjacent structures;
 - building plot sizes and widths, plot coverage and established street patterns;
 - building lines and setbacks, rooflines, streetscape rhythm, for example, gaps between structures and other streetscape elements, such as degree of enclosure;
 - architectural composition and quality of detailing;
 - local topography, views both from and to the site; and
 - impact on neighbouring open spaces and their environment.
- ii) ensuring the use of high quality building materials and finishes;**
- iii) ensuring that the internal design and layout of development maximises sustainability and is adaptable to different activities;**
- iv) protecting features of positive value within and adjacent to the site, including the safeguarding of heritage assets, designated**

- and un-designated, and their settings; and
- v) landscaping and tree planting to protect and enhance amenity, biodiversity and green infrastructure.
- B) Development proposals should not adversely impact on the amenity, daylight and sunlight of adjacent properties and open space.**
- C) Development will be required to ensure that the design safeguards the satisfactory re-development of any adjoining sites which have development potential. In the case of proposals for major development⁵ sites, the Council will expect developers to prepare master plans and design codes and to agree these with the Council before developing detailed designs.**
- D) Development proposals should make sufficient provision for well designed internal and external storage space for general, recycling and organic waste, with suitable access for collection. External bins should be located and screened to avoid nuisance and adverse visual impacts to occupiers and neighbours.**

Streets and Public Realm

5.43 Strategic Objectives SO2 and SO4 seek to create neighbourhoods that are distinctive, safe, functional and accessible, whilst ensuring that due regard is given to achieving high quality design. It is important that new development contributes to the delivery of a safe and secure environment, which includes buildings, spaces and inclusive communities.

5.44 Policy DMHB 12: Streets and Public Realm sets out how we can deliver a well-designed, high quality, durable public realm. Development will be required to be well integrated with the surrounding areas to produce a coordinated and legible public realm. Connectivity and legibility around transport interchanges can be key to the delivery of a successful local environment and neighbourhood centre. It is particularly important to ensure that developments in and around these locations support and improve connections between different transport modes. Improvements to the public realm may also be sought through Planning Obligations, in accordance with the adopted Planning Obligations SPD.

5.45 Development should create streets and spaces with an appropriate degree of enclosure, which can define the boundaries of public areas whilst promoting natural surveillance and self policing to ensure they are well used and safe.

⁵ Major Development: Residential development of 10 dwellings or more; any building with a floor space of 1000 square metres or more; development on a site of 1 hectare or more.

5.46 Policy DMHB 13: Shopfronts also establishes the need to incorporate the principles of inclusive design. Inclusive design principles seek to:

- improve access to, from and within the site and buildings for all users without undue effort, separation or special treatment;
- prevent the creation of barriers to movement;
- improve way-finding legibility, signage, and evacuation routes; and
- ensure layouts create ease of movement and direct pedestrian links.

5.47 Development that restricts public access and movement, for example gated communities, are not considered to contribute to a well-connected and permeable public realm. They may also have a negative impact on sustainable communities and social cohesion and will generally not be supported.

Policy DMHB 12: Streets and Public Realm

A) Development should be well integrated with the surrounding area and accessible. It should:

- i) improve legibility and promote routes and wayfinding between the development and local amenities;**
- ii) ensure public realm design takes account of the established townscape character and quality of the surrounding area;**
- iii) include landscaping treatment that is suitable for the location, serves a purpose, contributes to local green infrastructure, the appearance of the area and ease of movement through the space;**
- iv) provide safe and direct pedestrian and cycle movement through the space;**
- v) incorporate appropriate and robust hard landscaping, using good quality materials, undertaken to a high standard;**
- vi) where appropriate, include the installation of public art; and**
- vii) deliver proposals which incorporate the principles of inclusive design. Proposals for gated developments will be resisted.**

B) Public realm improvements will be sought from developments located close to transport interchanges and community facilities to ensure easy access between different transport modes and into local community facilities.

housing serves the practical and social needs of occupiers, the Council will require housing proposals to provide adequate internal space and facilities.

5.59 Table 5.1 sets out minimum internal floor space standards for new dwellings which must be met in all future planning applications. Should this standard change through national or regional policies and guidance, the Council will implement the most up to date floorspace standards.

Table 5.1: Minimum Floorspace Standards (National Space Standards)

Number of bedrooms	Number of bed spaces	Minimum Gross Internal Area (m ²)			Built-in storage (m ²)
		1 storey dwellings	2 storey dwellings	3 storey dwellings	
1b	1p	39 (37)*			1.0
	2p	50	58		1.5
2b	3p	61	70		2.0
	4p	70	79		
3b	4p	74	84	90	2.5
	5p	86	93	99	
	6p	95	102	108	
4b	5p	90	97	103	3.0
	6p	99	106	112	
	7p	108	115	121	
	8p	117	124	130	
5b	6p	103	110	116	3.5
	7p	112	119	125	
	8p	121	128	134	
6b	7p	116	123	129	4.0

Notes to Table 5.1

- * Where a studio has a shower room instead of a bathroom, the floor area may be reduced from 39m² to 37m²
- The Gross Internal Area (GIA) of a dwelling is defined as the total floor space measured between the internal faces of perimeter walls that enclose a dwelling. This includes partitions, structural elements, cupboards, ducts, flights of stairs and voids above the stairs. GIA should be measured and denoted in square metres (m²).
- The nationally described space standards sets a minimum ceiling height of 2.3 metres for at least 75% of the gross internal area of a the dwelling. To address the unique heat island effect of London and the distinct density and flatted nature of most of its residential development, a minimum ceiling height of 2.5m for at least 75% of the gross internal area is strongly encouraged so that new housing is of adequate quality, especially in terms of light, ventilation and sense of space.

5.60 When assessing the size of households the Council will assume that any bedroom over 11.5 sqm is capable of being occupied by two persons. Similarly any “study”, “bonus room” or third living/reception room that is not

annotated as a bedroom will be assumed to be capable of serving as a bedroom.

5.61 In order to provide for the privacy of household members and to alleviate future potential for overcrowding, new family homes (3+ bedrooms) should include at least two separate living areas, one of which might be a kitchen/dining room, in addition to the requisite number of bedrooms and other facilities. Dwellings created by the conversion or subdivision of buildings or by a change of use will need to meet national internal space standards. Unless the building is a Listed Building, the retention by conversion of a building will not outweigh any proposed reductions in living standards and amenities of occupants.

5.62 All new homes should be designed to meet accessibility criteria as detailed in the Council's 'Accessible Hillingdon' SPD or subsequent guidance document(s). All housing of ten or more dwellings will be required to provide 10% of units which are accessible to wheelchair users and must comply with the design criteria of "Wheelchair Standard Homes" as defined in the Council's "Accessible Hillingdon" SPD.

Policy DMHB 16: Housing Standards

All housing development should have an adequate provision of internal space in order to provide an appropriate living environment. To achieve this all residential development or conversions should:

- i) meet or exceed the most up to date internal space standards, as set out in Table 5.1; and**
- ii) in the case of major developments, provide at least 10% of new housing to be accessible or easily adaptable for wheelchair users.**

Residential Density

5.63 London Plan 2016 Policy 3.4: Optimising housing potential, aims to optimise the housing potential of sites whilst recognising that there are a wide range of factors that need to be taken into account in determining planning decisions relating to the residential density of any proposal.

5.64 The London Plan 2016 includes a density matrix at Table 3.2, and in paragraph 3.28 it recognises that the ranges within the density matrix are broad. It goes on to state that these broad ranges 'provide the framework within which boroughs can refine local approaches to implementation of this strategic policy through their LDFs [Local Plans].'

Policy DMT 1: Managing Transport Impacts

A) Development proposals will be required to meet the transport needs of the development and address its transport impacts in a sustainable manner. In order for developments to be acceptable they are required to:

- i)** be accessible by public transport, walking and cycling either from the catchment area that it is likely to draw its employees, customers or visitors from and/or the services and facilities necessary to support the development;
- ii)** maximise safe, convenient and inclusive accessibility to, and from within developments for pedestrians, cyclists and public transport users;
- iii)** provide equal access for all people, including inclusive access for disabled people;
- iv)** adequately address delivery, servicing and drop-off requirements; and
- v)** have no significant adverse transport or associated air quality and noise impacts on the local and wider environment, particularly on the strategic road network.

B) Development proposals will be required to undertake a satisfactory Transport Assessment and Travel Plan if they meet or exceed the appropriate thresholds. All major developments¹¹ that fall below these thresholds will be required to produce a satisfactory Transport Statement and Local Level Travel Plan. All these plans should demonstrate how any potential impacts will be mitigated and how such measures will be implemented.

Highways Impacts

8.10 Managing traffic that arises from new development is a priority for the Borough. The Local Infrastructure Plan identifies that the strategic road network is at capacity, causing high levels of congestion and environmental impacts in the surrounding residential areas as well as delays which have a negative impact on the Borough's economy. Map 9.1 in the Local Plan Part 1 identifies congestion hotspots within the Borough. In addition, the Borough's

¹¹ Major Development: Residential development of 10 dwellings or more, any building with a floor space of 1000 square metres or more; development on a site of 1 hectare or more.

strategic transport networks are generally east-west in nature, and north-south movements by all modes are very constrained.¹²

8.11 Development proposals will be expected to include measures that do not contribute further to congestion and where possible, reduce car use. The Local Plan Part 1 states that options for addressing road congestion do not include new road construction, and the extent of new growth will depend upon the implementation of other measures, such as highway improvements and more efficient public services.¹³

8.12 Highways works may be required as part of development proposals to mitigate traffic impacts, provide public and active transport facilities or improve safety. Measures to mitigate traffic impacts may include the use of Planning Obligations (s106) to deliver travel plans and highways agreements under Section 38 or 278 of the Highways Act 1980. The use of these measures would be expected to reduce peak hour traffic congestion on local roads and the strategic road network, including road junction capacity, whilst at the same time reducing levels of carbon and local air quality emissions through greater use by public transport and active transport. Certain public transport measures (usually for buses) may be included in highways layout design where integral to the acceptability of the proposal.

8.13 The Council will not support development which will unacceptably contribute to traffic movements, deleteriously impact on the highway network or road user safety (including to pedestrians) or, affect residential amenity including by noise, congestion or inadequate parking provision. Proposals which are likely to generate through traffic should avoid the use of local distributor and access roads. Development proposals must provide safe and adequate vehicular access, servicing and parking areas.

8.14 Development proposals for new or altered vehicular access on the Borough's higher order roads will be required to demonstrate no suitable alternative access point and no deleterious impact on highway or pedestrian safety and movement. Proposals that affect highways administered by Transport for London Route Network or the Highways Agency will be required to seek the approval of the relevant authority. For car parks, vehicles must be able to enter and exit the site in forward gear. For dwelling houses which have access onto a classified highway, vehicles must be able to enter and exit in a forward gear. The layout and visibility for the vehicular access and associated crossover must be in accordance with the Council's standards.

¹² Local Implementation Plan April 2011, London Borough of Hillingdon p 9 para 3.20

¹³ Local Plan Part 1 2012 p 140

8.15 Internal roads must be constructed in accordance with Council standards for that development, and be suitable and safe for the vehicles that will use it, including any service vehicles. For larger developments that generate higher amounts of traffic (for example large residential sites), safe and direct pedestrian and cycle access, separate to vehicles, should be provided internally within the site linking to the highway.

Policy DMT 2: Highways Impacts

Development proposals must ensure that:

- i) safe and efficient vehicular access to the highway network is provided to the Council's standards;**
- ii) they do not contribute to the deterioration of air quality, noise or local amenity or safety of all road users and residents;**
- iii) safe, secure and convenient access and facilities for cyclists and pedestrian are satisfactorily accommodated in the design of highway and traffic management schemes;**
- iv) impacts on local amenity and congestion are minimised by routing through traffic by the most direct means to the strategic road network, avoiding local distributor and access roads; and**
- v) there are suitable mitigation measures to address any traffic impacts in terms of capacity and functions of existing and committed roads, including along roads or through junctions which are at capacity.**

Road Safeguarding

8.16 Planning permission has been granted for the Pump Lane Link Road to serve the Southall Gas Works development site. The route of this link will continue to be safeguarded in the Plan until it is constructed in accordance with approved plans.

Policy DMT 3: Road Safeguarding

Permission will not be granted for development that would prejudice the implementation of the Hayes By-Pass link to the former gas works site, Southall.

Policy DMT 4: Public Transport

A) The Council will support and promote the enhancement of public transport facilities, including at key interchanges that address the needs of the Borough. The Council may require developers to mitigate transport impacts from development proposals by improving local public transport facilities and services, which may include:

- i) improvements to address inclusive access;**
- ii) ensuring that bus stops are conveniently located for passengers;**
- iii) implementation of bus priority and bus stop accessibility measures;**
- iv) providing for bus route requirements and associated road layouts;**
- v) improvements to the network of services; and**
- vi) improvements to infrastructure to support cycling.**

B) Public transport measures may be required to be included in the highways layout design where they are identified in a transport assessment, travel plan or integral to the acceptability of the proposal.

Pedestrians and Cyclists

8.22 Walking and cycling are sustainable methods of travel, which free up space on public transport and roads and thereby help to address issues relating to capacity and congestion. They also help to improve air quality, local amenity and reduce noise nuisance. In accordance with the London Plan, development proposals should take account of TfL's Legible London programme, where possible.

8.23 The London Plan 2016 Policy 6.9: Cycling aims to increase cycling in London so that it accounts for at least 5% of modal share by 2026. Policy 6.10 identifies actions to bring about an increase in walking and the following are relevant to Hillingdon:

- identification, promotion and completion of the London Outer Orbital Path (LOOP) strategic walking routes which run north-south in the Borough;
- the need to identify and implement accessible safe and convenient routes to town centres, transport nodes and other key destinations; and
- the encouragement of a high quality pedestrian and street environment.

8.24 The Council will seek to improve the pedestrian and cycle network in the Borough (as identified on Local Plan Part 2 Map 9.1 - Transport Infrastructure), including links to Hillingdon's canal and rivers network where appropriate.

8.25 All development proposals are required to provide good connectivity for pedestrians and cyclists and good permeability within the site where relevant. Connections are required to be of high quality, with safety and ease of access in mind. Development proposals must ensure that any existing pedestrian or cycle access is retained without deterioration to convenience or usability. Public routes must comply with the principles of Secured by Design through consultation with Hillingdon's Designing Out Crime Officer. They must comply with the principles of inclusive access and meet the requirements of the Accessible Hillingdon SPD.

8.26 Development proposals will be required to meet the Council's cycle parking standards as set out in Appendix C Table 1. Employment uses should include facilities for safe and secure cycle storage and changing facilities.

Policy DMT 5: Pedestrians and Cyclists

A) Development proposals will be required to ensure that safe, direct and inclusive access for pedestrians and cyclists is provided on the site connecting it to the wider network, including:

- i) the retention and, where appropriate, enhancement of any existing pedestrian and cycle routes;**
- ii) the provision of a high quality and safe public realm or interface with the public realm, which facilitates convenient and direct access to the site for pedestrian and cyclists;**
- iii) the provision of well signposted, attractive pedestrian and cycle routes separated from vehicular traffic where possible; and**
- iv) the provision of cycle parking and changing facilities in accordance with Appendix C, Table 1 or, in agreement with Council.**

B) Development proposals located next to or along the Blue Ribbon Network will be required to enhance and facilitate inclusive, safe and secure pedestrian and cycle access to the network. Development proposals, by virtue of their design, will be required to complement and enhance local amenity and include passive surveillance to the network.

Vehicle Parking

8.27 The Mayor's Transport Strategy acknowledges the role of the car in outer London particularly for medium to longer distance trips but it also recognises that different areas of London require different policy interventions. In outer London, proposals need to acknowledge the role of the car, especially low emission cars.¹⁴

8.28 The Mayor of London's Town Centres SPG¹⁵ states that in planning for parking standards local authorities should take into account the following considerations:

- making the most effective use of scarce business/housing land;
- encouraging use of public transport; and
- parking standards should not disadvantage outer London in competition with the wider South East.

8.29 London Plan 2016 Policy 6.13: Parking identifies the need for an appropriate balance between promoting new development and preventing excessive car parking provision that can undermine cycling, walking and public transport use. It sets out parking standards that should be used but offers some flexibility for town centres and for outer London boroughs.

8.30 Hillingdon's parking standards are based on those contained in the London Plan with some variance to address local circumstances in terms of employment sites and residential uses. The standards contained within Appendix 1 Table C are expressed as maximum levels and do not imply any minimum level. Uxbridge is a key centre for the office market in West London and more generous levels of parking are necessary in order to compete with neighbouring local authorities outside London.¹⁶

8.31 In order to ensure a high standard of public amenity and to meet objectives of inclusion and accessibility, the Council will ensure that car parking areas have bays of appropriate dimensions and with sufficient manoeuvring space; are well lit, safe and secure; and landscaped to a high standard, with provision for electric vehicle parking.

8.32 Car parking must accommodate spaces for wheelchair users and for those with restricted mobility and be designed in accordance with the relevant standards as outlined in the Accessible Hillingdon SPD and BS 8300. In

¹⁴ Mayor's Transport Strategy May 2010 p109

¹⁵ Town Centres SPG London Plan GLA , July 2014,

¹⁶ Part1Hillingdon Draft Local Plan p30

addition to “blue badge” parking, the Council also operates a “brown badge” scheme for older residents with restricted mobility. In accordance with the Accessible Hillingdon SPD, 10% of car parking spaces must be for blue badge holders and 5% for brown badge holders, with at least one accessible on or off street parking bay designated for blue badge holders, even if no general parking is provided.

Policy DMT 6: Vehicle Parking

A) Development proposals must comply with the parking standards outlined in Appendix C Table 1 in order to facilitate sustainable development and address issues relating to congestion and amenity. The Council may agree to vary these requirements when:

- i) the variance would not lead to a deleterious impact on street parking provision, congestion or local amenity; and/or**
- ii) a transport appraisal and travel plan has been approved and parking provision is in accordance with its recommendations.**

B) All car parks provided for new development will be required to contain conveniently located reserved spaces for wheelchair users and those with restricted mobility in accordance with the Council’s Accessible Hillingdon SPD.

Freight

8.33 The movement of freight by road is recognised as a contributor to air quality and noise issues in the Borough. While this may be in part attributed to the proximity of the motorway network and through traffic, freight movement in the Borough originates from industry and commercial operations which may include mineral workings and waste management. Heathrow Airport is recognised as a significant generator of freight traffic especially from areas to the west of the Borough.¹⁷

8.34 The Council will encourage new development proposals to locate in appropriate locations with safe and convenient access to the strategic road network and avoid lower classification of roads to minimise impacts on local amenity and air quality. Proposals should include, where relevant, delivery and servicing plans (DSP) and construction and logistic plans (CLP) as part of the transport appraisal and travel plan requirement. These plans should aim for the efficient and consolidated movement of goods with minimum disruption to local amenity.

¹⁷ Local Implementation Plan April 2011, London Borough of Hillingdon p28

APPENDIX A: HOUSEHOLDER DEVELOPMENT POLICIES

Householder Development

A1.1 This section of the Local Plan provides policies and guidance that will be used to assess proposals for the most common forms of householder development that require planning permission, including residential extensions, outbuildings and basement development. An alteration to a residential house or garden may have an impact, not only on its own setting, but also on the wider townscape and neighbourhood. It is therefore essential that these types of proposals achieve the highest design quality.

A1.2 Under the General Permitted Development Order 1995 (as amended 2008) certain extensions and alterations to residential properties do not require planning permission. The Department for Communities and Local Government has published 'Permitted Development for householders Technical Guidance' (August 2010), available on the Government's Planning Portal website, which provides more detail on the types of domestic alterations that are 'Permitted Development'.

A1.3 The Council will assess proposals for residential extensions against the requirements of Policy DMHD 1: Alterations and Extensions to Residential Dwellings, below. Whilst this chapter covers the main forms of householder development, it is important that other policies in the Local Plan are taken in to account:

- Listed Buildings and Conservation Areas: permitted development rights are limited for properties that are Listed Buildings and/or located in Conservations Areas. Extensions to residential properties that are affected by these designations will need to take account of Policies DMHB 2: Listed Buildings, DMHB 3: Locally Listed Buildings, DMHB 4: Conservation Areas and DMHB 5: Areas of Special Local Character;
- Flood Risk: in areas of Hillingdon at risk of flooding (Flood Zones 2, 3a and 3b), proposals for extensions and alterations should demonstrate that flood risk has been adequately addressed and not increased. Policies DMEI 10: Water Management, Efficiency and Quality, and DMEI 11: Protection of Ground Water Sources, will need to be taken into account; and
- Tree Preservation Order: the Council has powers to protect trees by making them the subject of a Tree Preservation Order (TPO). It is an offence to cut down, top, lop, uproot, damage or destroy such trees without the Council's permission. The Council also needs to be notified of work to trees, including removal, within Conservation Areas, regardless of whether they are protected by a TPO.

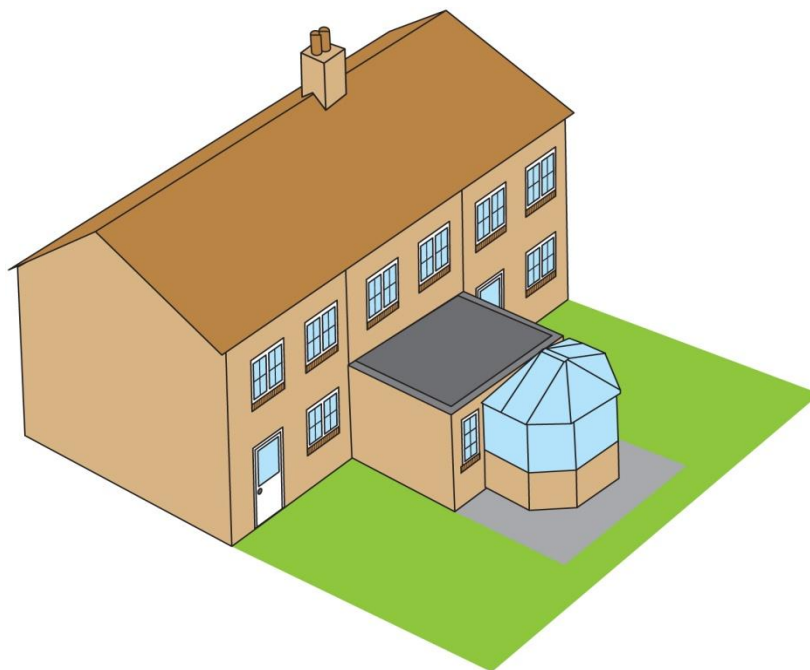
A1.4 Whilst the Council can provide guidance on the permitted development procedures it is the responsibility of the householder to check whether any proposed works require planning permission and/or Building Regulations Consent. Where planning permission is not required, the guidance in this section should be used as good practice.

Alterations and Extensions to Residential Dwellings

A1.5 Many houses in Hillingdon have a distinctive 1930s character and have been developed to a standard design providing consistency in terms of density and appearance. The Hillingdon Townscape Character Study 2013 sets out the building types which gives the Borough its particular sense of place and can be found here: <http://www.hillingdon.gov.uk/12566>.

A1.6 Good design of residential alterations and extensions will enhance the appearance of a house, and thus its value, as well as improving the appearance of the local area. It can also help improve people's enjoyment of their house and reduce energy bills. Well designed alterations and extensions, using quality materials, should be of a scale and form in keeping with the house, and sympathetic to existing character, proportions, and floor plan. All proposed extensions should appear subordinate to the existing house, with appropriately selected windows, materials and detailing.

Rear Extensions



Extensions such as conservatories on the back of an existing extension will generally be refused planning permission

A1.7 Rear Extensions should not protrude too far out from the rear wall of the original house or cut in half two-storey bay windows or other features. The addition of conservatories or other extensions to buildings that have already been extended will not be permitted. Full width extensions are not normally acceptable in Conservation Areas.

A1.8 The Council has set out policies regarding depth of extensions which depend on the type of house (see Policy DMHD 1: Alterations and Extensions to Residential Dwellings). Dimensions are external and include any overhanging roof, guttering or canopies added to the rear wall of the extension. Proposals to extend existing extensions will not be supported. In Conservation Areas and Areas of Special Local Character, extensions will be expected to have regard to the plan and architectural style of the original building.

A1.9 Notwithstanding the extension of permitted development rights for single family dwelling houses in 2013 (extended in 2015), the Council has introduced an Article 4 Direction under the Town and Country Planning (General Permitted Development) (England) (2015) Order to control the size and impact of large rear extensions. The details of the Article 4 Direction are reflected in Policy DMHD 1: Alterations and Extensions to Residential Dwellings.

Side Extensions

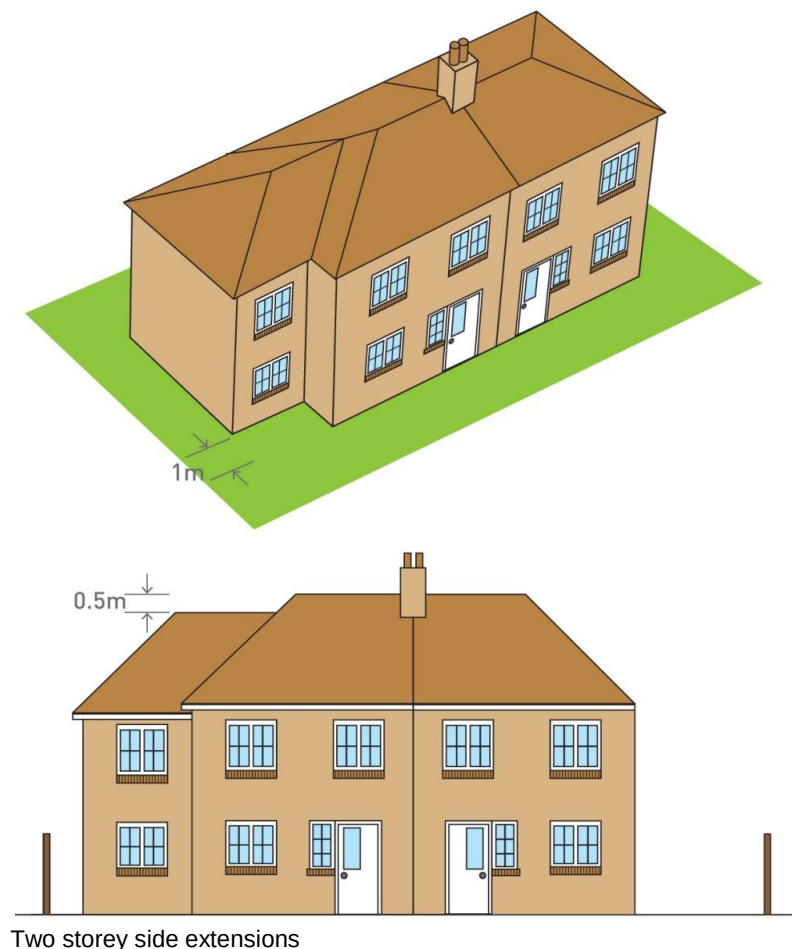


Single storey side extension

A1.10 A single storey side extension is a common means of extending a house to provide extra living or garage space. The size and width of a side extension should not dominate the original property and should appear subordinate to the main house. It should also reflect the architectural style of the main building. Single storey side extensions must be accommodated within the plot and not over-sail the neighbour's property. In Conservation Areas and Areas of Special Local Character, side extensions will be expected to be set back by one metre from the front wall of the main house.

A1.11 Two-storey side extensions on detached and semi-detached houses should be set back from the main front wall of the dwelling by at least one metre to provide definition between the original house and the extension. Similarly, roofs of side extensions should be set back from the front roof plane so that their ridges are lower than the main ridge to ensure that the addition reads as a subordinate element.

A1.12 All side extensions should be limited in width to less than half the width of the original property to avoid over-dominance of the original house.



Front Extensions

A1.13 The Council will not normally accept front extensions and canopies including extensions linked to garages and porches as these not only affect the character and building itself but also the street scene.

Building Lines and Building Heights

A1.14 New development should respect the building line of the main front walls of the properties to either side, and to the rear in the case of a corner property. Where houses in the street are stepped up in height, new buildings should respect the heights of neighbouring buildings and the overall street pattern.

Porches

A1.15 A porch should be designed to respect the character of the existing building and retain existing original features such as bay windows. The introduction of pastiche historic features such as classical columns and pediments will not be accepted unless they are a feature of the original house. Two storey porches will not be acceptable.

New Front Bay Windows

A1.16 The building of new front bay windows will require planning permission. They will only be allowed where they make a positive contribution to the appearance of the local area and are an established and original characteristic of neighbouring properties.

Annexes

A1.17 Annexes designed specifically for the use of disabled or dependent elderly family members should be located at ground floor level and be fully accessible. An Access Statement should be submitted with the planning application. An annexe should not have a separate private entrance and must be connected internally to the existing property. Annexes which are capable of being used as (or easily adapted to) a fully self-contained unit will not be permitted.

Garages

A1.18 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, the garage must be set 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 criteria will apply for garages in Conservation Areas.

A1.19 If the garage is attached to the existing house, the policy on side extensions will prevail.

Roof Extensions and Dormer Windows

A1.20 The design of roof extensions should not create a dominant 'top heavy' appearance out of proportion with the rest of the building. It should be lower than the height of the main ridge and sit well above the eaves and away from the roof's hips and valleys. As a guide, new roof extensions should not cover more than a third of the main roof.

A1.21 A dormer window should be no larger in size than those on the first floor and comprise an individual window and roof. This is preferable to a roof extension and will be required in Conservation Areas and Areas of Special Local Character. Only rear roof extensions and rear dormer windows will be considered acceptable.



Roof extensions and rear dormer windows

Windows and Doors

A1.22 In new extensions, windows and doors should reflect the existing house in terms of their style, proportions and positioning. If windows are located on a side wall, they should be at a high level, non-opening below 1.8m above internal finished floor level and fitted with obscured glass.

Overlooking

A1.23 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 to 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.

The 45-degree Rule

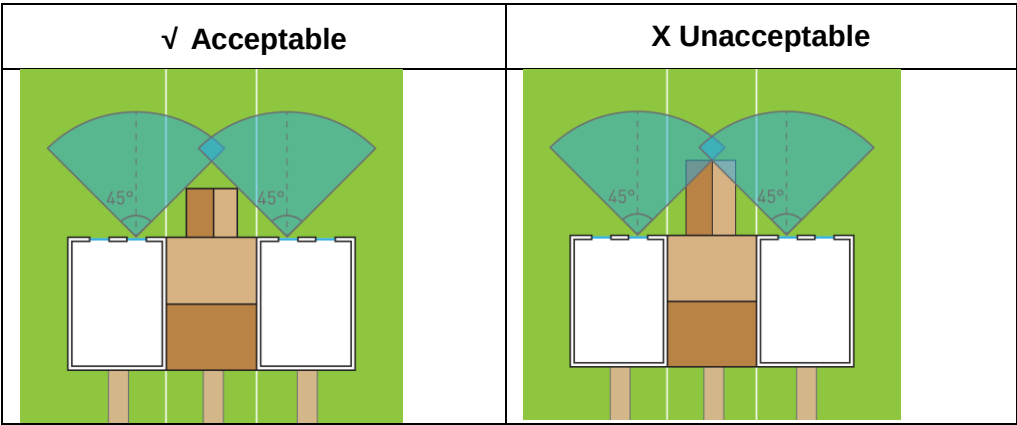
A1.24 The 45-degree rule can be used to establish the maximum permissible height, depth and width of an extension. It provides a general guide to what is normally considered acceptable. However, it is only a general rule of thumb and the Council may, on occasion, consider an extension to be unacceptable, even if it appears acceptable on paper.

A1.25 The 45-degree rule can be used to check if your extension may result in a loss of light to adjoining windows. When assessing a planning application for two-storey extensions, two methods for applying the 45-degree rule will be used:

- Method 1: Considers the depth and width of the extension
- Method 2: Considers the height of the extension

A1.26 Applicants are advised to locate any extension as far from the 45-degree splay as practically possible to reduce the impacts to neighbours, and thereby increasing the chance of creating an acceptable extension.

The 45 degree rule



Front Gardens and Parking

A1.27 Panning permission will not be required if a new or replacement driveway of any size uses permeable (or porous) surfacing which allows water to drain through, such as gravel, permeable concrete block paving or porous asphalt, or if the rainwater is directed to a lawn or border to drain naturally.

A1.28 If the surface to be covered is more than five square metres, planning permission will be refused for laying traditional, impermeable driveways that do not provide for the water to run to a permeable area.

Solar Panels

A1.29 Planning permission may be required for the installation of solar panels. While the Council acknowledges the environmental benefits of solar panels, their size and placement should be carefully located to ensure there is no adverse visual impact on the building or surrounding area. Solar panels should not be placed in a position where they can be seen over a great distance or from a public place. Planning permission will be required for solar panels on properties situated within or affecting a Conservation Area, Area or Special Local Character and on Listed Buildings; a proposal considered to impact detrimentally on a heritage asset or its setting will not be supported. Solar panels should be removed when no longer in use.

Satellite Dishes

A1.30 Satellite dishes and antennas can spoil the appearance of a neighbourhood, so it is important to install them in a sensitive location that minimises impact on the external appearance of the building. Within Conservation Areas, planning permission will be required for dishes or antennas on a chimney, wall or roof slope that faces or is visible from a road. Installing an antenna or dish on a Listed Building will require Listed Building Consent. Satellite dishes or antennas should always be removed when no longer in use.

Cladding and External Insulation

A1.31 Planning permission will be needed for the cladding or application of external insulation to any building within a Conservation Area. Outside these areas, the cladding of unlisted dwelling houses can normally be carried out without requiring consent.

Policy DMHD 1: Alterations and Extensions to Residential Dwellings

A) Planning applications relating to alterations and extensions of dwellings will be required to ensure that:

- i) there is no adverse cumulative impact of the proposal on the character, appearance or quality of the existing street or wider area;**
- ii) a satisfactory relationship with adjacent dwellings is achieved;**
- iii) new extensions appear subordinate to the main dwelling in their floor area, width, depth and height;**
- iv) new extensions respect the design of the original house and be of matching materials;**
- v) there is no unacceptable loss of outlook to neighbouring occupiers;**
- vi) adequate garden space is retained;**
- vii) adequate off-street parking is retained, as set out in Table 1: Parking Standards in Appendix C;**
- viii) trees, hedges and other landscaping features are retained; and**
- ix) all extensions in Conservation Areas and Areas of Special Local Character, and to Listed and Locally Listed Buildings, are designed in keeping with the original house, in terms of layout, scale, proportions, roof form, window pattern, detailed design and materials.**

B) Rear Extensions

- i) single storey rear extensions on terraced or semi-detached houses with a plot width of 5 metres or less should not exceed 3.3 metres in depth or 3.6 metres where the plot width is 5 metres or more;**
- ii) single storey rear extensions to detached houses with a plot width of 5 metres or more should not exceed 4.0 metres in depth;**
- iii) flat roofed single storey extensions should not exceed 3.0 metres in height and any pitched or sloping roofs should not exceed 3.4 metres in height, measured from ground level;**
- iv) in Conservation Areas and Areas of Special Local Character, flat roofed single storey extensions will be expected to be finished with a parapet;**
- v) balconies or access to flat roofs which result in loss of privacy to nearby dwellings or gardens will not be permitted;**

- vi) two storey extensions should not extend into an area provided by a 45-degree line of sight drawn from the centre of the nearest ground or first floor habitable room window of an adjacent property and should not contain windows or other openings that overlook other houses at a distance of less than 21 metres;
- vii) flat roofed two storey extensions will not be acceptable unless the design is in keeping with the particular character of the existing house;
- viii) pitched roofs on extensions should be of a similar pitch and materials to that of the original roof and subordinate to it in design. Large crown roofs on detached houses will not be supported; and
- ix) full width two storey rear extensions are not considered acceptable in designated areas or as extensions to Listed Buildings or Locally Listed Buildings.

C) Side Extensions

- i) side extensions should not exceed half the width of the original property;
- ii) extensions to corner plots should ensure that the openness of the area is maintained and the return building line is not exceeded;
- iii) garages should reflect the size guidelines set out in Appendix C Parking standards;
- iv) two storey side extensions should be set in a minimum of 1 metre from the side boundary or in the case of properties in the Copse Wood and Gatehill Estates, at least 1.5 metres, but more if on a wider than average plot, in order to maintain adequate visual separation and views between houses;
- v) two storey side extensions to detached and semi-detached properties should be set back a minimum of 1 metre behind the main front elevation;
- vi) where hip to gable roof extensions exist, a two storey side extension will not be supported; and
- vii) in Conservation Areas, single storey side extensions may be required to be set back.

D) Front Extensions

- i) alterations and extensions to the front of a house must be minor and not alter the overall appearance of the house or dominate the character of the street. Front extensions extending across the entire frontage will be refused;

- ii) porches should be subordinate in scale and individually designed to respect the character and features of the original building; pastiche features will not be supported; and
- iii) notwithstanding the above, at least 25% of the front garden must be retained.

E) Roof Extensions

- i) roof extensions should be located on the rear elevation only, be subservient to the scale of the existing roof and should not exceed more than two thirds the average width of the original roof. They should be located below the ridge tiles of the existing roof and retain a substantial element of the original roof slope above the eaves line;
- ii) the Council will not support poorly designed or over-large roof extensions including proposals to convert an existing hipped roof to a gable;
- iii) raising of a main roof above the existing ridgeline of a house will generally not be supported;
- iv) all roof extensions should employ appropriate external materials and architectural details to match the existing dwelling; and
- v) in Conservation Areas, Areas of Special Local Character and on Listed and Locally Listed Buildings, roof extensions should take the form of traditional 'dormer' windows, on the rear elevation, to harmonise with the existing building. The highest point of the dormer should be kept well within the back roof slope, away from the ridge, eaves or valleys, whilst each window should match the proportions, size and glazing pattern of the first floor windows.

F) Front Gardens and Parking

- i) new or replacement driveways should use permeable (porous) surfacing. Surfaces of more than five square metres will need planning permission for laying traditional, impermeable driveways; and
- ii) the design, materials and height of any front boundary must be in keeping with the character of the area to ensure harmonisation with the existing street scene.