

Appendix A CONSULTATION DRAFT

PLACEMAKING GUIDANCE FOR HOUSEHOLDER DEVELOPMENT

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Preface

This **Supplementary Planning Guidance (SPG)** provides information, guidance and practical examples to complement the Council's adopted **Swansea Local Development Plan (LDP)**, including the following key LDP policy:

PS 2: PLACEMAKING AND PLACE MANAGEMENT

The draft SPG will be subject to a minimum 6 week consultation process. **Any interested individual or organization is invited to submit comments on this consultation draft version of the SPG during the public consultation period.** Further details regarding the consultation, including information on key dates and how comments can be submitted, are available on the Council's website at www.swansea.gov.uk/spg

NB: Words shown in *italics* within the document are defined in the Glossary (Appendix 1)

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1.0 Introduction

Aims and Purpose

- 1.1 The primary aim of this document is to set out clear and consistent guidance on matters relating to Placemaking, Heritage and Design for all types of Householder development. By adhering to the Guidance, applicants will be able to carry out householder development in a manner that respects the character of the local neighbourhood, enhances the sense of place of an area, and also protect the rights and wellbeing of neighbours. This will allow householders to remain within their communities and adapt their homes to meet their changing needs over time.
- 1.2 The document (hereafter referred to as 'The Guidance') provides Supplementary Planning Guidance (SPG) in support of planning policies in the adopted Swansea Local Development Plan (LDP). The Guidance will be an important material consideration in the determination of planning proposals submitted to the Local Planning Authority, including at pre-application and planning application stages.
- 1.3 The Guidance should be used for all types of householder development undertaken to domestic properties within the Swansea administrative area. The Guidance applies to householders considering extensions or alterations to their house or garden where the work involved will require planning permission. In addition, its principles are also relevant to works that do not require planning permission but that can have a bearing on amenity and streetscene. The Guidance relates to

domestic properties in all parts of Swansea, ranging from the most dense and urbanised areas of the city, to the wide array of suburbs, towns, key villages and sparsely populated rural areas that are also characteristic of the County.

- 1.4 The overarching purpose of the Guidance is to facilitate the placemaking aspirations of the Council and achieve its key objective of significantly raising standards of design across the County. The Guidance provides a framework to ensure that decision making on development proposals affecting domestic properties is guided by relevant placemaking and design principles, and that applicants are fully aware of the approach required to ensure their proposals accord with the requirements of national and local policy.
- 1.5 The SPG outlines the key issues that need to be considered in order to ensure proposals comply with local and national planning policy in relation to placemaking, heritage and design, and confirms the information required when submitting a planning application. Following the Guidance will therefore help avoid unnecessary delays when seeking planning permission, and provide more objectivity, certainty and consistency in decision making.

Importance of Placemaking & Good Design

- 1.6 Placemaking principles are at the heart of the Council's strategic planning agenda and similarly is a fundamental facet of its approach to development management. In its simplest form, placemaking is a 'people centred' approach to the planning, design and management of places and spaces. It seeks to create buildings and areas within which people would desire to live, work and spend recreational time. The importance of Placemaking has been embraced as a cornerstone of the national planning agenda in Wales and the sustainable development objectives which underpin it.
- 1.7 All new development can contribute in some form to the making of places, and influence how that place will be experienced and enjoyed (i.e. its 'sense of place'), which will stand as a legacy for future generations of occupants and visitors. This Guidance, and the LDP policies that it augments, promotes that a holistic Placemaking and Place Management approach should be applied in all areas and at a range of scales, in order to create a genuine sustainable legacy in accordance with the Well-being of Future Generations (Wales) Act 2015 (WCFG Act). Crucially, creating successful places, or achieving positive changes in existing places, requires a holistic approach that brings together a number of different disciplines.

National and Local Context

- 1.8 At the national level, Planning Policy Wales (PPW, para 2.1.1-2.1.2) sets out the overarching national principles relating to planning and placemaking. These principles underpin the formation of local planning policies and inform individual decisions on development proposals. PPW states that planning decisions must seek to promote sustainable development and support the well-being of people and communities across Wales. It requires that this be done by addressing seven well-being goals, one of which is to foster Cohesive Communities, emphasising the importance of appropriate combinations of land uses. PPW makes clear that placemaking and sustainable development principles are essential to development at all scales.
- 1.9 The holistic approach to placemaking and place management as set out in national policy, guidance and advice is aligned with and promoted in the adopted Swansea LDP. The LDP is the overarching local planning policy document and provides the statutory local policy framework against which all planning applications submitted within the County must be determined. LDP Policies emphatically embed the principle of development being required to create quality places and spaces. They emphasise that all new development, however small, has the potential to contribute in a positive and meaningful way to how a place will be experienced and enjoyed.
- 1.10 LDP Policy PS2 in particular requires that development creates quality places by encouraging an approach of understanding and responding to the context and character of the application site. It highlights that consideration must be given to not just the building but also the space a/round it. Policy PS 2 provides the yardstick against which the effects of an application will be measured. It

guides consideration of possible effects on cultural heritage, natural environment, public amenity, health and wellbeing, parking, landscaping, accessibility and transport.

Policy PS 2 specifically requires that:

“Development should enhance the quality of places and spaces and respond positively to aspects of local context and character that contribute to a sense of place”

1.11 This SPG provides supporting guidance and information for a number of LDP policies, which includes, but is not exclusive to:

- PS 2: Placemaking and Place Management
- ER 1: Climate Change
- ER 2: Strategic Green Infrastructure Network
- ER 4: Gower AONB of Outstanding Natural Beauty (AONB)
- ER 8: Habitats and Species
- ER 9: Ecological Networks and Features of Importance for Biodiversity
- ER 11: Trees, Hedgerows and Development
- CV 4: Conversion of Rural Buildings
- HC 2: Preservation or Enhancement of Buildings and Features
- H 8: Ancillary Residential Accommodation
- EU 2: Renewable and Low Carbon Energy in New Development
- RP 4: Water Pollution and the Protection of Water Resources
- SI 1: Health and Well-Being
- SI 8: Community Safety
- T 8: Parking

1.12 In recognition of this, the Guidance highlights that well-designed residential extensions and alterations can accord with the requirements of PS2, and make an important contribution to sustainable communities.

1.13 The guide can help to ensure householders are able to remain within their communities and adapt their homes to meet changing needs over time in a manner which respects the character of the local neighbourhood whilst also seeking to protect the rights and well-being of neighbours.

1.14 Other LDP policies not referenced in the preceding list may also be relevant to some householder developments, and it is therefore important that the Guidance be read in conjunction with all the relevant policies of the adopted Development Plan.

1.15 This Guidance forms part of a suite of SPGs that provide Placemaking, Heritage and Design Guidance for development in Swansea, which includes:

- Placemaking Guidance for Householder Development;
- Placemaking Guidance for Infill & Backland Development;
- Placemaking Guidance for Residential Developments; and
- Placemaking Guidance for Gower AONB.

1.16 The Swansea LDP is also supported by a range of other SPG that are material considerations for decision making on planning applications. This includes, but are not exclusive to, the following:

- The Protection of Trees
- Green Infrastructure
- Biodiversity

1.7 When making an application you will need to demonstrate how your proposals meet the requirements of the full range of policy and guidance used by the Council.

Document Structure and User Guide

- 1.18 The core part of this guidance explains the various detailed placemaking, heritage and design issues that you must consider when preparing your application. When using the Design Guide you should first read the 'Overarching Placemaking Requirements' in Section 3.0, which includes advice on the 'Key Principles of Placemaking' as well as advice on 'Protecting Amenity'. Section 3.0 also offers guidance on how to incorporate the necessary Biodiversity, Green Infrastructure (GI), Sustainable Drainage Systems (SuDS) enhancements into proposals.
- 1.19 It is only after considering these overarching principles that you should then read through the specific design guidance notes that are relevant to your proposals, as set out in Section 4.0 'Guidance for Types of Householder Development'.
- 1.20 A Flow Chart summarising how applicants should use the Guidance is shown over page.
- 1.21 The Guidance sets minimum requirements where appropriate and outlines the design issues which need to be considered on a case by case basis.

1. Start from the Local Planning Policy Context

The Swansea Local Development Plan (LDP)

2. Preparing your Development Proposal

Planning Permission
Pre-application Advice
Seeking Professional Design Advice
Seek Ecological Advice (where appropriate)
Speaking to your Neighbours
Submitting a valid Planning Application

3. Overarching Placemaking Requirements

Placemaking Principles
Biodiversity Gain & Enhancement
Green Infrastructure
Sustainable Drainage Systems
Protecting Amenity
Understanding Your House and Local Area
Respecting Context & Character

4. Select Relevant Design Guidance Notes

A—Extending your Detached House
B—Extending your Semi-detached House
C—Extending your Terraced House
D—Extending your Bungalow
E—Annexes & Ancillary Accommodation
F—Dormers & Roof Extensions
G—Enhancement Schemes
H—Raised Surfaces, Balconies & Retaining Walls
I—Domestic Garages & Outbuildings
J—Access & Parking
K—Boundary Treatments
L—Trees & Other Vegetation

2.0 Preparing your Development Proposal

STEP 1: Communicate with the Local Planning Authority

Pre-Application Advice

- 2.1 The Guidance provided by this document will enable you to prepare the submission of a planning application. However, pre-application advice from the Council can assist in improving the quality of development and help to speed up the determination of the subsequent planning application. You are therefore strongly encouraged to submit a pre-application package for consideration, particularly for sensitive sites and developments. Unacceptable proposals which have not been through pre-application are likely to be refused without negotiation.
- 2.2 There is a charge for pre-application advice, however this is significantly less than for a full planning application and will help you to determine what changes need to be made to make your application successful. You will be expected to provide some information including at least some sketch proposals for consideration to ensure your time and our time is effectively and efficiently used. In order to make the best use of Council resources and enable the authority to provide meaningful advice, the more detail provided at this stage will result in a comprehensive response.
- 2.3 You may also need ecological advice. See also the Biodiversity SPG for additional information and survey checklists.

Planning Permission

- 2.4 For information on what works require planning permission, as well as a general overview of the typical works to houses, please see the Planning Portal website which gives information on a range of proposals to alter or extend your house:
[\(\[https://www.planningportal.co.uk/wales/en/info/2/do_you_need_permission\]\(https://www.planningportal.co.uk/wales/en/info/2/do_you_need_permission\)\)](https://www.planningportal.co.uk/wales/en/info/2/do_you_need_permission)
- 2.5 Some minor categories of householder development for alterations, extensions or new outbuildings do not require planning permission because of Permitted Development (PD) Rights allowed under national planning legislation. You are however 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 these have been 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 for extensions or alterations under Part 1 of GPDO (as amended). You are advised to check the Welsh Government website page: *Planning permission: permitted development rights for householders* which can be found at:
[\(<https://gov.wales/planning-permission-permitted-development-rights-householders>\)](https://gov.wales/planning-permission-permitted-development-rights-householders)

- 2.6 If your works affect a tree in a conservation area, 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 such trees may require additional consents (see page 12).

Building Regulations Approval

- 2.7 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. Building Inspector recommendations (e.g. demolition) should be checked with the Development Management Section – especially on Listed Buildings or in Conservation Areas.

Protected Species

- 2.8 Dwellings may hold roosts of bats which are protected by law. Natural Resources Wales (NRW) must be notified of any proposed action which is likely to disturb bats or their roosts. 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 and hedgehogs are also a statutory protected species. The Biodiversity SPG contains detailed guidance on protected species and householder development to support LDP Policies ER 8 & ER 9.
- 2.9 Any works which disturb protected species must only be undertaken once the necessary permissions or licences have been obtained. This applies to all works whether or not these require planning permission or other types of consent. Permitted development works also fall under the requirements of protected species licences and you may be subject to Enforcement Action and prosecutions in the Courts if any works are carried out without obtaining the necessary permissions/licences. As a result you may have to put things right later at considerable inconvenience and cost to yourself.

Other Permissions

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

Listed Building Consent:

- 2.10 If your property has a special historic and/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. These applications must be accompanied by a Heritage Impact Assessment (HIA).

Conservation Area Consent:

- 2.11 There are less PD Rights if your property is within a conservation area (Article 1(5) Land). If your property is within a conservation area and you are considering partial or total demolition of any structure over 115m³ or any boundary walls over a particular height, then you will require Conservation Area Consent (CAC). 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 area. These applications must be accompanied by a Heritage Impact Assessment (HIA).

Gower Area of Outstanding Natural Beauty:

- 2.12 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. 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. Applications in the AONB area should also follow the guidance set out in the Gower AONB Design Guide SPG which supports the requirements of Policy ER 4.

Protected Trees:

- 2.13 Some trees which are important to local amenity are protected by Tree Preservation Orders (TPO) set by the Council. Similarly trees within conservation areas are also protected and any works to these will also need permission. If your site lies within a conservation area, or a tree covered by a TPO is on, or adjacent to, your property, then it will need to be accurately plotted on the site plan submitted with your planning application. Any proposed works to protected trees requires the submission of a tree works application. Unauthorised works to protected trees is a criminal offence. Trees may provide habitats for protected species, such as birds and bats. Ecological advice should be sought. Applications affecting trees should also refer to Trees in Developments SPG which supports Policy ER 11.

Highways

- 2.14 Please note that planning permission is not consent to work on the highway. You should therefore engage with the Highways Team at the earliest opportunity to discuss any required supporting information and advice of the necessary legal agreements required.

STEP 2: Seek Professional Placemaking & Design Advice

Find Professional Advice

- 2.15 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 for planning and construction processes. The Chartered Institute of Ecology and Environmental Management (CIEEM) also provide advice and a list of registered practices and suitably qualified ecologists. See also the Biodiversity SPG.

Preparing a Brief for your Designer

- 2.16 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. An important part of your brief should be for your designer to follow the recommendations of this guide.

STEP 3: Speak To Your Neighbours

- 2.17 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. You are advised to speak to the Council's 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: <https://www.swansea.gov.uk/bcon>
- 2.18 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

- 2.19 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, see:
<https://www.swansea.gov.uk/makingaplanningapplication>
- 2.20 Guidance is also provided in Section 5.0. Failure to submit the relevant information will significantly slow down the progress of your planning application and could result in it being returned to you without being registered.
- 2.21 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 need to carefully assess your application to see whether it complies with national policy, LDP policy and this guidance. If it is not possible to show how the application follows the relevant policy, it may be refused planning permission.



Creu Lleoedd Cymru
Placemaking Wales

3.0 Overarching Placemaking Requirements

Overview

- 3.1 Appropriate householder development offers the opportunity for extensions and/or modifications to be made to dwellings in a manner that respects the character of the local neighbourhood, enhances the sense of place of an area, and also protect the rights and wellbeing of neighbours. Fundamentally, this enables householders to remain within their communities and adapt their homes to meet their changing needs over time.
- 3.2 **All householder development proposals will be considered having regard to the overarching Placemaking requirements set out in this chapter**, in addition to the relevant guidance contained in Sections A – L.
- 3.3 These overarching requirements are defined under the following headings in the paragraphs below:
- **Key Principles of Placemaking**
 - **Biodiversity Gain and Enhancement**
 - **Green Infrastructure (GI)**
 - **Sustainable Drainage Systems (SuDs)**
 - **Protecting Amenity**
 - **Understanding your House & Local Area**
 - **Respecting Context & Character**

Key Principles of Placemaking

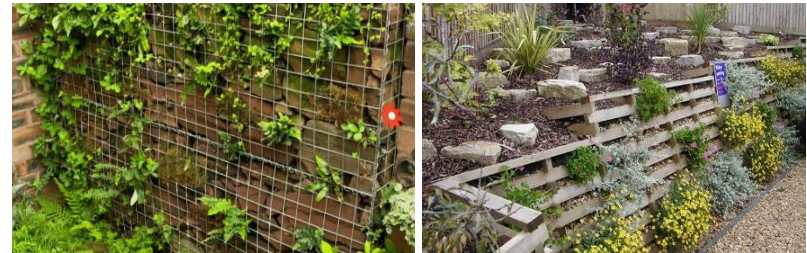
- 3.4 The Council is committed to integrating placemaking principles **at all scales of development**. Placemaking principles are at the heart of the Council’s strategic planning agenda, and similarly, are a fundamental facet of its approach to development management. In its simplest form, placemaking is a ‘people centred’ approach to the planning, design and management of buildings and places.
- 3.5 The importance of *Placemaking* has been embraced as a cornerstone of the national planning agenda in Wales and the sustainable development objectives which underpin it. This is emphasised by the *2020 Placemaking Wales Charter* which steers all those involved in the planning process to think about ‘whole places’ rather than just single development or land use in isolation.
- 3.6 The six principles outlined in the Placemaking Wales Charter cover a range of considerations that contribute to establishing and maintaining good places – **People and Community, Location, Movement, Mix of Uses, Public Realm and Identity**.
- 3.7 These overarching principles are relevant to householder developments in relation to existing dwellings with key aim of allowing homes to be altered for the well-being of the occupants whilst also ensuring neighbourliness. This will help sustain existing communities and enhance existing places.

Biodiversity Gain and Enhancement

- 3.8 Matters relating to biodiversity are key considerations for development **at all scales**. Householder proposals should seek to minimise the impacts upon existing biodiversity, habitats and Green Infrastructure networks as well as introduce measures to enhance such important natural features.
- 3.9 A positive approach which supports improved biodiversity is beneficial in a number of ways including more stable ecosystems, flood management, cleaner air and more pleasant environments. The scale and nature of the proposed works will have variable impacts on biodiversity. It will be necessary to consider on site aspects as well as offsite ecological connectivity.
- 3.10 As set out in Section 6 of the Environment Wales Act the Council will require a net benefit for biodiversity enhancements that are fully integrated into development proposals. Full details of how the Council will apply this approach to the planning decision making process is set out in the Development and Biodiversity SPG. A multidisciplinary approach is strongly advised and design teams should seek early engagement with relevant Council officers to ensure that the appropriate technical reports and surveys are commissioned in good time to avoid unnecessary delays to the project. In the case of ecological features, engagement with the Nature Conservation Team and undertaking of a Preliminary Ecological Appraisal (PEA) is strongly recommended to identify any protected sites, habitats and or species present.
- 3.11 Ecology is covered under separate legislation and it is a criminal offence to cause harm and/or disturbance to protected species and, as such, you are advised to submit a Preliminary Ecological Assessment (PEA) prior to undertaking any works. The Biodiversity

SPG provides a checklist of the types of householder developments that may require species surveys. Please see Appendix 3 for additional detail on Biodiversity.

- 3.12 Householder development proposals should provide biodiversity and habitat enhancement measures such as new opportunities for wildlife in the form of, for example, green roofs/walls, bird nesting boxes, bat roosting features, landscaping to include native hedgerow, trees and wildflower areas, creation of pond or bog gardens, minimise the use of close boarded fencing which reduces permeability/connectivity for biodiversity and maintain existing tree lines and retaining hedgerows.



Living/Green walls provide multiple benefits including habitats and biodiversity enhancements as well as helping to absorb and hold rainwater to help minimise flooding.

Green Infrastructure

3.13 Planning Policy Wales (PPW) 10 places new emphasis on delivering multi-functional benefits within developments through the provision of integrated Green Infrastructure.

3.14 Green Infrastructure (GI) is the term for a network of connected, multi-functional green spaces, other natural and semi-natural features and environmental management systems. These are designed and managed to deliver a wide range of ecosystem services such as water purification, air quality, space for recreation and climate mitigation and adaption. This network of green (Land) and blue (water) spaces can help to provide a natural life support system for people and wildlife, improving environmental conditions and therefore health and quality of life.

3.15 The starting point on every site should be to work within the existing environmental constraints and opportunities, and development proposals will need to consider **GI at all scales**.

- Landscape – i.e. retained landscape and habitat features
- Neighbourhood – i.e. green corridors, wildlife areas
- Local street – i.e. street trees, green verges, SuDS corridors
- Local plot – i.e. hedge boundaries, rain gardens, green roofs

3.16 Householder development will utilise existing street infrastructure and will not generally provide opportunities for street level GI, and so should ensure enhancement measures include **plot level** GI features.

3.17 Gardens contribute to improving green infrastructure at a local level, particularly where these incorporate biodiversity and SuDS enhancement measures.

3.18 From an individual householder perspective, GI will predominately comprise local, 'on plot' features, for example:

- Rain Gardens
- Green Roofs
- Hedge boundaries

See Appendix 4 for further detail on GI features at all scales.



Green roofs can be applied to a number of flat or shallow pitched structures - extensions, sheds, stores and garages or car ports

3.19 It should be noted that some sites may form part of an important green corridor(s) at the landscape scale and may not be suitable for development. Some sites may include GI features which are important at the neighbourhood scale (i.e. boundary trees) and these will need to be retained and incorporated into proposals.

Sustainable Drainage Systems (SuDS)

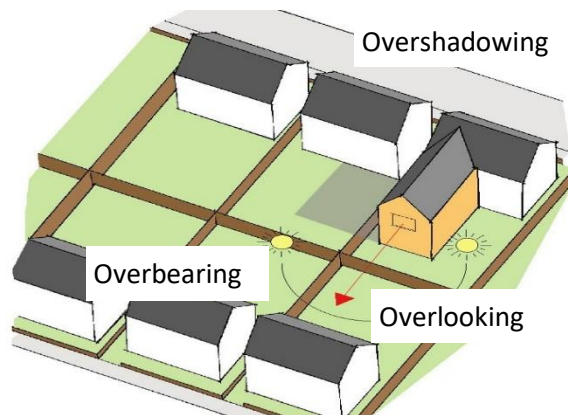
- 3.20 Under legislation in Wales, all new developments of more than 1 dwelling or where the construction area is 100sqm or more, require sustainable drainage systems (SuDs) for surface water.
- 3.21 A vast majority of householder proposals will not meet the above criteria. However, where relevant, the following information is applicable.
- 3.22 The SuDS must be designed and built in accordance with Statutory SuDS Standards published by the Welsh Ministers and SuDS Schemes must be approved by the Local Authority acting in its SuDS Approving Body (SAB) role, before construction work begins.
- 3.23 Even if your works do not require SuDS approval you are encouraged to explore **plot level** SuDS features such as water butts and filter strips in order to minimise the risk of flooding to your property as well the wider street network.
- 3.24 SuDS features typically fall under three categories:
- Source Control – Green roofs, Rain gardens, Permeable surfaces
 - Permeable Conveyance Systems – Swales, French/filter drains
 - Passive Treatment (Pollution) – Retention ponds, Wetlands.
- A comprehensive list of features can be found in Appendix 5.
- 3.25 The type of SuDS features integrated into the development will vary depending on the scale and character of a site.



Plot level features such as a surface level rain garden (left) and infiltration trench (right) can be incorporated into developments

Protecting Amenity

- 3.26 Proposals should not unacceptably impact on the quality of life (usually called 'residential amenity') of the occupants of neighbouring houses and gardens. When determining a householder planning application the amenity of both existing occupiers, and those of any adjoining households must be safeguarded. Any proposal that would fail to protect residential amenity, including failing to provide adequate privacy for the occupiers of existing or proposed buildings, will not be permitted.
- 3.27 Key considerations relating to residential amenity include avoiding overlooking, overshadowing and overbearing impacts. In addition, the impact resulting from access and parking in terms of noise and disturbance must always be considered.



The extension would overlook and overshadow adjacent properties and would be overbearing to the adjoining rear gardens – this is not acceptable

KEY DESIGN PRINCIPLES: AVOID OVERBEARING, OVERSHADOWING AND OVERLOOKING – THE 3 O's

- 3.28 **Avoid Overbearing Impact:** As a general rule, a two-storey extension should not be positioned so close to the boundary adjacent to the garden of a neighbouring property such that it would unacceptably encroach upon the sense of openness and outlook from both their house and garden. Single storey proposals on sloping sites can have similar impacts.
- 3.29 Where a blank two storey wall is proposed close to existing habitable room windows, the minimum separation distance must be 15m. This is to avoid an overbearing impact on the affected habitable room and to ensure adequate natural lighting. If the side wall is at a higher level, and the separation distance should be increased by 2m for every 1m difference in level.

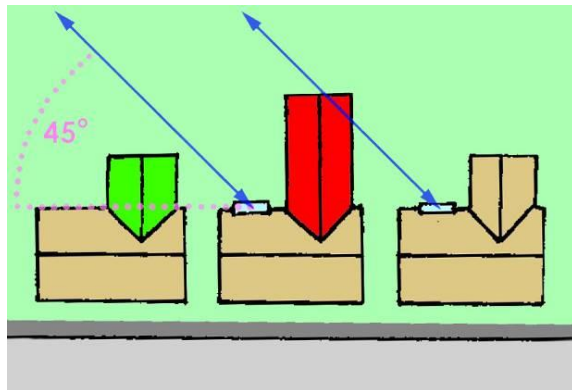


Habitable Room – a room used/intended for sleeping, cooking, living or eating purposes. Rooms/spaces with less frequent/passing use such as bathrooms, toilets, hallways, storage areas, closets, utility rooms etc. are excluded.

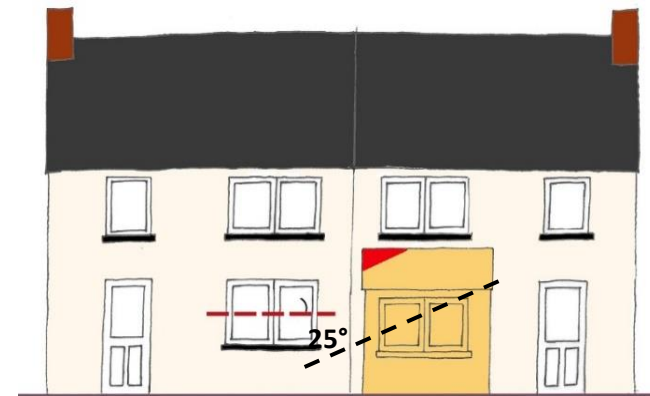
3.30 **Avoid Overshadowing Impact:** It is important that an extension or other householder development does not reduce sunlight and daylight to an unacceptable level in neighbouring houses. It is also important not to cast large shadows over neighbouring houses and gardens. The degree of sunlight and daylight lost and shadow cast will depend on the position of the development relative to the sun and its height and length in relation to existing properties.

3.31 In many streets there is a common rear building line where the houses are all the same depth. If the upper floors of a proposal beyond the rear building line then it may impact negatively on the amenity of adjacent properties. The proposal may result in an overlooking, overbearing and/or overshadowing impacts which may be unacceptable.

3.32 As a guideline 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. Any part of the proposed extension breaches the 45 degree line, then it could potentially result in a loss of daylight/sunlight to the neighbouring house.

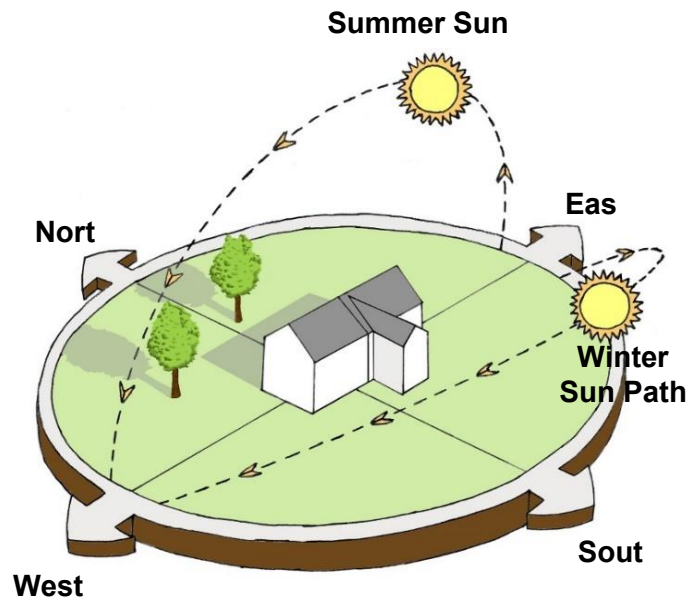


3.33 You should also test the height of your proposed extension against the **25 degree test** in order to assess potential lighting and overbearing impacts. This test is applied as a 25 degree angle taken from the centre point (mid vertical and mid horizontal point) of the window opening of the nearest habitable room in an adjoining property. If the whole of the proposed development falls beneath a line drawn at 25° from the horizontal, then there is unlikely to be a substantial effect on daylight and sunlight.



3.34 Non-compliance with the 45 and 25 degree tests 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. Other factors which will be taken into account include the orientation of the dwellings and any other extensions (south facing elevations receive more sun throughout the day) as well as the presence of other existing buildings, structures and extensions.

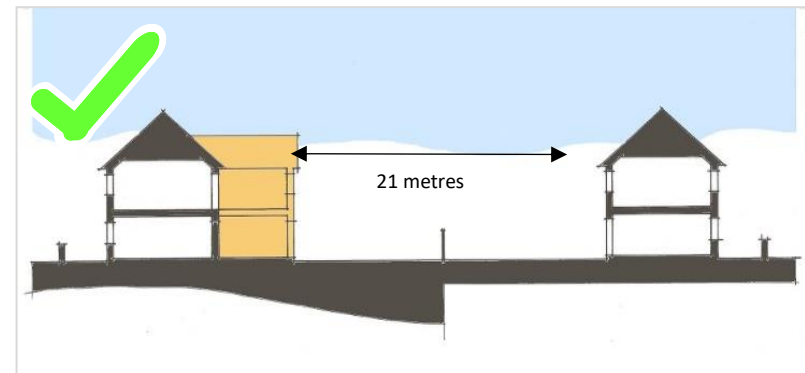
3.35 The following diagram shows the typical summer and winter sun paths across the sky rising from the east and setting in the west. As can be seen southern elevations will receive more sun overall whilst northern ones receive the least. You should consider therefore of the impact of your proposals on your neighbours in terms of building orientations and the path of the sun through the day.



3.36 **Avoid Overlooking Impact:** Proposals should not overlook neighbouring houses or their private gardens to an unacceptable degree. 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 when close to the boundary.

3.37 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 in most instances to prevent an unacceptable degree of overlooking. They also apply to avoid unacceptable overshadowing or overbearing impact.

3.38 Where a proposed habitable room window will directly face an existing habitable room window in a neighbouring property across a private garden area, the separation distance should be **at least 21 metres in 'back-to-back' situation**. A reduced distance may be acceptable where there are no habitable rooms at first floor or above, or the rear elevations of the properties do not directly face one another or are at angle to one another.



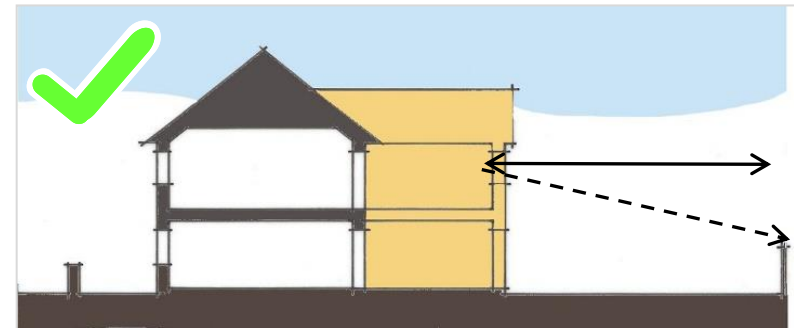
A distance of 21m is required between the windows of two habitable rooms in a 'back-to-back' situation

- 3.39 To avoid an unacceptable impact on habitable rooms and gardens a **12m minimum distance should be maintained between an extension and the side wall of any neighbouring dwelling.** This 'back-to-side' distance must be achieved even if the proposed extension faces a wall with no windows in order to avoid any overbearing impact upon your neighbours.



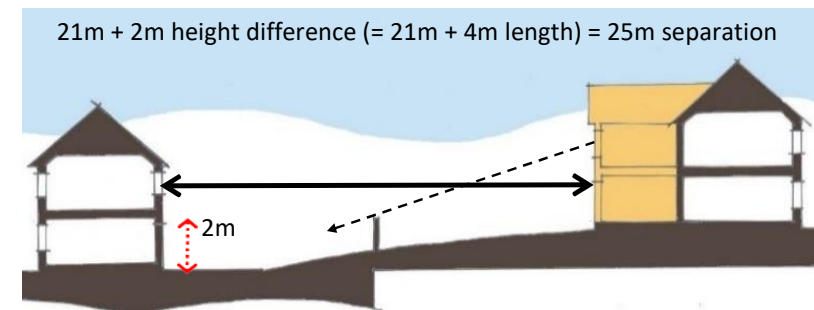
12m separation between an extension and wall with no windows

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



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

- 3.42 If the application property is at a higher level, then the minimum separation distances will need to be increased. As a starting point, **the basic 21m separation distance should be increased by 2m (between windows and garden boundaries as indicated in the preceding paragraphs) for every 1m difference in level.**



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

- 3.43 A reduced separation distance may be acceptable where the landform between the dwellings and boundary treatments provides acceptable screening or within a Conservation Area in order to reflect positive elements of local character. However, this would need to be fully justified in the supporting Design & Access Statement (required for applications within Conservation Areas).
- 3.44 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) for every additional floor proposed.
- 3.45 Where properties are angled to one another, or where the landform or boundary treatments provide suitable screening, there may be instances where reduced separation distances will be considered.
- 3.46 Shorter separation distances between properties will generally be acceptable for single storey proposals depending on the site specific constraints, such as the arrangement of the windows and the type of boundary treatment.
- 3.47 In some limited situations it may be possible to achieve appropriate privacy and amenity through design and screening rather than physical separation. However this must be clearly demonstrated.
- 3.48 **Avoid Disturbance to Occupiers:** It is important that the siting of external works such as access tracks, parking areas, turning areas and patios do not unnecessarily disturb the surrounding residents.

Understanding Your House & Local Area

- 3.49 One of the principal objectives of the planning system is to maintain and enhance 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 in order to comply with Policy PS 2.

CONSIDER THE CHARACTER OF YOUR EXISTING HOUSE AND PLOT

- 3.50 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?

Is your house Listed or in a conservation area? What heritage features should the design respond to?

What is the shape of the roof? Is it hipped, pitched, mono-pitched or flat? Does it have any existing dormer 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 & doors timber/ 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 CHARACTER OF THE STREET & SURROUNDING AREA

- 3.49 You should consider the degree of character variety or consistency. There may be a particular height, building form or certain design features that are consistent and will need to be respected and incorporated into your development, particularly if you live in a conservation area. Conversely, if there is wide variety in building designs 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 development.

- 3.50 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 is determined on its merits with reference to the design guidance and policy framework relevant at the time.

3.51 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. Additionally the use of hedging and other planting can provide a range of Biodiversity, SuDS and Green Infrastructure benefits as well as more pleasant streets for healthier and sustainable communities.

Respect mature trees, hedges and other planting – existing natural vegetation can contribute significantly to the setting of a house and attractiveness of the streetscene. This should be retained wherever possible to provide biodiversity and other environmental benefits as well as maintaining ecological connectivity.

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.



Strong & Consistent Character:
Hafod Renewal Area

- Consistent character
- Repetitive building form
- Strong building line



Irregular & Loose Character:
Coleridge Crescent

- Staggered Building Line
- Variety of house types
- Different materials

Respecting Context & Character

- 3.52 In order to comply with LDP policy PS 2 your extension should draw upon and respond positively to the character and scale of the original house, with similar or complementary roof details, windows, doors and external materials.
- 3.53 You should take care to ensure that your development does not contribute to the suburbanisation of villages and the countryside. Development in the Gower AONB must also have regard to the requirements of Policy ER 4. See also the Gower AONB Design Guide SPG.

CONSIDERING A CONTEMPORARY DESIGN APPROACH

- 3.54 Planning policy and guidance supports innovative and contemporary design when it is sensitive to its location and setting. You will need to demonstrate a contextual design approach that uses the character, setting and location of the existing house to inspire a more contemporary response. The quality of materials is of paramount importance. Proposals for contemporary design approaches will need to be fully justified against the local context and should be explained in a supporting design statement.
- 3.55 A contemporary approach will often provide significant opportunities to incorporate sustainable design features and it is strongly recommended that you carefully select your architect if you are to adopt this approach.



Contemporary extension to a thatched cottage, Oxwich (Winner of several 2006 Design Awards)

KEY DESIGN PRINCIPLES

EXTENDING TO THE FRONT OF YOUR HOUSE

- 3.56 **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.
- 3.57 When designing a porch it is important, like any other extension, that it should reflect the character of the house. A porch should be in proportion to the scale of the house and should not be over-dominant.

USING THE RIGHT MATERIALS

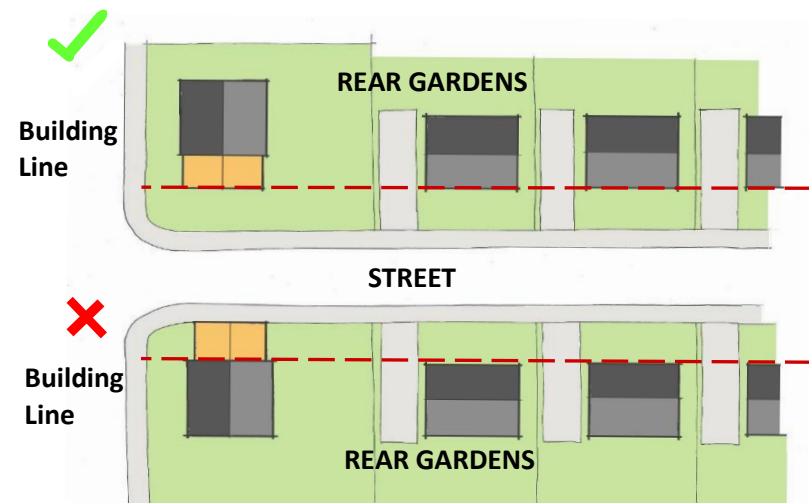
- 3.58 As a general rule you should use external materials that harmonise with the existing property and the surrounding area. This is particularly important for front and side extensions as these are normally more visible from the street. In most circumstances this means matching the materials to those already used on your house.
- 3.59 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.
- 3.60 The use of second hand materials is encouraged to help find an acceptable match given they are in sound condition and fit for purpose.



Materials should generally harmonise with the existing property and complement the character of the street (left). The use of inappropriate materials (right) undermines the street

CORNER PLOTS

- 3.61 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. An extension on a corner plot should not extend beyond the building line in the adjoining street.
- 3.62 Extending a house on a corner plot will impact upon two building lines. These building lines will generally need to be preserved. Consequently the building line of the house on 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.



3.63 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.

3.64 There may be exceptional cases where a corner building or extension may break the building line in order to perform a townscape function such as in order to adequately address its corner location with two public facing elevations or to provide a feature building at a key junction. However the appropriateness of such approaches will be judged on the individual context and circumstances of each case. In addition to this these departures will also need to be of a suitable scale and high quality design to justify the approach.

WINDOWS AND DOORS

3.65 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:

- Similar size, shape, design, proportion & materials to the original house.
- Reflect the pattern & arrangement of the windows of the house.
- The recessing of the windows should match existing windows.
- Avoid introducing new types of window in the extension.
- 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.



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

DETAILED DESIGN

3.66 It is important that not only the colours and tones of the materials harmonise, but also that the details are appropriate:

- 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.
- Bricks/ stone, bonding and mortar type/joints should match the original house. .
- Consider the use of traditionally detailed timber wooden windows in older houses.

Resource Efficiency

- 3.67 Resource efficiency means minimising the energy your house needs for heating, lighting and other energy uses, and using materials and construction methods that do not require a lot of energy to either produce or build.
- 3.68 The minimum requirements to achieve resource efficiency in new construction are set out in the Building Regulations. Please see: www.swansea.gov.uk/article/2012/Domestic-alterations)
- 3.69 LDP Policy PS 2 (xi) encourages proposals for alterations and extensions which achieve high levels of resource efficiency. See also Policy EU 2 with regards to energy efficiency and Policy RP 4 in relation to water efficiency.

KEY DESIGN PRINCIPLES:

- 3.70 Look to arrange the internal layout of an extension so that the main habitable rooms are on the south side of the building. If the rear of your house faces south, consider extending a rear kitchen into more liveable space.
- 3.71 You can 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 to maximise passive solar gain.
- 3.72 Where possible provide house entrances away from prevailing winds and protect with a porch or lobby.
- 3.73 Conservatories can be very expensive to heat in the winter and can waste energy. They should therefore 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.
- 3.74 In designing your alteration or extension consider whether there are opportunities to build-in features to produce energy. Solar water heating panels can provide 50% of your hot water requirements, while photovoltaic panels 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 the Gower AONB or a Conservation Area. If you are planning to incorporate any of these features you should check whether they need planning permission.
- 3.75 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. If your proposals involve demolition, where possible use demolition materials on site, for example natural stone could be reused in walls.
- 3.76 Avoid the use of tropical hardwood and look for timber stamped FSC which is certified as coming from sustainable sources.
- 3.77 In very heavy rain, water run-off from hard surfacing can overwhelm drains and cause flooding. This can be alleviated by using a green roof, which has turf/plants sitting on a waterproof membrane. 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. Policy RP 4 requires that development must make efficient use of water resources and explore the use of SuDS wherever effective and practicable.

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

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 voltaic (PV) / 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 fascias and soffits. Ensure there is space for nest / roosts if refurbishing roofs. 🌍

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

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

Use environmentally friendly / biodegradable products, i.e. organic paints. ♥✂🌍📌

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 dual 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. ♥£⚙️📌

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

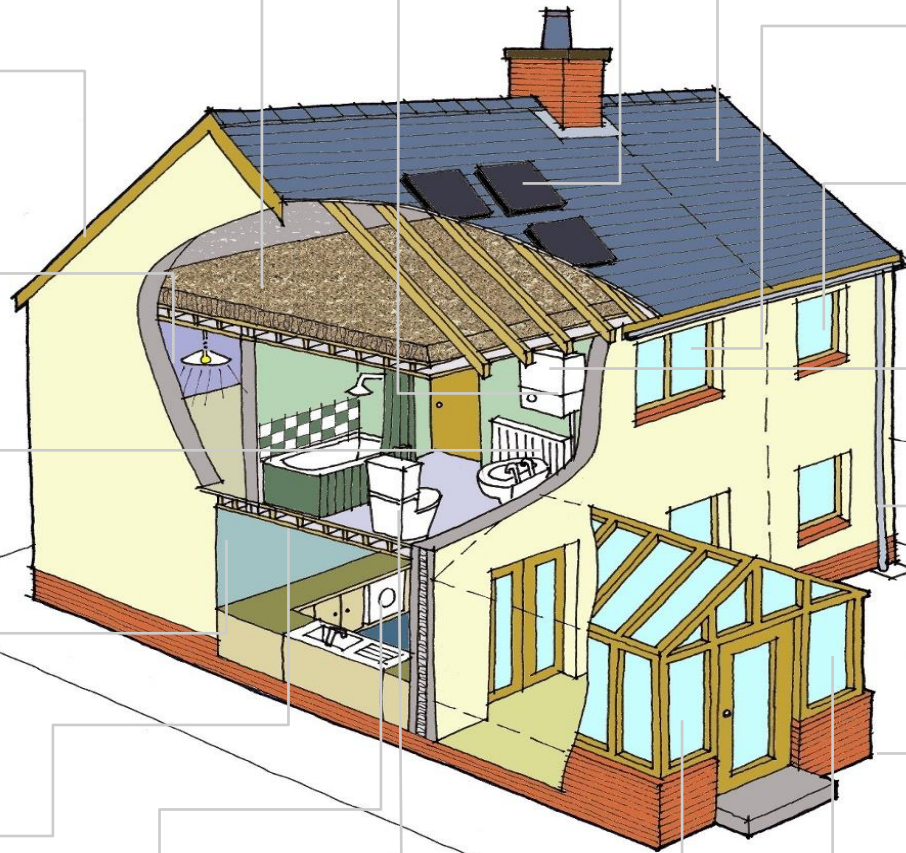
Glaze extensions to maximise daylight / heat benefits. 🚗🌍⚙️📌

Install condensing / high efficiency boilers. ✂£⚙️🏠📌

Use aluminium or copper or galvanized steel instead of uPVC for guttering. ⚙️📌

Re-use / recycle construction waste, i.e. clean rubble from demolition can be reused for backfilling. £🚗🌍⚙️

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. ♥£⚙️📌



Crime Prevention

- 3.78 The council is obliged to encourage design that reduces crime under section 17 of the Crime and Disorder Act. LDP Policy SI 8 sets out the measures that should be considered in order to ensure that development is designed to promote safe and secure communities.
- 3.79 Applications should seek to achieve a balance between the need to create sustainable attractive and well connected communities with crime prevention requirements.
- 3.80 You should consider the following simple and often inexpensive measures to reduce your chances of becoming a victim of crime.

KEY DESIGN PRINCIPLES

- 3.81 Put yourself in the position of a burglar. Is your house an easy target? What can you do to make your home more secure?
- 3.82 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.
- 3.84 Where possible ensure that you can view your parking area from your house.
- 3.85 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 in accordance with LDP Policy RP 3.

- 3.86 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.
- 3.87 Consider fitting a good quality burglar alarm, a proven deterrent. Locks should be securely fitted to meet British Security Standards for locks (BS3621), windows (BS7950) and Doors (PAS 24-1).
- 3.90 For further information please see the Planning for Community Safety SPG on the council website. More documents on crime prevention are listed at the rear of this guide

4.0 Guidance for Types of Householder Development

General Principles for All House Types

4.1 There are a number of key principles to consider when designing an extension to any type of house. These are summarised below and should form that starting point for your proposals. There are also a number of specific considerations which will depend whether your house is detached, semi-detached, terraced or a bungalow and these are set out in the sections following this one.

KEY DESIGN PRINCIPLES FOR ALL HOUSE TYPES

- One of the key principles when designing **an extension to a house is that it should not dominate the original house in terms of its size, position and design.** In general this can be achieved by positioning extensions to the rear of the property.
- If the extension cannot be located to the rear then **setting the extension back from the principal elevation can help to make the extension more subservient** and retain the character of the original house.
- **Setting the ridgeline of the extension below the main ridgeline of the existing house will assist in making the extension subservient** and maintain the character of the original house.
- 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.**
- Side extensions should not upset the form and balance of the original front elevation. This is particularly important on more traditional houses. As a guide **the extension should be no greater than one half the frontage width of the original house.**

- **Side extensions should be set at least 1m off any boundary.**
- **It is important that the principal elevation remains intact and is respected.** Repositioning the main entrance should be avoided.
- **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. Flat roofs will not generally be considered acceptable on 2-storey extensions and/or extensions which would be visible from the public realm.
- **The roof of the extension should usually be constructed at the same pitch as the existing main roof.**
- **Asymmetrical roofs generally appear contrived and like flat roofs will generally not be unacceptable on traditional houses.**
- **However in exceptional cases, where the existing property has little or no architectural or design merit, a more contemporary and innovative approach can be adopted.** It will be important in these cases to ensure the development is of the highest quality and remains in keeping with the streetscene and surrounding area in terms of its overall design.
- Proposals for **conservatories, sun rooms, orangeries etc. constitute an extension** and will be assessed in the same manner.
- Habitable rooms in both the existing dwelling and proposed within any extension must have some outlook from windows. **An approach utilising rooflights and/or obscured glazed windows only for habitable rooms will not be considered acceptable except in the case of loft conversions/new rooms within existing roof space.**

DETACHED HOUSES

- A.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 over 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.

KEY DESIGN PRINCIPLES

TWO STOREY SIDE EXTENSIONS TO DETACHED HOUSES

- A.2 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 and shape of the roof 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.
- A.3 The depth of the extension itself should also be subordinate to the main body of the original house

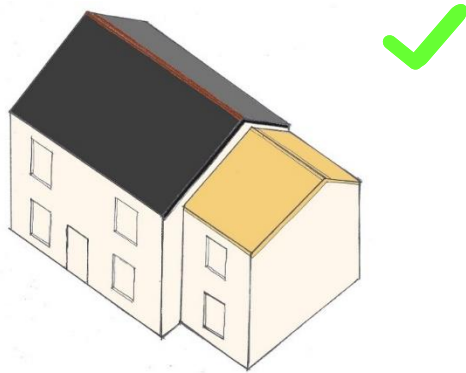


A subordinate extension that respects the proportions and scale of the original house



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

- A.4 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.



Pitched roof to original house mirrored in extension

- A.5 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.

- A.6 To avoid the ‘terracing effect’, where detached houses encroach upon each other until the sense of visual separation between houses is lost, and 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

- A.7 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.



Example of contemporary side extension to detached dwelling

SEMI-DETACHED HOUSES

B.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 symmetry and you should pay particular attention to how the extension will affect the relationship between the pair of semi-detached properties.



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

B.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 and this would usually be at odds with the design and architecture of the houses and the overall character of the streetscene.



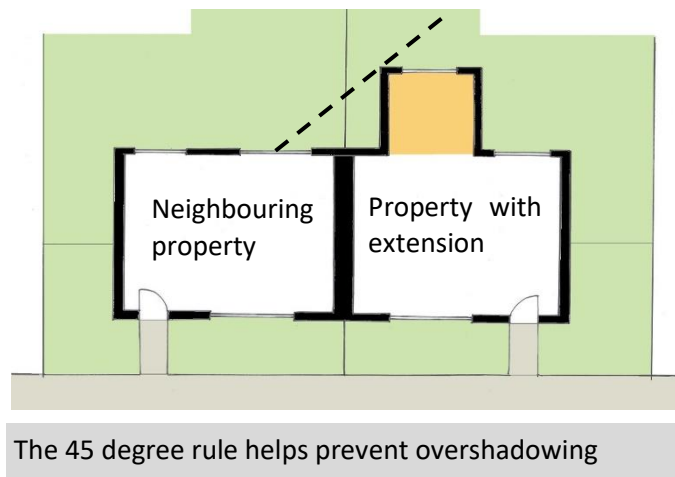
Over-scaled extensions that result in the terracing effect (above) and well-proportioned side extensions that retain a 1m gap (below)



B.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.

TWO STOREY REAR EXTENSIONS TO SEMI-DETACHED HOUSES

- B.4 Sometimes in a semi-detached situation neighbours can combine rear 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.
- B.5 All two storey rear extensions will need to be assessed against the '45 degree Rule' (see section C). To comply with this guideline 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, including kitchens, in an adjoining property.



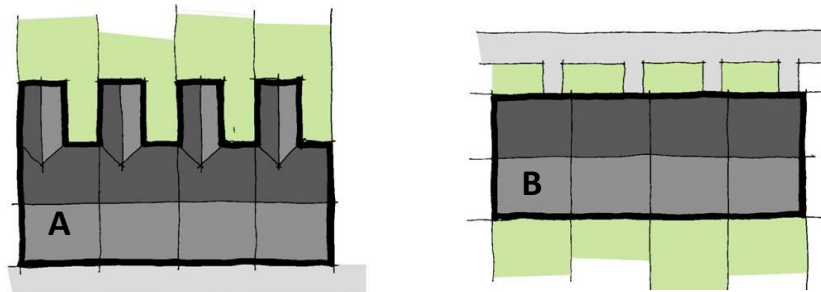
SINGLE STOREY EXTENSIONS TO SEMI-DETACHED HOUSES

- B.6 In the case of a single storey extension at the rear, an extension should not exceed 4m 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, there may be scope for a deeper extension subject to meeting all other principles regarding design and residential amenity.
- B.7 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.



TERRACED HOUSES

C.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.



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

KEY DESIGN PRINCIPLES

CONSIDERATIONS FOR MODERN & TRADITIONAL TERRACED PROPERTIES

C.2 Each house should retain a minimum of 25sqm of private amenity space after being extended in order to accommodate rotary dryers, refuse and recycling storage as well as other waste sustainable waste management methods and table and chairs etc. This is to ensure the long term viability of the dwelling for future occupation.

- C.3 Extensions to terraced properties should be designed with a suitable pitched or hipped roof (to match the main house) rather than a flat roof. When building single storey extensions it is worth considering possible future first floor extensions when designing foundations and the position of load bearing walls.
- C.4 Where there is a change in levels between properties, the house on higher ground will have a greater effect on its neighbour, so the height and position of the extension will need careful consideration.

REAR EXTENSIONS TO TRADITIONAL TERRACED PROPERTIES



Traditional terraced property

- C.5 Extensions to the rear of traditional terraced dwellings are typically sensitive due to the close relationship of the houses to one another. The main considerations to take into account include the original form/shape of the houses and their roofs, the presence of other existing extensions and outbuildings, and the positioning of existing and proposed windows. These factors will be form the main basis of the detailed consideration of the acceptability of the scheme.

- C.6 A 4m external depth is the typical starting point for planning applications for 2 storey rear extensions, and up to 7.3m for single storey extensions. Where the neighbouring properties on both sides have already been extended beyond these distances, an extension may be allowed to the same length.
- C.7 Whilst these distances provide a starting basis for rear extensions to terraced houses, all proposals of this type will be assessed on their individual merits taking into consideration the factors set out in paragraph C.2 as well as being tested against both the 45 degree and 25 degree tests set out in section 3.0 of this document. Where an extension significantly breaches either of these tests then it may need to be reduced in order to avoid an unacceptable negative impact on neighbours.

REAR EXTENSIONS TO MODERN TERRACED PROPERTIES

- C.8 The arrangement of rooms within modern terraced houses and townhouses as well as the flat rear facades of these is generally similar to that of a semi-detached property and the guidance on those properties is generally applicable to modern terraces also. As such please refer to and apply the guidance set out in paragraphs B.4–B.7 for extensions to modern terraced properties.
- C.9 As with semi-detached house extensions the 45 degree test will apply to all extensions for terraced houses (see Section 3.0).



Modern terraced property

SIDE EXTENSIONS TO END OF TERRACE HOUSES

- C.10 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.
- C.11 On side extensions, roof design, the arrangement and proportion of openings and the use of materials should all harmonise with the existing house.
- C.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.

BUNGALOWS

D.1 Bungalows offer accessible accommodation to a variety of occupants. However, when additional space is required there are often desires to utilise the roof space to accommodate this. In the case of extending a residential chalet there will be greater restrictions as result of the character and scale of such dwellings and any such proposals will be assessed on the particular context and character of the host building and locality.



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

D.2 Often, proposals to achieve this will take the form of dormer windows or extensions which allow for the majority of the additional accommodation to be contained within the existing main roof of the dwelling whilst providing for additional headspace. More detailed information for dormer windows and extensions can be found in Section F of this document and you should refer to this for any proposals involving such an approach.

D.3 In order to provide more living space in your bungalow you may wish to propose more radical works to the roof to raise the eaves or increase the roof pitch and roof height to gain 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, shape and/or height it would not generally be acceptable.

D.4 It is therefore important to consider the potential effect both upon the character of the existing property and the street scene as a whole. The following design principles should be followed.

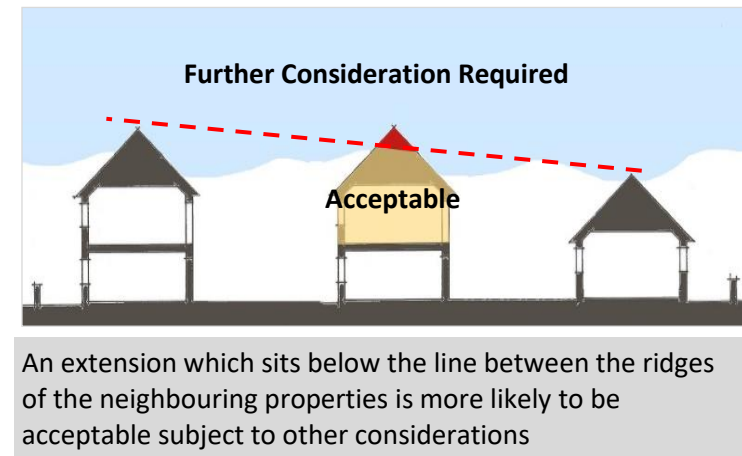


In streets with bungalows of consistent roof height and design alterations to roofs will be more restricted

D.5 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. 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. If however

there is a variety of ridge or storey heights then there may be scope to extend upwards. You should consider the level of variety or consistency in roof heights within your street prior to developing your plans. Where you wish to increase the height of your bungalow you are encouraged to submit a streetscene elevation drawing with your proposals and this will be particularly helpful where there is a variety of roof heights in your street. This drawing should therefore show a number of the dwellings in the row of houses in which your bungalow lies to help assess the suitability of your proposals.

- D.6 Think about your neighbours 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.
- D.7 You will also need to ensure your proposed roof extension will not overlook or increase the effect of overshadowing of any neighbours. As with general house extensions, the local planning authority will seek to protect the residential amenity and privacy of neighbouring properties. 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.
- D.8 A key consideration for any proposal to extend a bungalow upwards is the ridge heights of your neighbours. Where the neighbouring properties are of equal or similar height the proposals should match these. However where there are a variety of dwelling heights you should draw a line from the ridge of one neighbouring property to the other. In order to achieve a suitable height for the proposals and minimise the impact on the neighbours the extension should not seek to break above this line.



- D.9 You should also 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 complement the existing pattern and design of fenestration.
- D.10 In some instances where there is a mixture of character and house types in the street there may be scope to improve the appearance of your existing bungalow by undertaking a more contemporary appearance to the proposals as part of a wider set of renovations to the whole property.

- D.11 Contemporary approaches to design can often allow for the use of new exterior cladding materials or rendering, new windows as well as the inclusion of additional features such as balconies, as part of an overall renovation to the existing bungalow. However all aspects of the design, including new features, will be assessed on a case by case basis taking into consideration the impact of such features on neighbours, as well as the suitability of these as part of an integrated design approach.
- D.12 Any roof or other alterations to bungalows should also accord with the overarching placemaking requirements in section 3.0. Proposals which include dormers should also follow the guidance set out in section F of this guide.



Examples of contemporary renovations to bungalows. The acceptability of introducing balconies will depend on the overlooking impact on neighbouring dwellings as well as the nature of these existing houses (i.e. single or 2 storey).

ANNEXES & ANCILLARY ACCOMMODATION

- E.1 Ancillary residential accommodation, typically in the form of an annexe to primary living accommodation, can fulfil an important function, such as enabling a relative to live with their family in the same dwelling but with a degree of independence. Any proposals for ancillary accommodation must meet the requirements of Policy H8 of the Swansea LDP.
- E.2 Such accommodation must therefore be ancillary in terms of design, size and function to the main dwelling, be within the curtilage of the main dwelling, and **not form a self-contained separate dwelling**. Any scheme that fails to demonstrate that it is functionally connected to, or reliant on, the main dwelling will be assessed as a proposal for a new dwelling.
- E.3 **Ancillary residential accommodation should therefore not have the full range of facilities or be designed in such a way that would make it capable of being occupied as an independent dwelling.**
- E.4 You should provide details on who will use it, including their relationship and/or dependency with the main dwelling occupants, and ownership details of the annexe. You must also be able to demonstrate that it has been designed to be strictly reflective of the occupant's identified essential needs. This might include one ensuite bedroom and a living area with kitchenette (with a limited range of facilities/appliances) in the case of a single dependent person.
- E.5 Residential annexes must, by virtue of their design, scale, height, form, massing, materials and layout, be subordinate to, and respect and enhance the character of the existing main dwelling.
- E.6 Annexes must be within the same residential curtilage as the main dwelling and be part of the same single planning unit sharing amenities including vehicular access, parking, and garden. There should be no boundary demarcation or subdivision of garden or parking areas.
- E.7 Annexes will normally only be permitted in the form of an extension to the main dwelling. Such annexes must be physically attached and designed as an extension to the main dwelling with a linking internal doorway(s) and no separate external entrance on the principal elevation.
- E.8 In the case of the conversion of existing outbuildings within the main dwelling curtilage that benefit from permitted development rights, it may only be acceptable to convert part of the building to ensure the conversion provides only limited facilities commensurate with an annexe that is partly dependent on the main dwelling.
- E.9 An annexe should not displace an existing use which would require the construction of a further alternative building to enable that use to continue.
- E.10 New build detached annexes will only be considered where it is satisfactorily demonstrated that an extension or conversion is not appropriate or possible, and will not be permitted at locations outside of the defined settlement limits.
- E.11 Given the importance of assessing the relationship between any proposed annexe and the main house to which it is reliant upon, you should submit plans and elevations showing the proposed development in the context of the whole site.

E.12 Proposals submitted for ancillary residential accommodation will be assessed on a case-by-case basis taking into consideration relevant submitted information justifying the need for such accommodation. Where proposals are considered acceptable the Planning Authority will in many cases attach specific conditions and/or require the undertaking of a Section 106 legal agreement restricting the use of the accommodation for its intended ancillary use. Any accommodation found to be in breach of these conditions will be the subject of enforcement or legal action.

DORMERS & ROOF EXTENSIONS

F.1 This part of the guide applies to proposals involving 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

F.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.

F.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.



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

F.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

F.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.



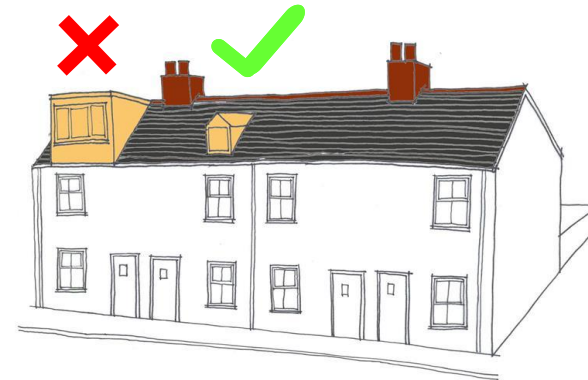
These original dormer windows respond to the symmetrical character and pattern of openings without dominating the roofplane

- F.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.
- F.7 As a general rule dormer extensions are discouraged to the front of your house, unless they are a local feature.
- F.8 Flat roofed dormer windows and dormer extensions rarely reflect the character of traditional houses and should be avoided unless these are part of a high quality contemporary design approach.
- F.9 A better approach, particularly in the case of traditional houses and designs, is to provide a gable or hipped roof to a dormer window which matches the pitch and shape of the main roof. This will allow the additional headroom internally. In the case of dormer extensions these should be provided with a catslide roof to provide a less obtrusive roof profile and better complement the main roof.



Gable dormer window (left) and Catslide dormer extension (right)

- F.10 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.



Dormers should reflect the symmetry and size of other windows on a house. Front dormers are discouraged if not a feature of the street

- F.11 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 and will need to be carefully designed.
- F.12 In these cases limiting the size of the dormer extension and positioning it within the roof plane below the main ridgeline and up from the eaves 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.



The dormer on the right is appropriately subservient within the roof plane and the hipped roof design mirrors the hipped roof of the original house

F.13 Even where a roof plane is not readily visible an overly large roof extension would not be considered acceptable if it dominates the original roof plane.



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

- F.14 On larger roof slopes, it may be more appropriate to install two smaller dormers rather than a larger, wider dormer.
- F.15 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.
- F.16 In the case of most dormers and particularly those on older, more traditional dwellings, extra care should be taken to ensure the materials of the dormer window or dormer extension match the cladding and/or roofing materials of the main house. White uPVC dormers will not typically be considered acceptable.



Small dormers which relate well to the windows below (left) and contemporary dormer of matching roof materials (right)

- F.17 In some cases, there may be scope to provide more contemporary dormers. In these cases the proposed character and materials should match or complement the host dwelling in order to provide an overall cohesive appearance to the dwelling.
- F.18 In some cases rooflights may be more appropriate as secondary windows (in addition to dormers), as these are less visually intrusive

and also reduce problems of overlooking. They do not normally require planning permission if they project 150mm or less from the roof plane, unless they are located within the Gower AONB or a Conservation Area where all roof lights require planning permission.

- F.19 Please note that alterations to roofs may require a bat survey to be undertaken. Such surveys must be undertaken by a qualified and licensed individual and you will be advised by the planning authority when such a survey is deemed necessary. Further information can be found in the Biodiversity SPG.



Rooflights to front roof slope

ENHANCEMENT SCHEMES

- G.1 Some 20th century residential developments (both groups of dwellings and individual houses) within Swansea have left a legacy of buildings which have no strong link with their context and which, if viewed in isolation from their location, could be in any suburban estate of the same age.
- G.2 As such it is important to appreciate the role that general maintenance and repair can play when combined with small scale, appropriate alterations (e.g. new windows/doors, cladding etc.) and/or extension can play in the enhancement of these poor quality or otherwise ‘average’ buildings. Appropriate enhancement schemes therefore provide an opportunity to ‘refresh’ these houses and raise the design quality of the locality through providing more locally distinct and appropriate character.



Enhancement scheme including side extension and new render and windows—but loss of garden

- G.3 Applicants are encouraged to explore enhancement schemes as an opportunity to improve the quality of both the built environment and natural/green spaces around the home. An appropriately contextual and well considered approach will improve the quality of visual appearance and character, create a ‘sense of place’ and reflect the best qualities of the local context in terms of scale, forms and local materials. Such schemes should also provide environmental benefits such as biodiversity and green infrastructure enhancements (see Section 3.0).

CONTEXT

- G.4 Before considering undertaking an enhancement scheme to your house you should decide what type of character/approach is the most suitable for both your house as well as the wider context.
- G.5 You should note that if your house is terraced or semi-detached then proposals to radically alter the character of this is unlikely to be supported due to the resulting erosion of character of the overall building group. Similarly if your house lies in a conservation area or in a street or area of strong/uniform positive character then proposals to significantly alter the character of this are unlikely to be supported also. However proposals which seek to strengthen/enhance the established character of these building groups and areas will be supported.
- G.6 If your house is a listed building then works to this are more strictly controlled by legislation that requires the character to be preserved. Listed building consent is required for any alterations both internally and externally before starting work.

TRADITIONAL OR CONTEMPORARY APPROACH?

TRADITIONAL APPROACH

G.7 Undertaking a traditional design is generally the most straightforward approach to follow as this would typically involve reinstating the original character of your house and ensuring any extensions are appropriate to this. A successful traditional approach will require a thorough contextual analysis of the house and wider area and will typically involve one or more of the following:

- Maintaining the overall existing form (shape) of house or roof or providing for a more appropriate traditional form where this has been detrimentally altered previously.
- Providing a balanced pattern of appropriately sized windows and doors (as is found in such house types) or reinstating/improving the pattern where this has been detrimentally altered previously.
- Ensuring that any extension is of an appropriately traditional form as well as complementary in character and subservient to the main dwelling.
- Ensuring that the approach to materials is both appropriate to the original character of the house and wider area as well as being of a sufficiently high visual quality generally.

G.8 In addition to improving thermal efficiency, the use of external render can also be utilised as a way to reinstate lost original features on your house to enhance its character. This is because prior to the render coat being applied the insulation panels can be easily cut/shaped to provide a replica of traditional features and details such as plinths, pilasters, window surrounds etc. As external render will increase the thickness of the walls of your house this will likely result in these projecting beyond the current eaves and gable edges of your roof. You will therefore be required to reinstate the previous

relationship of the walls to the roof, typically by adding a new row(s) of slates, fascias, bargeboards and any other existing details.

G.9 You should therefore discuss these points with your contractor before any works are started to ensure that no problems occur during or after the completion of these works, otherwise you may be required to rectify these at a later time. It is therefore recommended that you submit drawings with your planning application which show how the approach to these details have been addressed.



Enhancement scheme including new roofing materials, windows and render

CONTEMPORARY APPROACH

- G.10 Undertaking a contemporary design will give you greater freedom to alter the form and style of your house, however this does not justify an ‘anything goes’ approach. In order for a contemporary design approach to be considered acceptable this needs to be undertaken in an holistic manner, where all of the parts present a coherent character and appearance to the house and also enhances the character of the locality in which is situated.
- G.11 A contemporary approach which works with the existing structure whilst also complementing the local context could typically be achieved by following a ‘**contemporary vernacular**’ approach to design.
- G.12 The following points should therefore be taken into consideration when undertaking a more contemporary approach to your house enhancement:
- Such an approach must ensure that the completed scheme presents a successful new contemporary character and appearance to the dwelling i.e. it is not a justification for simply providing large new windows or other minor changes into an existing traditional house form with minimal other changes to its character.
 - Good contemporary design has a geometric simplicity. This means that it typically presents simple shapes with sleek lines and free from fussy exterior details.
 - Due to the typical geometric simplicity, contemporary design approaches often incorporate a level of ‘projection and recession’ of its varying parts which create visually distinct and logical parts.

- Part of the success of good contemporary schemes is the care taken with materials which should reference elements and colours in the locality as well as be of a good quality.
- Whilst there is often greater scope with materials on contemporary schemes you should avoid confusing the character of the scheme by choosing too many. A smaller/simpler palette of materials which help to reinforce a simple yet strong character is advised.
- Consideration should be given to utilising the different materials to visually break up large, homogenous areas or differing elements of the design into logically distinct parts. This can help to visually reduce the mass and add interest to the appearance of your house.
- The details of the scheme (e.g. window and door frames, roof details etc.) are an important aspect of contemporary design. These should typically present a thin and minimal approach in order to present a crisp character defined with clean/neat lines.
- Contemporary approaches to design typically present a smaller solid-to-void (wall to window) ratio which provides for larger windows/areas of glazing. In addition to this, there is greater scope to alter the size and distribution of windows in the elevations. However, these should still contribute to an overall visual balance of the scheme. If utilising large windows consideration should be given to issues of light pollution in line with LDP Policy RP 3. This is particularly relevant to schemes within the Gower AONB area.



Simple enhancement scheme with new materials and windows

G.13 Due to the wide variety of ways that contemporary schemes can be approached, these should be supported with a design statement. This should state the predominant/overarching context of the immediate and wider locality (e.g. scale, forms (house and roof shapes), materials etc.) and highlight which of these identified characteristics the development references as well as the overall vision/idea for proposals, particularly stating reasons for any design choices which break from the local character context.

G.14 Contemporary proposals which are not supported with an appropriate short design statement could take longer to process as this information is likely to be sought during the decision process. Furthermore, where design decisions are not explained through supporting information or through a meeting, key justification information may be missed in the decision process and may result in a refusal of the proposals which could have been negotiated instead.

G.15 If your contemporary design proposals involve a series of elements which project at different depths then it may be beneficial to submit a simple massing / 3D model of this to help show the proposed form, as this can be difficult to read on flat drawings.



Enhancement scheme utilising contemporary extensions and render

G.16 Given the technical information and experience that is required to present a successful contemporary enhancement scheme, it is recommended that you seek the services of a qualified architect (ARB or RIBA certified).

G.17 The Architects Registration Board (ARB) provides the list of legally registered architects and allows for a number of methods of searching, including by personal name, practice name, country, region and city area. The list can be found at:

<http://architects-register.org.uk/>

G.18 The Royal Institute of Architects (RIBA) provides a useful online questionnaire tool where you can provide details of what you want as well as a budget and you will receive responses from interested registered architect practices via RIBA (your contact details are kept confidential until you wish to engage these). If you are interested in utilising this tool please see:

www.architecture.com/find-an-architect/



Enhancement scheme with new openings, contemporary canopy and brick painting

External Wall Insulation (EWI)

G.19 External wall insulation can be used in both traditional and contemporary enhancement schemes provided that the approach to this is appropriate to the overall finished character of the scheme.

G.20 EWI can be cut into a variety of shapes and as such particular care should be taken to ensure that all traditional wall features (such as window surrounds, quoins etc.) of the original dwelling are formed as part of the EWI works. Where the streetscene presents an overarching character of features which have previously been lost on the application dwelling then these should be reinstated through the EWI works to improve the character of this dwelling and the wider streetscene.

G.21 EWI adds additional projection to the external walls which can create an odd relationship with the existing roof and as such EWI works must reinstate an appropriate roof/wall relationship and profile.

RAISED SURFACES, BALCONIES & RETAINING WALLS

- H.1 Certain raised surfaces (e.g. decking, patios etc.), balcony designs and retaining walls may require planning permission depending on their size and height. Ground levels can be particularly relevant in this respect.
- H.2 Constructing a raised surface, balcony or a retaining wall to the exterior of your house can provide additional outside space and extend your living area. However, whilst such structures may be relatively minor development, they can still have a detrimental impact on the visual quality of your property and the overall street scene if 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 surface or retaining wall.

KEY DESIGN PRINCIPLES

RAISED SURFACES

- H.3 Consider the siting of the raised surface. Sited too close to the boundary, these 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.
- H.4 Ensure that the design of the raised surface complements the character of your house. The scale, massing and materials used for the surface should respect the appearance of your property, neighbouring properties and the overall street scene.
- H.5 Avoid the use of tropical hardwoods for any decking and look for timber with the FSC mark which is certified as coming from

sustainable sources. Also consider the use of planted/green walls for any wall of your raised surface.

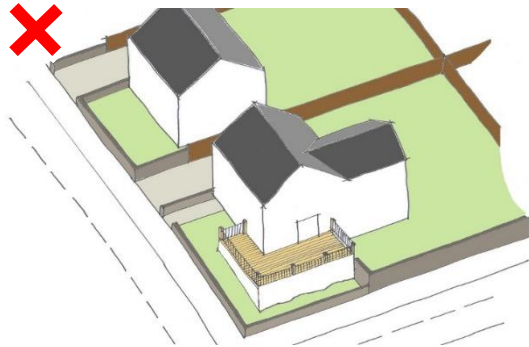
- H.6 Whilst raised surfaces such as decking can enhance the use of your garden, these should not by virtue of their size adversely affect your neighbour's amenity or privacy.



Decking should not result in overlooking of neighbouring properties

- H.7 Furthermore, the impact of placing safety fencing around any raised surface would increase the overbearing impact on neighbouring properties and in some cases create overshadowing.
- H.8 All raised surface areas over 30cm in height from ground level will require planning permission. Individual applications will be assessed on their own merits.
- H.9 Raised surfaces are 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.



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

BALCONIES

H.10 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 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. Balconies can be particularly difficult in this respect because of their relationship with the private rear gardens of neighbouring properties.



Contemporary rear balcony extension incorporating privacy screen to protect neighbouring amenity

- H.11 A balcony should not result in adjacent properties being directly overlooked. In situations where there is already an existing level of mutual level of overlooking, proposals will be assessed on a case by case basis.
- H.12 In some cases it may be appropriate to consider recessing the balcony in order to address concerns with overlooking into neighbouring properties. This approach will not necessarily be considered acceptable in all instances and individual applications will be assessed on their own merits.
- H.13 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 side or rear windows of neighbouring properties. You may need to consider the use of privacy screens to minimise any overlooking impact and the details of these should be submitted as part of your application.

RETAINING WALLS

- H.14 New or replacement retaining walls should respect the character of the area and not impact on the amenity of neighbours.
- H.15 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.
- H.16 Use finishes appropriate to the character of the area. If you are replacing a traditional stone retaining wall, retain the stone and re-use to face the concrete block work.
- H.17 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?
- H.18 Consider whether there is scope for planting in front of a retaining wall to allow vegetation to grow and provide visual softening.
- H.19 Where a retaining wall of over 1.5m is to be constructed or extended, you may need to seek Building Regulations approval. This is a separate process to any planning application.

DOMESTIC GARAGES & OUTBUILDINGS

I.1 This part of the guide applies to proposals to add a new domestic garage or outbuilding within your curtilage 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. Outbuildings should be considered for storage areas for bins and secure cycle storage and this is particularly important for houses converted to HMOs. As with extensions and alterations, 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 ones and the overall street scene.

KEY DESIGN PRINCIPLES

- I.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 in Section J of this guide.
- I.3 A garage or outbuilding must be smaller in scale and subservient to the main house. These should also be finished in materials that are sensitive to the main house. Pitched or hipped roofs (to match the main house) are recommended as long as this does not unacceptably increase the massing of the dwelling.
- I.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.
- I.5 Your garage or outbuilding must not adversely affect your

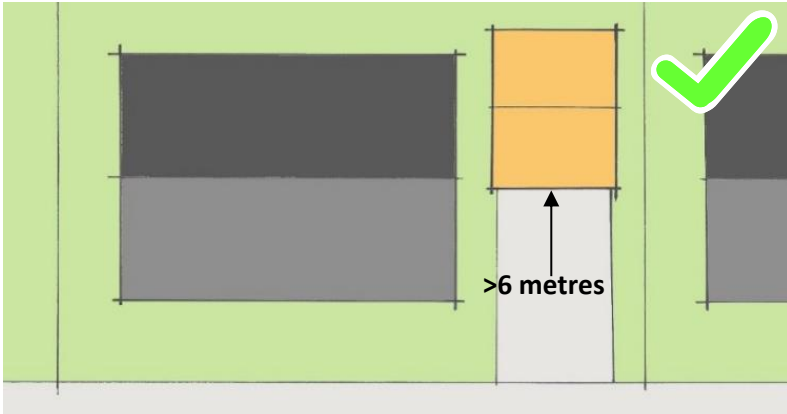
neighbour’s enjoyment of their garden or house. A garage or outbuilding should not cause overshadowing, overlooking or be overbearing to a neighbour’s property, including their garden.

I.6 A garage or outbuilding should not result in the loss of trees or other features that are important to the area.



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

I.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.



Garage should be set back from the front boundary by a min. 6m

- I.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.
- I.9 For garages on a rear lane, the garage must be set back sufficiently so that its doors when open do not project into the lane.
- I.10 New garages should not compromise the safety of users of the highway.

ACCESS & PARKING

- J.1 Extending your house may well increase the demand for car parking at the property and/or result in extra pressure for on-street car parking. This will possibly constrain the size of the proposed extension. The relevant Parking SPG guidelines and provisions of LDP Policy T 6 will be applied to all householder planning applications.
- J.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

- J.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.
- J.4 Drives should be at least 3.2m wide to provide for both parking and pedestrian movement.
- J.5 Access should be safe with adequate visibility.
- J.6 Gates will not be allowed to open out onto the footway or highway.
- J.7 A new vehicular access off a main or 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.
- J.8 Parking spaces should measure a minimum of 2.6m by 4.8m with an additional 1.2m margin around 3 sides for accessible parking spaces. Within a garage, the parking space should be increased to minimum internal dimensions of 3m by 6m.
- J.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. Where this is not possible, front boundaries and a garden area should be retained for planting to provide visual relief.
- J.10 The conversion of any front gardens to parking areas will have an impact on biodiversity and drainage and this should be mitigated for by providing planting and SuDS features between parking spaces and in other areas. New planting should perform an ecosystem role and not just a visual one.
- J.11 New driveways and parking areas should be finished in permeable materials to reduce surface water run-off. Consider gravel (where this will not wash onto the public highway), permeable block paving and porous surfaces. The use of permeable grass paving will also help to improve biodiversity and drainage as well as visually softening parking areas. Whatever materials are used, surface water should be suitably drained within the site and will not be permitted to flow onto the highway as a result of your proposals (see Policy RP 4).



Permeable block paving driveway with grass

- J.11 In many cases the Permitted Development Rights for the conversion of integral garages to living space will have been removed, so you are advised to check the status of such rights prior to undertaking your works. 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 half of the front garden area of the application property.

BOUNDARY TREATMENTS

- K.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. Policy PS 2 requires that development proposals enhance the public realm and appropriate boundary treatments can aid in achieving this.

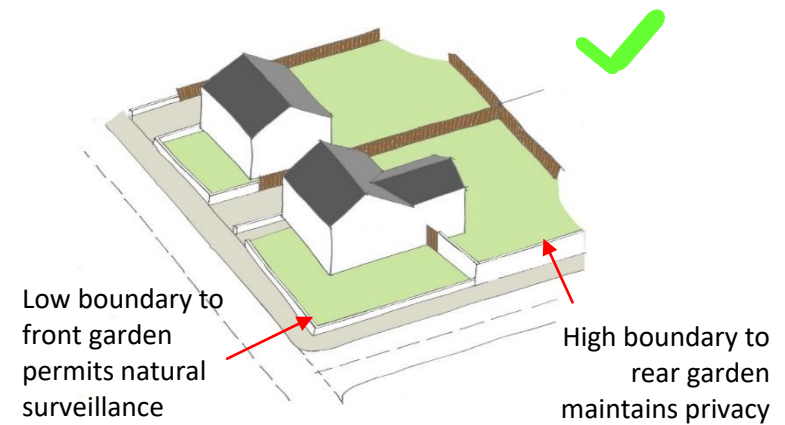


Frontage boundary treatments contribute to the character of your street and should be retained

KEY DESIGN PRINCIPLES

- K.2 Frontage boundary treatments should match the height, materials and type of boundaries on either side. This is particularly important where they are generally consistent, or a feature of the locality. In some instances, a secure front garden can also provide space for cycle and refuse storage.

- K.3 New frontage boundary treatments should not obstruct views of the house, or prevent natural surveillance of the public realm from the house. Front boundary treatments over 1m in height will not be permitted abutting a highway.
- K.4 When considering boundary treatments for a corner plot the height of the boundary enclosure needs to respond positively to both



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

- K.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.
- K.6 Close boarded fencing as an individual treatment will not be acceptable for any boundaries or gates that directly front the public

highway or other publicly visible areas. However, close boarded fencing in combination with walls and pillars may be acceptable in some locations if there is not a strong identity of other boundary treatments such as walls, hedges or railings.

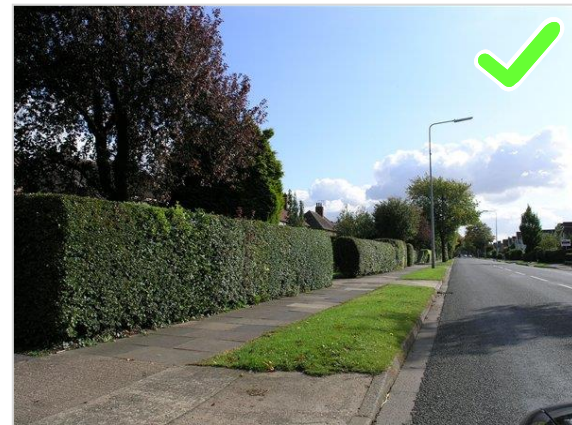


Close boarded fencing as an individual treatment is not acceptable in publicly visible areas



Close boarded fencing can be combined with walls and pillars of an appropriate style and materials to provide a more acceptable boundary treatment (subject to appropriate wildlife connectivity measures)

K.7 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. Hedging can often also be combined with walls or fences to provide a more locally appropriate boundary treatment.



Hedges can create a robust boundary which provides greenery and creates multiple benefits to the environment such as reducing air pollution adjacent to busy roads

K.8 When considering boundary treatments you should also take into consideration the needs of local wildlife such as small foraging animals (including protected species such as hedgehogs) which need to be able to pass through any such boundary treatments. Hedging is the best boundary option in this case as it can be relatively dense yet still provide for passing through.

In the case of solid walls and fences these should include some appropriately sized holes (minimum 13 x 13 cm) at their base or small lined tunnels underneath these.

- K.9 Hedge species should be selected on a basis of local appropriateness as well as those which increase biodiversity through pollination or providing native species habitats (Policy ER 9).



Hedges can be combined with walls and/or railings to provide a more urban appearance

- K.10 When considering the installation of gates you must ensure that these are inward opening only as gates which open out onto and cause obstruction to the public highway (including pavements) will not be considered acceptable.

TREES & OTHER VEGETATION

- L.1 Existing trees and planting help make areas more attractive and add to the value of your home. They can also add to an area's ecological value. 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.
- L.2 For further information please refer to Policy ER 11 which is also supported by Protection of Trees SPG and the Biodiversity SPG.



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

KEY CONSIDERATIONS

- L.3 Building works should not be carried out underneath tree canopies or within a two metre radius of smaller trees with an undeveloped crown.
- L.4 Equipment or materials should not be stored underneath tree canopies or within a two metre radius of smaller trees with undeveloped crown.
- L.5 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.
- L.6 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 these have a trunk diameter of more than 75mm/7.5cm when measured at a height of 1.5m above ground level.
- L.7 Consider opportunities for enhancing your development through the planting of trees, shrubs and other ecological features as set out in the following chapter (Section 3.0).

5.0 Submitting a Planning Application

5.1 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 surrounding area. It is also important to be able to verify that what you build is what you have permission for.

5.2 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.

5.3 It is helpful to indicate key dimensions, to help avoid any confusion especially if 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 at least 2 named roads;
- Show vehicular access to a highway if the site does not adjoin a highway.

Details of proposed site layout—Block plan

- Scale, typically 1:200; 1:500 or a similarly appropriate and recognised planning scale to ascertain required level of detail;
- North point, date and number on plans;
- Show proposals in context of existing buildings to be retained as well as any adjacent neighbouring buildings in close proximity;
- Show the siting of any new building or extension, vehicular/pedestrian access, level changes, landscaping 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.

(Optional)—Details of the Existing Site (Particularly useful where buildings are being retained on site)

- Scale, to match block plan of proposals;
- Show all of the existing house in plan form including the position of any existing outbuildings, garages, trees, driveways, parking areas and other notable features;
- Show existing boundary treatment to the site and the position of the nearest neighbouring properties.

Floor plans

- Scale 1:50 or 1:100;
- In the case of an extension, show the floor layout of the existing building, clearly indicating new work;
- Show floor plans in the context of adjacent buildings, where appropriate;
- 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 are important where an extension to a semi-detached or terraced house is proposed.

Cross Sections

- Scale 1:50 / 1:100, where appropriate. These will be required on sites where land levels are not uniform or where the proposals result in a change in levels.

Possible additional applications and information for Listed Buildings & Houses in Conservation Areas:

Listed Buildings

- Listed Building Consent application
- Heritage Impact Statement—Listed Building statement (in accordance with ‘Heritage Impact Assessment in Wales’ document (Cadw, 2017)

Conservation Areas

- Conservation Area Consent (CAC) application (for demolition of any buildings over 115m³ or gates/fences/walls or railings over 1m high next to the a highway or 2m height elsewhere)
- Heritage Impact Statement—Conservation Area statement (see Listed buildings above).

Appendix 1: Glossary

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

Appendix 2: Information Sources and Contacts

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

- Welsh Government, 2018—(Edition 10), Planning Policy Wales
- Welsh Government, 2005—TAN 8: Planning for Renewable Energy
- Welsh Government, 2016—TAN 12 Design
- Welsh Government, 2014—Permitted development for householders (Version 2)
- Welsh Government, 2013—Building work, replacements and repairs to your home
- Welsh Government, 2014—Protected Trees - A Guide to Tree Preservation Procedures
- Welsh Government, 2014—A Householder's Planning Guide for the Installation of antennas (including satellite dishes)
- UK Government, 1996—The Party Wall etc. Act 1996: explanatory booklet
- City and County of Swansea—Local Development Plan

These more detailed publications may be helpful to some readers:

- BRE, 2008—The Green Guide to Specification
- Building Research Establishment "Site Layout Planning for Daylight and Sunlight" BR209
- British Standards Institute BS8300, 'Access for Disabled People'

- City and County of Swansea—Car Parking Standards SPG
- City and County of Swansea—The Protection of Trees on Development Sites SPG
- City and County of Swansea—Gower AONB Design Guide SPG
- City and County of Swansea—Places To Live—Residential Design Guide SPG
- City and County of Swansea—Infill & Backland Design Guide SPG
- City and County of Swansea—The Conversion of Rural Buildings SPG
- City and County of Swansea—Planning for Community Safety SPG
- **City and County of Swansea—Biodiversity SPG**
- **City and County of Swansea—Green Infrastructure SPG**
- Crime and Disorder Act 1998, Section 17
- Welsh Office Circular 16/94, 'Planning Out Crime'

Web Links:

- City and County of Swansea—Home adaptations for elderly and disabled people: <http://www.swansea.gov.uk/homeadaptations>
- City and County of Swansea—Guide to extending your home: <http://www.swansea.gov.uk/article/32338/Guide-to-extending-your-home>
- City and County of Swansea—Make your home more energy efficient and save money: <http://www.swansea.gov.uk/energyefficienthome>

The following provides a list of contacts for relevant Council Departments:

To contact the council by telephone please call the main switchboard on **(01792) 636000** and ask to be transferred to the relevant department (see below)

Or alternatively please contact these departments via the email addresses provided

Planning Applications Section

Ebost: cynllunio@abertawe.gov.uk

Rhyngrwyd: www.abertawe.gov.uk/cynllunio

Email: planning@swansea.gov.uk

Web: www.swansea.gov.uk/planning

Trees & Hedgerows

Ebost: coedaddiogelir@abertawe.gov.uk

Rhyngrwyd: www.abertawe.gov.uk/article/37630/Gorchmynion-Cadw-Coed-GCC

Email: protectedtrees@swansea.gov.uk

Web: www.swansea.gov.uk/tpo

Building Control

Ebost: rheoliadeiladau@abertawe.gov.uk

Rhyngrwyd: www.abertawe.gov.uk/rheoliadeiladau

E-mail: bcon@swansea.gov.uk

Web: www.swansea.gov.uk/bcon

Nature Conservation

Ebost: nature.conservation@swansea.gov.uk

E-mail: nature.conservation@swansea.gov.uk

Conservation and Listed Buildings

Ebost: rheoliadeiladau@abertawe.gov.uk

Rhyngrwyd: www.abertawe.gov.uk/rheoliadeiladau

Email: designswansea@swansea.gov.uk

Web: www.swansea.gov.uk/urbandesignandconservation

Transportation

Ebost: HTPSDept@abertawe.gov.uk

Rhyngrwyd: www.abertawe.gov.uk/trafnidiaethaphrifyrdd

E-mail: transportation@swansea.gov.uk

Web: www.swansea.gov.uk/transportandstreets

Appendix 3: Biodiversity Gain & Enhancement

The following information expands the overview material found in Section 3.0 of the Guidance.

Matters relating to Biodiversity are key considerations for all development and proposals should seek to minimise the impacts upon existing biodiversity, habitats and green infrastructure networks, as well as introduce measures to ensure net benefit to biodiversity in accordance with the Section 6 duties.

This appendix expands on the biodiversity considerations. More information is contained in the Biodiversity SPG.

Special Ecological Sites

You should first check whether your proposed development is within or near to a site designated as being of ecological importance. Please refer to the Swansea LDP Constraints and Issues Map (www.swansea.gov.uk/ldp) for the location of nationally designated sites and local designations such as SINCS. Further survey information may be required if the proposed development is likely to impact upon a designated site (see Policy ER 8).

Protected Species

If you are already aware that protected species are present on or close to your site, you should include all available information as part of your pre-application submission. As a part of this process the council's ecology team will provide comments on what surveys are required and any ecological compensation or enhancement measures. Please note that the presence of protected species may not just be limited to your site and as such the Council will need to consider the presence of protected species such as

bats and nesting birds (in particular barn owls) which also use other nearby buildings (such as garages and outbuildings) and trees to roost and nest.

If a survey is needed, it must be up-to-date and carried out by a suitably qualified ecologist. The required information should include the necessary surveys, impact assessment, method statements and mitigation/enhancement strategies. This information will need to be included as part of your planning application. All Ecological Surveys submitted in support of planning applications are considered to be valid for a period of 2 years, after which time, updated surveys will be required. You need to be mindful of this when considering when to undertake pre-application advice and when an application is likely to be submitted.

Please note that **Ecological surveys are seasonal, so the required survey must be carried out at an appropriate month of the year**, and time of day. The survey information should include a data search from the South East Wales Biological Records Centre (SEWBRc), and use nationally recognised survey guidelines/methods where available.

A number of bird and animal species are protected under various Environmental laws and as such it is a criminal offence to undertake works which would result in disturbance to these without proper mitigation measures being implemented.

The presence (or potential presence) of protected species will require compliance with all of the relevant statutory obligations and responsibilities, and may involve obtaining a licence from NRW if criminal offences are to be avoided. The appendix section of the Biodiversity SPG also sets out a checklist of the types of species surveys that will be required

for different types of development and other relevant factors.

The following is a list of the most common types of species likely to be affected by infill and/or backland development works. Please note that this list is not exhaustive and to ascertain the potential impact of a proposal or establish if a licence would be required, then you should seek pre-application advice or the advice of a suitably qualified ecologist.

Bats

Survey information for bats must always be provided up front as part of a planning application. A planning application which could impact on bats cannot be determined until the necessary information has been provided.

The survey, survey report and mitigation/compensation/ enhancement proposals must always be undertaken and prepared by a licenced bat surveyor (bat survey licences in Wales are supplied by NRW). **The survey season for bats is from the beginning of 1st May until the 30th September** (with some limited surveys possible in April and October).

If the submitted survey shows that bats are likely to be affected by your development then mitigation, compensation and enhancement proposals will need to be provided. These proposals will depend on the results of the bat survey. They may include: incorporating a bat roost within the building, erecting bat boxes or tree/hedgerow planting. Mitigation, compensation and enhancement proposals must also take account of factors such as lighting and proximity of a suitable habitat.

More information on the requirements and process of bat surveys can be found in the CIEEM document entitled “What to Expect from a Bat Survey: A Guide for UK Homeowners” which can be found at:

<https://cieem.net/resource/what-to-expect-from-a-bat-survey-a-guide-for-uk-homeowners/>

Barn Owls

The protection for barn owls covers all birds, their nests and eggs. The special protection afforded to them makes it an offence to disturb birds at the nest. Before any work commences, a survey may be required to be undertaken by a suitably qualified ecologist.

If barn owls are found, mitigation/compensation and enhancement proposals will be required and may include providing nest boxes in/on/near the building or structure. Proposals which affect barn owls must also consider factors such as lighting and proximity of suitable habitat.

More information about local Barn Owl surveys, search procedures, ways to help you to spot evidence of occupation as well as some background on Barn Owls and the law can be found in the “Barn Owl Trust: Survey Techniques leaflet on the CIEEM website:

<https://cieem.net/resource/barn-owl-trust-survey-techniques/>



Nesting Birds

The protection for nesting birds covers all wild birds from being killed, injured or taken. This protection also extends to birds’ eggs, young and nests (whilst in use).

Bird species such as house martins, house sparrows, swallows and swifts all use buildings to nest in/on. Areas of dense vegetation (e.g. hedgerows and scrub) are also important for nesting birds.

Works which might affect nesting birds should avoid the bird breeding season, which is generally considered to be 1st March to 31st August.

However, this may begin earlier and finish later depending on the bird species. Pre-works checks for active nests may also be required.

Additional information on bird licensing as well as links to a list of Schedule 1 protected species and other information can be found at:

<https://naturalresources.wales/permits-and-permissions/species-licensing/uk-protected-species-licensing/bird-licensing/?lang=en>

Hedgehogs

The multiple protections for hedgehogs makes it illegal to kill, capture or cruelly treat wild hedgehogs. Hedgehogs are listed as a species of 'principal importance' for the purpose of maintaining and enhancing biodiversity in Wales.

The choice and permeability of proposed boundary treatments is of particular importance for mitigating harmful impacts on hedgehogs and as such the use of softer, natural boundaries is recommended (e.g. hedgerows). Where it is proposed to utilise hard boundaries such as walls and fences, these should either not be fully flush to the ground or include gaps or holes of a minimum of 13 x 13 cm at strategic points in their base to allow for hedgehogs (and other mobile/foraging species) to pass through these. For further information on hedgehog friendly fencing please visit:

<https://www.hedgehogstreet.org/hedgehog-friendly-fencing/>

Other hedgehog friendly features which can be incorporated into gardens include semi-permanent and temporary elements such as log piles, compost heaps, leaf piles, overgrown patches, wildflower patches and ponds. Further information on these as well as a guide on how to build a hedgehog home can be found at:

<https://www.hedgehogstreet.org/help-hedgehogs/helpful-garden-features/>

Biodiversity Enhancement Measures

Infill and/or backland development proposals should provide new opportunities for wildlife, and may include the following features. You are encouraged to consider integrating the following into your proposals anyway in order to improve local biodiversity and habitats for local species generally:

- Incorporating green roofs and green walls into the construction;
- Providing bird nesting boxes for a range of species (e.g. sparrow terrace, swift box, house martin cup etc.) and bat roosting features within the roofspace, bat boxes externally or on suitable mature trees within the grounds, and bird feeders and bird baths;
- Erecting a barn owl box;
- Landscaping the garden to include native hedgerows, trees and wildflower areas. The use of native species of local (or at least Welsh) provenance and species of known benefit to wildlife and pollinators in any soft landscaping scheme associated with the development is essential, together with use of diverse seed mixes for lawns/ gardens.
- Creating a pond or bog garden;
- Creating a log pile or rock pile;
- Providing a bee and/or invertebrate 'hotel' in your garden;
- Minimising the use of close board fencing or other hard boundary features which reduce permeability/connectivity for biodiversity.

And where such treatments are used;

- Make small holes (min 13 x 13cm) within any boundary fencing to allow foraging hedgehogs and other mobile species to be able to pass freely maintaining and improving connectivity to

adjoining areas/gardens maintaining existing tree lines and retaining hedgerows;

- Maintaining existing tree lines and retaining hedgerows.

Invasive Non-Native Species (IINS) e.g. Japanese Knotweed

Where an invasive non-native species of flora listed in Schedule 9 Part II section 14(2) of the Wildlife and Countryside Act 1981 (as amended) is present on a planning application site, an invasive non-native species (flora) condition will be placed upon that application.

Such conditions are normally attached to planning applications to deal with Japanese knotweed infestation, however these can also be attached to deal with the presence of other less common INNS if present.


In order to discharge the condition, you must provide and implement a suitable method statement to control the plant before, during and after the development. Japanese knotweed in particular can be very difficult to eradicate and furthermore is classed as 'controlled waste' under the Environmental Protection Act 1990, requiring that this be disposed of with registered waste carriers such as specialist Japanese knotweed contractors. If Japanese knotweed is present on your property you are therefore encouraged to employ the services of a registered knotweed specialist. For further information on treatment and identification of Japanese Knotweed:

<https://www.gov.uk/guidance/prevent-japanese-knotweed-from-spreading> and <https://www.rhs.org.uk/advice/profile?pid=218>

Appendix 4: Green Infrastructure (GI)

Swansea's natural environment and its strategic Green Infrastructure network provide critical ecosystem services which the council has a statutory duty to maintain and enhance. Living with nature should be a key theme of all new developments through a green infrastructure led approach to placemaking.

Planning Policy Wales emphasises the importance of integrating Green Infrastructure (GI) at all scales (6.2.1) which can be positively addressed in a hierarchical approach as shown opposite. These features should form part of the overall design led approach to placemaking.

- 
- **Landscape Scale** – this includes retained habitats and landscape features plus undeveloped edges and maintaining and enhancing strategic habitat connectivity corridors
 - **Neighbourhood Scale** – this includes green corridors within sites, new parks, wildlife areas allotments, play opportunities
 - **Local scale** – this includes street trees, hedgerows, planted verges and Sustainable urban drainage corridors, wildflower meadows
 - **Plot scale** – this includes hedge boundaries, rain gardens within gardens, biodiverse planting, green walls & roofs

Appendix 5: Sustainable Drainage Systems (SuDS)

All new developments, under legislation in Wales, of more than 1 dwelling or where the construction area is 100sqm or more, require sustainable drainage solutions (SuDS) for surface water. SuDS must be designed and built in accordance with Statutory SuDS Standards and approved by the Local Authority acting in its SuDS Approving Body (SAB) role, prior to construction works commencing.

SuDS typically fall under three types:

- Source Control
- Permeable Conveyance Systems
- Passive Treatment (Pollution)

Source Control

Source control and prevention techniques are designed to minimise the increased surface water runoff and discharge from developed sites which have more hard surfaces (as opposed to natural spaces), by storing this as close to the source as possible and discharging it at a slower rate than to minimise the volume of water discharged from the site (as well as possibly treating this as it is discharged). Such features for consideration in your development proposals include:

- Green Roofs
- Infiltration Trenches
- Permeable Surfaces (e.g. porous paving)
- Rainwater Harvesting (e.g. water butts and grey water systems)
- Rain Gardens
- Soakaways

Green Roofs

Green roofs fall under two types: intensive and extensive. Intensive green roofs are thicker with a min. depth of 12.8cm and can support a wider variety of plants for biodiversity as well as better drainage function. However, they are heavier and require more maintenance. Extensive green roofs are shallower (2—12.7cm) and require less maintenance but are less species diverse and perform a lesser drainage function.



Green roofs can be applied to a number of flat or shallow pitched structures - extensions, sheds, stores and garages or car ports

Infiltration Trenches

Infiltration trenches are shallow excavations filled with rubble or stone that create temporary below ground storage of rain and storm water runoff, thereby enhancing the natural capacity of the ground to store and drain water. Infiltration trenches initially hold the water as they fill up and then allow it to drain into the surrounding soils from the bottom and sides of the trench at a slower rate. Ideally these should receive cross flows of runoff from adjacent surfaces.

Permeable Surfaces

The use of impermeable hard surfaces such as tarmac, concrete and certain types of paving stops rainwater from percolating into to the ground which can make water pool in low lying areas as well as run along the surface into other areas possibly resulting in localised flooding. Permeable paving options provide for gaps in the surface to allow for varying levels of ground water percolation to avoid this issue. Options for permeable surfacing can include loose gravel and other small non-bound aggregates (provided that these are not likely to wash onto the public highway), permeable block paving, porous paving and reinforced grass paving etc. Permeable grass paving options are particularly supported in appropriate locations as these can contribute to biodiversity and green infrastructure connectivity as well as visually softening hard surfaced areas in addition to providing a drainage function.

Rainwater Harvesting

Rainwater harvesting collects and holds rainwater in storage for other uses. A simple approach to this is to connect a water butt to a downpipe to store water for garden use. Other grey water systems can include piping rainwater for flushing toilets in your extension.

Rain Gardens

These are typically shallow trenches filled with absorbent, free draining soil and appropriate plants which can withstand temporary flooding. Another form utilises a planter box to act as a secondary storage tank with a controlled drainage. In addition to helping to drain water from the surface into the soil these features also provide a filtering function which provides cleaner water back into the water system. For more information:

<http://raingardens.info/>



Rain gardens can be surface level and include water butts (top) or provided as planter boxes (bottom)

Soakaways

A soakaway is a buried drainage feature which infiltrates surface water into the ground, rather than discharging to an offsite location such as a watercourse or sewer. Soakaways requires digging a suitable hole which is typically replaced with a formal structure, constructed using a concrete ring, a fabric membrane or plastic crate system.

The storage hole is typically filled with stone and rubble, which allows the water to percolate and remove pollutants before being infiltrated into the soil in a controlled manner. Geo-cellular crates can also be used, which

provide more storage, but less filtration of surface water runoff. Soakaways require particular conditions to work and as such you are advised to seek out further information before installing any such feature.

Permeable Conveyance Systems

Permeable conveyance systems move (convey) water slowly towards a watercourse (such as a river) allowing storage, filtering and some loss of runoff water through evaporation and infiltration before it reaches the discharge point. The main types of permeable conveyance systems are surface water swales and underground systems such as filter drains (or French drains).

Swales

Swales require a relatively large space and are typically found in streets. In the simplest terms these are shallow ditches with gently sloping sides which run alongside or in the middle of streets. Swales are designed to store and convey water runoff as well as remove pollutants in the process. Swales can be simply grassed but are more effective if vegetated with appropriate planting including trees in appropriate locations.

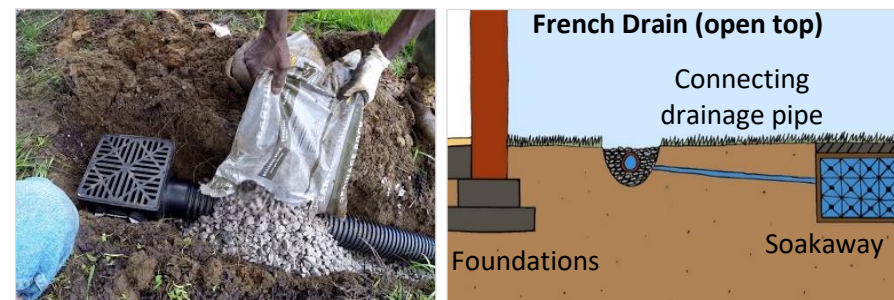


Simple grassed swales convey water during wet weather (left) and a vegetated street swales (right) can improve biodiversity and street character

Filter / French Drains

Filter/French drains can take several forms but one of the simplest methods for these is to create an infiltration trench filled with gravel that also includes a slotted or perforated pipe. These drains are mainly used to direct groundwater or surface water away from a particular area, like the foundation or basement of your home. The surface level water will be directed towards the lowest point, and then allowed to flow through the gravel into the drain. The gravel also does the job of blocking excess debris from entering the drain. The water will then be collected in the slotted pipe present at the bases, and directed away from your home, towards a more suitable location for infiltration.

French drains are different from general surface drains in that they collect water throughout the whole length of the drain rather than one single spot. As such they work well in preventing the pooling of water in specific spots as well as better dealing with heavy downpours which may overload a single fixed drain. In appropriate circumstances, French drains can also be installed in combination with walls to help minimise loading pressure and water pooling against these structures.



Construction of a French/Filter Drain (left) and combining a French drain with a soakaway storage can help to minimise flooding around your property provided that the ground conditions are suitable (right)

Filter/French drains can also be combined with soakaways to provide a simple yet effective SuDS solution to drain water away from dwellings as well as other structures and areas:

Passive Treatment (Pollution)

Passive treatment systems use natural processes to remove and break down pollutants from surface water runoff. Small scale systems such as filter strips, can be easily designed into the landscape and are sited upstream of other SUDS. Larger, 'end of pipe' systems usually involve storage of water in constructed ponds.

Passive treatment systems usually require a larger area than other feature types and therefore are not typically suited to individual plot applications unless you have a very large development site. However, your site may provide opportunities to connect to and enhance such features, which include:

- Detention basins
- Retention ponds
- Wetlands

Detention Basins

Detention basins are used to store run-off from large areas. Water usually runs into these from conventional drainage systems or from upstream SuDs such as swales.

Detention basins let run-off spread across a wide floor area and only fill after heavy rainfall when they will hold large volumes of water. This lets pollutants settle out before the water soaks away or discharges slowly downstream.



Filled detention basin served from swale and separate underground SuDS outlet pipe (left) and a dry detention basin with planting (right) adding to local character, biodiversity and providing amenity space

Retention Ponds and Wetlands

Retention ponds are similar to detention basins but store water for longer and are generally wet at all times. This allows natural processes, using bacteria and sunlight, to break down pollutants before the water eventually flows into downstream watercourses. Ponds can also be a welcome addition to urban areas, encouraging plants and wildlife.

Wetlands comprise of densely vegetated bodies of water in the form of shallow ponds and marshy areas which use sedimentation and filtration to treat contaminated run-off. However as a result of this process these should be the last stage of SuDS management due to the risk of siltation.

Newly created ponds and wetland areas are ideal for treating lightly contaminated water from farmyards and farm roads. Existing natural ponds or wetlands should never be used to treat run-off as this can damage or disturb the wildlife that is already in the area.

A number of ponds can be connected, or included with wetland areas to tackle run-off from larger areas at the neighbourhood and landscape scale. More information on can be found at: <https://www.susdrain.org/> and <https://www.sudswales.com/>

Appendix 6: SPG Consultation Report

To be added