



A DESIGN GUIDE FOR HOUSEHOLDER DEVELOPMENT



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Status of this design guide

This design guide relates to extensions and alterations of existing domestic properties throughout the City and County of Swansea.

This design guide updates the 2008 version and was subject to a 6 week public and stakeholder and subject to a six week public and stakeholder consultation exercise as set out in appendix 1. It was adopted as Council policy on the **[ADOPTION DATE TO BE ADDED]** and will be used as supporting guidance to development plan policies in the determination of planning applications submitted to the Authority. The current plan is the Unitary Development Plan (UDP) and this design guide will be used as supporting guidance to the policies listed below:

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

It is anticipated that the document will also be adopted by the Council as formal Supplementary Planning Guidance to the following policies in the City and County of Swansea Local Development Plan (LDP), once this has been adopted:

- **PS 2: PLACEMAKING AND PLACE MANAGEMENT**
- **H 8: ANCILLARY RESIDENTIAL ACCOMMODATION**

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

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

Introduction

WHO IS THE DESIGN GUIDE FOR?

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

THE IMPORTANCE OF GOOD DESIGN

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

III. The key aim of this document is to allow householders to remain within their communities and to adapt their homes to meet changing needs over time in a manner which respects the character of the local neighbourhood as well as protects the rights and wellbeing of neighbours.



Urban Terraces



Suburban Villas



Rural Cottages

How to Use this Design Guide

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

then read through the design guidance notes that are relevant to your proposed extension or alteration.

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

Start from the current Local Planning Policy Context

(Currently the Swansea Unitary Development Plan (UDP)—to be replaced with the LDP once adopted)

Preparing your Design

Guidance relating to:

- Planning permission
- Pre-application advice
- Seeking professional design advice
- Speaking to your neighbours
- Submitting a valid planning application

3 Core General Guidance Notes to be read by Everyone

NOTE A — Understanding your House and Local Area

NOTE B — Respecting the Context and Character of your House

NOTE C — Protecting the Amenity of Neighbouring Properties

Select Relevant Design Guidance Notes

- | | |
|---|-----------------------------------|
| 1—General Principles for All House Types | 9—Domestic Garages & Outbuildings |
| 2—Extending your Detached House | 10—Access & Parking |
| 3—Extending your Semi-detached House | 11—Boundary Treatments |
| 4—Extending your Terraced House | 12—Trees & Other Vegetation |
| 5—Extending your Bungalow | 13—Resource Efficiency |
| 6—Annexes & Ancillary Accommodation | 14—Crime Prevention |
| 7—Dormers & Roof Extensions | |
| 8—Raised Decking, Balconies & Retaining Walls | |

Preparing your Design

STEP 1:

SPEAK TO THE COUNCIL

PRE-APPLICATION ADVICE

VI. The guidance provided by this document should enable you and your professional advisors to prepare the submission of an application for planning permission. However it is advised that you seek pre-application advice from the Planning Department in order to get advice and guidance on the acceptability of your proposals prior to submitting a full planning application. Unacceptable proposals which have not been through pre-application are likely to be refused without negotiation.

VII. There is charge for pre-application advice however this is less than for a full planning application and will help you to determine what changes need to be made to make your application successful. As a part of this you will be expected to provide some information including at least some sketch proposals for consideration to ensure your time and their time is effectively and efficiently used.

PLANNING PERMISSION

VIII. The Council's Development Management Section will be able to advise you on whether you need planning permission or other special permissions for your proposed alteration or extension. For a general overview of the typical works to houses please see the Planning Portal website which gives information on a range of proposals to alter or extend your house— (www.planningportal.co.uk/wales_en/info/2/do_you_need_permission)

IX. Many 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 but you are encouraged to apply the same design principles to these schemes. More

restrictive Permitted Development Rights apply in Conservation Areas and the Gower Area of Outstanding Natural Beauty (AONB) and in some cases 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. In order to avoid the possibility of enforcement action you are advised to check with the Planning Department in every case.

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

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

XII. **Protected Species:** 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. If you think your property is being used as a bat roost, then you should contact NRW for advice on how best to proceed. Contacts are given at the end of this document. Please note that birds are protected whilst they are nesting (1st March to 31st September) and should not be disturbed during this period. Badgers are also a statutory protected species. The Nature Conservation section of the Planning Department can advise on all protected species matters.

Preparing your Design

XIII. **WARNING**

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

WHAT OTHER PERMISSIONS MIGHT BE REQUIRED?

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

XIV. Listed Building Consent: If your property has a special historic or architectural character it may be a listed building. This means that before undertaking any works you will need to get Listed Building Consent from the Council for most alterations and other works that affect the character of the listed building both externally and internally. These applications must be accompanied by a Heritage Impact Assessment (HIA).

XV. Conservation Area Consent: There are less PD Rights if your property is within a conservation area (Article 1(5) Land). Also if you are considering partial or total demolition of your house or boundary walls, then you may require Conservation Area Consent. In cases where demolition is proposed, a planning application will also need to be submitted illustrating what will replace the existing property. All development within Conservation Areas is required to preserve or enhance the character and appearance of that area. These applications must be accompanied by a Heritage Impact Assessment (HIA).

XVI. Area of Outstanding Natural Beauty: The Gower peninsula was the UK's first designated Area of Outstanding Natural Beauty (AONB), recognised for the quality and variety of landscapes and associated scenery. The high quality of the AONB's coastal landscapes and sea

views contribute to the seascape, and its varied heathland commons provide superb views across the surrounding farmland and coastline. Whilst no additional permission is required, proposals to extend or alter houses and all other forms of householder development within the AONB must demonstrate how they would conserve or enhance the natural beauty of the designated area. Applications in the AONB area should also follow the guidance set out in the Gower AONB Design Guide SPG.

XVII. Protected Trees: Some trees which are important to the local amenity of an area are protected by Tree Preservation Orders (TPO) set by the Council. If 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. Unauthorised works to TPO trees is a criminal offence.

STEP 2:

SEEK PROFESSIONAL DESIGN ADVICE

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

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

Preparing your Design

STEP 3:

SPEAK TO YOUR NEIGHBOURS

XX. You are strongly advised to speak with your neighbours to explain your proposals before completing your plans. It is a good idea to put yourselves in their position when considering the impact of your proposal on them. If your proposals affect a party wall you will need to comply with the provisions of the 1996 Party Wall Act. 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 www.swansea.gov.uk. See the end of this design guide for further contact details.

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

STEP 4:

FOLLOW THE DESIGN GUIDANCE AND SUBMIT A VALID PLANNING APPLICATION

XXII. The Council provides detailed guidance notes with your planning application forms setting out what plans, drawings and other supporting information is required to be submitted with your planning application. This guidance is also set out on page 40 of this design guide. Failure to submit this will significantly slow down the progress of your planning application and could result in it being returned to you without being registered.

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

Understanding your House and Local Area

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

CONSIDER THE CHARACTER OF YOUR EXISTING HOUSE AND PLOT

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

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

Is your house of a particular architectural period?

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

What is the shape of the roof?– is it hipped, pitched, mono-pitched or flat? Does it have any existing 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 and doors timber or uPVC – what is the roof covering?

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

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

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

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

A

Understanding your House and Local Area

CONSIDER THE CHARACTER OF THE STREET AND SURROUNDING AREA

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

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

A.6 The key considerations are:

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



Strong and Consistent Character:
Hafod Renewal Area

- Consistent character
- Repetitive building form
- Strong building line

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

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

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

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

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



Irregular and Loose Character:
Coleridge Crescent

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

Respecting the Context and Character of your House

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



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

CONSIDERING A CONTEMPORARY DESIGN APPROACH

B.2 There is support within planning policy and guidance for innovative and contemporary design when it is sensitive to its location and setting. The other usual considerations will apply but, you will also need to demonstrate a 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 with a contemporary design approach. Proposals for contemporary design approaches will need to be fully justified against the local context and should be explained in a supporting design statement.

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

KEY DESIGN PRINCIPLES

EXTENDING TO THE FRONT OF YOUR PROPERTY

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

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

USING THE RIGHT MATERIALS

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



Materials should generally harmonise with the existing property and complement the character of the street

B

Respecting the Context and Character of your House



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

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

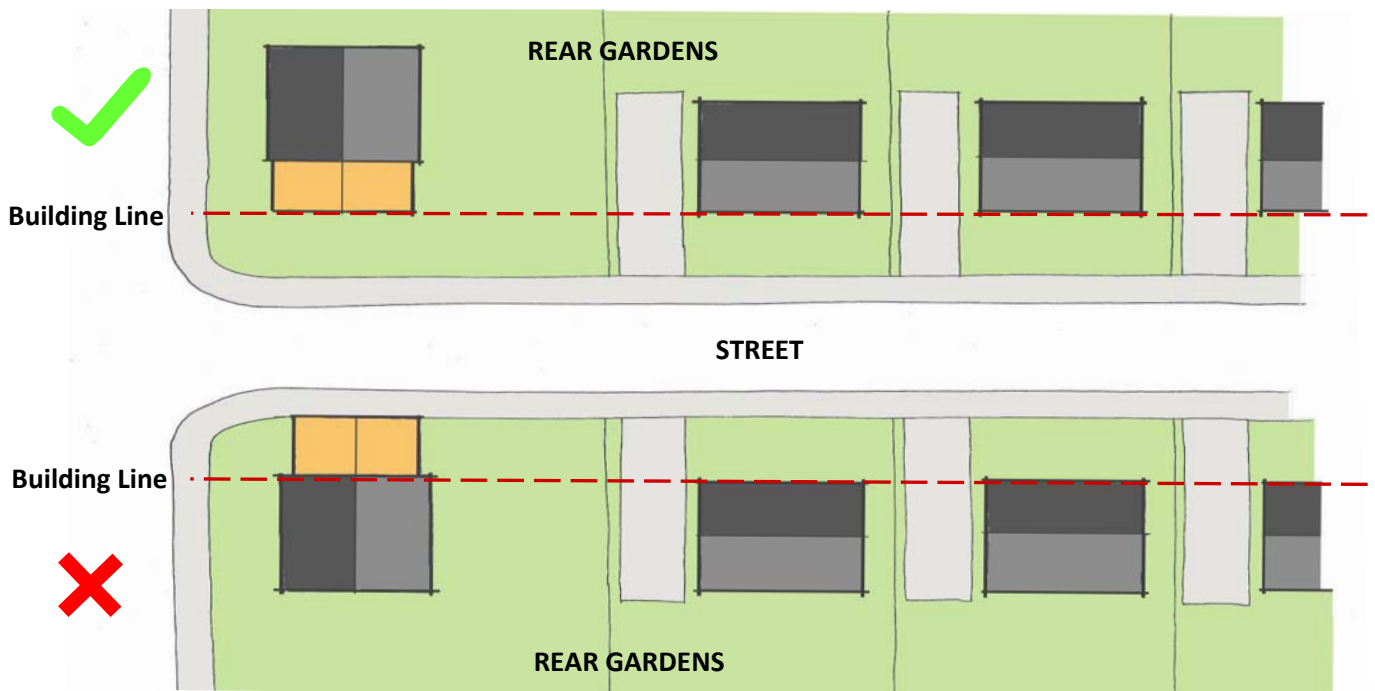
B.8 The use of second hand materials is encouraged to help find an acceptable match as long as they are in sound condition and fit for purpose.

CORNER PLOTS

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

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

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



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

Respecting the Context and Character of your House

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

WINDOWS AND DOORS

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

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



DETAILED DESIGN

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

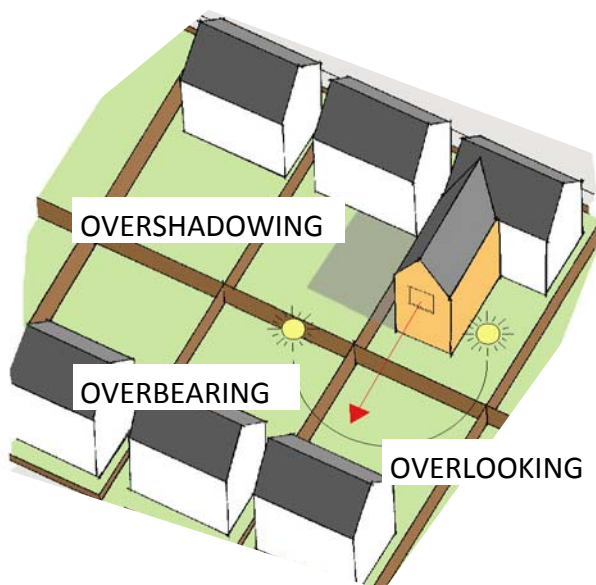
- The head and cill details to openings are usually easy to replicate and are a very effective way of integrating the old with the new.
- Look at the verge, eaves and ridge of your roof and aim to detail the extension in the same way. These elements are particularly important in achieving a sense of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



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

Protecting the Amenity of Neighbouring Properties

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



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

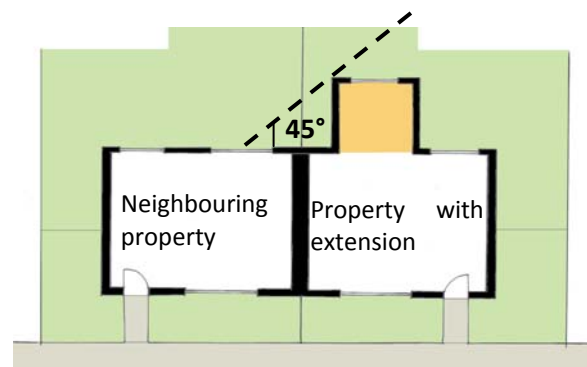
KEY DESIGN PRINCIPLES

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

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

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

C.4 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. If your proposed extension breaches the 45 degree line, then it could potentially result in a loss of daylight / sunlight to the neighbouring house. Non compliance with the 45 degree test 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.

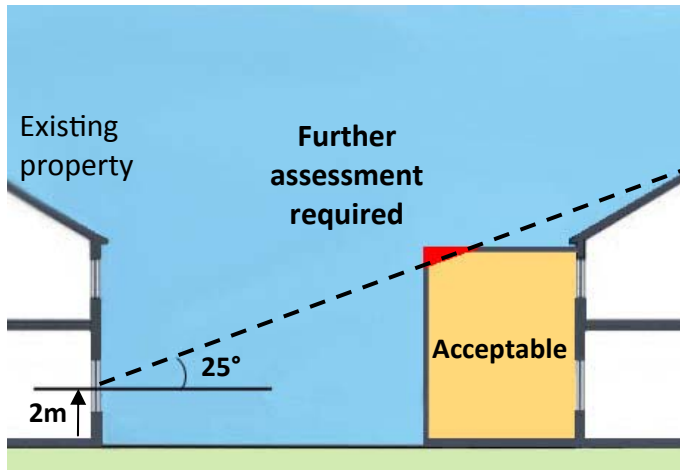


The 45 degree test helps assess potential overshadowing

C.5 In some instances it may also be necessary to test the height of your proposed extension against the **25 degree test**. This is a line taken at 25 degrees from the horizontal at a point 2m up from the floor at the centre 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. If the proposed development goes

Protecting the Amenity of Neighbouring Properties

above the 25° line, it does not automatically follow that daylight and sunlight levels will be below standard. However, it does mean that further checks will be required to assess the levels of daylight and sunlight.

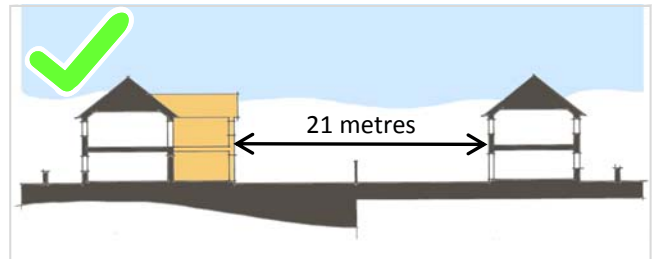


The 25 degree test for overshadowing

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

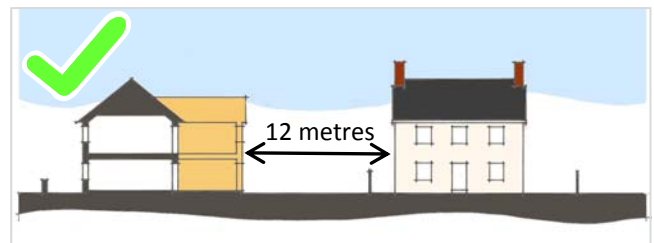
C.7 Where a proposed window for a lounge, dining room, bedroom or kitchen (habitable rooms) will directly face a similar window in a neighbouring property the distance between them should be at least 21m in a 'back-to-back' situation. A reduced distance may be acceptable where there are no habitable 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.

SEPARATION DISTANCES FOR TWO STOREY EXTENSIONS



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

C.8 To avoid an unacceptable impact on habitable rooms and gardens a 12m minimum distance should be maintained between a proposed 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.

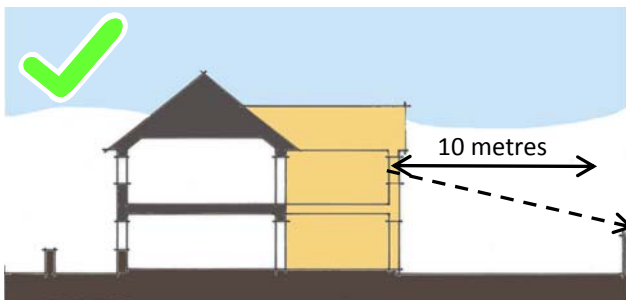


A distance of 12m is required between an extension and a wall with no windows

C

Protecting the Amenity of Neighbouring Properties

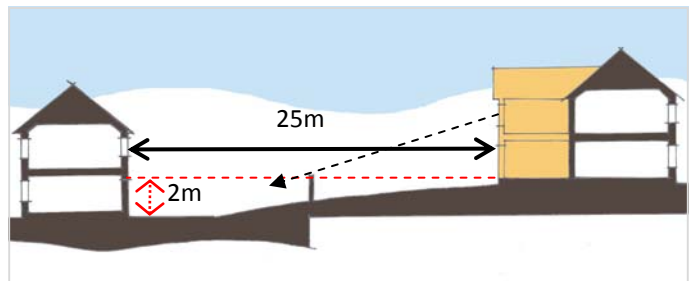
C.9 In addition to protecting the residential amenity of neighbouring properties the local planning authority will also consider the impact an extension has on a neighbour's private garden. Unacceptable direct overlooking into a neighbour's garden can be avoided by ensuring a separation distance of at least 10m exists between a window to a first floor habitable room and the rear or side garden boundary between two properties. Oblique overlooking of neighbouring gardens can be reduced by the careful positioning of windows and the retention of an adequate gap to the side boundaries. Existing screen hedging and planting can further reduce the potential for overlooking. Permanent obscure glazing to rooms which are not classed as 'habitable' can also help address this.



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

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

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



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

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

General Principles for All House Types

1.1 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 to consider 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 more easily 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.
- Similarly setting down the ridgeline of the extension below the main ridgeline of the existing house will also help to make 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.
- The roof of the extension should usually be constructed at the same pitch as the existing roof.
- Asymmetrical roofs generally appear contrived and like flat roofs will generally not be considered acceptable 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 Velux windows and/or obscured glazed windows only for habitable rooms will not be considered acceptable.

2

Extending your Detached House

2.1 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.



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

KEY DESIGN PRINCIPLES

TWO STOREY SIDE EXTENSIONS TO DETACHED HOUSES

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

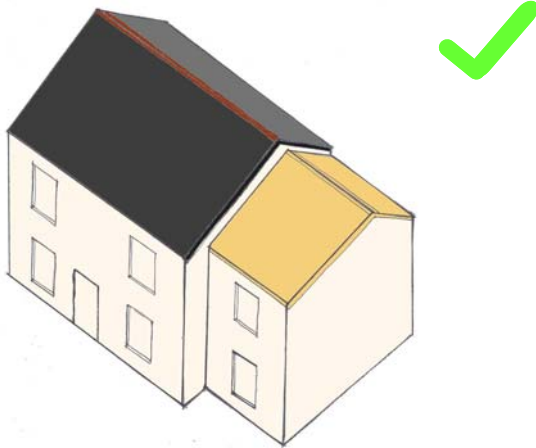


A poorly designed side extension that competes with the scale and form of the original house

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

Extending your Detached House

2.4 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

2.5 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.

2.6 To avoid the 'terracing effect', where detached houses encroach upon each other until the sense of visual separation between houses is lost, a minimum distance of 1m should be retained between the eaves of any extension and the adjoining side boundary. This will also allow for convenient access around the building for maintenance, although sometimes this will need

to be greater. Much will depend on the overall character of the area in determining when overdevelopment is going to occur.

TWO STOREY REAR EXTENSIONS TO DETACHED HOUSES

2.7 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.



CONTEMPORARY EXTENSION PHOTO TO BE ADDED

Extending your Semi-detached House

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



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

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



A pair of over scaled extensions that result in the terracing effect

3.3 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.



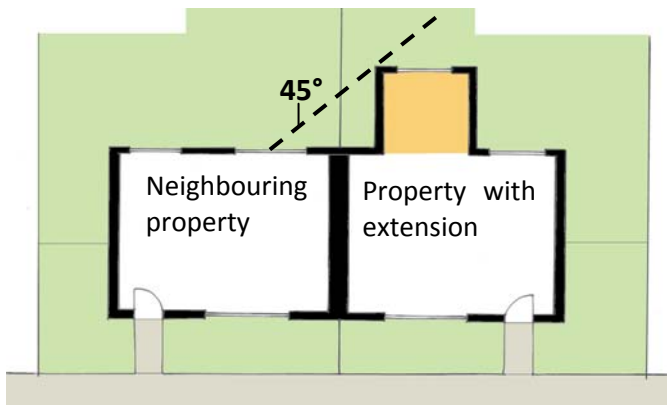
Well proportioned side extensions that retains a 1m gap

TWO STOREY REAR EXTENSIONS TO SEMI-DETACHED HOUSES

3.4 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.

Extending your Semi-detached House

3.5 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.



The 45 degree rule helps prevent overshadowing

SINGLE STOREY EXTENSIONS TO SEMI-DETACHED HOUSES

3.6 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.

3.7 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.

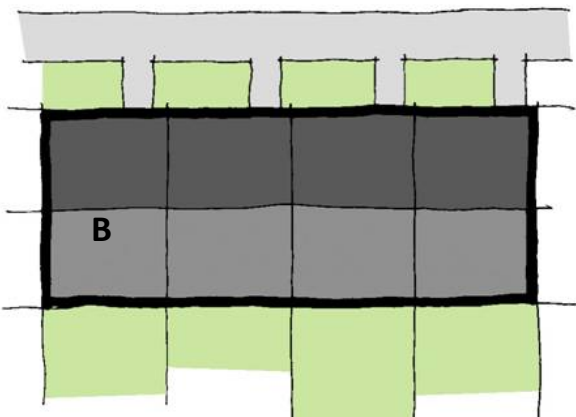
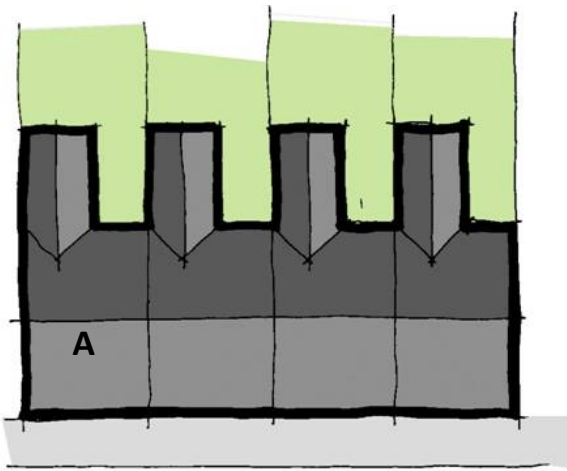


This single storey extension successfully incorporates the materials, roof pitch and proportion of windows of the original house

CONTEMPORARY EXTENSION PHOTO ALSO TO BE ADDED

Extending your Terraced House

4.1 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

REAR EXTENSIONS TO TRADITIONAL TERRACED PROPERTIES



Traditional terraced property

4.2a Extensions to the rear of traditional terraced dwellings are typically sensitive due to the close relationship of the houses to one another. Considerations to take into account include the original form/shape of the houses, the presence of other existing extensions and outbuildings, and the positioning of existing and proposed windows.

4.3a A 4m external depth is the starting point for planning applications of rear extensions. However there may be scope to extend further, typically up to 7.3m for single storey extensions. Proposals for extensions to terraced houses will be assessed on their individual merits taking into consideration the factors set out in paragraph 4.2 as well as being tested against both the 45 degree and 25 degree tests set out previously in this document.

OR

4.2b In general, extensions to the rear of traditional two-storey terraced dwellings should be no more than 7.3m in length from the main back wall for a single storey extension, and no more than 4m in length for a two storey extension. Where the neighbouring properties on both sides have already been extended beyond these distances, an extension may be allowed to the same length.

Extending your Terraced House

4.3b Each house should retain a minimum of 25 sq. metres of private amenity space to accommodate rotary dryers, refuse storage and table and chairs etc.

The above text sets out 2 different approaches to the guidance for rear storey extensions to Terraced dwellings. We would therefore like your views on which approach is better and why?

Paragraphs 4.2a and 4.3a set out an assessment based on a case-by-case assessment of what would be considered acceptable and depends on the individual circumstances of the dwelling and neighbours whereas paragraphs 4.2b and 4.3b provide more certainty on length and space parameters but less emphasis on the individual circumstances of the site and neighbours.

REAR EXTENSIONS TO MODERN TERRACED PROPERTIES



Modern terraced property

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

4.5 As with semi-detached house extensions the 45 degree rule will apply to all extensions for terraced houses (see Section C).

REAR EXTENSIONS TO FOR BOTH MODERN AND TRADITIONAL TERRACED PROPERTIES

4.6 Each house should retain a reasonable amount of private amenity space to accommodate drying washing, refuse storage and provide space for table and chairs etc. to sit outdoors.

4.7 Extensions to terraced properties should be designed with a suitable pitched roof 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.

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

SIDE EXTENSIONS TO END OF TERRACE HOUSES

4.9 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.

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

4.11 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.

CONTEMPORARY EXTENSION PHOTO ALSO TO BE ADDED?

Extending your Bungalow

5.1 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.



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

5.2 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 7 of this document and you should refer to this for any proposals involving such an approach.

5.3 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 it would not generally be acceptable.

5.4 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

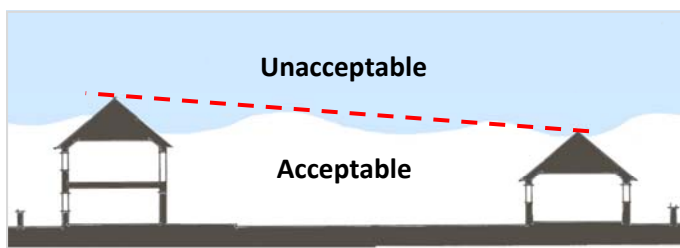
5.5 Respect the character of the street scene. Consider the height of surrounding buildings as this will be a key consideration when the local planning authority assesses the proposal. If the street you live in is lined with bungalows, it is unlikely you will be able to increase the roof height of your 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.

5.6 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.

5.7 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.

Extending your Bungalow

5.8 A key consideration for any proposals to extend a bungalow upwards is to ensure that the extension complements 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 break above this line.



An extension which sits below the line between the ridges of the neighbouring properties is more likely to be acceptable subject to other considerations

5.9 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.

5.10 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.

5.11 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 .



Examples of contemporary renovations to bungalows

5.10 Any roof or other alterations to bungalows should also accord with sections A-C and the general principles for all dwelling types. Proposals which include dormers should also follow the guidance set out in section 7 of this guide.

Annexes & Ancillary Accommodation

6.1 Ancillary residential accommodation, typically in the form of an annexe, 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.

6.2 Such accommodation must 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.

6.2 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.

6.3 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 en-suite bedroom and a living area with kitchenette, in the case of a single dependent person.

6.4 Any proposals for a residential annexe must, by virtue of its design, scale, height, form, massing, materials and layout, be subordinate to, and respect and enhance the character of the existing main dwelling.

6.5 The annexe must also be within the main dwelling's residential curtilage and be part of the same single planning unit sharing amenities including vehicular access, parking, and garden. There should be no boundary demarcation or sub division of garden or parking areas.

6.6 Annexes will normally only be permitted in the form of an extension to the main dwelling. 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.

6.7 An annexe should not displace an existing use which would require the construction of a further alternative building to enable that use to continue.

6.8 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.

6.9 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.

6.10 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 restricting the use of the accommodation for its intended use. Any accommodation found to be in breach of these conditions will be the subject of enforcement action.

Dormers & Roof Extensions

7.1 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

7.2 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.

7.3 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

7.4 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.



An original half dormer positioned partly in the wall and partly in the roof

KEY DESIGN PRINCIPLES

7.5 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 roof plane

7.6 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.

7

Dormers & Roof Extensions

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

7.8 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.

7.9 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 you to provide more 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



Catslide dormer extension

7.10 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.



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

7.11 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.

7.12 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

Dormers & Roof Extensions

7.13 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

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

7.15 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.

7.16 Extra care should be taken to ensure the materials of the dormer window or dormer extension match the cladding and roofing materials of the main house. White uPVC dormers will not typically be considered acceptable.



7.17 In many cases roof lights may be more appropriate, since they have a less intrusive effect upon the roof plane and can also reduce the problems of overlooking. They do not normally require planning permission if they project 150mm or less from the roof plane unless your property is in a conservation area in which case all proposals for rooflights require planning permission and this should always be checked.



7.18 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.

8

Raised Decking, Balconies & Retaining Walls

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

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

KEY DESIGN PRINCIPLES

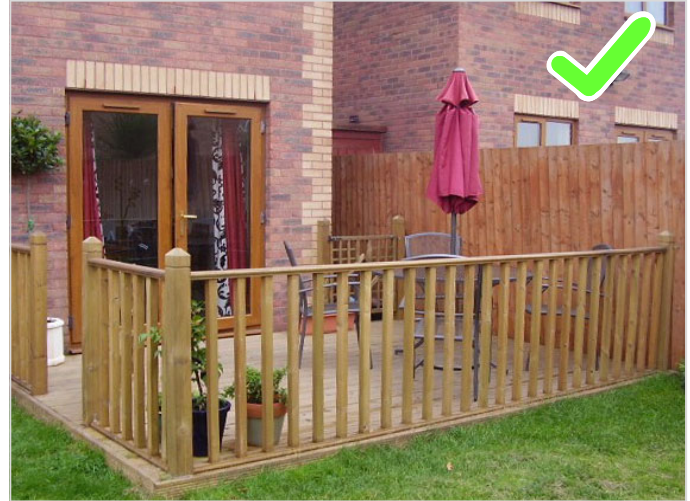
DECKING

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

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

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

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

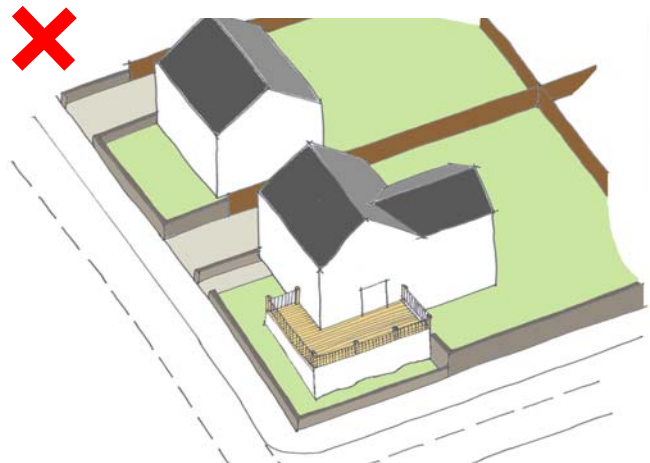


Decking should not result in overlooking of neighbouring properties

8.7 Furthermore, if the decking is elevated the impact of placing safety fencing around it would increase the overbearing impact on neighbouring properties and in some cases cause overshadowing.

8.8 All areas of decking over 30cm in height from ground level will require planning permission. Individual applications will be assessed on their own merits.

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



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

Raised Decking, Balconies & Retaining Walls

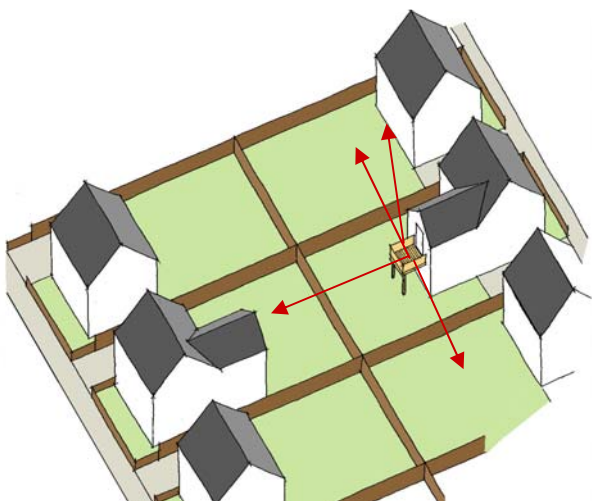
BALCONIES

8.10 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 and the room they serve, balconies can add new amenity space to the property which can generate new activity and raise amenity concerns, particularly as a result of overlooking and noise generation. Rear balconies can be particularly difficult in this respect because of their relationship with the private rear gardens of neighbouring properties.



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

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



Potential overlooking from balconies should be avoided

8.12 In some cases it may be appropriate to consider recessing the balcony in order to address concerns with overlooking into neighbouring properties. However this approach will not necessarily be considered acceptable in all instances and individual applications will be assessed on their own merits.

8.13 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 the rear windows of neighbouring properties.

RETAINING WALLS

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

8.15 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.

8.16 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.

8.17 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?

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

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

Domestic Garages & Outbuildings

9.1 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. As with extensions and alterations to your house, the location and design of your garage or outbuilding should respect the character and appearance of your property, the relationship of your property with neighbouring houses and the overall street scene.

KEY DESIGN PRINCIPLES

9.2 The size and position of a proposed new garage and/or outbuildings should not impact detrimentally on the space around the house and should take fully into account advice on access and parking set out in Section 10 of this guide.

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

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

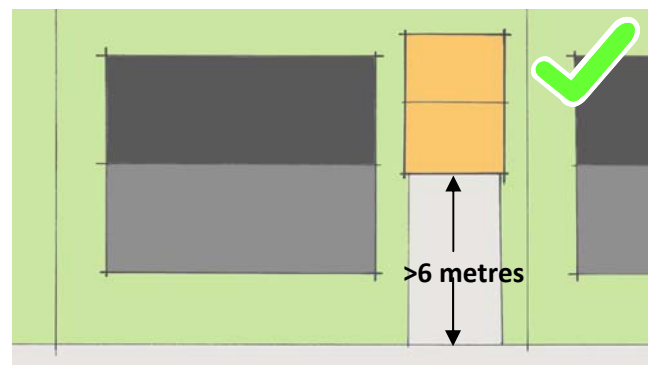
9.5 Your garage or outbuilding must not adversely affect your neighbour's enjoyment of their garden or house. A garage or outbuilding should not cause overshadowing, overlooking or be overbearing to a neighbour's property, including their garden.

9.6 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

9.7 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.



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

9.8 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.

9.9 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.

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

Access & Parking

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

10.2 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

10.3 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.

10.4 Provide for both pedestrian access and parking, drives should be at least 3.2m wide.

10.5 The access should be safe with adequate visibility.

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

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

10.8 Parking spaces normally 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 normal parking space should be increased to minimum internal dimensions of 3m by 6m.

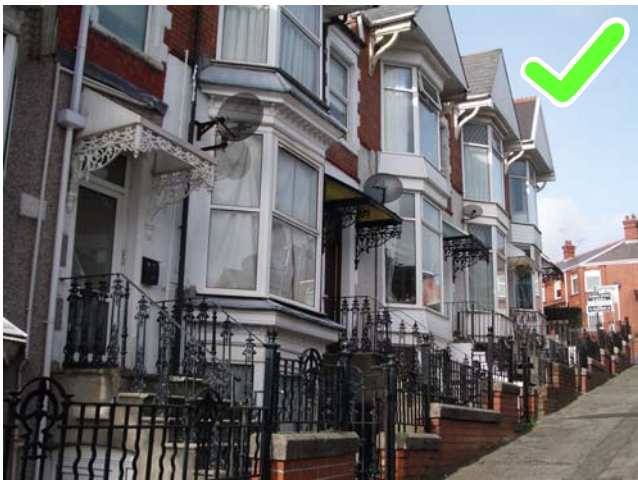
10.9 Parking should be located where cars can be seen in order to reduce the opportunities for car crime. However, this needs to be balanced against the visual impact of parked cars and hard standing areas on the streetscene and character of the area. Therefore, where appropriate, garages and parking 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.

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

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

Boundary Treatments

11.1 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.



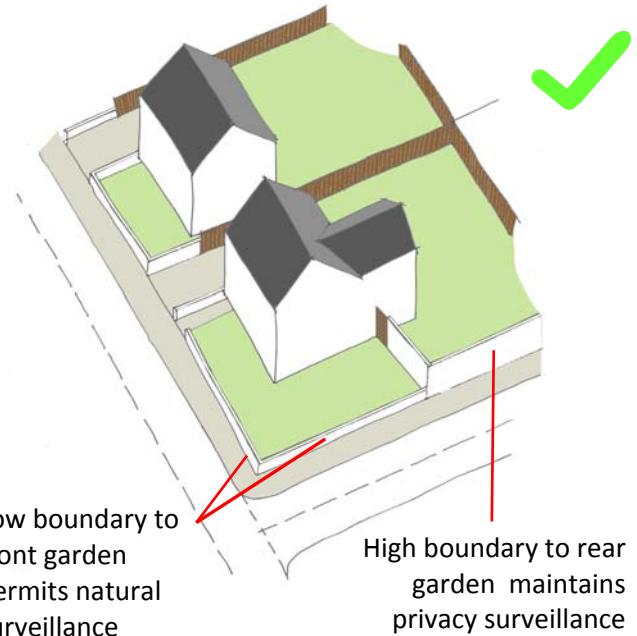
Frontage boundary treatments contribute to the character of your street and should be retained

KEY DESIGN PRINCIPLES

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

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

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



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

11.5 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.

11.6 Close boarded timber 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 where there is not a strong identity of other boundary treatments such as walls, hedges or railings.



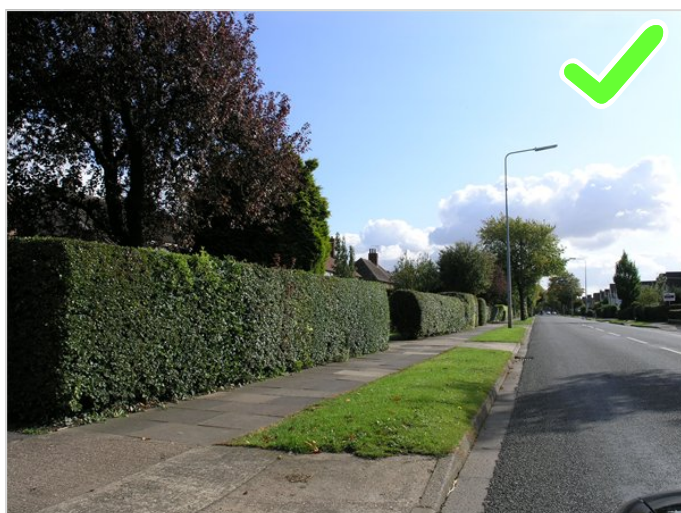
Close boarded fencing as an individual treatment is not acceptable in publicly visible areas

Boundary Treatments

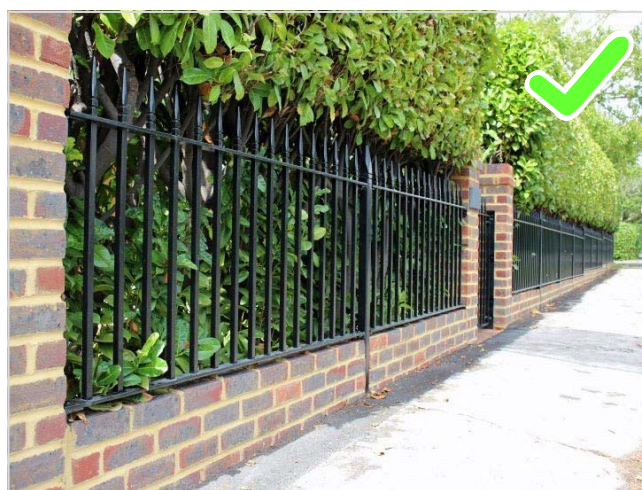


Close boarded fencing can be combined with walls and pillars of an appropriate style and materials to provide a more acceptable boundary treatment

11.7 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 provide a robust boundary which provides greenery and has benefits to the environment



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

11.8 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

12.1 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.



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

KEY CONSIDERATIONS WHEN CARRYING OUT DEVELOPMENT

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

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

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

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

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

Resource Efficiency

13.1 Resource efficiency means minimising the energy your house needs for heating, lighting and other energy uses. It also means using materials and construction methods that do not require a lot of energy to either produce or build.

13.2 The minimum requirements to achieve resource efficiency in new construction are set out in the Building Regulations. Building Regulations information including guides on building energy efficient extensions can be found on the Building Control Section on the Swansea Council website (www.swansea.gov.uk/article/2012/Domestic-alterations)

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

KEY DESIGN PRINCIPLES:

13.4 Look to arrange the internal layout of the extension so that the main habitable rooms are on the southerly side of the building. If the rear of your house faces south, consider extending a rear kitchen into more liveable space, or adding south facing study or playroom. A north facing lounge could be used more in the evenings.

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

13.6 Where possible provide house entrances away from prevailing winds and protect with a porch or lobby.

13.7 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.

13.8 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.

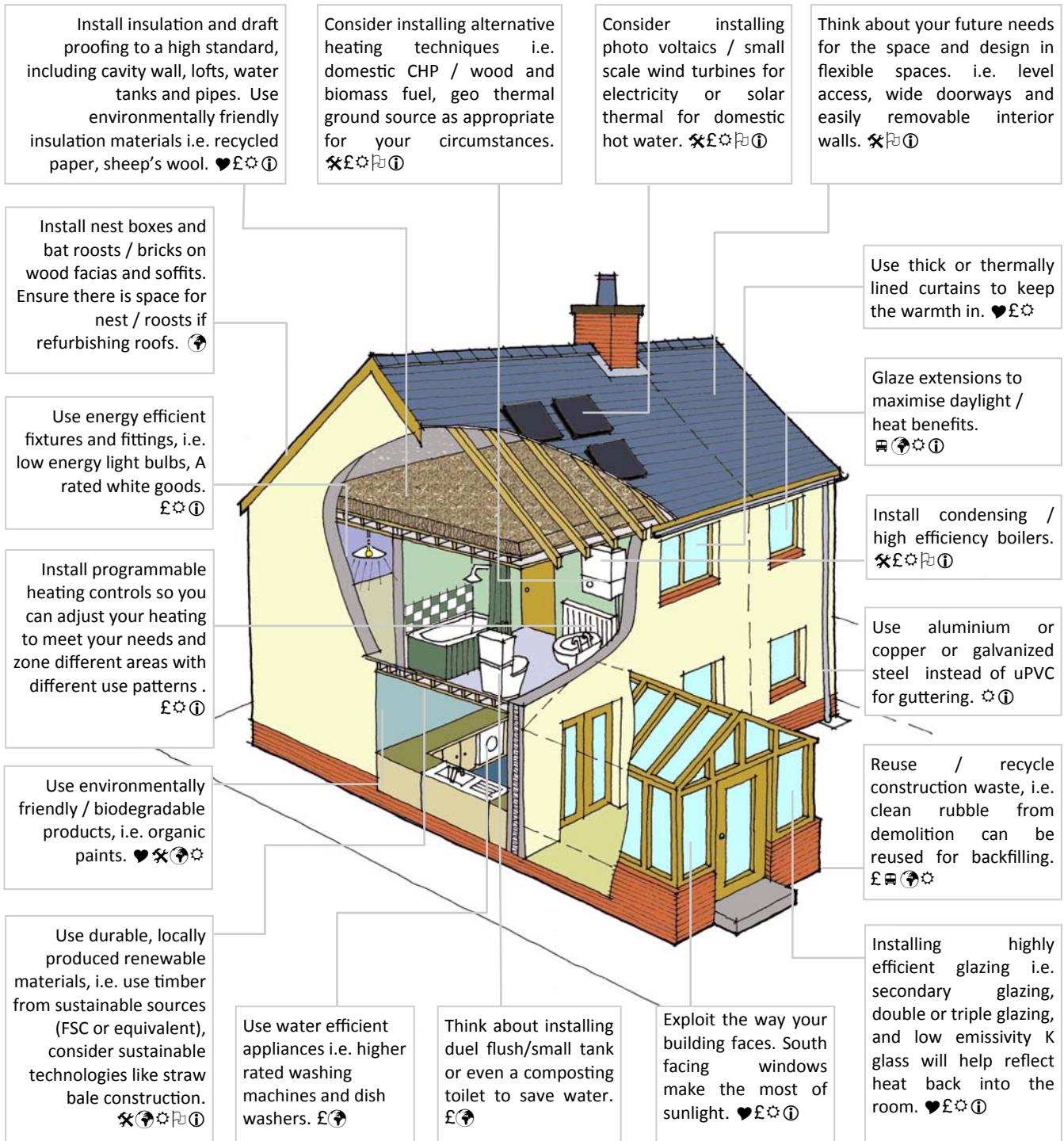
13.9 Wherever possible use materials that are produced locally and which come from a source that can be renewed without harm to the environment. High quality reclaimed materials can save resources and may also provide a better match with the existing building. If your proposals involve demolition, where possible use demolition materials on site, for example natural stone could be reused in walls.

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

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

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

Resource Efficiency



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

Crime Prevention

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

KEY DESIGN PRINCIPLES

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

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

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

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

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

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

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

12.9 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.

Submitting your Application

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

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

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

Location plan

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

Details of existing site layout - block plan

- Scale, typically 1:200, 1:500 or a similarly appropriate and recognised planning scale to ascertain required level of detail
- North point, date and number on plans
- Show all of the existing house in plan form including the position of any existing outbuildings, garages, significant trees, driveways, parking areas and other notable features
- The existing boundary treatment to the site and if possible the position of the nearest neighbouring properties.

Details of proposed site layout

- Scale, typically 1:200
- North point, date and number on plans

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

Floor plans

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

Elevations

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

Cross Sections

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

Supporting Information

- Listed building statement (in accordance with paragraph 69 of circular 61/97)
- Conservation area statement (where relevant)
- Although design and access statements are not compulsory for householder developments, they can be a useful tool for explaining complex/ innovative/ contemporary schemes.

Further Reading

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

- Welsh Government, 2016—(Edition 9), Planning Policy Wales
- Welsh Government, 2005—TAN 8: Planning for Renewable Energy
- Welsh Government, 2016—TAN 12 Design
- Welsh Government, 2014—Householder Permitted Development Rights
- 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 Plans and Unitary Development Plans

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, 2012—Car Parking Standards SPG
- City and County of Swansea, 2016—The Protection of Trees on Development Sites SPG
- City and County of Swansea, 2011—Gower AONB Design Guide SPG
- City and County of Swansea, 2014—Places To Live—Residential Design Guide SPG
- City and County of Swansea, 2014—Infill & Backland Design Guide SPG
- City and County of Swansea, 2011—The Conversion of Rural Buildings SPG
- City and County of Swansea, 2012—Planning for Community Safety 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>

Contacts

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Tel: (01792) 635724
Email: alan.webster@swansea.gov.uk
Web: www.swansea.gov.uk/tpo

Building Control

Tel: (01792) 635636
E-mail: bcon@swansea.gov.uk
Web: www.swansea.gov.uk/bcon

Nature Conservation

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

Conservation and Listed Buildings

Tel: (01792) 635284
Email: designswansea@swansea.gov.uk
Web: www.swansea.gov.uk/urbandesignandconservation

Transportation

Tel: (01792) 636337 / 636341
E-mail: transportation@swansea.gov.uk
Web: www.swansea.gov.uk/transportandstreets

Appendix 1: Consultation Statement

Public and stakeholder consultation

Consultation Statement to be added post
PC and prior to adoption as SPG

Appendix 1: Consultation Statement

Glossary

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

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