

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.

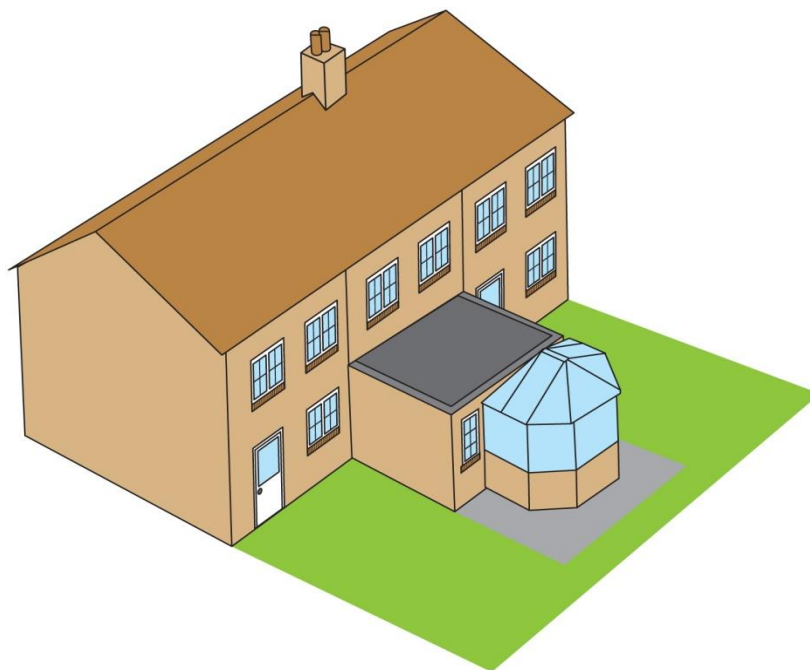
A1.4 Whilst the Council can provide guidance on the permitted development procedures it is the responsibility of the householder to check whether any proposed works require planning permission and/or Building Regulations Consent. Where planning permission is not required, the guidance in this section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

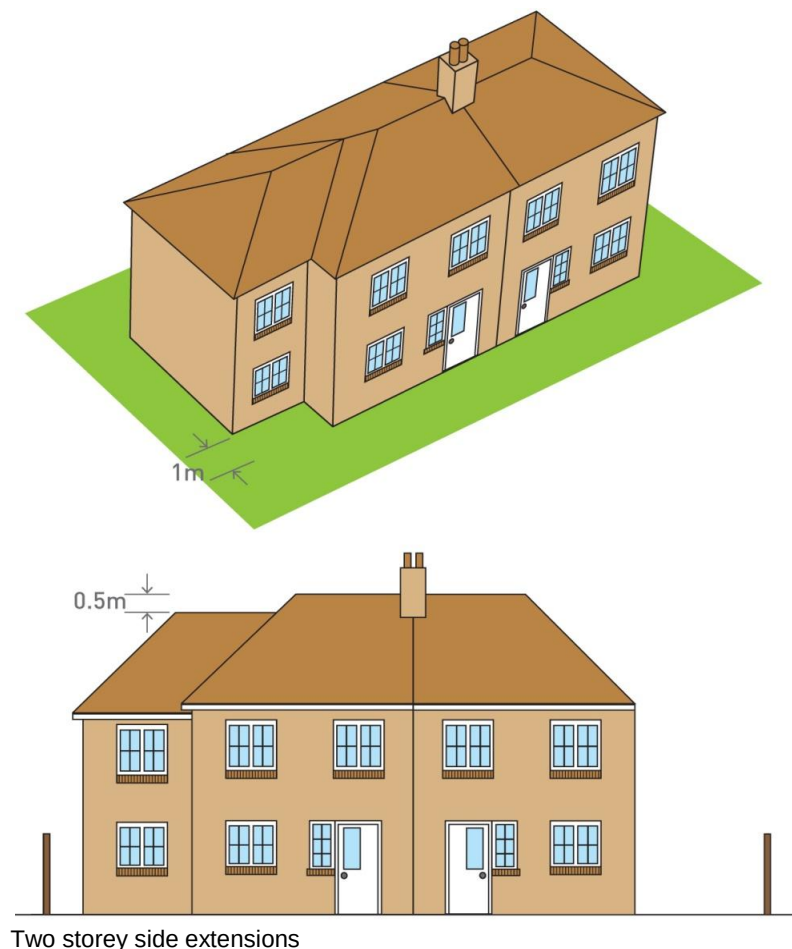


Single storey side extension

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

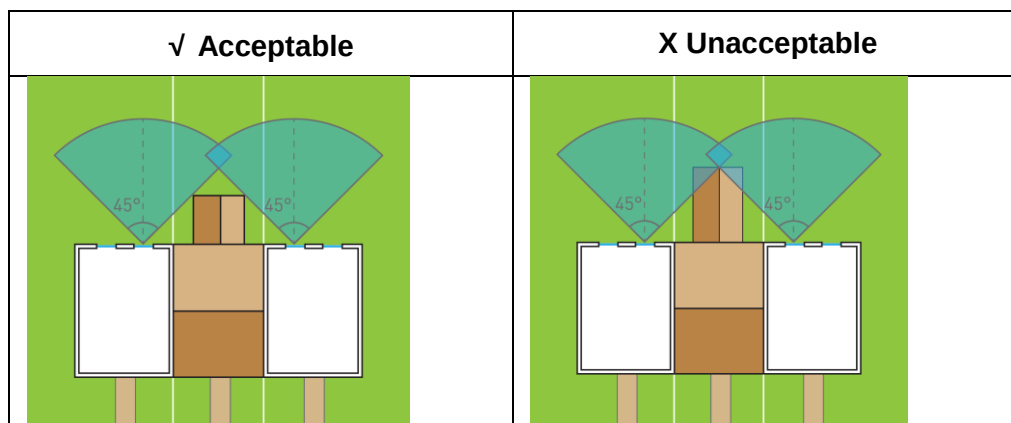
A1.24 The 45-degree rule can be used to establish the maximum permissible height, depth and width of an extension. It provides a general guide to what is normally considered acceptable. However, it is only a general rule of thumb and the Council may, on occasion, consider an extension to be unacceptable,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