# A Design Guide for Householder Development

June 2008

City and County of Swansea

# CONTENTS


**Introduction**

**How to use this Design Guide**

**Preparing Your Design**
**Step 1:** Speak to the local planning authority
**Step 2:** Seek professional design advice
**Step 3:** Speak to your neighbours
**Step 4:** Follow the design guidance

**General Guidance Notes**
**A:** Understanding your house and surrounding area
**B:** Respecting the context and the character of your house
**C:** Protecting the amenity of neighbouring properties

**Design Guidance Notes**
**1:** Extending your detached home
**2:** Extending your semi-detached home
**3:** Extending your terraced home
**4:** Conservatories
**5:** Bungalows, dormers and roof extensions
**6:** Raised decking, balconies and retaining walls
**7:** Domestic garages and outbuildings
**8:** Providing for access and parking
**9:** Boundary treatments
**10:** Trees and other vegetation
**11:** Resource efficiency
**12:** Crime prevention

**Submitting Your Application**
Typical requirements

**Further reading**

**Contacts**

**Appendices**
**1:** Consultation
**2:** Unitary Development Plan Policies

**Glossary**


**Status of this design guide**

This design guide relates the Wales-wide Householder Design Guidance prepared by the Planning Officers Society for Wales to the local Swansea context/ issues and improves on the generic document.

The draft design guide was subject to a six week public and stakeholder consultation exercise as set out in appendix 1. It was adopted as Council Policy on the 19th June 2008 and as Supplementary Planning Guidance to the City and County of Swansea Unitary Development Plan on the 24th February 2009. It will be used as supporting guidance to the policies listed below in the determination of planning applications submitted to the Authority.

- **EV1: Design**
- **EV2: Siting**
- **HC7: Residential Extensions and Alterations**

For the full text of these policies, please see appendix 2.

Other policies in the Unitary Development Plan may also be relevant to some developments, and it is therefore important that this design guide should be read in conjunction with all the relevant policies of the Development Plan.

Please note that all dimensions stated or indicated in this design guide are measured externally.

# INTRODUCTION

## WHO IS THE DESIGN GUIDE FOR?

I. The design guide has been written for householders considering an extension or alteration to their house or garden, where the work involved will require planning permission (although it is also relevant to works that do not require planning permission). It relates to all parts of the City and County of Swansea – city, suburbs, towns, villages and rural areas. The design guide outlines what design issues need to be considered and also sets out what information is required when submitting a planning application. The principal aim of this design guide is to improve design quality. It is also anticipated that the design guide will help avoid unnecessary delays when seeking planning permission and provide more objectivity, certainty and consistency in decision making.

## THE IMPORTANCE OF GOOD DESIGN

II. Good design is important for householder development throughout the City and County of Swansea, including dense urban areas, suburban neighbourhoods and small rural communities. The case for good design is supported by existing Development Plan policy and the Unitary Development Plan all of which reflect National Planning Policy Guidance and Advice.

III. In terms of householder development, good design is taken to be alterations and extensions which enhance the local area, relate well to the original dwelling, are well conceived in their own right, use quality materials, are well detailed, meet the needs of the householder and add value to the property. Good design can also help to reduce energy bills, avoid wasting natural resources and make more efficient use of land. Poor design however can detract from the character and appearance of an area and harm the quality of life of neighbours.

FIGURE 1: Urban terraces

FIGURE 2: Suburban villas

FIGURE 3: Rural cottages
Lord Mayors Design Awards 2006 Commendation

# HOW TO USE THIS DESIGN GUIDE

IV. The main part of the guide explains the design issues the Council wants you to consider when preparing your householder planning application. When using the design guide you should first read the General Guidance Notes, paying particular attention to Guidance Note C which offers advice on protecting the residential amenity of neighbouring properties. You should then read through the design guidance notes that are relevant to your proposed extension or alteration.

V. This design guide sets minimum requirements where appropriate and outlines the design issues which need to be considered on a case by case basis.

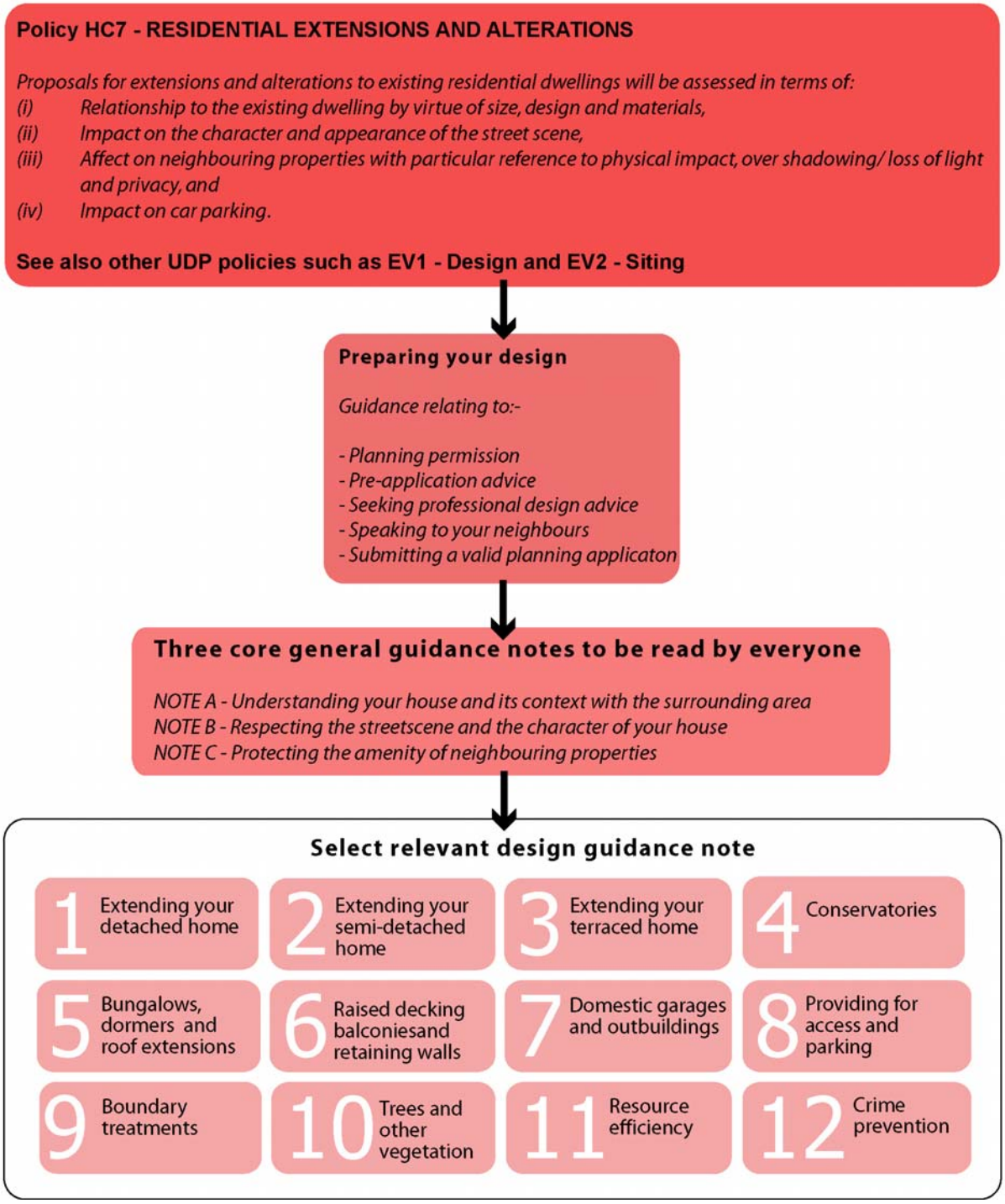



FIGURE 4: Structure of this document

# STEP 1:

## SPEAK TO THE COUNCIL

### PLANNING PERMISSION

VI. The Council's Planning Applications Section will be able to advise you on whether you need planning permission or other special permissions for your proposed alteration or extension. For a general overview of the planning system, please see **'Planning: A Householder's Guide'** which is available from the Council or can be downloaded from the Planning Publications Section on the Welsh Assembly Government website (www.new.wales.gov.uk).

VII. Many minor categories of householder development for alterations, extensions or new outbuildings do not require planning permission because of 'Permitted Development Rights' allowed under national planning legislation but you are encouraged to apply the same design principles to these schemes. More restrictive 'Permitted Development Rights' apply in Conservation Areas and the Gower Area of Outstanding Natural Beauty (AONB) and in some cases are removed by a planning condition on a previous planning permission or by an Article 4 Direction. Importantly, flats do not enjoy any residential permitted development rights. You are advised to check with the Planning Applications Section in every case.

VIII. More particularly if the proposed works affect a tree, or will result in the removal of a tree with a Tree Preservation Order (TPO) you will need to indicate this clearly on your plans. Works to or the removal of a protected tree can usually be assessed as part of a planning application and in most cases will not require a separate consent.

### PRE-APPLICATION ADVICE

IX. It is hoped that the comprehensive guidance provided by this document will enable you and your professional advisors to prepare and submit an application for planning permission without the need for pre-application advice from the Planning Applications section.

X. However, in more complex cases or sensitive areas, additional guidance may be necessary. The Planning Applications section will be happy to provide this guidance but you will be expected to provide at least some sketch proposals for consideration to ensure your time and their time is effectively and efficiently used.

XI. **Building Regulations Approval:** In addition to obtaining planning permission you will also need to apply for Building Regulations Approval. The Council's Building Control department will check whether the proposed works comply with the necessary building regulations. It is therefore recommended that you apply for planning permission and Building Regulations Approval simultaneously so that any required changes can be made to your planning application. Building Inspector recommendations (e.g. demolition) should be checked with the Planning Applications Section – especially on Listed Buildings or in Conservation Areas.

XII. **Protected Species:** Dwellings may hold roosts of bats which are protected by law. The Countryside Council for Wales (CCW) must be notified of any proposed action which is likely to disturb bats or their roosts. If you think your property is being used as a bat roost, then you should

contact CCW for advice on how best to proceed. Contacts are given at the end of this document. Please note that birds are protected whilst they are nesting (1st March to 31st September) and should not be disturbed during this period. Badgers are also a statutory protected species. The Nature Conservation section of the Planning Services Division can advise on all protected species matters.

XIII. **WARNING**

**If you carry out any work including building an extension or making alterations that need planning permission or another form of consent without first obtaining the necessary permissions, you may be subject to Enforcement Action and prosecutions in the Courts. As a result you may have to put things right later at considerable inconvenience and cost to yourself. The Contact List attached to this guide provides a comprehensive list of how to contact the right person to answer your specific query.**

**WHAT OTHER PERMISSIONS MIGHT BE REQUIRED?**

In addition to planning permission, you may also require one of the other special permissions or consents:

XIV. **Listed Building Consent:** If your property has a special historic or architectural character it may be a listed building. This means that before undertaking any works you will need to get Listed Building Consent from the Council for most alterations and other works that affect the character of the listed building both externally and internally.

XV. **Conservation Area Consent:** If your property is within a conservation area and you are considering partial or total demolition of your house or boundary walls, then you may require Conservation Area Consent. In cases where demolition is proposed, a planning application will also need to be submitted illustrating what will replace the existing property. All development within Conservation Areas is required to preserve or enhance the character and appearance of that Conservation Area.

XVI. **Area of Outstanding Natural Beauty:** The Gower peninsula was the UK's first designated Area of Outstanding Natural Beauty (AONB), recognised for the quality and variety of landscapes and associated scenery. The high quality of the AONB's coastal landscapes and sea views contribute to the seascape, and its varied heathland commons provide superb views across the surrounding farmland and coastline. Whilst no additional permission is required, proposals to extend or alter houses and all other forms of householder development within the AONB must demonstrate how they would conserve or enhance the natural beauty of the designated area.

XVII. **Tree Preservation Orders:** Some trees which are important to the amenity of the local area are protected by Tree Preservation Orders (TPO) set by the Council. These generally represent a significant development constraint. If there is a tree covered by a TPO on or adjacent to your property then it will need to be accurately plotted on the site plan you submit with your planning application.

# STEP 2:

## SEEK PROFESSIONAL DESIGN ADVICE

A professional advisor can help you prepare and draw up a design that meets the Council's requirements.

XVIII. **Finding professional advice:** The Royal Society of Architects Wales (RSAW) provide guidance on selecting and appointing an architect. In addition the Royal Town Planning Institute, (RTPI), the Royal institute of Chartered Surveyors (RICS) and the Chartered Institute of Architectural Technologists (CIAT) can provide advice. Contact details are provided at the end of this document.

IXX. **Preparing a brief for your designer:** It is in your interest to clearly specify to your designer what you want your design to provide and what drawings are required to accompany your planning application. This is called a brief and is best provided in writing and can also include how much you want to pay for the plans. An important part of your brief however should be for your designer to follow the recommendations of this guide. It may be necessary for you to reassess what you want to do if it does not follow this guidance as there is a finite limit as to how large or radical an extension or alteration can be to any house.

# STEP 3:

## SPEAK TO YOUR NEIGHBOURS

XX. You are strongly advised to speak with your neighbours to explain your proposals before completing your plans. It is a good idea to put yourselves in their position when considering the impact of your proposal on them. If your proposals affect a party wall you will need to comply with the provisions of the 1996 Party Wall Act. Speak to the Building Control Section, if you are unsure whether this applies to you. Alternatively an explanatory booklet is available to download from the online Building Control section at www.swansea.gov.uk. See the end of this design guide for further contact details.

XXI. After you make a planning application the Council will publicise your application and consult with your closest neighbours. If your neighbour or other third parties object in writing to the Council, it may delay your planning application. If objections received on your proposal raise valid planning issues, the Council may ask you to amend your planning application. Notwithstanding this, even if your neighbour does not object to your proposal, if it is considered unacceptable on design grounds your application can still be refused.

# STEP 4:

## FOLLOW THE DESIGN GUIDANCE AND SUBMIT A VALID PLANNING APPLICATION

XXII. The Council provides detailed guidance notes with your planning application forms setting out what plans, drawings and other supporting information is required to be submitted with your planning application. This guidance is also set out on page 35 of this design guide. Failure to submit this will significantly slow down the progress of your planning application and could result in it being returned to you without being registered.

XXIII. You should follow the guidance set out in this guide to help you achieve a good design for your proposal. Whilst every planning application will be considered on its individual merits the Council will carefully assess your application against this guidance and if it does not follow it, it may be refused planning permission.

# A UNDERSTANDING YOUR HOUSE AND SURROUNDING AREA

A.1 One of the principal objectives of the planning system is to safeguard the existing qualities of the environment, buildings and streets. When first considering making an application to extend or alter your property, you should assess your house and garden and the contribution they make to the surrounding area or street. It is important that any additions or alterations are sensitively designed to fit in with the characteristics of both your house and the wider street scene. The considerations below outline what you need to take account of when preparing your planning application.

## CONSIDER THE CHARACTER OF YOUR EXISTING HOUSE AND PLOT

A.2 When first considering making a householder planning application you should analyse the character of your house and how it relates to its plot. It is important that extensions are sensitively designed to fit in with the inherent characteristics of your property. This will be the product of a number of features, some quite obvious, others more detailed. The key considerations are:

**What type of house do you have?** – is it terraced, semi-detached, or detached – is it two or three storeys or is it a bungalow?

**Is your house of a particular architectural period?** For example is it a 19th century cottage, a 1930s semi-detached house or 1970s dormer bungalow? In every case you should consider to what extent your house has retained its original character?

**What is the shape of the roof?**– is it hipped, pitched, mono-pitched or flat? Does it have any existing dormers windows or extensions?

**Does your house have any distinctive features?** – dormer windows, chimneys, bay windows, gables, and/or decorative features?

**What is the arrangement of windows and doors?** – are they of a vertical proportion with traditional sash windows, or are they of a more modern horizontal proportion?

**What materials have been used?** – local materials, brick, stone, slate – are the windows and doors timber or uPVC – what is the roof covering?

**What are the car parking and access arrangements serving your house?** - what is the general parking situation in the immediate vicinity and wider area?

## CONSIDER THE SITING AND DESIGN OF NEIGHBOURING PROPERTIES - AVOIDING THE 'THREE O'S'

A.3 In addition to the design and layout of your own property, you should also take into account key characteristics of the immediate neighbouring properties. If you are proposing an extension or a new outbuilding or other form of householder development, consider its size, position, design, scale and massing in order to avoid **overlooking**, **over-shadowing** or having an **over-bearing** impact on any neighbouring property. These three O's can be avoided by:

- Observing the distance between your proposed development and neighbouring properties, in particular private garden areas and windows.
- Considering any differences in ground level – if your property is at a higher level than a neighbouring property, extra care will be needed.
- Considering the orientation of the proposed development in relation to the sun path and the impact this will have on the direct natural sunlight enjoyed by your neighbours.

## CONSIDER THE CHARACTER OF THE STREET AND SURROUNDING AREA

A.4 You should consider the degree of variety or consistency in character – if properties in your street or area have a strong and consistent character, there may be a particular height, building form or certain design features that will need to be respected and incorporated into your development. Conversely if there is wide variety in building design present in the street or area around your property, there may be scope for a more site specific response. However you should always seek to avoid an over-dominant form of householder development.

A.5 Please be aware that just because a neighbour has a larger extension, it does not necessarily follow that you should be allowed the same. Each application will be determined on its merits with reference to the design guidance and policy framework relevant at the time.

A.6 The key considerations are:

**Respect the 'Building Line'** – ensure your development respects the line created by other houses/building frontages in the street.

**Recognise the height of surrounding buildings** – the height of other buildings is likely to limit the height of an extension to your property.

**Note the spaces between buildings** – spaces between buildings are as important as the buildings themselves in creating the street scene. There is usually a consistent gap between buildings on streets where semi-detached houses predominate. Your householder development should not compromise the gap if this is a strong and distinctive feature of your street.

**Have regard for frontage boundary treatments** – where they exist frontage boundary treatments help to distinguish between public and private areas and can present an important and unifying design feature within the streetscene.

**Respect mature trees, hedges and other planting** – existing natural vegetation can contribute significantly to the setting of a house and attractiveness of the streetscene.

**Consider what makes your home and the street feel safe —** think about what qualities of your home and street make you, other residents and pedestrians feel safe and how this can be preserved or enhanced.

FIGURE 5: Understanding your street

Strong and Consistent Character:
Hafod Renewal Area
(*Lord Mayor's Design Awards 2004 Winner)*
- Consistent character
- Repetitive building form
- Strong building line

Irregular and Loose Character:
Coleridge Crescent
- Staggered Building Line
- Variety of house types
- Different materials

# B RESPECTING THE CONTEXT AND THE CHARACTER OF YOUR HOUSE

B.1 As a general rule the architectural design of your extension should draw upon and respond to the character and scale of the original house, with similar roof details, windows, doors and external materials. You should take care to ensure that your development does not contribute to the suburbanisation of villages and the countryside.

FIGURE 6: Contemporary extension to a thatched cottage, Oxwich (Lord Mayor's Design Awards 2006)

## CONSIDERING A CONTEMPORARY DESIGN APPROACH

B.2 There is support within national and local planning policy and guidance for innovative and contemporary design when it is sensitive to its location and setting. The other usual considerations will apply but, you will also need to demonstrate a well-considered and contextual design approach that uses character, setting and the location of the existing house to inspire a more innovative or contemporary response. The quality of materials is of paramount importance with a contemporary design approach. Where you think a more contemporary design approach might be appropriate, this will need to be fully justified and explained in a supporting design statement.

B.3 A contemporary approach will often provide significant opportunities to incorporate sustainable design features to reduce the carbon footprint of the property. It is strongly recommended that you carefully select your architect if you wish to adopt this approach.

## KEY DESIGN PRINCIPLES

## EXTENDING TO THE FRONT OF YOUR PROPERTY

B.4 Other than porches, extensions to the front of your house are not likely to be acceptable and should generally be avoided since they are highly prominent, often break the building line, compromise the relationship between the house and the street and seriously compromise the original character of the property. This is particularly true for terraced or semi-detached properties but can also apply to detached houses.

B.5 When designing a porch it is important, like any other extension that it should reflect the character of the house. The porch should be in proportion to the scale of the house and should avoid being over-dominant.

## USING THE RIGHT MATERIALS

B.6 As a general rule you should use external materials that harmonise with the existing property and the surrounding area. This is particularly important for front and

FIGURE 7: Materials should harmonise with the existing property and compliment the character of the street

FIGURE 8: The use of inappropriate materials in this row of traditional terraces undermines the whole street

side extensions as these are normally more visible from the street. In most circumstances this means matching the materials to those already used on your house.

B.7 Although it may not always be possible to find exact matching materials and features, particularly for older houses, your proposals will be expected to use materials that complement the colours, tones and textures of your house.

B.8 The use of second hand materials is encouraged to help find an acceptable match as long as they are in sound condition and fit for purpose.

## CORNER PLOTS

B.9 If your house is situated on a corner plot, extensions and alterations will tend to be visible from a number of public vantage points particularly the adjacent streets. The need to address the frontage on both streets must therefore be recognised and you will need to consider the following guidelines:

B.10 Extending a house on a corner plot will impact upon two building lines. These building lines will normally need to be preserved. As a consequence the building line of the house in the adjoining street could limit the width of your extension. The design and appearance of the house on the opposite corner will also be important particularly if together the properties create a sense of entry into the street.

B.11 Given the prominence of a corner plot, you should avoid designing an extension with a large blank wall fronting directly onto the street which would have an overbearing effect on the street scene and reduce natural surveillance.

B.12 There may be exceptional cases where a corner building or extension may break the building line in order to perform a townscape function.

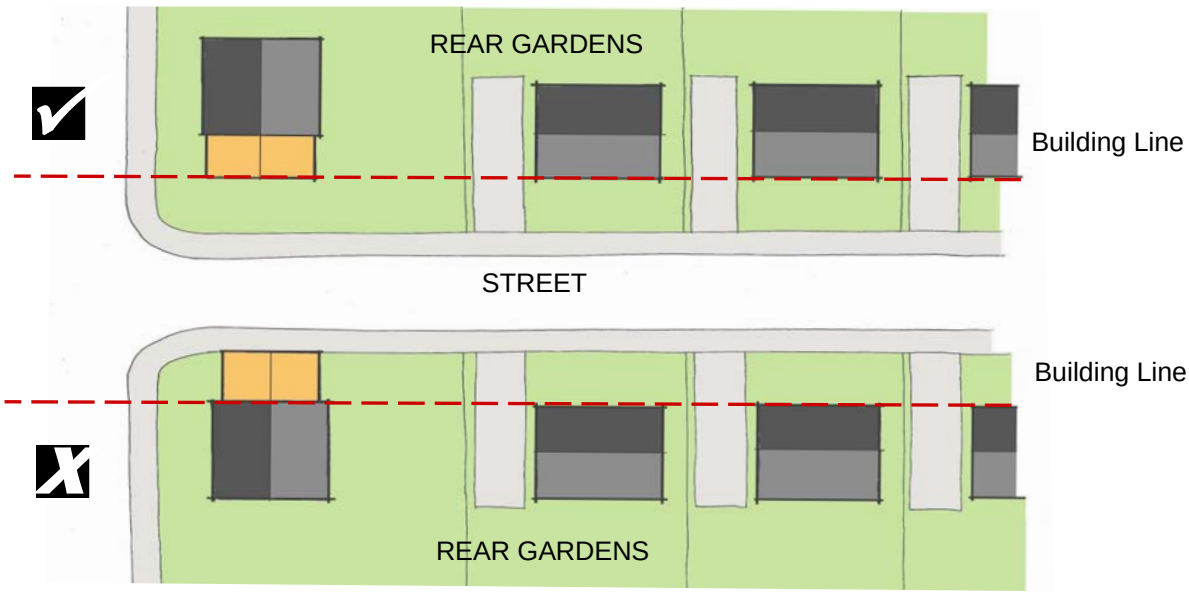



FIGURE 9: An extension on a corner plot should not extend beyond the building line in the adjoining street

## WINDOWS AND DOORS

B.13 The design and arrangement of new windows and doors should respect the character and appearance of the original house. This can be achieved by following these general principles:

- New windows and doors should be of a similar size, shape, design, proportion and materials to the original house.
- They should also reflect the pattern and arrangement of the windows of the house.
- The recessing of the windows should match the existing windows.
- Introducing new types of window in the extension should be avoided.
- The existing front entrance to the house should be kept in its original location.
- Larger areas of glazing should be kept to the rear elevation of your house.

FIGURE 10: Windows should match the scale and proportion of the existing windows in your property

## DETAILED DESIGN

B.14 It is important that not only the colours and tones of the materials harmonise but also that the details are appropriate. The following should be taken into account:

- The head and cill details to openings are usually easy to replicate and are a very effective way of integrating the old with the new.
- Look at the verge, eaves and ridge of your roof and aim to detail the extension in the same way. These elements are particularly important in achieving a sense of continuity.
- Large format tiles can appear to be clumsy and out of scale on single-storey extensions and porches. Some manufacturers produce ‘baby’ ridge tiles for use in such circumstances.
- Having carefully chosen bricks or stone which match the original house, it especially important to try to match the bonding of the original brickwork/ stonework and mortar type and joints.
- Consider the use of traditionally detailed timber wooden windows in older houses.

# PROTECTING THE AMENITY OF NEIGHBOURING PROPERTIES

C

C.1 Extensions of all types must not unacceptably detract from the quality of life (usually called 'residential amenity') of the occupants of neighbouring houses and gardens. This is an important consideration for the Council when determining a planning application for householder development. This section outlines key principles that apply to proposals for all house types and should be considered by all proposing an extension to their house.

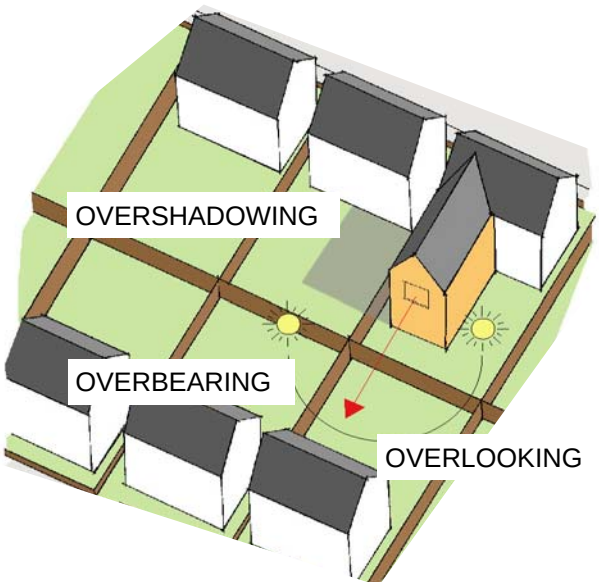



FIGURE 11: This extension would overlook and overshadow adjacent properties and would be over-bearing to the adjoining rear gardens—this is not acceptable

## KEY DESIGN PRINCIPLES

### AVOID OVERBEARING, OVERSHADOWING AND OVERLOOKING — The 3 O's

C.2 **Avoid overbearing impact:** As a general rule, a two-storey extension should not be positioned very close to the boundary adjacent to the garden of a neighbour's property such that it would unacceptably encroach upon the sense of openness and outlook from their property. Single storey extensions on sloping sites can have similar effects.

C.3 **Avoid overshadowing impact:** It is important that an extension does not reduce sunlight and daylight to an unacceptable level in neighbouring houses, it is also important not to cast large shadows over neighbouring houses or gardens. The degree of sunlight and daylight lost and shadow cast will depend on the position of your extension relative to the sun and the height and length of it in relation to neighbouring properties.

C.4 In order to assess the degree of sunlight and daylight lost and shadow cast, the 45 degree test is used. This relates to a line taken at 45 degrees on plan from the centre of the nearest habitable room windows in an adjoining property. If your proposed extension breaches the 45 degree line, then it could potentially result in a loss of daylight / sunlight to the neighbouring house. In some instances it may also be necessary to test your proposed extension against a line taken at 25 degrees[1] from the horizontal at a point 2m up from the floor at the centre of the nearest habitable room in an adjoining property.

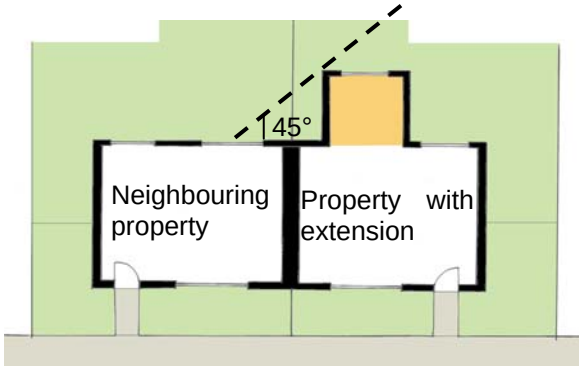



FIGURE 12: The 45 degree test helps assess potential overshadowing

C.5 Non compliance with the 45 degree rule will not necessarily result in refusal of planning permission, provided that appropriate analysis of the impact on the affected properties can demonstrate that the loss of sunlight and daylight is within acceptable parameters.

1: Please note that this was incorrectly stated as 45 degrees in the earlier print runs of this document. For more info, please see BRE document 209.

C.6 **Avoid overlooking impact:** Extensions should not overlook neighbouring houses or their private gardens. If habitable rooms such as bedrooms, living rooms and kitchens are proposed on the first floor or above, great care should be taken to avoid direct overlooking from windows and balconies particularly where the extension is close to the boundary. Some degree of mutual overlooking is common in higher density development and the stage at which this becomes unacceptable will depend upon individual circumstances. However the following guidelines are considered to represent the minimum distances generally acceptable to prevent an unacceptable degree of overlooking. They also apply to avoid an unacceptable overshadowing or overbearing impact.

## SEPARATION DISTANCES FOR TWO STOREY EXTENSIONS

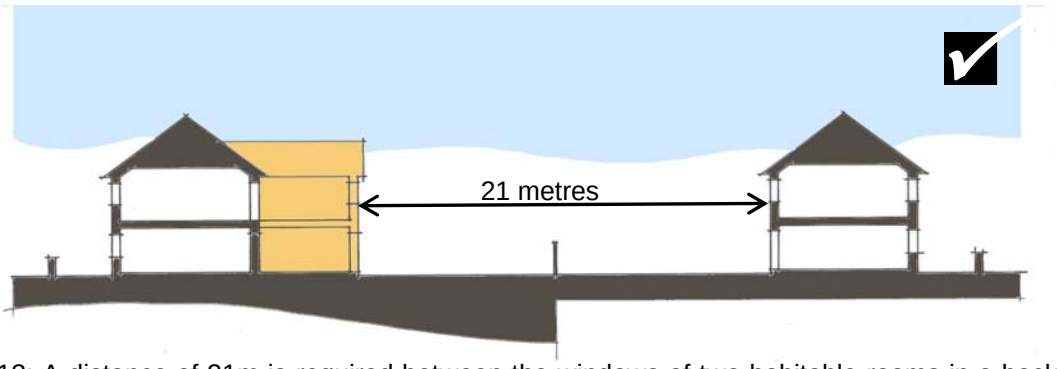



FIGURE 13: A distance of 21m is required between the windows of two habitable rooms in a back-to-back' situation

C.7 Where a proposed window for a lounge, dining room, bedroom or kitchen will directly face a similar window in a neighbouring property the distance between them should be at least 21 metres in a 'back-to-back' situation. A reduced distance may be acceptable where the rear elevations of the properties do not directly face one another or are at angle to one another.

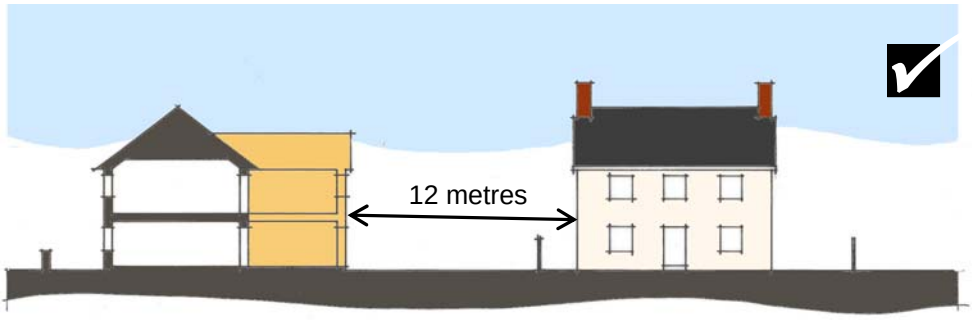



FIGURE 14: A distance of 12 metres is required distance between an extension and a wall with no windows

C.8 Where a wall containing windows of a lounge, dining room, bedroom or kitchen overlooks a blank wall on an adjacent property, the separation distance can be reduced to a minimum of 12 metres.

C.9 In addition to protecting the residential amenity of neighbouring properties the local planning authority will also consider the impact an extension has on a neighbour's private garden. Unacceptable direct overlooking into a neighbour's garden can be avoided by ensuring a separation distance of at least 10m exists between a window to a first floor

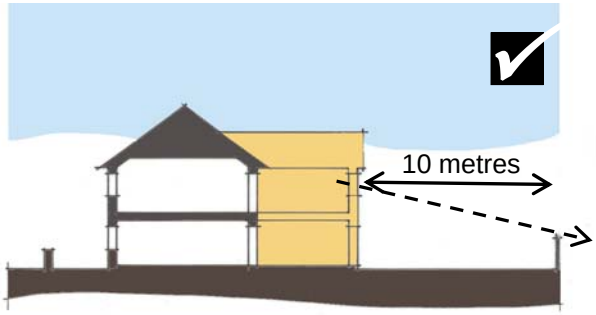



FIGURE 15: A distance of 10m is required between a rear extension and a rear garden boundary

habitable room and the rear or side garden boundary between two properties. Oblique overlooking of neighbouring gardens can be reduced by the careful positioning of windows and the retention of an adequate gap to the side boundaries. Existing screen hedging and planting can further reduce the potential for overlooking. Permanent obscure glazing to rooms which are not classed as 'habitable' can also help address this.

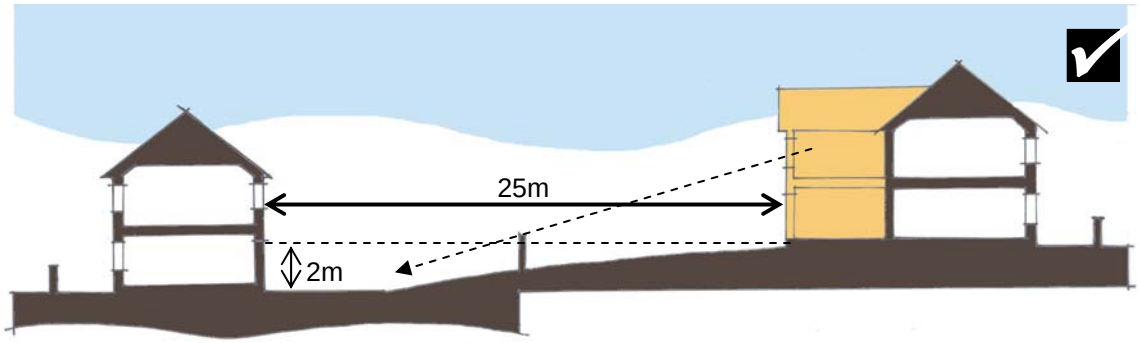



FIGURE 16: Where there is a change in levels, the separation distance between an extension and an opposing window may need to be increased to maintain adequate levels of privacy

C.10 If the application property is at a higher level, then the minimum separation distances will need to be increased to allow for potential increased overlooking. To work out the minimum distances, 2m should be added to the minimum distances (between windows and to garden boundaries) indicated in paragraphs C.5 to C.7 for every 1m difference in height.

C.11 A reduced distance may be acceptable where the landform between the dwellings and boundary treatments provide acceptable screening.

C.12 If it is proposed to add an extra storey to a two storey building, then an increased minimum distance is required to allow for potential increased overlooking. To work out the minimum distances in this situation, 5m should be added to the minimum distances (between windows and to garden boundaries) indicated in paragraphs C.5 to C.7 for every additional floor proposed.

## SEPARATION DISTANCES FOR SINGLE STOREY EXTENSIONS

C.13 Shorter distances to neighbouring properties will generally be acceptable for single storey extensions depending on the site specific constraints such as the arrangement of the windows and the type of boundary treatment.

# 1 EXTENDING YOUR DETACHED HOME

1.1 Detached houses, particularly older properties are usually built on larger plots and often have more potential for alteration and extension; however this does not mean that less attention should be given to the quality of the design or that an overly large extension is acceptable. One of the key principles to consider when designing an extension to a detached house is that it should not dominate the original house in terms of its size, position and design. In general this can be more easily achieved by positioning extensions to the rear of the property. In general side extensions should not upset the form and balance of the original front elevation. This is particularly important on more traditional houses.

FIGURE 17: Extending a detached dwelling can help to create a more balanced, well proportioned property

1.2 However in exceptional cases, where the existing property has little or no architectural or design merit, a more radical and innovative approach can be adopted. It will be important in these cases to ensure the development remains in keeping with the streetscene and surrounding area in terms of its overall design.

## KEY DESIGN PRINCIPLES

### TWO STOREY SIDE EXTENSIONS TO DETACHED HOUSES

1.3 A side extension should not dominate or upset the proportions of your house and the most straightforward way to ensure this is to limit the size of the extension relative to the original house. Depending upon the design of the original house there are several ways this could be achieved: setting back the extension from the front of the house; dropping its roof height below that of the original house; limiting the width of the extension relative to the frontage width of the original house; and avoiding the use of strong architectural features that might compete with the original house.

FIGURE 18: A subordinate extension that respects the proportions and scale of the original house

FIGURE 19: A poorly designed side extension that competes with the scale and form of the original house

1.4 The depth of the extension itself should also be subordinate to the main body of the original house.

1.5 When designing the extension you should look at the width of the front of your house to determine how wide the extension should be. As a guide the extension should be no greater than one-half the frontage width of the original house. The general shape of the roof should be repeated in the roof design of the extension. For example if your existing house has a pitched or hipped roof, then the extension should be designed with a similar pitched or hipped roof. The roof of the extension should usually be constructed at the same pitch as the existing roof. The width and proportion of gables should be no greater than that on the existing house and will usually be smaller. Asymmetrical roofs generally appear contrived and like flat roofs will generally not be considered acceptable.

Pitched roof to original house mirrored in extension

FIGURE 20: The roof profile of the extension should match the shape and pitch of the original house

1.6 An extension to the side of your house should not detract from the relationship between the house and the space between the houses. Where possible the extension should leave a reasonable space around the house and an adequate area of garden. It is important that any proposed extension does not result in the overdevelopment of a property and how it sits within its garden plot. It is important to maintain adequate space between an extension and the common boundary between you and your neighbours to ensure that the overall character of the street or area and the relationship between the buildings is maintained.

1.7 To avoid the 'terracing effect', where detached houses encroach upon each other until the sense of visual separation between houses is lost, a minimum distance of 1m should be retained between the eaves of any extension and the adjoining side boundary. This will also allow for convenient access around the building for maintenance, although sometimes this will need to be greater. Much will depend on the overall character of the area in determining when overdevelopment is going to occur.

**TWO STOREY REAR EXTENSIONS TO DETACHED HOUSES**

1.8 Whilst an extension to the rear of a detached house will often be less visible than a side extension it is still important that the extension is well designed and subordinate in scale. In cases where a rear extension will be clearly visible to the public, the design approach will need to be as robust as if it were on the side of the property.

# 2 EXTENDING YOUR SEMI-DETACHED HOME

2.1 The unique characteristic of a semi-detached house is the relationship between the pair of adjoining properties. Semi-detached houses have a symmetrical quality, often mirroring the same roof design, materials and arrangement of window and door openings. An extension to a semi-detached house will need to respect this symmetrical quality and you should pay particular attention to how the extension will affect the relationship between the pair of semi-detached properties.

FIGURE 21: Semi-detached properties often have a very strong symmetrical relationship which should be retained

**KEY DESIGN PRINCIPLES**

**TWO STOREY SIDE EXTENSIONS TO SEMI-DETACHED HOUSES**

2.2 If you are extending a semi-detached house it is particularly important to avoid creating a 'terracing effect' by closing the gap between adjoining pairs of semi-detached properties. If these gaps are incrementally closed, eventually the character of the street will be eroded as the balance between the houses and the space between them is altered so that a more built up character is created. This would usually be at odds with the design and architecture of the houses and the overall character of the streetscene.

2.3 Where there is a consistent and continuous relationship between the dwellings and the spaces between these dwellings, the planning authority will seek to retain a minimum distance of 1m between the common boundary and the eaves of the extension. This will reduce the physical impact on the neighbouring property and will avoid the situation where adjacent roofs meet or nearly meet in an incongruous way.

2.4 Setting back the extension can help to retain the symmetry of the existing buildings whilst helping to avoid terracing.

2.5 Setting down the ridgeline below the main ridgeline will also help to avoid 'terracing' and maintain the character of the house and the semi-detached pair to the benefit of the overall streetscene.

2.6 The amount of setting back the extension and setting down to the proposed ridgeline will depend on the character of the dwelling, but generally 0.5m will be the minimum in both cases.

2.7 The roof shape and pitch of a side extension to a semi-detached house should harmonise with the roof of the main body of the original house.

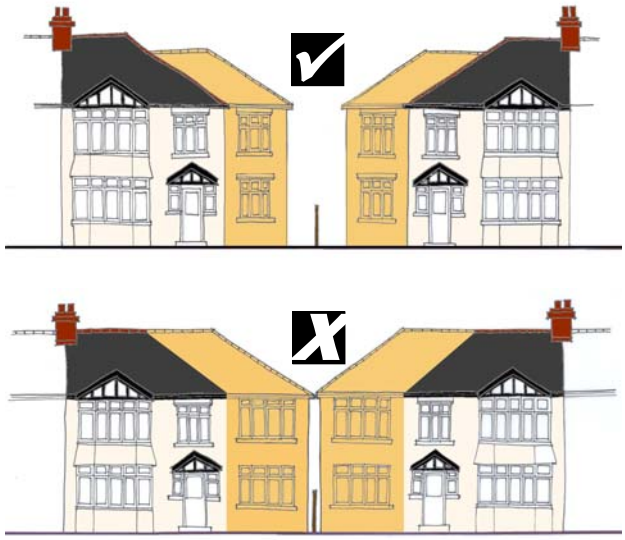


FIGURE 22: Above: well proportioned side extension that retains a 1m gap, below: a pair of over scaled extensions that result in the terracing effect

2.8 As with extensions to detached dwellings it is important that the principal elevation remains intact and is respected. Repositioning the main entrance should be avoided.

**TWO STOREY REAR EXTENSIONS TO SEMI-DETACHED HOUSES**

2.9 Sometimes in a semi-detached situation neighbours can combine extensions. This can provide mutual benefits such as avoiding overshadowing a neighbour's garden or building an overbearing extension. If you wish to pursue this option a single application should be submitted for the combined extension in order to avoid unacceptable overshadowing or overbearing two-storey rear extensions. All two storey rear extensions will need to be assessed against the '45 degree Rule' (see section C).

2.10 To comply with this rule an extension to the rear of a property should keep within a line taken at 45 degrees from the centre of the nearest window of any habitable room, plus kitchens in an adjoining property.

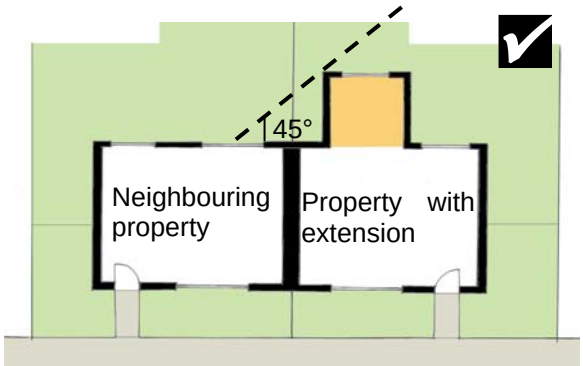



FIGURE 23: The 45 degree rule helps prevent overshadowing

**SINGLE STOREY EXTENSIONS TO SEMI-DETACHED HOUSES**

2.11 In the case of a single storey extension at the rear, an extension should not exceed 3.5m in length externally, where the extension is built on a shared boundary. This allows for construction of a reasonable sized extension without unacceptably impacting on the amenity of the neighbouring property. Where a single storey extension is constructed away from a shared boundary the extension can be deeper subject to meeting all other principles regarding design and residential amenity.

2.12 The extension should be subordinate to the original house in terms of its proportions and its roof design, the arrangement and proportion of openings and the use of materials should all harmonise with the main house.

2.13 In designing single storey extensions regard should be had to their suitability for accommodating a first floor at some time in the future, particularly in terms of their size, position and structural design. If you considering this possibility please refer to the guidance notes on two storey extensions.

FIGURE 24: This single storey extension successfully incorporates the materials, roof pitch and proportion of windows of the original house

# 3 EXTENDING YOUR TERRACED HOME

3.1 Terraced housing can be in the form of a traditional terraced property or more modern terraced house , the latter of which is generally smaller, has a different internal layout and no rear wing. Whilst there are many common aspects to consider when preparing proposals to extend or alter these house types, there are good design principles that apply to each house type. This part of the guide describes these principles.

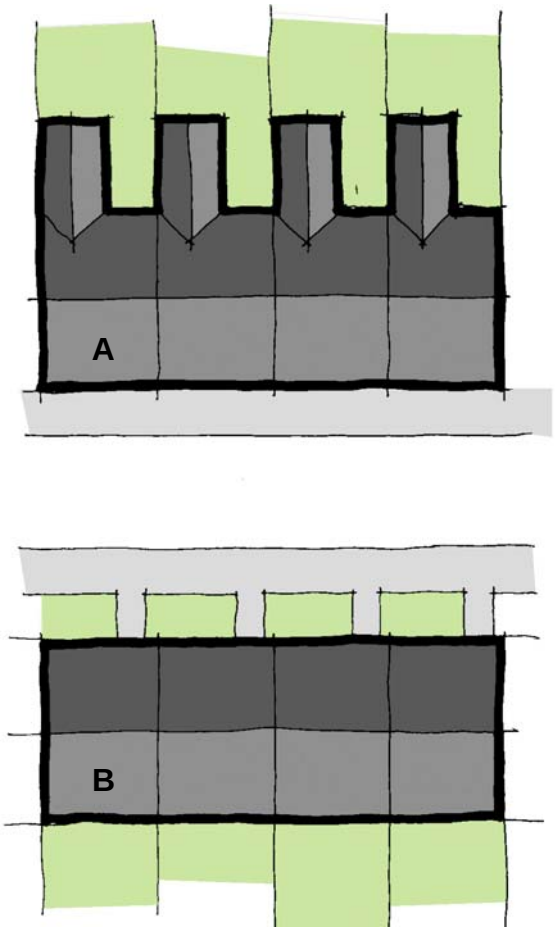



Fig 25: Plan of traditional terraces (A) with projecting rear wings and modern terraces with 'flat back' (B)

## KEY DESIGN PRINCIPLES

### REAR EXTENSIONS TO TRADITIONAL TERRACED PROPERTIES

FIGURE 26: Traditional terraced property

3.2 In general, extensions to the rear of traditional two-storey terraced dwellings should be no more than 7.3m in length from the main back wall for a single storey extension, and no more than 4m for a two storey extension. Where the neighbouring properties on both sides of a house have already been extended beyond these distances, an extension may be allowed to the same length.

3.3 Each house should retain a minimum of 25sq metres of private amenity space to accommodate rotary dryers, refuse storage and table and chairs etc.

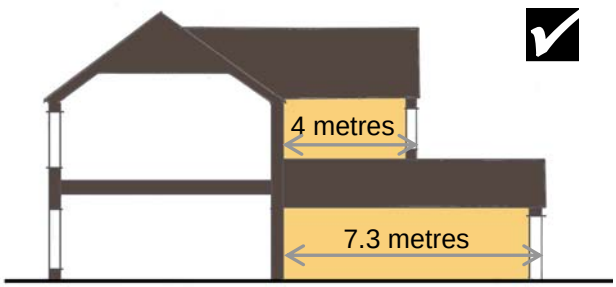



FIGURE 27: A rear extension should be no more than 7.3m deep for a ground floor extension and 4m deep for a first floor extension (note all dimensions are external)

3.4 Extensions to terraced properties should be designed with a pitched roof rather than a flat roof as this will harmonise with the appearance of your home and has lower lifetime costs. When building single storey extensions it is worth considering possible future first floor extensions when designing foundations and the position of load bearing walls.

## REAR EXTENSIONS TO MODERN TERRACED PROPERTIES

FIGURE 28: Modern terraced property

3.5 The arrangement of rooms within modern terraced houses and townhouses is generally similar to that of a semi detached property and the guidance on those properties is generally applicable to this type of property.

3.6 As a general guide the 45 degree rule will apply to all extensions. To comply with this rule a rear extension to a property should keep within a line taken at 45 degree from the centre of a ground floor window of a habitable room in the adjoining property, see Section C.

3.7 Where there is a sharp change in levels between two houses, the house on higher ground will have a greater effect on its neighbour, therefore the height and position of the extension will need careful consideration.

## SIDE EXTENSIONS TO END OF TERRACE HOUSES

3.8 Where a house forms the end of a row of terraced properties, it may be possible to build a side extension. In these cases it will be important to retain the character and appearance of the terraced property and the character of the street scene as a whole.

3.9 On side extensions, roof design, the arrangement and proportion of openings and the use of materials should all harmonise with the existing house.

3.10 Side extensions should be respectful of the frontage width of the main original house.

3.11 Where it is desired that the extension is subservient to the main property, the extension should be set back by a minimum of 0.5m from the main front wall of the building and the ridge should be set down by 0.5m below the main ridgeline.

3.12 Careful consideration will be given to whether a garage door can be incorporated within a side extension to an end of terrace house as this will often result in a disruption to the rhythm of windows and doors encountered in the street scene.

# 4 CONSERVATORIES

4.1 For the purposes of the Planning Act conservatories constitute an extension and can have impacts due to the large amount of glazing and hence the potential for overlooking and light pollution. Conservatories will be assessed against the 45 degree rule (see page 13).

4.2 Conservatories should not directly overlook a neighbour's garden. Where the boundary treatment is less than 2m high it may be necessary to construct a solid or obscurely glazed elevation to protect your neighbour's privacy. This could be particularly important where a site is sloping.

FIGURE 29: A conservatory should not overlook a neighbouring garden

4.3 Conservatory extensions should normally be placed to the side or rear of a house where they will not be clearly visible from public vantage points. A conservatory on the front elevation will rarely be acceptable since they break the building line and are likely to introduce a dominant feature onto the frontage.

4.4 The location of the conservatory will determine the degree of solar gain. The provision of adequate ventilation and shading to address potential overheating needs to be considered at the design stage. You should ensure that the conservatory can be closed off internally from the main house in order to avoid heat loss.

4.5 It is recommended that you read the above notes on conservatories in conjunction with the guidance relating to your specific house type.

# BUNGALOWS, DORMERS AND ROOF EXTENSIONS

5

5.1 This part of the guide applies to proposals involving bungalows, and other extensions and alterations to a roof. Whether you are proposing a dormer or any other type of roof extension, there are certain design principles which need to be followed.

## DORMERS AND DORMER ROOF EXTENSIONS

5.2 The size, shape and appearance of the roof of a house is a key component of its overall design and contributes much to its character. Therefore alterations to your roof need to be carefully considered to ensure its character is not harmed.

5.3 Dormers can either take the form of a dormer roof extension or a dormer window. The key difference being that a dormer roof extension tends to have a greater volume, increasing the general headroom and thereby creating additional internal accommodation within the roof space in addition to providing a roof window.

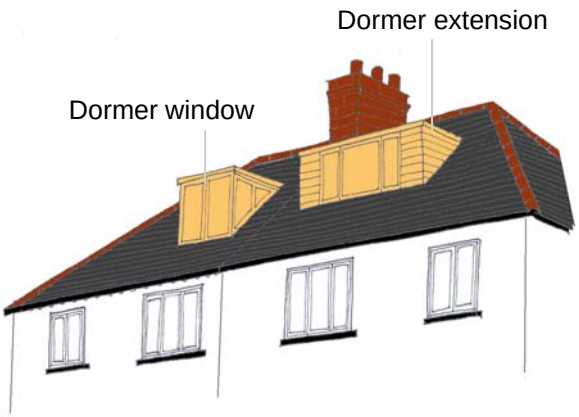



FIGURE 30: Dormer windows tend to be as wide as the window itself whereas dormer extension will have a greater volume creating additional accommodation in the roof. (Please note this is not intended to represent a design solution – the purpose is to highlight the difference between dormer windows and dormer extensions)

5.4 A dormer window is usually a smaller structure only as wide as the window itself and usually sits more comfortably in the roof plane either on its own or as part of a group of dormers. Half dormers are those contained partly within the roof space and partly within the main body of the house.

## KEY DESIGN PRINCIPLES

5.5 Any proposed dormer roof extensions or dormer windows should reflect the design of dormers that are an original feature of the original house or other buildings in your area or street.

5.6 A dormer roof extension should not compromise the roof form or dominate the plane of the original roof. To achieve this, it should be set up from the eaves, down from the ridge and not occupy too much of the width of the roof.

FIGURE 31: These original dormer windows respond to the symmetrical character and pattern of openings without dominating the roof plane

5.7 As a general rule dormer extensions are discouraged to the front of your house unless they are a local feature.

5.8 Even where a roof plane is not readily visible an over large roof extension would not be considered acceptable if it dominates the original roof plane.

FIGURE 32: A large, poorly designed dormer extension can dominate a house and the streetscene

5.9 On larger roof slopes, it may be more appropriate to install 2 smaller dormers rather than a larger, wider dormer.

5.10 In many cases roof lights may be more appropriate, since they have a less intrusive effect upon the roof plane and can also reduce the problems of overlooking. They do not normally require planning permission, although this should always be checked.

FIGURE 33: The hipped roof design of the dormer mirrors the hipped roof of the original house

5.11 All dormer windows should have a slim frame and cheeks and should relate well to the position and size of the windows in the floors below. Extra care should be taken to ensure the materials of the dormer window or dormer extension match the cladding and roofing materials of the main house.

5.12 On houses with hipped roofs a dormer extension to the side of the property will be more visible in the street scene than if located on the rear.

5.13 In these cases limiting the size of the dormer extension and positioning it below the main ridgeline within the roof plane will help to mitigate its effect upon the character of the house. Where the main roof of the house is hipped, the dormer should mirror the hipped roof design.

5.14 On visible elevations, dormer windows and windows in the dormer extension should be positioned to accord with the position, proportion and scale of existing windows to retain the symmetry of the elevation.

FIGURE 34: Dormers should reflect the symmetry and size of other windows on your house. Front dormers are discouraged when they are not a feature of the street

## BUNGALOWS AND OTHER ROOF ALTERATIONS

FIGURE 35: Bungalows offer accessible accommodation. Any roof alterations must be carefully considered

5.15 You may propose more radical works to the roof to raise the eaves of your bungalow or increase the roof pitch and roof height to provide more headroom in your loft space. This however is often problematic and if the property is located within a street where there is a consistent roof design it would not generally be acceptable.

5.16 It is important to consider the potential effect both upon the character of the existing property and the street scene as a whole. The design principles below should be followed.

5.17 Respect the character of the street scene. Consider the height of surrounding buildings as this will be a key consideration when the local planning authority assesses the proposal. Are they mostly single storey, two storey or three storey buildings? If the street you live in is lined with bungalows, it is unlikely you will be able to increase the roof height of your house to gain an additional floor.

5.18 Look at the character of your own property – any extension to the roof will need to respect the character, proportions and scale of the existing house. Alterations to the shape, height and/or pitch of the roof have the potential to unbalance the design of the dwelling as a whole. In particular you will need to ensure materials match those of your existing house and any additional windows compliment the existing pattern and design of fenestration.

5.19 Think about neighbouring properties and whether your roof extension would be overbearing to any adjacent properties. This will be particularly important where the eaves are being raised to accommodate an additional floor.

5.20 You will also need to ensure your proposed roof extension will not overlook or increase the effect of overshadowing of any neighbouring properties. As with general house extensions the local planning authority will seek to protect the residential amenity and privacy of neighbouring properties. For example groups of bungalows will often benefit from higher levels of privacy than normal houses and this should not be unacceptably compromised by roof extensions which create overlooking where none existed before.

5.21 Any alterations to bungalows should also accord with sections A-C and the guidance on the specific dwelling type (i.e. detached, semi-detached or terraced).

# 6 RAISED DECKING, BALCONIES AND RETAINING WALLS

6.1 Certain decking, balcony designs and retaining walls require planning permission depending on their size and height. Ground levels can be particularly relevant in this respect.

6.2 Constructing decking, a balcony or a retaining wall to the exterior of your house can provide additional outside space and extend your living area. However whilst these structures might be relatively minor development they can still have a detrimental impact on the visual quality of your property and the overall street scene if they are situated to the front of your house. More particularly they can adversely affect the amenity of neighbouring properties. You should consider the following when designing a balcony, raised decking or retaining wall.

**KEY DESIGN PRINCIPLES**

**DECKING**

6.3 Consider the siting of the decking. Sited too close to the boundary, the decking may result in overlooking of your neighbour's property which would not be acceptable. See section C for guidance relating to protecting the amenity of neighbouring occupiers.

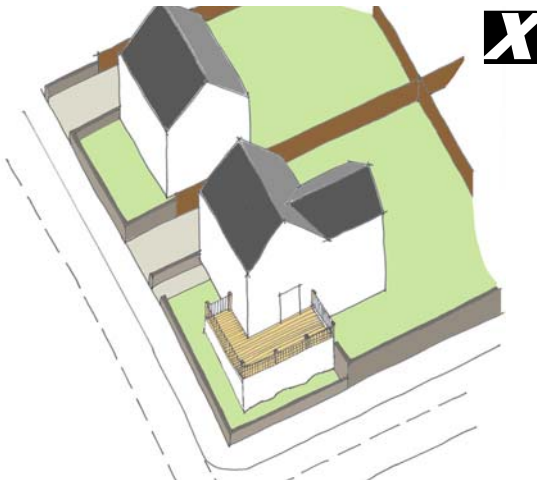


FIGURE 36: On sloping ground decking and retaining walls can result in an overbearing and incongruous form of development

6.4 Ensure that the design of the decking compliments the character of your house. The scale, massing and materials used in the decking should respect the appearance of your property, neighbouring properties and the overall street scene.

6.5 Avoid the use of tropical hardwoods and look for timber with the FSC mark which is certified as coming from sustainable sources.

FIGURE 37: Decking should not result in overlooking of neighbouring properties

6.6 Whilst decking can enhance the use of your garden, it should not by virtue of its size adversely affect your neighbour's amenity or privacy.

6.7 Furthermore, if the decking is elevated the impact of placing safety fencing around it would increase the overbearing impact on neighbouring properties and in some cases cause overshadowing. As a general rule decking should be no more than 800mm above ground level at its highest point.

6.8 Decking is often elevated above ground to compensate for the slope of a site. However whether finished with a retaining wall or with timber decking, this could potentially be overbearing whilst also allowing direct overlooking of your neighbour's property.

FIGURE 38: These original balconies illustrate how a balcony can form part of or enhance the character of your house

**BALCONIES**

6.9 A balcony should respect the character and appearance of your house. It should not unbalance or dominate the elevation to which it is attached or the appearance of the house when viewed as part of the street scene. Depending on their size and the room they serve balconies can add new amenity space to the property which can generate new activity and raise amenity concerns particularly as a result of overlooking and noise generation. Rear balconies can be particularly difficult in this respect because of their relationship with the private rear gardens of neighbouring properties.

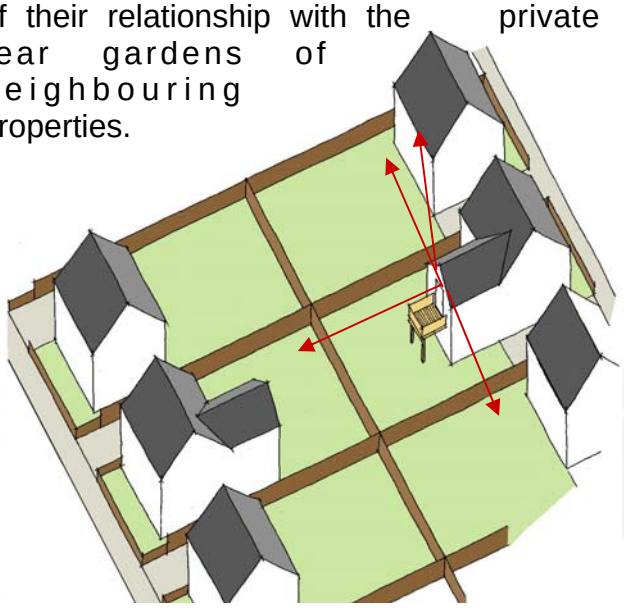


FIGURE 39: Potential overlooking from balconies should be avoided

6.10 A balcony should not result in adjacent properties being directly overlooked.

6.11 The scale, design and materials should complement the character of your property whether it is traditional or modern. They should be set well away from common boundaries to avoid direct overlooking. Balconies should not result in views into the rear windows of neighbouring properties.

**RETAINING WALLS**

6.12 New or replacement retaining walls should respect the character of the area and not impact on the amenity of neighbours.

6.13 Consider the overall height of a retaining wall with typical 2m boundary walls and fences on top – often this can be very dominant in the streetscene / wider area and on neighbours.

6.14 Use finishes appropriate to the character of the area. If you are replacing a traditional stone retaining wall, retain the stone and use to face the concrete block work.

6.15 Consider whether there is a less harsh solution. Would two low walls within a garden area work instead of a tall retaining wall on the boundary?

6.16 Consider whether there is scope for a planting area in front of a retaining wall to allow vegetation to grow and provide visual softening.

6.17 Where a retaining wall of over 1.5m is to be constructed or extended, you must obtain Building Regulation Approval.

# 7 DOMESTIC GARAGES AND OUTBUILDINGS

7.1 This part of the guide applies to proposals to add a new domestic garage or outbuilding within your garden or to proposals for the extension of an existing garage or outbuilding. These buildings must be used for 'purposes incidental to the enjoyment of your house', and not for commercial purposes or as separate residential accommodation. As with extensions and alterations to your house the location and design of your garage or outbuilding should respect the character and appearance of your property, the relationship of your property with neighbouring houses and the overall street scene.

**KEY DESIGN PRINCIPLES**

7.2 The size and position of a proposed new garage and/or outbuildings should not impact detrimentally on the space around the house and should take fully into account advice on access and parking set out in Guidance Note 8.

7.3 A garage or outbuilding must be smaller in scale and subservient to the main house. Garages and outbuilding should be finished in materials that are sensitive to the main house. Pitched roofs are recommended as long as this does not unacceptably increase the massing of the building.

7.4 Garages and outbuildings should not generally be positioned in front of the main house unless this forms part of the character of the street.

7.5 Your garage or outbuilding must not adversely affect your neighbour's enjoyment of their garden or house. A garage or outbuilding should not cause overshadowing, overlooking or be overbearing to a neighbour's property including their garden.

7.6 A garage or outbuilding should not result in the loss of trees or other features that are important to the area.

FIGURE 40: Setback behind the house this garage has the appearance of a subservient structure that is ancillary to the main house

7.7 As a general rule, garage doors should be as narrow as practical, with two single doors preferred over one double door. Traditional front opening 'up and over' doors are much more in keeping with a residential setting than roller shutter doors which have a far more commercial appearance and are not recommended unless not visible to the public.

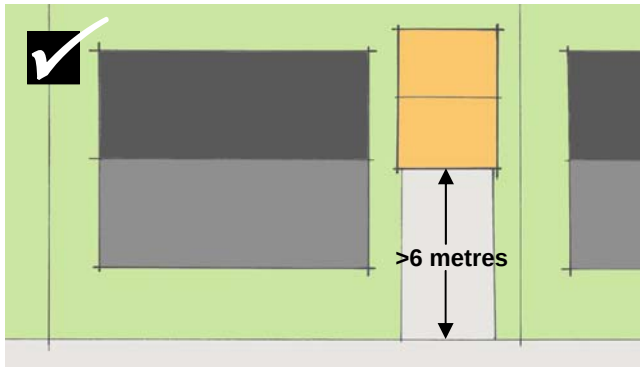



FIGURE 41: A garage should be a minimum of 6m back from the front boundary

7.8 When considering garage doors, regard must be made to the space required to open and close doors. A drive length of at least 5m must remain when doors are being opened.

7.9 For garages on a rear lane, the garage must be set back sufficiently so that when open its doors do not project into the lane.

7.10 New garages should not compromise the safety of users of the highway.

# PROVIDE FOR ACCESS AND PARKING 8

8.1 Extending your house may well increase the demand for car parking at the property and/or result in additional pressure for on-street car parking. This will possibly constrain the size of the proposed extension. The relevant parking guidelines will be applied to all householder planning applications.

8.2 If your proposed extension or alteration will result in changes to your vehicular access; a new drive-way; or a new crossing to the pavement or verge requiring a dropped kerb you must obtain a separate approval from the highways department of the Council. You will also need to obtain planning permission for a new or wider access for your driveway if it fronts onto a classified road.

**KEY DESIGN PRINCIPLES**

8.3 Maintain existing off street parking spaces and comply with the adopted guidelines wherever possible unless this results in an unacceptable loss of front garden or frontage boundary treatment.

8.4 Provide for both pedestrian access and parking, drives should be at least 3.2m wide. Where a separate pedestrian path is present, a width of at least 2.5m is sufficient.

8.5 The access should be safe with adequate visibility.

8.6 Gates will not be allowed to open out onto the footway or highway.

8.7 A new vehicular access off a main road or a very busy road may require a turning area within your plot so vehicles do not have to reverse in or out. If your proposal involves creating a shared private driveway you must provide a turning facility.

8.8 Parking spaces normally measure a minimum of 2.4m by 4.8m or up to 3.8 by 6m for accessible parking spaces. Within a garage the normal parking space should be increased to a minimum internal width of 2.8m to allow car doors to be opened.

8.9 Parking should be located where cars can be seen in order to reduce the opportunities for car crime. However, this needs to be balanced against the visual impact of parked cars and hard standing areas on the streetscene and character of the area. Therefore where appropriate garages and parking areas should be sited so that cars are behind the building line in secure areas, or where this is not possible, front boundaries and a garden area should be retained for planting to provide visual relief.

8.10 New driveways and parking areas should be finished in porous materials which reduce surface water run-off. For example, consider gravel (where this will not wash onto the public highway), permeable block paving and porous surfaces between vehicle running areas.

8.11 In many instances the Permitted Development Rights associated with the conversion of integral garages to living space has been removed, so you are advised to check with the Planning Applications Section whether planning permission is required. Integral garages are intrinsic elements of many residential developments and their conversion will be resisted unless adequate off street parking can be provided without resulting in a loss of more than 1/3 of the front garden area of the application property.

# 9 BOUNDARY TREATMENTS

9.1 Front boundary treatments such as walls, railings, gates and hedges can contribute significantly to the character and appearance of an area, street or lane as well as providing security and an increased sense of privacy to the front of a house. They also help to define and enclose public areas and make them more attractive to pedestrians. Streets and lanes generally become unattractive if frontage boundary treatments vary or are missing.

FIGURE 42: Frontage boundary treatments contribute to the character of your street and should be retained

## KEY DESIGN PRINCIPLES

9.2 Frontage boundary treatments should match the height, materials and type of properties on either side. This particularly important where they are generally the same along a street, or a feature of the locality. In some instances, a secure front garden can also provide space for cycle and refuse storage.

9.3 New frontage boundary treatments should not obstruct views of the house, or prevent natural surveillance of the public realm from the house.

9.4 When considering boundary treatments for a corner plot the height of the boundary enclosure needs to respond positively to both street frontages in a way which provides you with a private garden space but without an excessively long blank boundary treatment that would have a deadening effect on the street scene.

9.5 Boundary treatments on corners will therefore need to be finished in high quality durable materials that harmonise with the existing properties and the surrounding area. Close boarded timber fencing will not be acceptable to treat boundaries that directly front the public highway.

9.6 Hedging can form an attractive and effective boundary treatment that needs to be regularly maintained to avoid growing too high or encroaching onto the pavement or other land. Fast growing conifers should be avoided as their size is inappropriate to a residential area and they can cause significant overshadowing of neighbouring properties

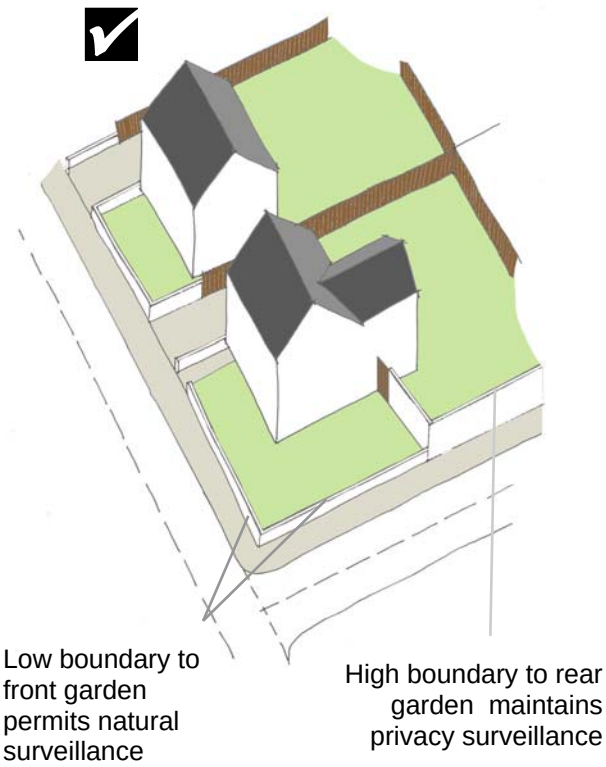



FIGURE 43: On corner plots, boundary treatments should respond positively to both street frontages, ensuring boundary treatments to private rear gardens do not have a deadening effect on the street scene.

# TREES AND OTHER VEGETATION 10

10.1 Existing trees and planting help make areas more attractive and add to the value of your home. They can also add ecological value to a locality. However it is easy to damage trees and planting when carrying out works either by affecting the soil or ground level around the root zone or by cutting roots in the construction of services and foundations.

FIGURE 44: Trees and planting help make areas more attractive whilst also providing natural drainage in built up areas

**KEY CONSIDERATIONS WHEN CARRYING OUT DEVELOPMENT**

10.2 Building works should not be carried out underneath tree canopies or within a two metre radius of smaller trees with an undeveloped crown.

10.3 Equipment or materials should not be stored underneath tree canopies or within a two metre radius of smaller trees with undeveloped crown.

10.4 Some trees are protected by law by Tree Preservation Orders (TPO) because of their individual or group quality and the contribution they make to the character of an area. It is illegal to carry out work on, or remove these trees without permission. If in any doubt check with the Council whether any of the trees on your property are protected by a TPO.

10.5 Also, if your property is within a Conservation Area you should check before carrying out any work to or that might affect any trees as they also have statutory protection if over a prescribed size.

10.6 Consider opportunities for bird boxes and ecological planting in garden areas.

# 11 RESOURCE EFFICIENCY

11.1 Buildings in the UK are responsible for half of the CO2 'greenhouse gas' pollution. Resource efficiency means minimising the energy your house needs for heating, lighting and other energy uses. It also means using materials and construction methods that do not require a lot of energy to either produce or build.

11.2 The minimum requirements to achieve resource efficiency in new construction are set out in the Building Regulations. You can request a copy of the 'Building Regulations Explanatory Booklet' from the Council or alternatively you can download it from the Building Control Section on the Swansea Council website. The booklet sets out the standards you will have to meet.

11.3 Proposals for alterations and extensions which achieve high levels of resource efficiency are encouraged by the City and County of Swansea.

**KEY DESIGN PRINCIPLES:**

11.4 Arrange the internal layout of the extension so that the main habitable rooms are on the southerly side of the building where this does not cause overlooking problems. If the rear of your house faces south, consider extending a rear kitchen into more liveable space, or adding south facing study or playroom. A north facing lounge could be used more in the evenings.

11.5 Provide house entrances away from prevailing winds and protect with a porch or lobby.

11.6 Although conservatories can provide an additional light room in the winter months they can be very expensive to heat in the winter and can waste energy. Conservatories should be separated from the main house by an insulated wall and closable doors and windows so that you can avoid having to heat it when it is cold.

11.7 You can also save energy and heat your home by making the most of heat from the sun, if your extension faces southeast to south west. Generally windows on the south side of the building should be larger than those on the north side.

11.8 In designing your alteration or extension consider whether there are opportunities to build-in features to produce energy. This may include solar panels or domestic wind turbines. Solar water heating panels can provide 50% of your hot water requirements, while photovoltaic panels and wind turbines can produce some of your electricity. Whilst energy saving features are encouraged, if poorly located they can detract from the character of your house or neighbourhood, especially if the building is listed or within a sensitive area such as an Area of Outstanding Natural Beauty or a Conservation Area. If you are planning to incorporate any of these features you should check whether they need planning permission.

11.9 Wherever possible use materials that are produced locally and which come from a source that can be renewed without harm to the environment. High quality reclaimed materials can save resources and may also provide a better match with the existing building.

11.10 Avoid the use of tropical hardwood and look for timber stamped FSC which is certified as coming from sustainable sources.

11.11 If your proposals involve demolition, where possible use demolition materials on site, for example natural stone could be reused in walls.

11.12 In very heavy rain, water run-off from hard surfacing can overwhelm drains and cause flooding and pollution. You can avoid this by using a 'green' roof, which has turf or plants sitting on a waterproof membrane and must have a low pitch of less than 15 degrees. Permeable paving surfaces such as blocks or bricks set in the ground, allow rain water to drain away gradually. Rainwater butts can provide a useful source of water for garden watering or car washing in drier periods.

11.13 In the summer you can avoid the need for cooling or air conditioning by ensuring that south facing windows are shaded, e.g. by roof overhangs or trees or deciduous planting, blinds or louvres.

11.14 Use high levels of insulation. In general 250mm of loft insulation and around 100mm of cavity wall insulation and 100mm of insulation under a solid ground floor is recommended.

Install insulation and draft proofing to a high standard, including cavity wall, lofts, water tanks and pipes. Use environmentally friendly insulation materials i.e. recycled paper, sheep's wool. ♥£☼ⓘ

Consider installing alternative heating techniques i.e. domestic CHP / wood and biomass fuel, geo thermal ground source as appropriate for your circumstances. 🛠£☼⚑ⓘ

Consider installing photo voltaics / small scale wind turbines for electricity or solar thermal for domestic hot water. 🛠£☼⚑ⓘ

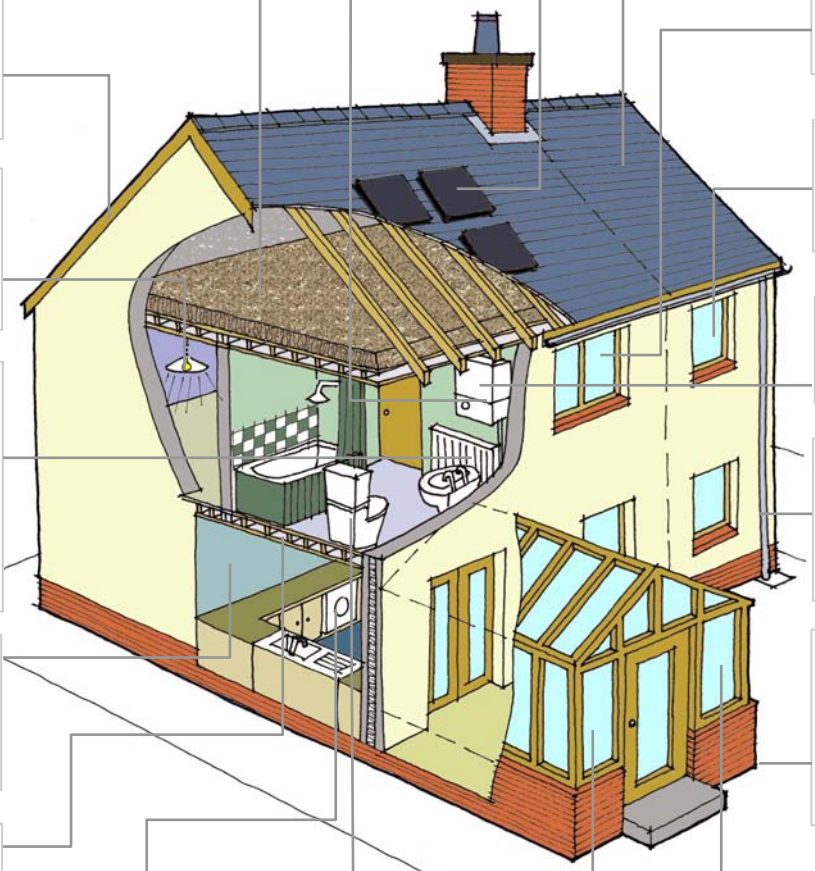
Think about your future needs for the space and design in flexible spaces. i.e. level access, wide doorways and easily removable interior walls. 🛠⚑ⓘ

Install nest boxes and bat roosts / bricks on wood facias and soffits. Ensure there is space for nest / roosts if refurbishing roofs. 🌍

Use thick or thermally lined curtains to keep the warmth in. ♥£☼

Glaze extensions to maximise daylight / heat benefits. 🚌🌍☼ⓘ

Use energy efficient fixtures and fittings, i.e. low energy light bulbs, A rated white goods. £☼ⓘ



Install condensing / high efficiency boilers. 🛠£☼⚑ⓘ

Install programmable heating controls so you can adjust your heating to meet your needs and zone different areas with different use patterns . £☼ⓘ

Use aluminium or copper or galvanized steel instead of uPVC for guttering. ☼ⓘ

Use environmentally friendly / biodegradable products, i.e. organic paints. ♥🛠🌍☼

Reuse / recycle construction waste, i.e. clean rubble from demolition can be reused for backfilling. £🚌🌍☼

Use durable, locally produced renewable materials, i.e. use timber from sustainable sources (FSC or equivalent), consider sustainable technologies like straw bale construction. 🛠🌍☼⚑ⓘ

Use water efficient appliances i.e. higher rated washing machines and dish washers. £🌍

Think about installing duel flush/small tank or even a composting toilet to save water. £🌍

Exploit the way your building faces. South facing windows make the most of sunlight. ♥£☼ⓘ

Installing highly efficient glazing i.e. secondary glazing, double or triple glazing, and low emissivity K glass will help reflect heat back into the room. ♥£☼ⓘ

**Key**

- ♥ Health benefits
- 🛠 Reduced maintenance costs
- £ Reduced utility bills
- 🚌 Reduced travel
- 🌍 Improved wildlife/environment
- ☼ Reduced greenhouse gases
- ⚑ Selling point of property
- ⓘ May need planning permission or building control; seek advice from the Council

FIGURE 45: Image and advice taken from 'How to Create a Better Home'.
Available from Sustainable Development Unit, City and County of Swansea 01792 635600

# 12 CRIME PREVENTION

12.1 The council is obliged to encourage design that reduces crime under section 17 of the Crime and Disorder Act. You should consider the following simple and often inexpensive measures to reduce your chances of becoming a victim of crime.

**KEY DESIGN PRINCIPLES**

12.2 Put yourself in the position of a burglar. Is your house an easy target? What can you do to make your home more secure?

12.3 If a burglar or thief thinks they can be seen they are less likely to commit a crime so provide good natural surveillance from your home onto the street, your gardens and driveways. This can be achieved by the careful positioning of windows.

12.4 Where possible ensure that you can view your parking area from your house.

12.5 Movement sensitive lighting on your property will deter burglars and will also make it safer for you. Such lighting should be sensitively located with suitable timing devices to avoid unnecessary lighting pollution.

12.6 Boundary enclosures should be used to secure the most vulnerable parts of the house, usually at the rear where there is no natural surveillance from the street. Low boundaries at the front give maximum visibility whilst side entrances should be lockable. Attractive high quality, robust materials will be required where enclosures are visible from the street or parking areas and it will not be acceptable to create blank, unsightly structures that would detract from the character of the area or in some cases reinforce negative perceptions of an area.

12.7 Consider fitting a good quality burglar alarm, a proven deterrent.

12.8 Your should ensure that all locks are securely fitted and meet British Security Standards for locks (BS3621), windows (BS7950) and Doors (PAS 24-1).

12.9 More documents on crime prevention are listed at the rear of this guide.

# SUBMITTING YOUR APPLICATION

There are standard requirements for submitting a planning application to ensure that it is clear to the Council, your neighbours and any other people we consult exactly what you want to build. This is essential to be able to properly assess the impact of your proposal on your property, your neighbour's property and the surrounding area. It is also important to be able to verify that what you build is what you have permission for.

This section outlines what information must accompany all householder planning applications and what additional information would help the Council in its consideration of the application. Separate guidance notes are sent out with all planning application forms to illustrate the information required.

It is helpful to indicate key dimensions, to help avoid any confusion especially where plans are viewed online.

### Location plan

- Scale 1:1250 preferably and no smaller than 1:2500. Ordnance Survey extracts are preferred.
- Including a North point
- Outline the application site in red line, and indicate any adjoining land owned or controlled by the applicant with a blue line
- Show the application property in relation to all adjoining properties and the immediate surrounding area, including roads
- Show vehicular access to a highway if the site does not adjoin a highway

### Details of existing site layout - block plan

- Scale, typically 1:200 or appropriate scale to ascertain required level of detail
- North point, date and number on plans
- Show all of the existing house in plan form including the position of any existing outbuildings, garages, significant trees, driveways, parking areas and other notable features
- The existing boundary treatment to the site and if possible the position of the nearest neighbouring properties.

### Details of proposed site layout

- Scale, typically 1:200
- North point, date and number on plans
- Show proposals in the context of adjacent buildings
- Show the siting of any new building or extension, vehicular/pedestrian access, changes in levels, landscape proposals, including trees to be removed, new planting, new or altered boundary walls and fences, and new hard-surfaced open spaces
- Car parking spaces and/or garage space must be shown on submitted drawings.
- Details are to include existing and proposed parking facilities even if not affected by the building works.

### Floor plans

- Scale 1:50 or 1:100
- In the case of an extension, show the floor layout of the existing building to indicate the relationship between the two, clearly indicating new work
- Show floor plans in the context of adjacent buildings, where appropriate
- In the case of minor applications it may be appropriate to combine the layout and floor plan (unless any demolition is involved)
- Include a roof plan where necessary to show a complex roof or alteration to one

### Elevations

- Scale 1:50 or 1:100 (consistent with floor plans)
- Show every elevation of a new building or extension
- For an extension or alteration, clearly distinguish
- existing and proposed elevations
- Include details of material and external appearance
- Show elevations in the context of adjacent buildings. Street scene sketches will be particularly important where an extension to a semi-detached or terraced property is proposed.

### Cross Sections

- Scale 1:50 / 1:100, where appropriate.

### Supporting Information

- Listed building statement (in accordance with paragraph 69 of circular 61/97)
- Conservation area statement (where relevant)
- Although design statements are not compulsory for householder developments, they can be a useful tool for explaining complex/ innovative/ contemporary schemes.
- Use of photomontages, artist's impressions and / or CAD visualisations to illustrate schemes.
- 3D built models are valuable on major schemes to help show massing and relationship between buildings.

# FURTHER READING

**The following are available in hard copy format or online from the Welsh Assembly Government or Department for Communities and Local Government (DCLG):**

- Welsh Assembly Government, 2002, Planning Policy Wales
- Welsh Assembly Government, 2002, TAN 8 Planning for Renewable Energy
- Welsh Assembly Government, 2002, TAN 12 Design
- Welsh Assembly Government, 2003, Householder Guide
- Welsh Assembly Government, 2004, Sustainable Development Action Plan
- Building Regulations - Explanatory booklet
- Planning Permission - A Guide for Business
- A Householder's Planning Guide for the Installation of Satellite Television Dishes
- Local Plans and Unitary Development Plans
- Outdoor Advertisements and Signs - A Guide for Advertisers
- The Party Wall Etc Act 1996: explanatory booklet
- Protected Trees - A Guide to Tree Preservation Procedures

**These more detailed publications may be helpful to some readers:**

- BRE, 2000, The Green Guide to Housing Specification
- Building Research Establishment "Site Layout Planning for Daylight and Sunlight" BR209
- BREEAM (BRE Environmental Assessment Method) - www.breeam.org
- British Standards Institute BS8300, 'Access for Disabled People'
- CABE, 2006, Design Statements - How to read, write and use them
- CABE/DCfW, 2004, Creating Excellent Buildings
- City and County of Swansea, 2006, How to create a better home: A resident's guide
- City and County of Swansea, 2007, Sustainable Developers Guide
- City and County of Swansea, 2005, Unitary Development Plan 2001-2016
- City and County of Swansea, 2006, Gower Area of Outstanding Natural Beauty Management Plan
- City and County of Swansea, Lighting Guide for the Gower Area of Outstanding Natural Beauty
- City and County of Swansea, Gower Area of Outstanding Natural Beauty Design Guide (proposed)
- City and County of Swansea Parking Guidelines by Land Use
- Crime and Disorder Act 1998, Section 17
- Considerate Constructors Scheme - www.ccscheme.org.uk
- DETR, 2000, By Design
- DETR GPG287, The Design Team's Guide to Environmentally Smart Buildings
- Disability Rights Commission - www.drc.org.uk
- Designing for Accessibility, Centre for Accessible Environments - www.cae.org.uk
- DoE/Countryside Commission, "Lighting in the Countryside: Towards good practice"
- DTLR/CABE, 2001, Better Places to Live
- Evans et al November 1998 - The Long Term Costs of Owning and Using Buildings, The Royal Academy of Engineering
- ODPM 2004, Safer Places - The Planning System and Crime Prevention
- Planning Officers Society for Wales, Model Design Guide for Householder Development, 2005
- Sustainable Buildings: Benefits for occupiers, BRE Information paper

# CONTACTS

## CITY AND COUNTY OF SWANSEA CONTACTS

www.swansea.gov.uk

**Planning Applications Section**
Tel: (01792) 635745
Email: planning@swansea.gov.uk

**Building Control**
Tel: (01792) 635636
E-mail: bcon@swansea.gov.uk

**Nature Conservation**
Tel: (01792) 635784
E-mail : nature.conservation@swansea.gov.uk

**Gower Area of Outstanding Natural Beauty**
Tel: (01792) 635094 / 635741
E mail: GowerAONB@swansea.gov.uk

**Conservation and Listed Buildings**
Tel: (01792) 635091
Email: planning@swansea.gov.uk

**Trees**
Tel: (01792) 635724
Email: planning@swansea.gov.uk

**Transportation**
Tel: (01792) 636337 / 636341
E-mail: transportation@swansea.gov.uk

**Sustainable Development Unit**
Tel: (01792) 635600
Email: tanya.nash@swansea.gov.uk

## GENERAL CONTACTS

**Architecture Centre Network**
The Architecture Centre Network (ACN) coordinates supports and advances the work of architecture and related centres. ACN seek to secure greater knowledge, access, participation and influence at all levels, in the creation of an excellent built environment for all.

www.architecturecentre.net

**Building for Life**
'Building for Life' brings together the best designers and creative thinkers to champion quality in the design of new homes.

www.buildingforlife.org

**Cadw**
Cadw is the historic environment agency within the Welsh Assembly Government with responsibility for protecting, conserving, and promoting an appreciation of the historic environment of Wales.

www.cadw.wales.gov.uk

Plas Carew
Unit 5/7, CefnCoed,
Parc Nantgarw,
Cardiff,
CF15 7QQ
Tel: 01443 33 6000

**Centre for Alternative Technology,**
An environmental charity aiming to 'inspire, inform, and enable' people to live more sustainably. Key areas of work are renewable energy, environmental building and energy efficiency.

www.cat.org.uk

Centre for Alternative Technology,
Machynlleth,
Powys,
SY20 9AZ, UK
Tel: 01654 705950

**Civic Trust Wales**
Civic Trust Wales promotes civic pride as a means to improving the quality of life for all in the places where they live and work, and encourages community action, good design, sustainable development and respect for the built environment amongst people of all ages

www.civictrustwales.org

3rd Floor Empire House,
Mount Stuart Square,
Cardiff
CF10 5FN
Tel: 02920 484606

**Countryside Council for Wales**
The Countryside Council for Wales is the Government's statutory adviser on sustaining natural beauty, wildlife and the opportunity for outdoor enjoyment in Wales and its inshore waters.

www.ccw.gov.uk

Tel: 0845 1306229
email:Enquiries@ccw.gov.uk

**Design Commission for Wales**
DCfW's mission is to champion high standards of architecture, landscape and urban design in Wales, promoting wider understanding of the importance of good quality in the built environment, supporting skill building, encouraging social inclusion and sustainable development.

www.dcfw.org

4th Floor, Building Two,
Caspian Point,
Caspian Way,
Cardiff Bay
CF10 4DQ

**Department for Communities and Local Government**
Useful website for UK Government planning information

www.communities.gov.uk

**Energy Saving Trust**
Free and impartial advice which may be helpful to homeowners

www.energysavingtrust.org.uk

Tel: 029 2046 8340

**Landscape Institute**
The Landscape Institute is the Chartered Institute in the UK for Landscape Architects, incorporating designers, managers and scientists, concerned with enhancing and conserving the environment.

www.l-i.org.uk

33 Great Portland Street,
London
W1W 8QG
Tel: 020 7299 4500
Email: mail@l-i.org.uk

**National Assembly for Wales**
Official information on the Welsh Assembly Government, its members and functions including planning and design.

www.wales.gov.uk

**Planning Portal**
The UK Government gateway to planning information provides information on plans, appeals, applications, contact details and research areas.

www.planningportal.gov.uk

**RICS Wales**
Royal Institute of Chartered Surveyors

www.rics.org/Wales

Tel: 0870 333 1600

email: contactrics@rics.org.uk

**Royal Town Planning Institute Wales**

www.rtpi.org.uk/rtpi_cymru/

PO BOX 2465
Cardiff

**RSAW**
The Royal Society of Architects in Wales (RSAW) is constituted as the regional organisation of the Royal Institute of British Architects (RIBA) in Wales.

www.riba.org/go/RIBA/About/RSAW_265.html

Bute Building,
King Edward VII Avenue,
Cathays Park,
Cardiff CF10 3NB
Tel: 029 2087 4753

# APPENDIX 1: CONSULTATION

**Public and stakeholder consultation**

The public and stakeholder consultation exercise on the draft Design Guide for Householder Development ran for six weeks from the 11th January 2008 to 22nd February 2008.

Publicity included:

- feature in Swansea Leader (Jan 2008);
- press release featured in Swansea Evening Post on 21st January;
- A3 size bilingual poster displayed in the main reception at Civic Centre and Guildhall;
- A3 size bilingual poster sent to all libraries in the City and County of Swansea for display;
- Downloadable document posted in Planning section of Council web site;
- Link to downloadable document posted on the front page of the public website under the 'Have your say' section for the full six week consultation period.

Consultation on the draft
HOUSEHOLDER DESIGN GUIDE
is now underway!

*'Helping to raise the quality of householder development'*

The City and County of Swansea has produced a design guide to help householders and their representatives when preparing a planning application for an extension or alteration to their property. The guide advises householders how to look at the character of their house, therelationship to neighbouring properties and the overall street character as a starting point for any changes. The aim is to raise the quality of householder development and to speed up and simplify the planning application process.

**This is your opportunity to comment on the guide**

Copies of the document are now available to view at:
- The Planning Reception, The Guildhall, Swansea
- Main Reception, County Hall, Swansea
- All public libraries in the City and County of Swansea

Copies can be downloaded from www.swansea.gov.uk/householderdesignguide or contact the Urban Design Section , Planning Services on 01792 635794.

The closing date for comments is the **22nd February 2008.**

Mae'r ymgynghoriad ar gopi drafft y
CANLLAW DYLUNIO I BRESWYLWYR
bellach ar waith!

*'Yn helpu i godi safon datblygiadau preswyl'*

Mae Dinas a Sir Abertawe wedi cynhyrchu canllaw dylunio gyda'n bwriad o gynorthwyo preswylwyr a'u cynrychiolwyr wrth baratoi ceisiadau am ganiatâd cynllunio ar gyfer estyn neu newid eu cartrefi. Mae'r canllaw'n helpu preswylwyr i edrych ar gymeriad eu ty, y berthynas ag adeiladau cyfagos a chymeriad cyffredinol y stryd fel man cychwyn ar gyfer unrhyw newidiadau. Y bwriad yw gwella safon datblygu tai a chyflymu a symleiddio'r broses gwneud cais am ganiatâd cynllunio.

**Dyma'ch cyfle i fynegi barn ar y canllaw**

Mae copiau o'r ddogfen beilach ar gael i'w gweld yn y mannau canlynol:
- Derbynfa'r Adran Cynllunio, Neuadd y Ddinas, Abertawe
- Prif Ddderbynfa, Neuadd y Sir, Abertawe
- Holl lyfrgelloedd cyhoeddus Dinas a Sir Abertawe

Gallwch hefyd lawrlwytho copi o www.swansea.gov.uk/householderdesignguide neu ffonio'ch yr Adran Dylunio Dinesig ar 01792 635794.

Y dyddiad cau ar gyfer derbyn sylwadau yw **22 Chwefror 2008.**

CITY AND COUNTY OF SWANSEA - DINAS A SIR ABERTAWE

FIGURE 46: Consultation poster

During the consultation period, the draft design guide was available for inspection at Civic Centre, at the Guildhall and all Libraries through out the City and County of Swansea.

The Draft Design guide was sent to the following individuals, groups and organisations for comment:

- Welsh Assembly Government,
- Design Commission for Wales,
- Cadw,
- Civic Trust Wales,
- Royal Society of Architects Wales,
- Royal Institute of Chartered Surveyors Wales,
- Royal Town Planning Institute Wales,
- Chartered Institute of Architectural Technologists,
- Agents who regularly submit householder planning applications,
- All Community Councils,
- Swansea Civic Society,
- Gower Civic Society.

In response to the publicity a further 11 requests for the draft document were received. Additionally there were 485 hits on the Draft Design Guide for Householder Development page of the Council web site and copies of the consultation document were downloaded.

## Comments received

A total of 18 responses were received from:

- Agents;
- Community Councils;
- Amenity societies;
- Members of the public; and
- Council Officers.

There were no significant objections and in general terms, 8 of the respondents expressed very positive support for Design Guide. All the respondents raised a number of detailed points, which included:

- What is good design?
- The design guide is biased to urban areas
- What about detailed design?
- Queries about the theory and application of the 45 degree rule
- Queries about the required separation distances when buildings are at different levels
- Need for more clarity regarding setting back extensions and setting down ridges to ensure emphasis remains on original dwelling
- Lack of guidance relating to bungalows
- Need for minimum dimensions for dormers
- Lack of information on retaining walls

Key changes recommended in response to the comments made include:

- Definition of 'good design' inserted
- Clarification that the design guide relates to all parts of the City and County – rural, suburban and urban
- New section on the importance detailed design elements
- More information on the reasoning behind the 45 degree rule and its application
- Refinement of information regarding separation distances for buildings at different levels
- Introduction of minimum requirements for side extensions to be set back from the front elevation and down from the ridge.
- Emphasis on section with guidance relevant to bungalows
- Additional guidance and minimum requirements for dormer windows and dormer extensions
- New section on retaining walls

Full details of the comments made and Council's responses are available on request.

# APPENDIX 2: UDP POLICIES

## Policy EV1—Design

**New development shall accord with the following objectives of good design:**

**i. Be appropriate to its local context in terms of scale, height, massing, elevational treatment, materials and detailing, layout, form, mix and density,**

**ii. Integrate effectively with adjacent spaces and the public realm to create good quality townscape,**

**iii. Not result in a significant detrimental impact on local amenity in terms of visual impact, loss of light or privacy, disturbance and traffic movements,**

**iv. Incorporate a good standard of landscape design,**

**v. Sensitively relate to existing development patterns and seek to protect natural heritage and the historic and cultural environment, not only on-site, but in terms of potential impact on neighbouring areas of importance,**

**and, where appropriate:**

**vi. Foster 'inclusive design' by ensuring the development allows access for the widest range of people possible,**

**vii. Support an integrated transport system,**

**viii. Contribute to the creation of new, and the improvement of existing, spaces and an enhancement of the general street scene,**

**ix. Promote resource efficient and adaptable buildings and layouts using sustainable design and construction techniques including the re-use and recycling of construction and demolition waste on site, and energy and water efficiency measures,**

**x. Provide a safe environment by addressing issues of security, crime prevention, and the fear of crime in the design of buildings and the space and routes around them,**

**xi. Have regard to the desirability of preserving the setting of any listed building.**

**Design statements will be required in support of planning applications which have design implications including applications for new or extended buildings and infrastructure and changes to landscape appearance and/or those involving sensitive sites and locations.**

## Policy EV2—Siting

**The siting of new development should give preference to the use of previously developed land over greenfield sites and must have regard to the physical character and topography of the site and its surroundings by:**

**i. Avoiding locations that would have a significant adverse impact on prominent buildings, landscapes, open spaces and the general locality, including loss of visual amenity,**

**ii. Effectively integrating with the landscape, seascape or coastline by utilising topography to integrate into the contours of the site and avoiding conspicuous locations on *prominent skylines* and ridges,**

**iii. Retaining important views into and out of the site,**

**iv. Taking into account and where possible retaining site features including existing buildings, topography, landscape, archaeological and water features, trees and hedgerows,**

**and, where appropriate:**

**v. Undertaking, at the earliest opportunity, an assessment of species and habitats on site and, where planning permission is granted, implementing any necessary mitigation measures,**

**vi. Avoiding detrimental effects on the historic environment.**

**vii. Locating near transport nodes to encourage an integrated transport system,**

**viii. Not prejudicing the viability and function of any agricultural land adjoining the site,**

**ix. Determining whether the proposal would be at risk from flooding, increase flood risk off-site, or create additional water run-off,**

**x. Having due regard to the implications of the development for infrastructure and services**

**xi. Integrating with existing community facilities,**

**xii. Utilising landscape and topography to maximise energy efficiency,**

**xiii. Having full regard to existing adjacent developments and the possible impact of environmental pollution from those developments, as well as the creation of any environmental pollution to the detriment of neighbouring occupiers (including light, air and noise),**

**xiv. Identifying the location of any hazardous installations in the area and development that would be at risk from, or prejudice the operational use of, hazardous installations, and**

**xv. Identifying and fully addressing issues of contamination and land instability.**

**Policy HC7—RESIDENTIAL EXTENSIONS AND ALTERATIONS**

**Proposals for extensions and alterations to existing residential dwellings will be assessed in terms of:**

**i. Relationship to the existing dwelling by virtue of size, design and materials,**

**ii. Impact on the character and appearance of the street scene,**

**iii. Affect on neighbouring properties with particular reference to physical impact, over shadowing/loss of light and privacy, and**

**iv. Impact on car parking.**

Other policies in the UDP may also be relevant to some developments, and it is therefore important that this design guide should be read in conjunction with all the relevant policies of the Development Plan.

# GLOSSARY

| | |
|---|---|
| **Amenity** | Quality of life enjoyed by neighbours/occupiers |
| **Amenity space** | Areas of spaces surrounding your property including gardens, decked areas and balconies |
| **Building line** | The line created by the frontages of buildings in a street - terraced houses have a very strong building line |
| **Curtilage** | The land surrounding and belonging to a house |
| **Dwelling** | A term used in planning to describe a house, bungalow or flat |
| **Detached** | Free-standing house that is not attached to any other dwelling |
| **Dormer Extension** | Vertical wall projecting out of roof slope often with windows |
| **Dormer Window** | Window in the roof with a pitched or flat top |
| **Eaves** | The lowest edge of the roof that projects over the top of a wall |
| **Elevation** | A term used in planning to describe the external walls of a house |
| **Fenestration** | A term used to the describe the pattern or arrangement of windows |
| **Gable** | A wall, usually with a triangular section found at the ends of a pitched roof |
| **Habitable room** | Includes living rooms, dining rooms, studies, kitchens and bedrooms but not bathrooms, toilets, dressing rooms or hallways |
| **Hipped roof** | A roof generally with four sloping planes each sloping to the eaves with no gables |
| **Ridge or Ridgeline** | Generally the highest part of a roof where the slopes meet |
| **Roof light** | A window inserted in the roof that lays flush with the roof plane |
| **Roof plane** | The slope of a roof |
| **Semi-detached** | A pair of dwellings that when read as one are a mirror image of one another. |
| **Storey** | A term used to describe a level or floor in a building |
| **Terraced** | A row of houses usually of the same scale and design |
| **Pitched roof** | A roof with two sloping sides that meet at a ridge, with gables at either end |

**For more information please contact:**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