

Householder Applications: Supplementary Planning Guidance



Environment Committee:
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Chief Planning Officer
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GENERAL POINTS

- G1 The Council's District-wide Local Plan is the statutory planning framework for the future of the Borough.
- G2 To help you when you apply for planning permission, we have produced this supplementary planning guidance (SPG) note.
- G3 Although not a part of the Local Plan, this guidance will be a material consideration when the Council deals with planning applications.
- G4 This guidance does not prescribe inflexible standards or standard solutions, but instead sets out the ideal performance criteria and design principles.
- G5 In addition to providing extra space for the householder, a good scheme will be well related to the original building; it will also protect the daylighting/privacy/amenity etc. of neighbouring properties, and respect the character of the road and local area.
- G6 Most of the design principles will be known to architects and other qualified designers, who can therefore use the document as a checklist; for those who submit planning applications without professional help, this guidance should be a practical tool.
- G7 Some sites may need different approaches, e.g. in conservation areas or areas of special character, or corner sites, or listed buildings; also there may be restrictive covenants, legal easements, rights of light or other restraints on development that you will need to establish; you may also require separate approval under the Party Wall Act 1996, Building Regulations, and the Highways Act 1980.
- G8 Please remember that this is guidance only, and your application will always be considered on its merits.
- G9 **Accurate drawings**, showing adjoining buildings etc., are essential.

SIDE EXTENSIONS

Generally, extensions should respect and retain existing trees, together with other significant planting.

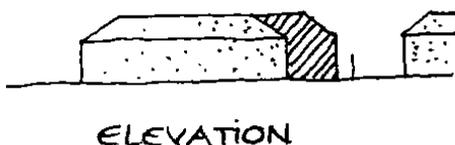
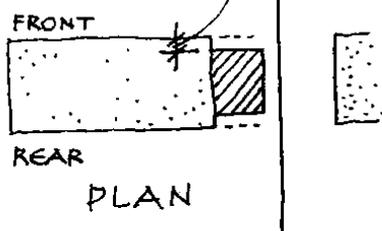
1 Adding Single Storey Side Extensions To Bungalows

- 1.1 There should be no projection towards the street in front of the main house walls.
- 1.2 Avoid flat roofs, but if these are proposed, set the front wall 1m back from the corner of the existing building, to allow it to stand clear.
- 1.3 Where a pitched roof is proposed, the front wall and roof pitch can either match the existing lines, or be set back 1m.
- 1.4 If building up to the side boundary, aim to provide an alternative way through to the rear garden.
- 1.5 Re-use the displaced tiles from the end elevation to cover the new roof facing the street, to create a matching appearance.
- 1.6 Side wall windows should be at least 1m from the side boundary, and not overlook neighbouring windows.

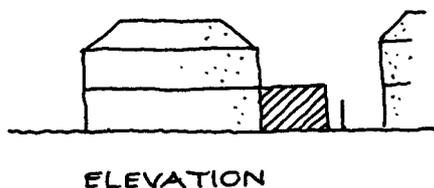
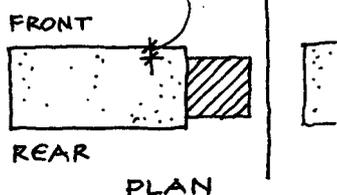
2 Adding Single Storey Side Extensions To 2 Storey Houses

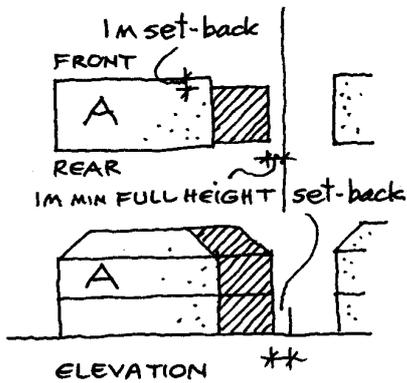
- 2.1 There should be no projection towards the street in front of the main house walls.
- 2.2 Set the front wall back 1m from the corner of the existing building, to allow it to stand clear.
- 2.3 Roof could be pitched (preferred) or flat, but where maintaining the open first floor side gaps, usually of 6-8m width, is important (see below), roof height should be kept low.
- 2.4 Side wall windows should be at least 1m from the side boundary, and not overlook adjoining windows.
- 2.5 If building up to the side boundary, aim to provide an alternative way through to the rear garden.

1m set-back if the extension has a flat roof



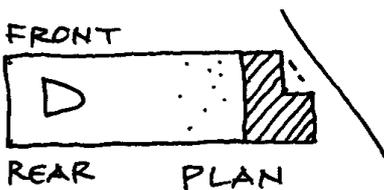
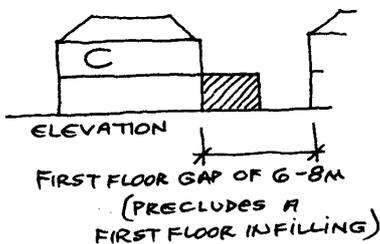
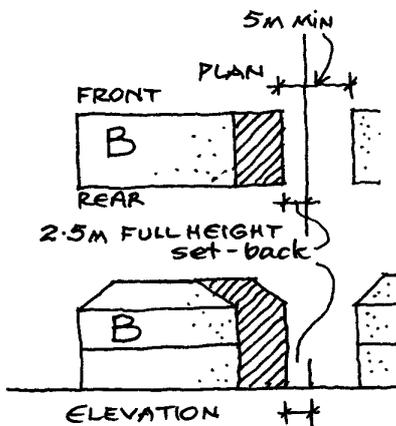
1m set-back

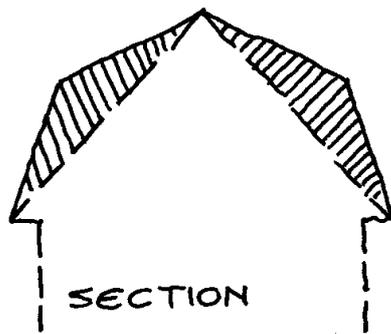




3 Adding 2 Storey Side Extensions To 2 Storey Houses

- 3.1 There should be no projection towards the street in front of the main house walls.
- 3.2 Avoid flat roofs.
- 3.3 There should be no clear-glazed first floor windows in the side elevation serving habitable rooms or kitchens, to protect the privacy of the adjoining property.
- 3.4 The aim should be to set back the wall beside the side boundary at least 1m throughout its height, up to the eaves.
- 3.5 Set the new front wall 1m back from the front wall of the existing building, to allow its corner to stand clear, and lessen the "terraced" effect in the street (sketch A).
- 3.6 Where the street character allows partial infilling of the gaps between buildings, if the new side wall is set back at least 2.5m from the side boundary throughout, and is at least 5m from the adjoining house side wall, then the new front wall may line up with the existing house wall (sketch B).
- 3.7 Where an open first floor side gap is important in maintaining street character, usually of 6-8m width, roof height should be kept low, and a 2 storey side extension will often not be appropriate (sketch C).
- 3.8 Re-use the displaced tiles from the end elevation to cover the new roof facing the street, to create a matching appearance, and select new tiles for the sides and rear roof slopes that match the originals.
- 3.9 Avoid any balconies, roof terraces or full height windows at first floor level in the new front and rear elevations, to respect the privacy of the adjoining property.
- 3.10 Keep new windows at first floor level at least 1.5m away from the side boundary, to respect privacy.
- 3.11 On sites with angled side boundaries, avoid angled side walls if pitched roofs are used, which create irregular roof forms; instead, use a stepped floor-plan (sketch D).





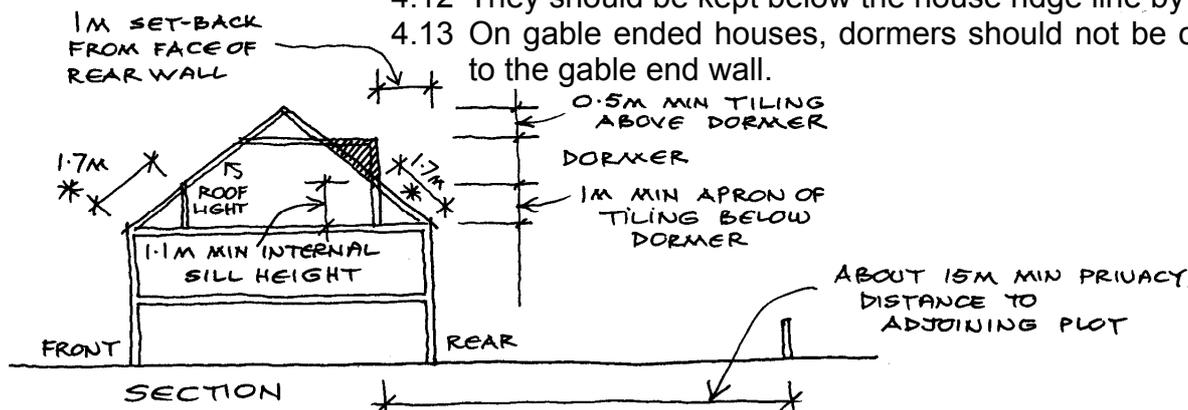
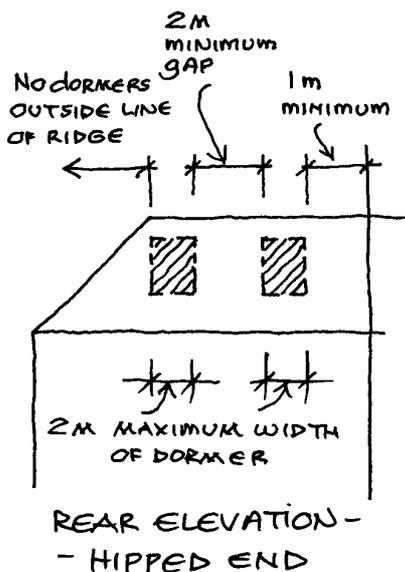
ROOF EXTENSIONS

Generally

- Dormers should not normally be introduced on the front or side elevations, to maintain street character.
- Roof ridges should not be raised in level on semi-detached or terraced houses.
- Roofs, particularly on semi-detached and terraced properties, should not be “mansarded”.

4 Dormers

- 4.1 Generally, these should only be used on rear elevations.
- 4.2 They should be aligned to relate to the windows below.
- 4.3 They should not be used if within about 15m of the property's rear garden boundary; to avoid overlooking of adjoining back gardens in such cases, roof lights may be appropriate.
- 4.4 They should usually be flat roofed (unless the building already has pitched roof dormers) to minimise their bulk and height; if they are very narrow, round topped or pitched roof forms may be considered.
- 4.5 Sill height internally should not be less than 1.1m, to lessen the overlooking of adjoining properties.
- 4.6 To protect privacy, there should be no balconies or full-height windows, and side windows should be discouraged.
- 4.7 Very long dormers should not be used.
- 4.8 They should not be wider than 2m, and not be within 2m of any other dormer, or placed outside the line of the main roof ridge to ensure that the character of the roof is maintained
- 4.9 They should not be closer than 1m to the party wall in semi-detached properties, to lessen the potential for overlooking and facilitate maintenance.
- 4.10 They should be set back from the rear face of the building by at least 1m, to maintain an “apron” of tiling between the base of the dormer and the gutter line; this maintains the visual continuity of the roof tiling, and lessens the overlooking of adjoining properties.
- 4.11 If the dormer or rooflight is to be used for emergency escape, the distance from the eaves to the vertical plane of the dormer (or the bottom of the rooflight), measured along the roof surface, should be no more than 1.7m to comply with the Building Regulations (see * in sketch below).
- 4.12 They should be kept below the house ridge line by at least 0.5m.
- 4.13 On gable ended houses, dormers should not be closer than 2m to the gable end wall.

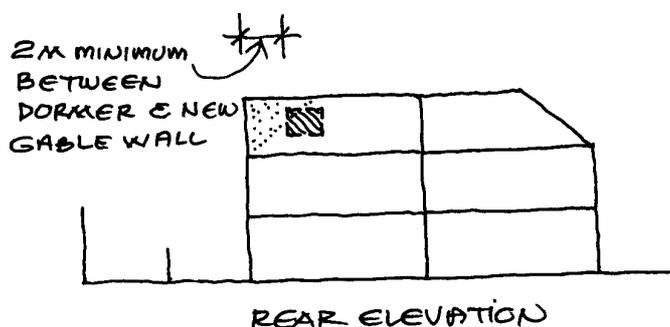
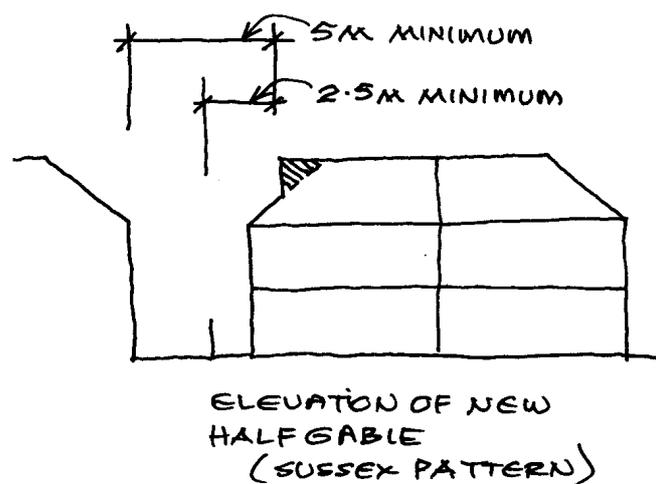
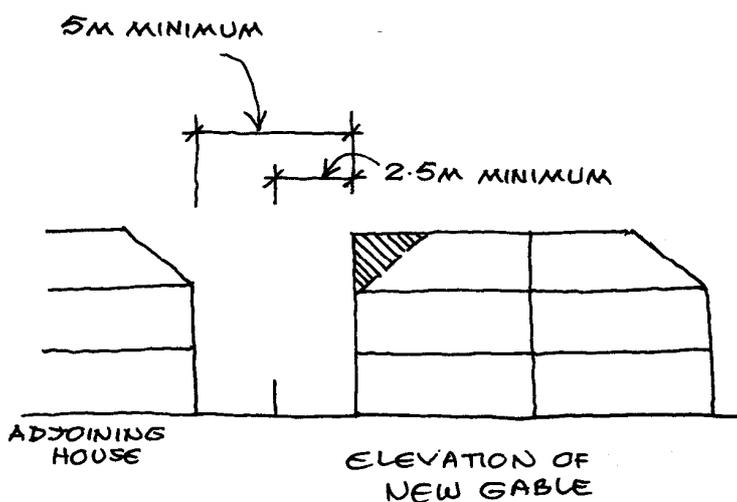


5 Rooflights

- 5.1 The “flush” pattern should be used on front and side elevations, which is in the same plane as the roof tiling, and is less obtrusive than the upstanding versions.
- 5.2 They should be aligned with the windows below.
- 5.3 They should be set well back from the eaves/verge lines, to ensure that the privacy of adjoining properties is respected.
- 5.4 They should be integrated with solar panels/cells in the overall design of the roof, if these are to be used.
- 5.5 The sill height, if used for fire escape purposes, would usually be between 0.6m and 1.1m above internal floor levels.

6 Gable Ends

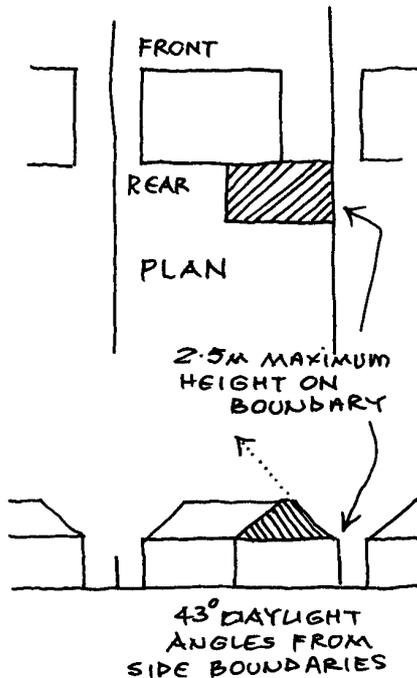
- 6.1 New attic windows in existing gable end side elevations should have a sill level of at least 1.6m, to ensure privacy to adjoining property.
- 6.2 To give a greater amount of usable internal floorspace, an existing hipped end may be changed to a gable, or “Sussex” type gable, only if the street character is not adversely affected by asymmetrical roofs.
- 6.3 In these cases the new gable should be at least 2.5m away from the plot side boundary, and also at least 5m away from the opposing wall of the adjoining property.
- 6.4 To protect privacy, and maintain the visual continuity of the roof, dormers and rooflights should be kept at least 2m away from the new gable end wall.
- 6.5 Re-use the displaced roof tiles from the end hip to cover the new section of tiling facing the street, to create a matching appearance.
- 6.6 Select new tiles for the side and rear roofs that match the original.



REAR EXTENSIONS

Generally

- The principal objective should be to protect the adjoining properties from loss of daylighting and privacy.
- Extensions should also respect and if possible retain existing trees and other significant planting, and replant to make good any losses.
- Planting, because of its ease of removal, and variability of leaf throughout the year, cannot be relied on to provide privacy.

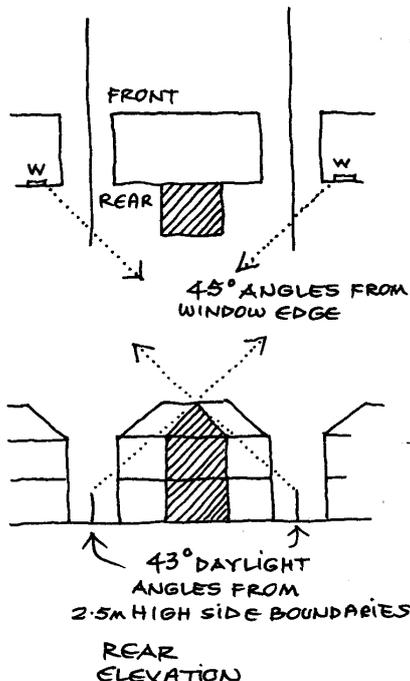


7 Single Storey Rear Extensions Onto Detached Single Storey Properties

- 7.1 If the extension is taken up to the plot boundary, this wall should not have any windows, and should be no higher than 2.5m.
- 7.2 The extension should comply with a 43 degree daylight angle along the plot side and rear boundaries, measured from a point 2.5m above ground level.
- 7.3 If flat roofed, there must be no access to it for roof terrace or balcony use, to protect privacy.
- 7.4 If the existing house has a pitched roof, a pitched roof should be selected for the extension.
- 7.5 The amount of rear garden space left unbuilt should still be adequate for amenity use.
- 7.6 If building up to the side boundary, provide an alternative way through to the rear garden.

8 2 Storey Rear Extensions Onto Detached 2 Storey Properties

- 8.1 No part of the first floor extension should be within an angle of 45 degrees, measured on plan from the edge of the windows in the adjoining properties, or from a point 2m in from the corners of those properties, to protect their outlook and daylighting.
- 8.2 There should be no first floor windows in the side walls of the extension, to avoid overlooking.
- 8.3 If part of the first floor extension can be seen from the street, and the character of the street is one where a gap needs to be maintained, a 2 storey extension in this position will often not be appropriate (see the side extensions guidance).
- 8.4 The extension should comply with a 43 degree daylight angle along the plot's side and rear boundaries, measured from a point 2.5m above ground level.
- 8.5 There should be no full height windows or balconies in the rear wall at first floor level, to avoid overlooking.
- 8.6 If the house has a pitched roof, select a pitched roof for the extension, and maintain the existing eaves line; if a flat roof is used, there must be no access to it for balcony terrace use.

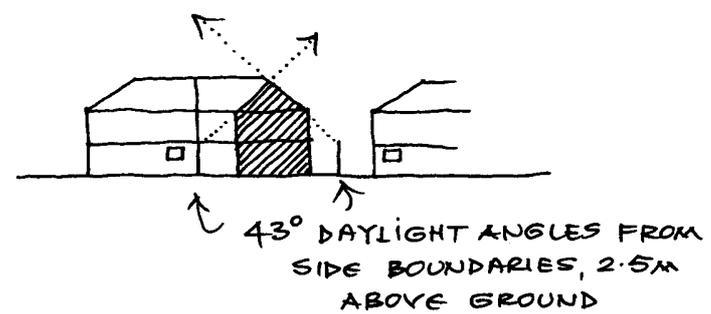
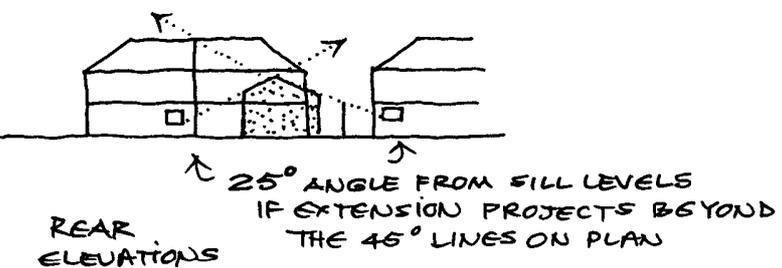
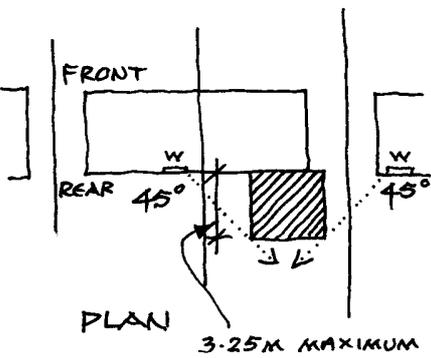
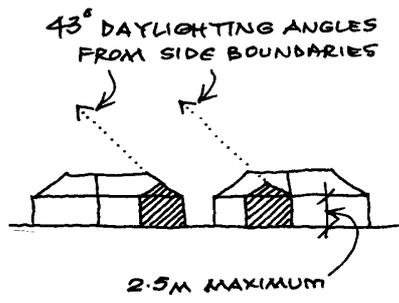
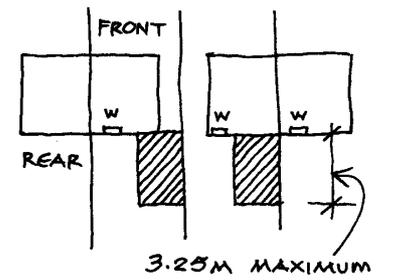


9 Single Storey Rear Extensions Onto Semi Detached Single Storey Properties

- 9.1 If the extension is taken up to the plot boundary, this wall should not have any windows, and must be no higher than 2.5m.
- 9.2 The maximum projection should be no more than 3.25m, to protect the outlook and daylighting to the adjoining property.
- 9.3 The extension should comply with a 43 degree daylight angle along the plot's side and rear boundaries, measured from a point 2.5m above ground.
- 9.4 If the extension is to be flat roofed, there must be no access to it for balcony or terrace use, to protect privacy.
- 9.5 If the house has a pitched roof, the extension should also have a pitched roof.

10 2 Storey Rear Extensions Onto Semi Detached 2 Storey Properties

- 10.1 No part of the first floor extension should be within an angle of 45 degrees, measured on plan from the edge of the windows in the adjoining properties (or from a point 2m in from the corners of those properties), and a 25 degree angle from the horizontal, taken at sill level, to protect their outlook and daylighting.
- 10.2 The maximum projection should be 3.25m.
- 10.3 The extension should comply with a 43 degree daylight angle along the plot's side and rear boundaries, measured from a point 2.5m above ground.
- 10.4 There should be no first floor windows or balconies in the side elevations to protect privacy.
- 10.5 There must be no full height windows or balconies in the rear wall at first floor level, to protect privacy.
- 10.6 If the house has a pitched roof, select a pitched roof for the extension, and do not go above the existing eaves line.
- 10.7 Avoid flat roofs, but if used, there must be no access to them for balcony or terrace use.

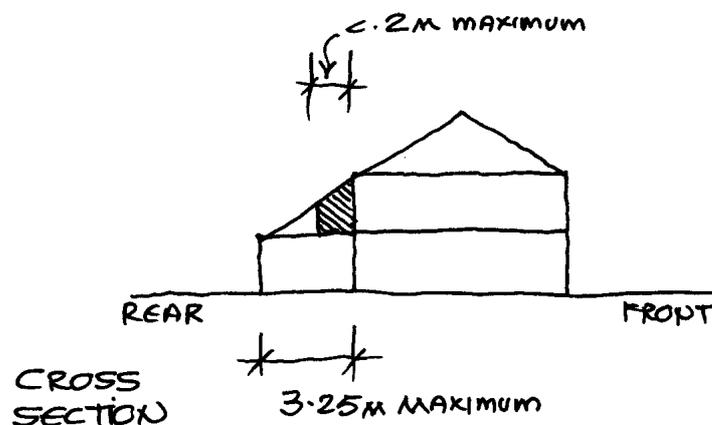
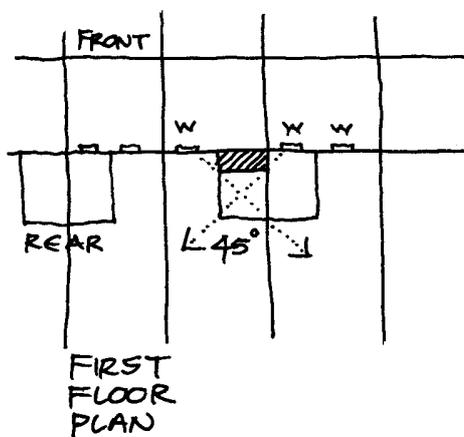
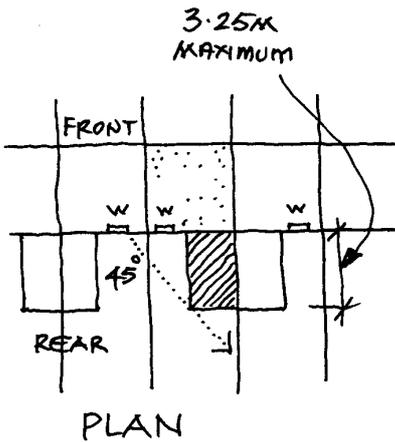


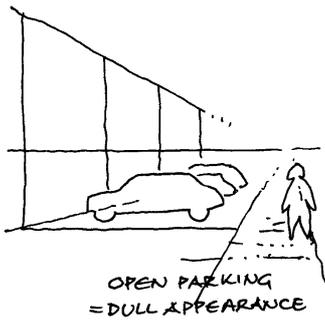
11 Single Storey Rear Extensions Onto Terraced Properties

- 11.1 The maximum projection should be 3.25m, to protect the outlook and daylighting of the adjoining property.
- 11.2 However, if infilling of the space between an existing extension and a side boundary is proposed, this must comply with a plan angle of 45 degrees from the nearest edge of the neighbouring window, and a 25 degree angle from the horizontal, taken at its sill level, if the reduction in natural light to that window is to be acceptable.
- 11.3 If the extension is taken up to the plot boundary, this wall should not have any windows, and must be no higher than 2.5m, unless it backs onto an existing extension's party wall.
- 11.4 The extension should comply with a 43 degree daylight angle along the plot's side and rear boundaries, measured from a point 2.5m above ground level.
- 11.5 If flat roofed, there must be no access to it for balcony/terrace use.
- 11.6 The amount of rear garden space left unbuilt should still be adequate for amenity use.

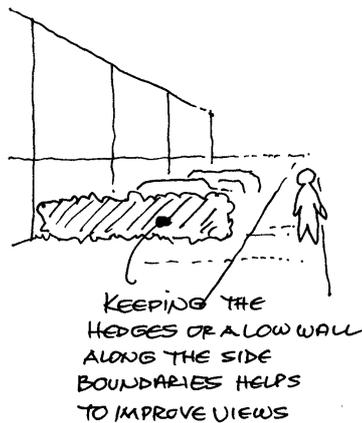
12 2 Storey Rear Extensions Onto Terraced Properties

- 12.1 On narrow width terraced properties, 2 storey rear extensions are often not possible, causing unreasonable loss of daylight and outlook to adjoining houses, particularly their main rear ground floor window and private rear paved area, and also because of the "blinker" effect.
- 12.2 In some cases it may be possible to continue the main roof slope down, and have a c2m minimal extension, with minimal headroom, into the resultant first floor space, lit by rooflight and not protruding dormer; this is subject to compliance with the 45 and 25 degree angles mentioned above and other criteria.





VIEWS ALONG THE STREET



13 Forecourts and Parking

Generally

- If your principal objective is to provide some off-street parking, please also try to create a good appearance from the street.
- For example, taking just one point (see the sketches); if all the side hedges are in place, the pedestrian walking along the pavement does not see so many parked cars, and the street's appearance is improved. These are probably more important in the street views than the front walls/hedges, which have to be opened up to let the car get in.
- Keeping enough space for planting, retaining/replacing the hedges and piers/walls etc. that have often been lost over the years, all are to be encouraged. Please consider the following points.

- A Retain good existing trees
- B Keep vehicles away from front windows by a 1m planting strip
- C Retain or replace the garden's side walls or fences which are very important in concealing the cars and hardstandings in the side-ways view along the street
- D Provide a 1m wide earth strip for planting/hedging beside each of these side boundaries
- E Retain/replace the original brick piers and cappings, which show clearly the line of the front gardens in the street
- F Retain/replace some of the front walls or railings, or picket fence, whichever is best for local character
- G Consider planting a hedge along part of the frontage
- H Limit the amount of hard surface in the forecourt to no more than about 40%, leaving the rest for planting; this amount would be less for detached houses, and probably more for terraced houses
- J Consider whether a new small tree could be planted
- K Consider using a surface material that allows some rain water to filter into the ground, which will help to limit the fast run-off, with its implications for flooding of rivers downstream, and which could lessen the need for summer watering of plants

Remember that you will need to apply for a licence to form a crossover under the Highway Act 1980, from the Local Transport Director (SCC).

