

Wansbeck District Council
Supplementary
Planning Document

Residential Extension Design Guidance



Wansbeck District Council
Supplementary
Planning Document

Residential Extension Design Guidance



July 2007

Acknowledgements

The Residential Extension Design Guidance has been prepared for Wansbeck District Council by Llewelyn Davies Yeang

Llewelyn Davies Yeang Project Team

Patrick Clarke	Project Director
Matt Verlander	Project Manager
Georgia Giannopoulou	Urban Design
Fiona Dickson	Urban Design and Planning
Astrid Lund	Urban Design
James Hennesey	Landscape
Ting Lam Tang	Graphic Design
Katie Powell	Graphic Design

Wansbeck Steering group

Nick Burden	Head of Regulatory Services
Sujeet Sharma	Senior Planning Officer (Project Manager)
Richard Schofield	Planning Officer
Jenny Adamson	Head of Development Control

Thanks are extended to everyone who has been consulted for information or advice during the compilation of the Design Guide

Contents

1 Introduction

- 1.1 Purpose
- 1.2 Other Guidance Documents (and the status of this guidance document).
- 1.3 The Structure of this Document

2 Key Issues

- 2.1 The Importance of Good Design
- 2.2 Protecting The Character of The Surrounding Area
- 2.3 Respecting the Appearance of Your House
- 2.4 Respecting your neighbours amenities
- 2.5 Avoiding over development

3 Do I need Planning Permission?

- 3.1 How to find out?
- 3.2 Dual Frontage Areas
- 3.3 Conservatories

4 What do I do before submitting a planning application?

- 4.1 Read this guidance
- 4.2 Use Our Pre-Application Advice Service
- 4.3 Choose a reliable agent or architect
- 4.4 Find out if you need other permissions
- 4.5 Let Your Neighbours Know

5 How to submit a planning application

- 5.1 Application Forms
- 5.2 Application Fee
- 5.3 Appropriate Plans
- 5.4 Land Ownership
- 5.5 Checklist
- 5.6 Submission on-line

6 What Happens After I Submit My Planning Application?

- 6.1 Registering Your Application
- 6.2 Consulting Your Neighbours
- 6.3 Making A Site Visit
- 6.4 Land Ownership Issues
- 6.5 Seeking Amendments
- 6.6 Determining Your Application
- 6.7 Making an Appeal
- 6.8 Contact us Before Changing Any Proposals During Construction
- 6.9 Key Considerations

Design guidance regarding proposed residential extensions, additions, alterations and outbuildings

7 Single Storey Rear Extensions and Conservatories

- 7.1 General Issues
- 7.2 Depth
- 7.3 Height and Roof Design
- 7.4 Guttering and Set-in
- 7.5 Windows and Doors
- 7.6 Materials
- 7.7 Car Parking Provision and Garden Area Provision
- 7.8 Conservatories/Pergolas
- 7.9 Adjoining Extensions

8 Two Storey Rear Extensions (and First Floor Rear Extension)

- 8.1 General Issues
- 8.2 Size and depth of two storey rear extensions on Semi-detached and terrace houses
- 8.3 Size and depth of two storey rear extensions on Detached Properties
- 8.4 Height & Roof Design
- 8.5 Guttering and Set-In
- 8.6 Windows and Doors
- 8.7 Materials
- 8.8 Overlooking
- 8.9 Adequate Garden Space and Car Parking Provision:

9 Porches and Front Extensions

- 9.1 General Issues
- 9.2 Front Extensions
- 9.3 Porches
- 9.4 Front Bays

10 Single Storey Side Extensions

- 10.1 General Issues
- 10.2 Height & Roof Design
- 10.3 Guttering and set in from the boundary
- 10.4 Set back from the front of the house
- 10.5 Width of extension
- 10.6 Windows and doors
- 10.7 Materials
- 10.8 Car Parking Provision and Garden Area Provision
- 10.9 Granny Annexes
- 10.10 Garages

11 Two Storey Side and First Floor Side Extensions

- 11.1 General Issues
- 11.2 Set back from the front main wall of the original house
- 11.3 Height and Roof Design
- 11.4 Width
- 11.5 Distance between the side extension and a party/side boundary
- 11.6 Corner Plots
- 11.7 Windows and Doors
- 11.8 Materials
- 11.9 Overlooking
- 11.10 Adequate Garden Space and Car Parking Provision:
- 11.11 Integral Garages
- 11.12 Granny Annex

12 Roof Extensions and Alterations

- 12.1 General Issues
- 12.2 Dormer Extensions
- 12.3 Changing a hipped roof to a gable roof
- 12.4 Solar Panels
- 12.5 Rooflights
- 12.6 Balconies & Roof Terraces

13 Detached Outbuildings

- 13.1 General Issues
- 13.2 Position
- 13.3 Design
- 13.4 Garages requiring planning permission:
- 13.5 Conversion of a garage to a habitable room

14 Walls, Fences, Enclosures**15 Front Garden Parking and Layouts****16 Extensions and outbuildings in 'dual frontage' terraced housing areas****17 Useful Contacts**

1: Introduction

1.1 Purpose

This document has been produced to provide design guidance to anyone wishing to extend their house.

The guide deals predominately with the types of extensions and outbuildings that require planning permission. Wansbeck District Council as the local planning authority, are able to control development where planning permission is required. The purpose of this guidance document is to provide clear advice on what the Council consider to be suitable forms of extensions and alterations to residential properties within the District, as well as giving an indication, in some cases, of what is considered to be unacceptable. This guide gives advice on how to deliver “good practice” in designing householder extensions and how you can contribute towards creating a high quality residential environment in the District.

This guidance document represents an important material consideration that will be taken into account when determining planning applications for residential extensions, alterations or outbuildings. You are advised to read and have regard to this guide prior to submitting any planning application to the Council for an extension or alteration to your house. Proposals, which do not meet these standards may not be successful in planning permission being granted.

It is not the Council's aim to set out detailed design guidance or standards for every possible situation, and therefore the principles set out here may not be directly applicable to your proposal. The Council also recognises that in exceptional

circumstances, the rigid application of standards and design principles may not be appropriate.

If you are in any doubt about how these design principles or standards relate to your proposals, you are advised to discuss your proposal with Planning Officers at the Council before you submit a planning application (see section 4).

This guidance document also gives advice on:

- How to find out if you require planning permission (section 3)
- What to do before submitting an application (section 4)
- Information required to be submitted with a planning application (section 5) and
- Advice on how to submit a planning application (section 5)

1.2 Other Guidance Documents (and the status of this guidance document)

This guidance document forms part of the Wansbeck Design Guide. The other guidance document produced as part of the Design Guide is guidance on ‘New Residential Development’.

The Wansbeck Design Guide has been adopted as a Supplementary Planning Document. This guidance document replaces the Supplementary Planning Guidance: House Extensions (July 1998).

This guidance document supplements design policies and standards contained within the Wansbeck District Local Plan.

1.3 The Structure of this Document

This Residential Extensions Guidance document is designed to be flexible and updateable. With the guidance chapters designed to be stand alone documents capable of separate publication. As a result there is, therefore, an element of repetition within the document if read from cover to cover as a single document.

In summary, the document is structured as follows:

- Chapter 2 highlights key issues;
- Chapter 3 provides clarification on whether planning permission is needed;
- Chapter 4 outlines what applicants need to do before submitting a planning application;
- Chapter 5 sets out how to submit a planning application;
- Chapter 6 provides an overview of what happens after a planning application is submitted;
- Chapter 7 provides guidance on single storey rear extensions and conservatories;
- Chapter 8 provides guidance on two storey rear extensions;
- Chapter 9 provides guidance on porches and front extensions;
- Chapter 10 provides guidance on single storey side extensions;
- Chapter 11 provides guidance on two storey side and first floor side extensions;
- Chapter 12 provides guidance on roof extensions and alterations;
- Chapter 13 provides guidance on detached outbuildings;
- Chapter 14 provides guidance on walls, fences and enclosures
- Chapter 15 provides guidance on front garden parking and layouts
- Chapter 16 provides guidance extensions in 'dual frontage' terraced housing areas; and
- Chapter 17 lists useful contacts.

2: Key Issues

There are some key matters, which any applicant needs to consider when designing their extension/outbuilding etc. These are all matters that the Council will consider when determining an application.

2.1 The Importance of Good Design

In line with national and regional guidance and initiatives, the quality of design now plays an integral role in the control of development. Wansbeck Council, through the production of the Wansbeck Design Guide and its development control powers, seeks to raise the standard and quality of design in relation to all types of development within the District.

All new extensions, outbuildings and alterations that require planning permission should be of good design quality and should accord with the design principles set out within this guidance document where applicable.

2.2 Protecting The Character of The Surrounding Area

Every area or street has its own character. When planning your extension, try to consider how it would affect the character of the street or local area. Your aim should be to respect the character and appearance of that area. Again, design guidance set out in this document should help you understand how best to design an extension, which respects the local character.

2.3 Respecting the Appearance of Your House

Sections 7 to 16 of this guidance document, set out design principles and standards which should help you plan an extension which integrates with and respects the

appearance of your existing house. You should have clear regard to the type of house you have e.g. detached, terraced etc, how old it is, what type and colour of materials have been used on the property, the design of the existing roof e.g. hipped or gabled, the type of windows and doors it has etc when designing your extension. Where possible, your extension should reflect design qualities of the existing house.

2.4 Respecting your neighbours amenities

The size and position of your extension may have an affect upon your neighbours. An extension for example, if not properly designed, could result in a loss of light (overshadowing) to adjoining properties or gardens, or could seriously restrict the outlook from adjoining properties. If windows or doors are placed inappropriately, they could lead to a loss of privacy for the occupiers of adjoining properties. Your neighbours will be consulted when you submit your application, so it is important that your extension or addition is designed in such a way that it will not adversely affect them.

2.5 Avoiding over development

If an extension or outbuilding is considered too large for the amount of off-street car parking or garden area that serves it, planning permission could be refused. Guidance is given here with regard to the appropriate size of extensions. Consideration is also given to the number of car parking spaces provided when a house is to be extended, as well as the amount of garden area provision.

2: Key Issues



Avoid over development



Protect your neighbours amenity



Dual frontage issues

3: Do I need Planning Permission?

3.1 How to find out?

Planning permission is not needed for all house extensions or additions. You are allowed to add certain types and sizes of extensions to your house and make certain types of minor alterations to your house without the need to apply for planning permission. This is known as “Permitted Development”.

You are able to obtain a copy of “Planning: A guide for householders” from the Council offices. This sets out what type of extensions and works require planning permission, or are “permitted development”. You can also visit the Planning Portal website:

www.planningportal.gov.uk

If you are in any doubt as to whether your proposal will require planning permission or not, you should seek the advice of the Planning Department.

You can visit the Council's offices and complete a “Planning and Building Enquiry Form”, available at Info Points in the main reception. This form asks various questions which will help the planning office determine whether your proposal requires planning permission or not. This form will be passed to a Planning Officer who will consider your proposal and plans.

Alternatively, you can send a letter (and plans) to the Council, setting out your proposals and requesting an Officer's opinion on whether planning permission is required or not. You may also send an email, setting out your proposals, to:

PlanningEnquiriesMailbox@wansbeck.gov.uk

The Planning Department will endeavour to reply to all letters and emails received within 10 working days of the date of receipt of the letter/email.

You can also contact a Customer Care Officer who may be able to offer advice on simple queries. The Customer Care Officer can be contacted on (01670) 843434.

The Planning Departments opening times are:

9am to 5pm	Monday to Thursday
9am to 4.30pm	Fridays

3.2 Dual Frontage Areas

As mentioned in Section 2 of this guide, there are a large number of terraced housing areas in Wansbeck that have footpaths or highways to their front and rear. Often, it is not clear which is the front or back to these properties and they are often referred to as “dual frontage”. Examples of these “dual frontage” areas are shown below.

If you are an owner or occupier of a premises in one of these terraced areas, it is especially important that you contact the Councils Planning Department before you consider making any alteration, addition or extension (including conservatory) to your property. This is because there is a high likelihood that your alteration or extension **will** require planning permission.

3.3 Conservatories

It is important to know that conservatories are treated as extensions. If you are thinking of adding a conservatory to your property you should contact the

Planning Department to find out if planning permission would be required or not. There are many instances where conservatories do require planning permission.

3: Do I need Planning Permission?



You are advised to seek advice with from your local planning office to determine if your proposal requires planning permission or not

Terraces with long front gardens and fronts facing backs



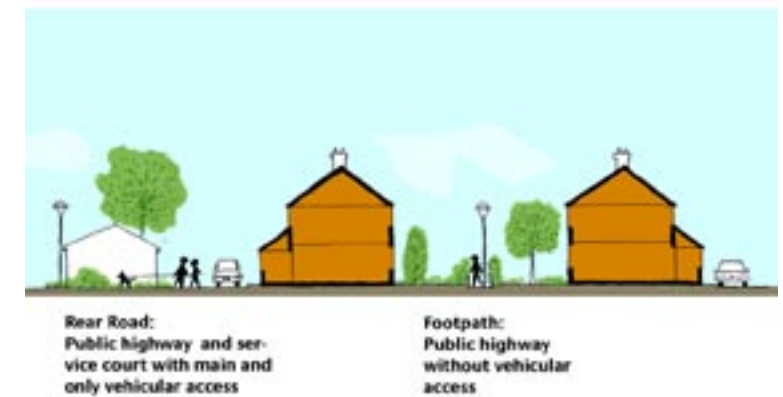
Where property faces onto public highway, planning permission must be sought for the erection of extensions, dormer windows and outbuildings

Terraces with main access to rear



Where property faces onto public highway, planning permission must be sought for the erection of extensions, dormer windows and outbuildings

Terraces with service court and road to rear



Where property faces onto public highway, planning permission must be sought for the erection of extensions, dormer windows and outbuildings

4: What do I do before submitting a planning application?

4.1 Read this guidance

One of the key purposes of Guide is to provide clear guidance on what the Council believes to be suitable forms of extension or alterations to residential properties. Look through this guide to see which design principles and standards are applicable to your proposal, and try to ensure that you incorporate those principles and standards wherever possible.

4.2 Use Our Pre-Application Advice Service

The Council offers pre-application advice to all householders considering building an extension or outbuilding.

You can make an appointment to see a planning officer. This should only be done after you have submitted a letter and details of your proposal to the planning office, so that the relevant planning officer has had time to consider your proposals. Your letter and plans can either be sent by post, or passed to the Planning Support Officer, who will pass them onto a Planning Officer.

The aim is to allow Planning Officers the chance to spot likely problems with your proposal, and possibly suggest changes that will increase the likelihood of an approval being obtained, before you submit your application. The more information you can provide their officers with, the more specific their advice can be.

(a) Visiting the Council Offices

You are able to speak to a Planning Support Officer between the hours of 9am to 5pm Monday to Thursday, and 9am to 4.30pm on a Friday.

You should bring any draft plans, photographs or sketches, with you, as aids to explain your proposal. It may well be the case that the Planning Support Officer cannot answer all of your queries. Therefore, you will be asked to leave your sketches or plans, and contact details, and these will be passed onto a Planning Officer who will endeavour to get back to you within 10 working days.

(b) By post

In case you can't get to the office, or wish to seek informal advice/a response in writing, you should send details of your proposal, with a covering letter setting out your query and contact details, including telephone number, to:

**Planning Development Control
Regulatory Services
Council Offices, Front Street West
Bedlington
Northumberland
NE22 5TU**

The Planning team will endeavour to respond to your letter within 10 working days of receiving it.

(c) By Phone

Please phone: (01670) 843434 and ask to speak to the Planning Support Officer.

(d) By email

Please send your email to:
PlanningEnquiriesMailbox@wansbeck.gov.uk

4.3 Choose a reliable agent or architect

The Council strongly urges you to use an architect or planning agent to draw up your proposals and submit a planning application on your behalf. Plans have to be drawn to scale (metric) and need to reflect accurately your proposal, its design, and relationship to your neighbours. The employment of a suitably qualified professional should minimise the time taken to register and process a planning application with the Council.

4.4 Find out if you need other permissions

Depending on the type of extension you are proposing, the location of your property, or your personal circumstances, you may need to contact other Council Departments, to see if other consents/permissions are required for your proposal.

(a) Listed Building Consent

If your building is included in the list of Buildings of Special Architectural or Historical Interest, or your proposal could affect the setting of such a building, you may need Listed Building Consent in addition to planning permission and will have to submit an application for Listed Building Consent. Please check with the planning department if you are in doubt.

(b) Conservation Area Consent

If you propose the demolition, total or partial, of any building and/or structure in a conservation area, you may need Conservation Area Consent in addition to planning permission. If so, you will have to submit an application for Conservation Area Consent. The Planning Department will be able to advise whether your property

4: What do I do before submitting a planning application?

is situated within a Conservation Area, and whether Conservation Area Consent is needed.

(c) Work carried out on trees?

Any pruning, lopping or topping, or felling of a tree protected by a Tree Preservation Order will require consent. Please contact the Planning Department to find out if any trees which may be affected by your proposal are protected.

(d) New Vehicle Crossover required?

Prior to submitting any planning application for a vehicular crossover, or for any proposals that may affect or encroach on or over a public footpath or highway, you should contact the Council's highways department to find out if their consent is required, and with regard to who can lay out the crossover once appropriate consents/permissions are granted.

(e) Skip Licence

For skips on the public highway
Please contact: Highways (01670) 844236

(f) Building Regulations Approval

Many types of domestic extensions and alterations require Building Regulations approval. It is strongly advised that the Building Control Section is contacted at the earliest possible stage. Building Control assess the structural safety of an extension and compliance with Building Regulations is not the same as obtaining planning permission.

Please contact: Building Control:
(01670) 843223

4.5 Let Your Neighbours Know

Once the application has been received, the Council is required to consult with your neighbours – but it may help to prevent unnecessary objections if you have already explained your proposals to them. Before submitting an application, the Council advise that you discuss your proposals with your neighbours and try to resolve any difficult issues.

It is advisable to avoid encroachment on or over another persons land. If you are intending to carry out works in or adjacent to a boundary. A booklet is available from the Council which provides information regarding the Party Wall Act.

5: How to submit a planning application?

5.1 Application Forms

You are required to submit 3 copies of completed planning application forms. These can be obtained from the Council offices or printed off of our website:

www.wansbeck.gov.uk

The Council has produced a Householder Planning Application Pack. Within this (and also on our website) are some guidance notes to help you fill in the application form. Please ensure you read this note and make sure you have completed the form correctly before submitting your application.

5.2 Application Fee

Your planning application will most likely need to be accompanied by a fee. A list of planning application fees are contained on our website and are also sent out in the application pack. However, if you are not sure what fee is applicable, the Planning Department will be able to advise you.

5.3 Appropriate Plans

A variety of plans will need to be submitted with your planning application. The key types of plans required are listed below and some examples illustrated. If, after viewing the information below, you are not sure which plans are required to validate your application please, contact the Customer Care Officer who will be able to advise you.

(a) Site Location Plan

You must provide a plan clearly showing your application site in a larger context and at least two adjacent roads. This should normally comprise:

- An up-to-date plan at 1:1250 scale, accurately showing your property in relation to adjacent roads and other properties in the area. It is best to use an extract from the Ordnance Survey map, which can be obtained from the Planning Department. (Please note that there is a fee associated with the purchase of Ordnance Survey maps.)
- The application site (normally your house and garden) outlined in red
- A north point

Please note, diagrammatic location plans not accurately drawn to scale are unacceptable.

See Illustration

(b) Site Layout Plan (Block Plan)

It is necessary to provide a site layout plan at 1:200 or 1:500 scale to show:

- Your property;
- Your extension or other proposed works;
- The site boundaries;
- Adjoining houses including any extensions;
- Available parking on the site and any vehicle access and garages; and
- Any trees to be retained or felled.

See Illustration

(c) Floor Plans and Elevations

These detailed plans should be drawn accurately to scale of 1:50 or 1:100 and should clearly distinguish between existing and proposed buildings.

- Floor plans: show the layout of rooms in the building (one drawing for each floor if more than one floor) and indicate

doors, windows and the thickness of walls.

- Elevations: show what the new building will look like from the outside, indicating the building materials to be used.

5.4 Land Ownership

When making a planning application, you must complete a certificate which provides details of the ownership of the site. Certificate A, (which is on the application form), should be completed and signed, if you, the applicant, are the only owner of the site/land affected by the proposal the subject of the application.

Where you, the applicant, are not the owner of the site, or other owners are involved, there are other certificates which should be completed. You must inform any owners of land of your intention to make an application for a development proposal on their land, by serving notice on them (see the planning application guidance notes for more details). Copies of the relevant Notices and other certificates are available from the planning department or on the website.

5.5 Checklist

When submitting an application, please make sure include the following:

- THREE COPIES OF THE COMPLETED APPLICATION FORMS;
- THREE COPIES OF EACH PLAN (PLANS TO SCALE);
- A COMPLETED CERTIFICATE OF OWNERSHIP (AND SERVE NOTICE UPON ANYONE ELSE WHOSE LAND IS AFFECTED BY YOUR PROPOSAL);
- THE CORRECT FEE.

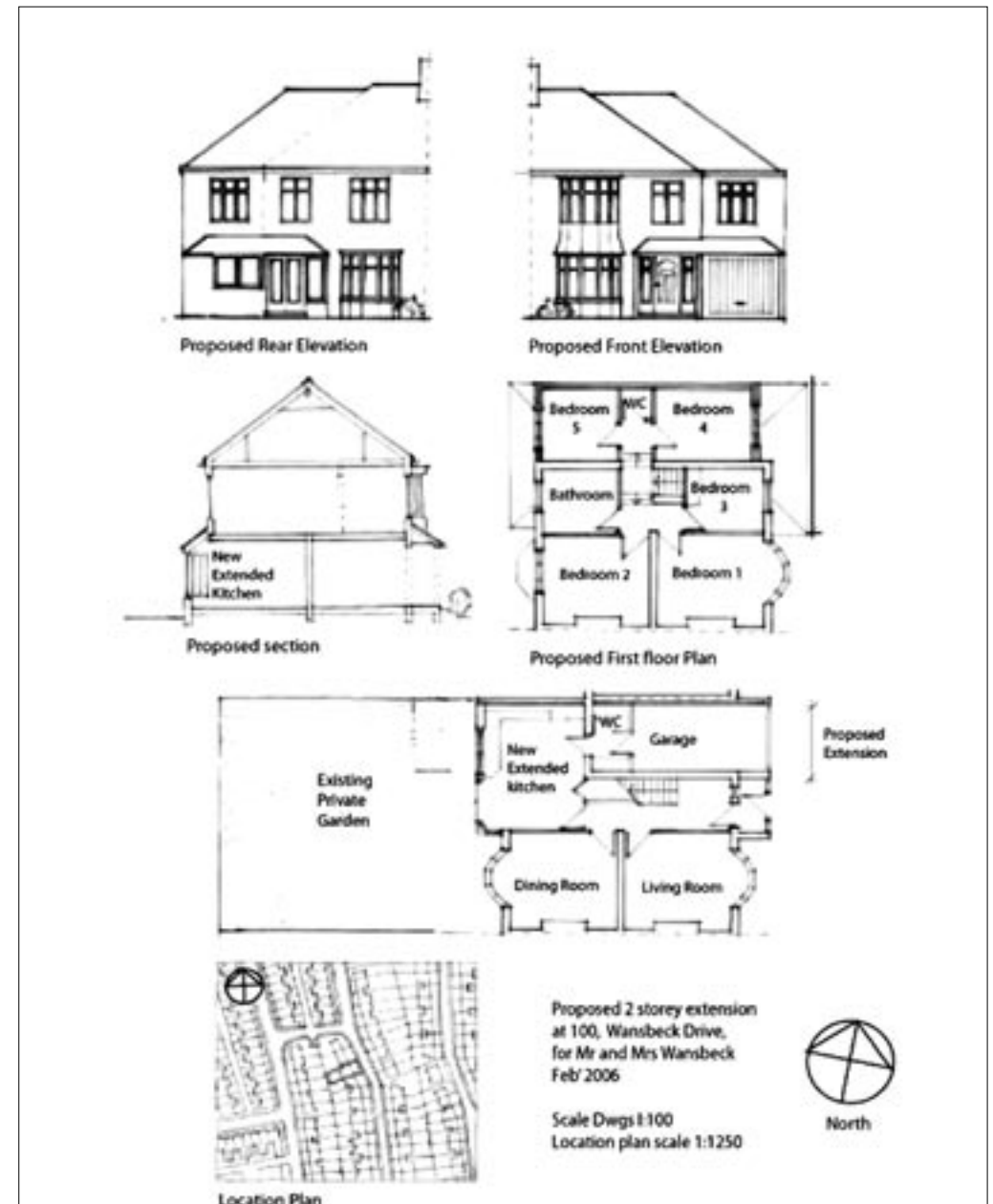
5: How to submit a planning application?

5.6 Submission on-line

You are able to submit your planning application on line.

To use this service please go to the “Apply for Planning Permission Online” section of the planning page of the Wansbeck District Council website:

www.wansbeck.gov.uk



Planning application drawing

6: What happens after I submit my planning application?

6.1 Registering Your Application

If your application submission does not contain all the relevant plans, forms, or information necessary, or contains any inaccuracies or errors, it can be sent back to you as it may be considered invalid. Therefore, please make sure you have completed the appropriate forms etc. If you are in any doubt about the validity of your application, prior to submitting it, the Council suggest you consult with a Customer Care Officer who can give you advice about this.

6.2 Consulting Your Neighbours

Once the Council has formally registered a planning application, planning law requires it to notify your neighbours. If the property is a Listed Building or lies within or adjacent to a Conservation Area, the Council will erect a site notice and advertise the proposal in the press. At this point, the planning application file held by the Council becomes a public document. Any member of the public can view the information provided during normal office hours or on the Council's web site. Letters received from third parties will be placed on the application file. Although all letters of support for, or objection to an application, will be considered during its assessment, these comments will not necessarily determine the decision on a planning application.

6.3 Making A Site Visit

Your application will be assigned to a Case Officer who will usually need to make a visit to the site to help assess your application. Please ensure that you provide your contact details within your application so that a site visit and access can be arranged if necessary.

6.4 Land Ownership Issues

Objections that relate to the ownership of land and boundary disputes are not normally planning considerations. However, it is important that all extensions are built within the boundaries of the property to which they relate. All legal boundaries should be clearly and accurately marked on the plans submitted with the planning application. Ideally, you should make sure that the design and position of your proposal leaves enough space for maintenance access.

Please remember that the granting of planning permission does not allow you to build or trespass on other people's land. The Government's Land Registry (01792 458 877) or Ordnance Survey Solution Centre (01703 792 997) can often provide map information to help with boundary ownership disputes.

If you intend to carry out work on or near to a shared boundary, the Party Wall Act 1996 requires that you notify your neighbours and give them the opportunity to comment. The Council does not control this process but the Council can provide a copy of the Party Wall advice leaflet.

6.5 Seeking Amendments

After consideration of your application, the Case Officer may consider that amendments are required to your proposal to make it acceptable. If this is the case, the Case Officer will contact you or your agent and discuss these. It will be up to you and your agent to decide whether those amendments recommended will be submitted, but be aware that if those amendments sought aren't made, this may

lead to the refusal of planning permission for your application.

6.6 Determining Your Application

The Council will try to determine your application within an 8 week period, starting from the date the Council receive your completed application. A decision notice will be issued following consideration of your application. If planning permission is granted, the decision notice may specify certain conditions that your proposal/you will need to comply with. If however planning permission is refused, the reasons for refusal will be listed. You are of course able to discuss any such reasons for refusal with the case officer and you may be able to discuss ways of overcoming those problems/reasons for refusal.

If you have employed an agent or architect to act on your behalf with regard to your application, they, and not you, will be sent a copy of the decision notice and letter. They should pass a copy of the notice onto you, and discuss the decision with you where appropriate.

6.7 Making an Appeal

If your application is refused you have the right to appeal against the decision any conditions attached to the planning approval. The Government's Planning Inspectorate handles all appeals independently of the Council. Their contact details will be printed on the back of your decision notice. Further information with regard to making an appeal can be found on the Planning Inspectorate's website:

www.planning-inspectorate.gov.uk.

6: What happens after I submit my planning application?

6.8 Contact us Before Changing Any Proposals During Construction

Unforeseen construction problems sometimes mean that you need to modify your proposals during the construction period. In many cases this is done to satisfy Building Regulations. In cases where the dimensions, external appearance or materials to be used would differ from those shown on the approved plans it is important that you contact the Planning Department before any alterations are carried out, so the Council can ascertain if planning permission is required for those changes.

6.9 Key Considerations

What are the key things the planning department look for when assessing your applications? The Case Officer assigned to deal with your application will:

- Assess it against the criteria and design guidance set out in this document;
- Assess it against key policies set out in the Wansbeck District Local Plan;
- Consider what effect the proposal will have on the character of the area or street scene;
- Consider the effect the proposal will have on neighbouring properties for example in terms of overlooking/loss of privacy, overshadowing/loss of light, or loss of outlook;
- Assess how the extension or proposal will look in relation to the existing house (will it integrate well with the existing property and be subordinate to it?);
- Assess whether there is adequate parking or garden space to serve the extended property;
- Assess if there is there any encroachment onto any neighbouring property;

- Take into account planning based representations received from your neighbours or any other consultee.



Extensions should be sympathetic to the existing character of the house

7: Single Storey Rear Extensions and Conservatories

7.1 General Issues

A single storey rear extension is the most common type of extension; it helps to extend a kitchen or dining/living room and can be a cost effective solution to creating more space. However, this has to be assessed against any possible detrimental effect to neighbouring residents and their gardens, the appearance of the original house and the character of local area. Careful thought must therefore be given to the size, depth, location, height and overall appearance of the extension.

7.2 Depth

General Guidance:

The extension should always be designed so as to appear 'subordinate' to the original house. In particular, the extension should not protrude out too far from the wall of the original house. This is because the extension may block daylight and sunlight received by neighbouring properties. To help clarify this, the Council have set out depth guidelines depending on the type of the original house. The dimensions illustrated are external and include any overhanging roof added to the rear wall of the extension.

Terraced Houses and Semi-detached Houses:

Single storey rear extensions on or immediately adjacent to a party boundary should not normally project back from the main rear wall of the house by more than 3 metres.

These dimensions are applicable to first time extensions and are taken from the rear wall of the original house. Second extensions, canopies or conservatories

added to existing extensions may well result in the depth limits being exceeded. Applicants should consider demolishing existing extensions as part of proposals to extend for the second time. Applicants are also advised to contact the planning department prior to any application for a second extension.

Greater depths may be permitted where the adjoining property (or in the case of terrace houses, both adjoining properties) already have rear extensions and your property has a relatively long garden. In such instances, the proposed rear extension must not project out past a 45 degree angle from the centre of the window of the nearest habitable room in the adjacent property.

For the purpose of this Guide, habitable rooms are all rooms normally used for living or sleeping in (plus the kitchen), but excludes halls, utility rooms, bathrooms, toilets and garages.

See Illustration to demonstrate this

Greater depths may also be acceptable where extensions are set in from the party boundary.

Detached House

A greater depth of rearward projection may be acceptable for detached properties, as long as:

- The proposed extension remains subordinate in terms of size and bulk to the original dwelling house;
- There is a reasonable space between properties; or
- Or where one property is set back from another (staggered).

Here, an extension of 4 metres in depth may be acceptable, but each extension will be treated on its own design merits. No extension should extend beyond a 45-degree line of site taken from the middle of the nearest rear window serving neighbour's habitable room.

Illustration showing 45-degree line

These dimensions are applicable to first time extensions and are taken from the rear wall of the original house. Second extensions, canopies or conservatories added to existing extensions may well result in the depth limits being exceeded. Applicants should consider demolishing existing extensions as part of proposals to extend for the second time. Applicants are also advised to contact the planning department prior to any application for a second extension.

7.3 Height and Roof Design

Roofs

Roof designs should generally reflect that of the original roof i.e. a hipped or pitched roof. Where this is not possible, mono-pitch and dummy pitch roofs might also be acceptable. The roof should not exceed 3.4m at its highest point. Generally roof designs must not significantly obstruct sunlight and daylight to any adjoining neighbour's property.

Use of The Roof

No access to a flat roof should be provided, so as to avoid the potential for use as a balcony. Use of a flat roof as balcony/seating area may cause significant overlooking to adjacent properties resulting in a loss of privacy. This would

7: Single Storey Rear Extensions and Conservatories

be considered unacceptable and a condition will normally be attached to any planning permission for a single storey rear extension, preventing the use of a flat roof as a balcony.

7.4 Guttering and Set-in

It is advisable that, in most instances, the proposed extension (including the guttering and foundations) must not encroach upon any adjoining boundary lines.

7.5 Windows and Doors

These should reflect the existing house in terms of their style and positioning. No window or door should overlook a neighbouring property. If windows are located on a side-wall they should be at a high level, non-opening or fitted with obscured glass where there is a risk of any over looking.

7.6 Materials

Careful selection of materials is required for the extension so as to match or complement the materials used in the original house. Where appropriate, you could copy design features and details from the existing house into the new extension.

7.7 Car Parking Provision and Garden Area Provision

(a) Car Parking Provision

When a house is to be extended, the Council has to consider whether or not adequate car parking exists to serve the extended property.

The Council may refer to car parking standards to assess whether adequate car parking arrangement is provided on site. You are advised to check with the

Customer Care Officer, or seek advice from the Planning Department, prior to submitting any planning application, to ensure that the Council is happy with the number of car parking spaces you propose to serve your extended property.

Normally the Council would not expect extensions to reduce the number of car parking spaces within the curtilage of your property. A reduction in car parking provision may only be considered acceptable where this would not be likely to lead to an increase in on-street car parking, to the detriment of highway safety (particularly on busy streets). For large extensions, the Council may seek the provision of additional car parking spaces within the curtilage of your property.

When assessing the adequacy of off-street car parking, the Council will have regard to the character of the area, and the typical amount of car parking provision within the curtilage of properties in the street or area. The Council will also look to identify whether there are on street car parking problems in the vicinity of your property, and consider whether an extension to your property will generate the requirement for further car parking in the area, and the affect this may have on car parking on-street. The Council will not normally grant planning permission for large extensions which will be likely to generate increased car parking needs, where inadequate off-street car parking provision is made, and there is a car parking problem in the street or area.

Often, where your property is near a town centre, where various facilities are provided, or where the property is near to

key public transport facilities or routes, the Council may accept a reduced amount of car parking provision.

(b) Garden Area Provision

When assessing whether or not there is adequate private amenity/garden/yard area once a house has been extended, the Council will have regard to the typical size of garden areas serving properties in the area and the character of the area, as well as precedents which may have been set by other approved extensions nearby.

Sufficient garden or yard space should be retained after an extensions has been constructed in order to try and retain a reasonable sized garden or yard space.

The Council has a minimum of 9 metre garden depth standard for both bungalow and two storey dwellings.

7.8 Conservatories/Pergolas

The design principles in this section all apply to the construction of a conservatory or open sided 'pergola'. This type of construction is considered to be an extension.

If the property already has an existing rear extension, and planning permission is sought for a glass conservatory or pergola as an addition to this, please contact the planning office at an early stage for advice, as this is generally considered to be unacceptable.

The Council tries to ensure that an extension does not result in any loss of privacy to the occupiers of neighbouring properties. Conservatories, if not properly designed or located, can lead

7: Single Storey Rear Extensions and Conservatories

to overlooking problems. Where a conservatory or glazed extension is proposed on a shared boundary, the elevation facing the adjoining property must be of solid construction to match the design and appearance of the original house.

In any other case, where there are privacy concerns, other methods of preventing direct overlooking may be required. A fence, wall or other suitable means of enclosure may be required on the shared boundary for the length of the conservatory. The design and height of this enclosure must be sufficient to protect privacy and gardens on either side of the boundary. (This policy only applies to conservatories situated within one metre, but not on a party boundary).

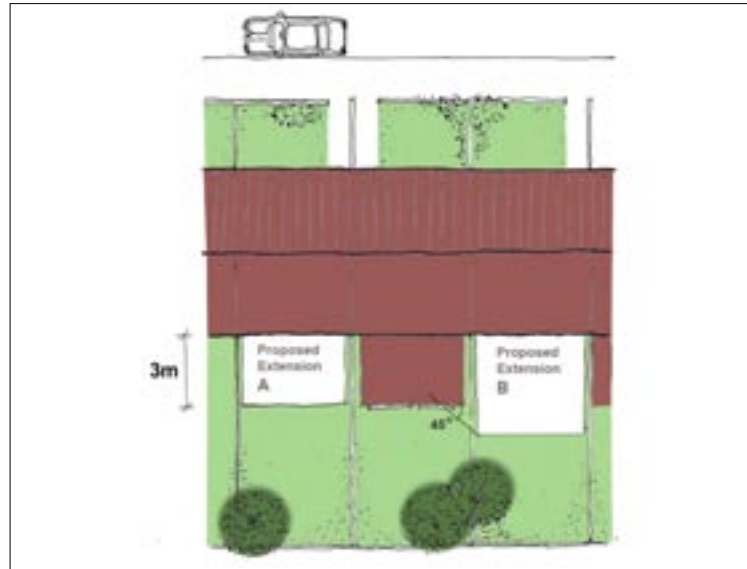
Alternatively, all windows on the side elevation, facing another properties private rear garden or windows, shall be permanently fixed shut and glazed with obscure glass. Only high level opening windows may be accepted on such side elevations (dependant upon circumstances).

7.9 Adjoining Extensions

If adjoining houses already have a very deep rear extension, this can be because the extensions have been built as 'permitted development' or without the benefit of planning permission at least 4 years earlier. These properties may have extensions which exceed the stated guideline limit. In such instances, permission may be given for a new extension of similar depth, if it does not result in a loss of daylight, sunlight or outlook to neighbouring properties and

where the extension does not extend beyond a 45-degree line of sight taken from the middle of the nearest rear window serving a habitable room. Where there is a deep extension on only one side, permission may be given for an L-shaped extension or a 'chamfered' extension with a corner taken off.

7: Single Storey Rear Extensions and Conservatories



Rear extensions for terraced and semi detached properties



Rear extensions for detached houses



Careful consideration for materials and detailing is required to match or compliment the original house

8: Two Storey Rear Extensions (and First Floor Rear Extension)

8.1 General Issues

Rear extensions at first floor level, or two storey rear extensions, have the potential to have a significant impact upon adjacent properties in terms of loss of light or overshadowing, and loss of outlook. Their size, depth and proximity to neighbouring houses, are therefore important considerations. Also, because they enable the provision of new or enlarged bedrooms, leading to the creation of a property which could accommodate a larger family/increased numbers of occupiers, the car parking needs for the property may increase. Therefore, off street car parking provision needs to be carefully considered.

8.2 Size and depth of two storey rear extensions on Semi-detached and terrace houses

There will be a general presumption against two storey and first floor rear extensions to semi-detached and terrace houses where the extension would adjoin or come close to the shared boundary with the adjoining house(s). This is to protect the occupiers of the adjoining property from any serious overshadowing (loss of light).

Two storey rear or first floor rear extensions will only be allowed where they are set away from the party boundary, and there is no significant over-dominance, overshadowing, loss of outlook and daylight. Any extensions at first floor level should not extend beyond a 45-degree line of sight taken from the mid-point of the first floor or ground floor window of any room of the neighbouring property.

8.3 Size and depth of two storey rear extensions on Detached Properties

Extensions at first floor level, or two storey

rear extensions, will only be considered acceptable if they meet the 45 degree-line of sight criteria outlined previously. Any extension should not extend beyond a 45 degree line of sight taken from the mid-point of the first floor or ground floor window of any room of the neighbouring property. The illustration below demonstrate how this 45 degree-line affects the rear depth of extensions.

See Illustration

There may well of course, be instances where the 45 degree-line is not applicable. Here, the size and depth of each proposal will be considered on its own merits, but in terms of design, size and bulk, it must be “subordinate” to the original house, and should not lead to any detrimental impact upon your neighbours amenities in terms of loss of light or outlook.

8.4 Height & Roof Design

The height of the extension should not normally exceed the height of the existing building. The new roof should appear subordinate to the original roof and where possible have a ridge height at least 0.5 metre lower. The roof lines of the extension should normally be parallel to those of the existing building and the eaves line.

Flat roof extensions will not generally be accepted. Period style details or pastiche designs, alien to the style of the building should not be used. Obviously poor design and applications out of character with their surroundings will be refused.

8.5 Guttering and Set-In

The wall of the extension should be set in from the boundary by at least 1 metre, so

that any overhanging guttering does not encroach onto any neighbouring land. Alternatively, a box gutter with a low parapet wall up to the boundary may be considered depending on the character of the area.

8.6 Windows and Doors

These should reflect the existing house in terms of their style and positioning. Windows and doors should not be positioned where this would enable overlooking into a neighbouring properties windows or private garden area (see ‘overlooking’ section 8.8 below).

8.7 Materials

Careful selection of materials is required for the extension so as to match or complement the materials used in the original house. Where appropriate, you could copy design features and details from the existing house into the new extension.

8.8 Overlooking

No windows will be allowed which permit direct overlooking to windows in your neighbours property, or to garden areas closest to the main habitable rooms to the rear of their house.

Such overlooking can often arise from proposed windows in the side elevations of two storey rear extensions. Normally, proposed side windows at first floor level will not be permitted. Likewise, ground floor side windows may not be permitted where there is no fence or wall of a suitable height along the boundary between properties. Where these windows are considered acceptable, to avoid possible overlooking, they may be required to be high level, non-opening or fitted with obscured glass.

8: Two Storey Rear Extensions (and First Floor Rear Extension)

The main windows and doors serving a two storey or first floor rear extension are usually, however, located to the rear walls of such extensions. Adequate distance should be maintained between those windows proposed to serve habitable rooms in any extension and any windows serving habitable rooms of dwelling houses to the rear of the property.

As a guide, the Council uses a standard that requires a minimum distance of 18 metres between facing elevations containing windows serving habitable rooms (back to back distance).

A relaxation of the above standard may be acceptable in exceptional cases such as in conservation areas where careful design and attention to detail reduces potential problems. In other cases, such as where changes of ground level increases the effective height of buildings, minimum distances should be increased. The use of obscure glazed windows, top light opening only or fixed shut, serving rooms such as bathrooms and toilets, can be used to overcome privacy problems. Obscure glazed windows however are only acceptable to non-habitable rooms, and can not be used to overcome overlooking concerns for living rooms, bedrooms etc (habitable rooms).

This standard is designed to protect the privacy of existing habitable rooms and private garden zones to the rear of your, and/your neighbours properties.

The rear elevation of your proposed two storey or first floor rear extension may face onto the side or gable wall of another

property. In such instances, where the gable of the property your extension faces has no windows serving habitable rooms, the minimum distance between the rear wall of your extension and that wall should be 9 metres.

8.9 Adequate Garden Space and Car Parking Provision:

(a) Car Parking Provision

When a house is to be extended, the Council has to consider whether or not adequate car parking exists to serve the extended property.

The Council will assess whether an adequate car parking arrangement is provided on site. You are advised to check with the Customer Care Officer, or seek advice from the Planning Department, prior to submitting any planning application, to ensure that the Council is happy with the number of car parking spaces you propose to serve your extended property.

Normally the Council would not expect extensions to reduce the number of car parking spaces within the curtilage of your property. A reduction in car parking provision may only be considered acceptable where this would not be likely to lead to an increase in on-street car parking, to the detriment of highway safety (particularly on busy streets). For large extensions, the Council may seek the provision of additional car parking spaces within the curtilage of your property.

When assessing the adequacy of off-street car parking, the Council will have regard to the character of the area, and the typical

amount of car parking provision within the curtilage of properties in the street or area. The Council will also look to identify whether there are on street car parking problems in the vicinity of your property, and consider whether an extension to your property will generate the requirement for further car parking in the area, and the effect this may have on car parking on-street. The Council will not normally grant planning permission for large extensions which will be likely to generate increased car parking needs, where inadequate off-street car parking provision is made, and there is a car parking problem in the street or area.

Often, where your property is near a town centre, where various facilities are provided, or where the property is near to key public transport facilities or routes, the Council may accept a reduced amount of car parking provision.

(b) Garden Area Provision

When assessing whether or not there is adequate private amenity/garden/yard area once a house has been extended, the Council will have regard to the typical size of garden areas serving properties in the area and the character of the area, as well as precedents which may have been set by other approved extensions nearby.

Sufficient garden or yard space should be retained after an extensions has been constructed in order to try and retain a reasonable sized garden or yard space.

The Council has a minimum of 9 metre garden depth standard for both bungalow and two storey dwellings.

8: Two Storey Rear Extensions (and First Floor Rear Extension)



Two storey rear extensions have the potential to have a significant impact upon adjacent properties



In areas with dual frontage, rear extensions face onto public highway, and this should be reflected in the design



Two storey rear extensions for terraced and semi detached properties



Two storey rear extensions for detached house

9: Porches and Front Extensions

9.1 General Issues

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.

9.2 Front Extensions

Full width front extensions can be considered acceptable as long as they are in keeping with the character of the street and respect the elevational treatment of the house. They should not project forward of the front main wall of the house by more than 1.5 metres. Two storey front extensions will not normally be permitted.

The construction of conservatories at the front of dwellings is not normally permitted. (Please refer to section 16 of this guide with regard to conservatories on dual frontage properties)

9.3 Porches

Any porch should be individually designed to follow the character of the existing building. The introduction of 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;
- Porches should not normally project forward of the front main wall of the house by more than 1.5 metres;
- Where a property has a large front garden however, projections of up to 1.8 metres may be permitted;
- 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 1.5 metres;
- The roof design and the roof material must match the main roof;
- Front canopies may be acceptable subject to the above criteria.

9.4 Front Bays

The building of front bays requires planning permission. They will only be allowed where they make a positive contribution to the appearance of the existing local area, or are an established and original characteristic of neighbouring properties.

9: Porches and Front Extensions



Porches should not be detrimental to the visual amenity of the street scene



Any porch should be individually designed to follow the character of the existing building



Porch combined with a garage conversion may extend forward not more than 1.5 metres

10: Single Storey Side Extensions

10.1 General Issues

A single storey side extension is a common means of extending a house to provide extra living or garage space. Careful thought has to be applied to the size, depth, location, height and overall appearance of any side extension. The design of a side extension should not dominate the existing character of the original property but appear subordinate to the main house.

10.2 Height & Roof Design

Flat Roof

A flat roof over a single storey side extension will not normally be acceptable as the extension will be visible from the street and could harm the character of an area.

Pitched Roof

Pitched or hipped roofs over side extensions should match the design and roof angle of the roof to the house wherever possible. If this is not possible other pitched/hipped roof types may be acceptable, including mono-pitched and dummy pitch roofs.

See Illustrations

10.3 Guttering and set in from the boundary

Careful siting of the extension is required and it is essential that any proposed extension (including the guttering and foundations) must not cross any adjoining boundary lines. The side wall of the extension should be set in from a shared boundary by a minimum of 1 metre where possible. This will ensure any overhanging guttering does not encroach onto any neighbouring land. The retention

of a reasonable space between a two storey side extension and side boundary also affords an opportunity for external access to be retained to the rear part of a house and its garden, and for periodic maintenance to be carried out to the side elevations, roof and gutters of the dwelling, without the need to gain access to adjoining land. In some situations a new party wall might be created in agreement with the relevant neighbour.

10.4 Set back from the front of the house

With particular regards to streets with similar style semi-detached properties, side extensions should be set back from the front main wall of the original building by a minimum of 450mm (or 0.5 metre) to protect the visual appearance of the house, character of the street scene, and balance of semi-detached properties. Such set backs will not normally be required for extensions to detached properties, dependant upon the design of the extension and character of the street scene.

If the side extension incorporates a garage, the distance between the front wall of the side extension or garage doors, and the edge of the public highway, will also be determined by the type of garage doors proposed.

10.5 Width of extension

In order to appear subordinate, the width of the extension should be considerably less than that of the main house and be between half and two thirds of the original house width depending on the plot size and character of the area. As with the set back requirement above, this should help ensure

that the extension does not detract from the character of the street scene, visual appearance of the house, or balance of semi-detached properties.

10.6 Windows and doors

These should reflect the existing house in terms of their style and positioning. No window or door should overlook a neighbouring property. These are therefore usually located on the rear wall. If windows are located on a side-wall they should be at a high level, non-opening or fitted with obscured glass. Exceptions may be allowed where there is a high fence or wall to the side of the extension, or no overlooking into habitable rooms or private garden areas will arise from proposed windows.

10.7 Materials

Careful selection of materials is required for the extension so as to match or complement the materials used in the original house. Where appropriate, you could copy design features and details from the existing house into the new extension.

10.8 Car Parking Provision and Garden Area Provision

(a) Car Parking Provision

When a house is to be extended, the Council has to consider whether or not adequate car parking exists to serve the extended property.

The Council will assess whether an adequate car parking arrangement is provided on site. You are advised to check with the Customer Care Officer, or seek advice from the planning office, prior to submitting any planning application, to ensure that the Council is happy with the

10: Single Storey Side Extensions

number of car parking spaces you propose to serve your extended property.

Normally the Council would not expect extensions to reduce the number of car parking spaces within the curtilage of your property. A reduction in car parking provision may only be considered acceptable where this would not be likely to lead to an increase in on-street car parking, to the detriment of highway safety (particularly on busy streets). For large extensions, the Council may seek the provision of additional car parking spaces within the curtilage of your property.

When assessing the adequacy of off-street car parking, the Council will have regard to the character of the area, and the typical amount of car parking provision within the curtilage of properties in the street or area. The Council will also look to identify whether there are on street car parking problems in the vicinity of your property, and consider whether an extension to your property will facilitate/generate the requirement for further car parking in the area, and the affect this may have on car parking on-street. The Council will try to avoid granting permission for large extensions which will be likely to generate increased car parking needs, where inadequate off-street car parking provision is made, and there is a car parking problem in the street or area.

Often, where your property is near a town centre, where various facilities are provided, or where the property is near to key public transport facilities or routes, the Council may accept a reduced amount of car parking provision.

(b) Garden Area Provision

When assessing whether or not there is adequate private amenity/garden/yard area once a house has been extended, the Council will have regard to the typical size of garden areas serving properties in the area and the character of the area, as well as precedents which may have been set by other approved extensions nearby.

Sufficient garden or yard space should be retained after an extensions has been constructed in order to try and retain a reasonable sized garden or yard space.

The Council has a minimum of 9 metre garden depth standard for both bungalow and two storey dwellings.

10.9 Granny Annexes

These should preferably be located at ground floor level and allow access for a disabled person. Granny annexes which are capable of being used as (or easily adaptable to) a fully self-contained unit will not be permitted.

An Access Statement should be submitted with all applications for Granny Annexes. A 'Granny Annex' allows for the extension of a property to provide accommodation for a relative; on this basis the property should not have a separate private entrance of its own and must be connected to the existing property internally.

10.10 Garages

Single storey garages attached to the side of the house should have a minimum internal width of 3 metres (to allow a parking space of 2.4 metres wide) and 4.8 metres deep. The design, materials used, style, finish and colour of the door should

harmonise with the existing house.

Sufficient space must be left in front of garage doors to allow a car to park clear of the highway, including the footway, and to allow sufficient space for the garage doors to be opened. Indicative minimum drive lengths are as follows:

• Roller shutter, sliding or inward opening doors
5.0 metres
• Up and over opening doors
5.6 metres
• Hinged, outward opening doors
6.0 metres

If there are gates at the bottom of the drive, the minimum drive length should be increased by at least another one metre

10: Single Storey Side Extensions



Pitched or hipped roofs covering side extensions should match the design and the angle of the roof of the house

11: Two Storey Side and First Floor Side Extensions

11.1 General Issues

These extensions have a significant impact upon the character of the street. The Council therefore needs to consider any such proposal against their setting and particularly the existing character and quality of the street and immediate area. Those extensions proposed which are out of character or not typical of the street scene, may well be refused planning permission. The effect upon neighbouring properties is also a key consideration, as is the need to ensure that adequate car parking and garden area remains if such an extension is proposed.

11.2 Set back from the front main wall of the original house

(a) Semi-detached properties

To ensure that the extension appears subordinate to the existing house, to respect the balance of semi-detached properties, and in some cases to help avoid a terracing effect, (explained below), it is appropriate to ensure that for any two storey side extension, some form of set back is provided from the main front building line. The Council seek a minimum set back of 0.5 metres.

Where your adjoining property already has a two storey or first floor side extension it may be advisable that the set back and key design features of your extension matches, or is similar to that of, your adjoining neighbours, to ensure that the semi-detached property remains visually balanced. However this may not always be the case, it depends on the design quality and level of set back provided for any existing extension.

(b) Detached and end of terrace properties

Two storey side extensions should be integrated with the existing house. There is no specific requirement for a set-back from the front of the house, although a small set back may be appropriate to avoid unsightly bonding between the existing and proposed brickwork or roof tiles.

11.3 Height and Roof Design

The design of the roof and angle of pitch should reflect that of the existing roof. An existing hipped roof, for example, should be extended with a subordinate hipped roof. Flat roofed extensions will not generally be accepted. Period-style or pastiche designs alien to the style of the building should not be used.

For semi-detached properties, as long as a set back is provided for in accordance with the guidance set out above, the roof of the extension will be lower than that of the main house.

11.4 Width

The width of a two storey side extension to all house types should be considerably less than the width of the original house, and be between half and two-thirds of the width of the main house, depending on the plot size and character of the area. Combined with the set back requirements, this should help ensure that the extension appears subordinate to the house, does not detract from the character of the street scene, appearance of the house, or balance of semi-detached properties.

The width will also be affected by the requirement to provide a minimum distance between the proposed extension and side boundary (see Section 11.5 below).

11.5 Distance between the side extension and a party/side boundary

The Council requires that a gap, of a minimum of 1 metre in width, where possible, must be left between a two storey side extension and a shared boundary. This protects the character and appearance of the street scene and protects the gaps between properties – preventing houses from combining visually to form a terraced appearance.

The retention of a reasonable space between a two storey side extension and side boundary affords an opportunity for external access to be retained to the rear part of a house and its garden, and for periodic maintenance to be carried out to the side elevations, roof and gutters of the dwelling, without the need to gain access to adjoining land.

In areas where properties are set in spacious plots with significant gaps, a gap of at least 1.5 metres will be necessary to maintain visual separation in keeping with the character of the area

11.6 Corner Plots

In situations where two storey or first floor side extensions are proposed where the side of the house adjoins a road or open space, there may be some scope for flexibility on the set in. A relaxation of the 1 metre set-in above may be considered where the openness of the corner plot would be maintained and return building lines are not breached.

11: Two Storey Side and First Floor Side Extensions

Where an existing return building line exists, any extension should ensure that the openness of the area is maintained and the return building line is not exceeded.

11.7 Windows and Doors

These should reflect the existing house in terms of their style and positioning. Windows and doors should not be positioned where this would enable direct overlooking into a neighbouring properties windows (serving habitable rooms) or private garden areas (see “Overlooking” section below).

11.8 Materials

Careful selection of materials is required for the extension so as to match or complement the materials used in the original house. Where appropriate, you could copy design features and details from the existing house into the new extension.

11.9 Overlooking

Normally side or gable windows at first floor level proposed to serve any habitable room, are not considered acceptable, unless they face directly onto a gable wall of the neighbouring house, or do not lead to any direct overlooking into windows serving habitable rooms or private garden areas immediately to the rear of the neighbouring property.

Windows serving non-habitable rooms may be acceptable in the first floor side elevation, provided that they are high level, non-opening or fitted with obscure glass.

Windows in the rear elevation of two storey side or first floor side extensions will be considered in the same manner as those for two storey rear extensions (see

Section 8.8. However, where the distance between existing houses is already less than 18 metres, any new extension should not result in any additional overlooking or further reduction of this distance.

11.10 Adequate Garden Space and Car Parking Provision:

(a) Car Parking Provision

When a house is to be extended, the Council has to consider whether or not adequate car parking exists to serve the extended property.

The Council will assess whether an adequate car parking arrangement is provided on site. You are advised to check with the Customer Care Officer, or seek advice from the planning office, prior to submitting any planning application, to ensure that the Council is happy with the number of car parking spaces you propose to serve your extended property.

Normally the Council would not expect extensions to reduce the number of car parking spaces within the curtilage of your property. A reduction in car parking provision may only be considered acceptable where this would not be likely to lead to an increase in on-street car parking, to the detriment of highway safety (particularly on busy streets). For large extensions, the Council may seek the provision of additional car parking spaces within the curtilage of your property.

When assessing the adequacy of off-street car parking, the Council will have regard to the character of the area, and the typical amount of car parking provision within the curtilage of properties in the street or

area. The Council will also look to identify whether there are on street car parking problems in the vicinity of your property, and consider whether an extension to your property will facilitate/generate the requirement for further car parking in the area, and the affect this may have on car parking on-street. The Council will try to avoid granting permission for large extensions which will be likely to generate increased car parking needs, where inadequate off-street car parking provision is made, and there is a car parking problem in the street or area.

Often, where your property is near a town centre, where various facilities are provided, or where the property is near to key public transport facilities or routes, the Council may accept a reduced amount of car parking provision.

(b) Garden Area Provision

When assessing whether or not there is adequate private amenity/garden/yard area once a house has been extended, the Council will have regard to the typical size of garden areas serving properties in the area and the character of the area, as well as precedents which may have been set by other approved extensions nearby.

Sufficient garden or yard space should be retained after an extensions has been constructed in order to try and retain a reasonable sized garden or yard space. The Council has minimum garden depth standards:

11: Two Storey Side and First Floor Side Extensions

- Two storey dwellings: should normally retain a garden of at least 9 metres in length.
- Bungalows: should also retain a garden of at least 9 metres in length.

11.11 Integral Garages

Garages attached to the side of the house should have a minimum internal width of 3 metres (to allow a parking space of 2.4 metres wide) and 4.8 metres deep. The design, materials used, style, finish and colour of the door should harmonise with the existing house.

Sufficient space must be left in front of garage doors to allow a car to park clear of the highway, including the footway, and to allow sufficient space for the garage doors to be opened. Indicative minimum drive lengths are as follows:

- | |
|---|
| • Roller shutter, sliding or inward opening doors |
| 5.0 metres |
| • Up and over opening doors |
| 5.6 metres |
| • Hinged, outward opening doors |
| 6.0 metres |

If there are gates at the bottom of the drive, the minimum drive length should be increased by more than one metre.

11.12 Granny Annex

These should preferably be located at ground floor level and allow access for a disabled person. First floor annexes will be considered in exceptional circumstances. Granny annexes which are capable of being used as (or easily adaptable to) a self-contained unit will not be permitted.

A 'Granny Annex' allows for the extension of a property to provide accommodation for a relative; on this basis the property should not have a separate private entrance of its own and must be connected to the existing property internally.

**11: Two Storey Side and First Floor
Side Extensions**



An side extension for a semi detached property must be set back from the wall of the original house, be sub-ordinated in appearance, and have a roof design that matches that of the original house



Flat roof two storey extensions and extensions that creates a terracing effect will not be accepted

12: Roof Extensions and Alterations

12.1 General Issues

Creating a room or rooms out of existing roof space is a common way of providing additional bedrooms 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, position and overall appearance of any dormer windows or other roof alterations.

12.2 Dormer Extensions

(a) General Guidance

Dormers should normally be kept to the rear of properties where they are only visible from other private properties or gardens, and are not readily visible from public areas i.e. public roads or highways and public open space.

Dormers located to the front of properties which would face onto a public road, highway or open space, will not normally be considered acceptable by the Council unless the dormers, if properly designed, enhance the appearance of the property and character of the street scene, or where front dormers are already characteristic of the immediate area or street scene. The same approach is taken with regard to dormers on rear elevations which are clearly visible from public viewpoints. 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.

Front or rear dormers on bungalows are normally considered acceptable, subject to meeting the design criteria set out in this section.

(b) Proportions

Dormers should not appear over dominant and should be sympathetic to the design and scale of the original building and surrounding buildings. They should appear secondary to the size of the roof slope within which they are set. Roof extensions that would be as wide as the house and create the appearance of a large box will be refused planning permission.

(c) Position on the roof slope

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 0.3 metre (30cm) below the ridge level, at least 0.5 metre (50cm) above the eaves level, and at least 0.5metre (50cm) from the sides of the roof.

The Council's requirements as set out above are mostly applicable to terraced or small semi-detached houses. For larger detached houses, set-ins from the eaves (or front main wall of the house) should be increased to at least 1 metre.

(d) Design

Design should be sympathetic to that of the original building and surrounding buildings. The design and size of the proposed windows should match those on the existing elevation to which the dormer will be placed. The external wall finish, roofing material and design fenestration must all match those used on the existing building.

A flat roof will normally be acceptable only on rear dormers which are not readily visible from public view points. Where front dormers are considered acceptable, (or rear dormers clearly visible from public viewpoints), pitched roofs will be sought over proposed dormers, dependant upon the size of the dormer and existing character of the street scene.

(e) Dormers on side roof slopes

These are not a common type of roof extension but are often considered inappropriate, as they would unbalance the overall appearance of a detached house, pair of semi-detached houses or terrace.

Exceptions may apply where one half of a semi-detached house already has a side dormer i.e. where a proposed side dormer will rebalance the appearance of the building.

Neither front or rear dormers should wrap around into the side roof slope. If side dormers are considered acceptable, they should remain independent of any front or rear dormer.

12.3 Changing a hipped roof to a gable roof

If you are proposing to convert a sloped hip-end roof into a 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.

However, if your house is a semi-detached house, and the attached house has already got an extension of this sort, then it may be possible to re-balance the appearance

12: Roof Extensions and Alterations

of the pair of semis, by building a similar extension to your property. Any assessment by the Council will have due regard for the impact of the extension on the street scene and character of the property. They should normally be set down from the height of the main roof as stated in the previous section.

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 office at an early stage.

12.4 Solar Panels

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. Planning permission will always be required for solar panels on properties situated within or affecting a Conservation Area, and on listed buildings.

12.5 Rooflights

In most cases one or two small roof lights which do not project above the face of the roof will not require planning permission. Roof lights proposed on listed buildings, will however require Listed Building Consent. Any roof light should have regard to the size and position of the windows in the main house. Where a large number of roof lights are proposed in the front roof face, these will be normally refused.

12.6 Balconies & Roof Terraces

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 it will be refused. Conservatories should be confined to ground floor level in rear and side gardens only.

12: Roof Extensions and Alterations



Flat roof dormers are not considered acceptable at the front of houses or bungalows



Changing a hipped roof to a gable or semi gable will unbalance the appearance of the house and will not be accepted



A dormer should appear subordinate and not detract from the overall appearance of the house

13: Detached Outbuildings

13.1 General Issues

An outbuilding can include a garage, garden shed, storage shed, greenhouse, hobby room, children's playroom or summer house.

Often outbuildings can be erected without the need to obtain planning permission, but you are strongly advised to consult the Customer Care Officer to clarify whether your proposed outbuilding will require planning permission or not (Please also refer to the booklet "Planning: A Guide for Householders", obtainable from the Council's main reception). It is important to note that any proposed outbuilding must be used for normal domestic activities ancillary to the use of the main house.

Detached buildings cannot be used for sleeping purposes, as self-contained living accommodation, or as a separate business unit, without first obtaining planning permission. The normal presumption is that these types of uses will not be granted planning permission.

If planning permission is required for an outbuilding, such a building should be placed to minimise any overshadowing or 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 possible. Further guidance on this is set out below.

13.2 Position

In order to prevent outbuildings from overshadowing adjoining houses and patios they should be positioned as far away from the house as possible. Large detached buildings situated close to the

house will therefore normally be refused permission. The outbuilding should also be set in from any party boundary to ensure no encroachment onto your neighbours property.

13.3 Design

Bulk, height, proportion, floorspace, building materials and details of windows and doors are the design criteria that will be considered. The external materials should be similar to those used in the rear of the existing house. Roof heights should not be excessive so as to over dominate the garden area. Windows must only be placed on the elevation facing the owners main house and in no other walls (unless high boundary walls or fences exist). The building should leave a significant amount of private usable garden space for the residents to enjoy.

13.4 Garages requiring planning permission:

(a) Garages Located to the rear most part of the garden

If a garage is to be located to the rear of the garden it must be placed so that the doors do not open across any rear service road/roadway. To achieve this, and to allow enough visibility to drivers, you must set the building back at least 1.2 metre from the back edge of the roadway and use a roller shutter or 'up and over' garage door. However, if it is possible, a greater distance (driveway) between the garage doors and roadway should be provided for, in accordance those minimum drive lengths specified in 13.4 (b) below. The internal dimensions should allow at least 4.8 metre x 3 metre for a single garage and at least 4.8 metre x 5.7 metre for a double garage.

More specific/restrictive design criteria may apply for garages in Conservation Areas.

(b) Garages to the side of the house

Single storey garages to the side of the house should have a minimum internal width of 3 metres (to allow a parking space of 2.4 metres wide) and 4.8 metres deep. The design, materials used, style, finish and colour of the door should harmonise with the existing house.

Sufficient space must be left in front of garage doors to allow a car to park clear of the highway, including the footway, and to allow sufficient space for the garage doors to be opened. Indicative minimum drive lengths are as follows:

• Roller shutter, sliding or inward opening doors
5.0 metres
• Up and over opening doors
5.6 metres
• Hinged, outward opening doors
6.0 metres

If there are gates at the bottom of the drive, the minimum drive length should be increased by more than one metre.

13.5 Conversion of a garage to a habitable room

The conversion of a garage extension to a habitable room (used for living/sleeping) may require planning permission. Depending on when the house or garage was originally granted planning permission, a condition may have been attached to the permission that only allows it to be used for parking a car. If the use of the garage is conditioned, you will need planning permission to convert it.

13: Detached Outbuildings

If you are considering converting your garage, it is advisable to contact the planning department to ascertain if planning permission is required or not.

If permission is required for such a conversion, the Council will need to consider the amount of off-street car parking available for your property, and the effect this would have on car parking conditions on street. The impact of any proposed changes to the external appearance of the garage on the street scene, will also need to be considered. If a conversion is supported by the Council, the design of any walls/windows /doors should match that of the existing house.



Garages should not be located so as to obstruct access or be placed in a way that the door(s) open across a roadway

14: Walls, Fences, Enclosures

Guidance on whether walls, fences, gates or other means of enclosure require planning permission are identified in the booklet “Planning: A Guide for Householders” available from the Council offices. Again, if in any doubt you are advised to contact the Customer Care Officer to find out if planning permission is required before erecting any wall, fence, gate or other means of enclosure.

It is important to note that any walls, fences, or gates, proposed adjacent to a highway used by vehicular traffic will require planning permission if they exceed 1 metre in height.

If planning permission is required for any wall, fence, gate or other means of enclosure you propose in a front garden (or garden area open to public view), all front walls etc 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.

High front walls or gates are often not considered appropriate, especially where the street your property is within, is an open plan estate with no or only low fences/walls in front gardens. The character of the existing street, and any acceptable precedents set by existing walls/fences etc will be taken into account when considering proposals for front walls/fences etc. For

brick walls, the materials used should reflect the types and colours used on your property wherever possible.

If you intend to reduce or remove a high hedge, or are proposing any lopping, topping, pruning or felling of any trees within the curtilage of your property, you are advised to contact the Council's Trees and Woodland officer to ascertain if any consents are needed to do so.

14: Walls, Fences, Enclosures



Planning permission is required for any wall fence, gate or enclosure that is proposed in a front garden. High front fences are not considered appropriate



Low front fences help maintain the character of a street

15: Front Garden Parking and Layouts

You do not necessarily need planning permission to provide off street car parking within your front garden. You will however need planning permission for any proposed driveway or vehicular crossover which leads onto a classified road.

You will also need to contact the Highways Officer in Contract Services. In respect of provision of a new vehicle crossover or dropped kerb.

Where planning permission is required for a proposed extension, the Council may seek a certain amount of car parking provision on site to serve the extended property (refer to any car parking standards set out in previous sections). Some car parking provision may be required in the front garden. It is important however that you minimise the area of hard standing, and that the whole of your front garden is not covered by hard standing or surfaces used for the parking of cars. Some of the area to the front of your house should be maintained for planting and soft landscaping.

The front garden should be large enough to allow a car to park at right angles to the road without overhanging the pavement/ highway. (refer to Section 13 for minimum drive lengths). Car parking bays/spaces should be a minimum of 2.4 metres wide and 4.8 metres deep. Any gates proposed should swing inwards or slide behind a wall, and not out onto the public highway or footpath.

Try to avoid proposing wide hard standing areas, access ways or crossovers onto the public highway. These often detract from

the character of the street scene. These may only be considered acceptable where essential to enable the provision of the appropriate number of car parking spaces within the garden area.

A wide choice of surface materials could be appropriate for the construction of a hard standing or parking area. You should consider the style, character, colours and textures of your house, as well as the general or predominate character of the street scene when designing your hard standing or parking area. Materials used should compliment the character of the street scene. Generally traditional materials such as brick pavers and granite sets are preferred.

16: Extensions and outbuildings in 'dual frontage' terraced housing areas

This section relates specifically to those terraced houses previously referred to in sections 2 and 3 of this guidance document. Because of some unique aspects and particular character in these areas, careful consideration needs to be given to extensions and outbuildings proposed here.

The typical built form referred to is where the main access to the terraced property is taken from the rear through a "back" yard. The back yard often adjoins a vehicular access or public highway. So in many respects, these "back" yards are treated as the fronts of properties, in terms of daily use.

To the front of the terraced properties, is a garden. These gardens usually adjoin a public footpath and are therefore open to public view.

Many owner/occupiers of these terraced properties have sought to obtain planning permission for front extensions or, in other words, extensions in their garden areas. Owner/occupiers may also seek to erect outbuildings in these garden areas, or enclose their gardens to enable them to become more private.

Firstly, planning permission may well be required for the majority of extensions and outbuildings proposed in these front garden areas. Some walls, fences or other means of enclosure may also require planning permission. Please refer to section 3.2, and check with the Customer Care Officer if in any doubt about this.

Secondly, in many of these terraced areas,

the Council is concerned that any proposals within these front garden areas, respect the character and appearance of the wider street scene. Each proposal will be treated on its own merits, but should have clear regard to the existing character and appearance of the dwelling and the street scene.

Where the existing terrace has no front extensions, outbuildings, or means of enclosure in those front garden areas, and the area is quite "open" in nature, the Council will seek to protect the openness and character and appearance of the street scene/area. Proposals for front extensions, outbuildings etc may therefore be refused. (The Council may, in the future, seek Article 4 Directions, taking away Permitted Development Rights, and therefore enabling the Council to have greater control over any extensions, outbuildings or means of enclosure that can be built in these areas).

In other streets or rows various extensions, outbuildings and means of enclosure may already have been erected or permitted. Here, any proposed front extension, outbuilding and means of enclosure may be considered appropriate, but should first and foremost respect the existing character and appearance of the dwelling and street scene. Any front extension should be considered against the guidance set out in section 9 of this document.

The Council's policy regarding conservatories in these areas, is that the construction of conservatories at the front of dwellings will not normally be permitted. However, where the front garden is of

considerable length [and where a variety of other extensions or conservatories already exist in the particular street affected], it may be possible to approve applications for conservatories at the front. The proposed development should however be modest in scale, reflect the design of the house, and be in keeping with the wider street scene. A substantial area of garden should be retained. The size, siting and design should take into account the outlook from neighbouring properties and the need for privacy set out in section 7.8.

See Illustrations

As with most proposals, you are advised to consult the Planning Department before you submit any planning application for a proposal in these front garden areas, to seek officer opinion on the likely acceptability of your proposal. As each street area has its own character, the Council can not set out detailed design guidance to cover all types of proposals, so a planning officer may need time to consider your particular proposal before giving you their informed opinion.

With regard to the back yard areas, there is such a variety of street scenes and types of extensions and outbuildings, that no specific guidance can be given. If you propose any extension or outbuilding in these areas, you should refer to the relevant design guidance set out in the Design Guide which relates to the type of extension or outbuilding you proposed. As many of these back yards are open to public views, generally a good standard of design will be expected.

**16: Extensions and outbuildings in
'dual frontage' terraced housing areas**



Outbuildings are not normally acceptable in front gardens, even if this is the only private amenity space

17: Useful Contacts

Planning Customer Care Officer

Council Offices
Front Street
Bedlington
Northumberland
NE22 5TU

T 0167 084 3434

F 0167 084 3484

E PlanningEnquiriesMailbox@wansbeck.gov.uk

Development Control Manager

Council Offices
Front Street
Bedlington
Northumberland
NE22 5TU

T 0167 084 3461

E j.adamson@wansbeck.gov.uk

Planning Policy Officer

Council Offices
Front Street, Bedlington
Northumberland
NE22 5TU

T 0167 084 3461/3405

E s.sharma@wansbeck.gov.uk

Environmental and Health Officer

Wansbeck District Council
Council Offices
Front Street
Bedlington
Northumberland
NE22 5TU

T 0167 084 3421

E p.simpson@wansbeck.gov.uk

Environmental Services (Highways) Officer

Wansbeck District Council Depot
East View
Stakeford
Choppington
NE62 5TR

T 0167 053 4271

E d.preston@wansbeck.gov.uk

Trees and Woodland Officer

Green Spaces
Environmental Services
Wansbeck District Council Depot
East View
Stakeford
NE62 5TR

T 0167 084 4282

E j.alderon@wansbeck.gov.uk

