SUPPLEMENTARY PLANNING GUIDANCE
HOUSEHOLDER EXTENSIONS & ALTERATIONS

Policy and Environment Department

MARCH 2004

1.0 INTRODUCTION

Extensions are a common form of development and help shape the local environment. Extending your home is a major investment that will often have an impact on your neighbours. Further, a badly designed extension could reduce the desirability of your property, affect your neighbours and reduce the quality of the environment.

Objective **-** to help you design your extension to achieve the highest design standards, even when planning permission is not required. This guide is designed to:

- advise those seeking to extend a property;
- ensure consistency from decision-makers; and
- assist neighbours to understand the potential impacts of proposals.

This guidance supplements Local Plan policy Ho 16 - *Frontage Plots and Extensions* in respect of housing in urban areas. It also applies to housing outside the urban area, subject to policy Ho 24 (Ho 24A in the First Alteration). This guidance should be read in conjunction with these policies, and is concerned with the following types of extension:

- Porches and canopies
- Single storey extensions
- Conservatories
- Two storey extensions
- Roof alterations – dormers and rooflights
- Garages and outbuildings.

These types of residential extensions may or may not require planning permission. A booklet 'Planning – A Guide for Householders' is available, which explains "permitted development rights", see Useful Contacts. Dwellings can sometimes be extended under these rights, although the legislation governing this changes over time and differs for areas and buildings subject to special designations. The following are subject to stricter planning legislation and policies:

- Locally and statutory listed buildings
- Countryside locations
- Areas of Outstanding Natural Beauty
- Properties without permitted development rights
- Conservation Areas
- Land within the indicative flood plain
- Residential Areas of Special Character

Both planning policy and its interpretation change over time. Therefore, although you may see a similar extension to what you want, this does not mean you will automatically be allowed to build a similar one.

The Borough is varied, consisting of towns and countryside, and every road has a different appearance. Therefore this guidance cannot cover every situation, but it explains the factors that the Council may take into consideration when determining a householder planning application. There may also be factors that allow for a departure from this guidance, for example an existing planning permission could set a precedent.

Status **-** this Supplementary Planning Guidance (SPG) is one of a series produced by the Borough Council providing extra guidance on and the interpretation of Local Plan policies. The Council also has guidance on the Borough's Local Distinctiveness, while Surrey Design (produced by Surrey County Council) provides guidance on matters such as character, resources and movement. National advice requires that such guidance be consistent with the plan, issued separately, made publicly available and its status made clear. This SPG is a material consideration to be taken into account in the determination of householder and other relevant planning applications.

2.0 COMMON QUESTIONS

Q. How do I find out the permitted development rights for my property?

A. You may have to do some research.

- A booklet 'Planning – A Guide for Householders' is available, which explains "permitted development rights", see Useful Contacts on how to obtain a copy.
- You should also check with the Council whether your property is subject to any of the following designations:
    - Conservation Area,
    - Area of Natural Outstanding Beauty
    - Listed Building
    - An Article 4 direction, for example on locally listed buildings.

  These restrict your permitted development rights, and also influence the appropriate design.
- Permitted development rights may have been removed by a condition on any implemented planning permission including the one for your property. For greater certainty, you can apply for a Certificate of Lawfulness that will provide you with formal proof that a proposed or existing use of a premises or building works are lawful. For further information contact the Council or visit our website, see Useful Contacts.

Q. Is planning permission all I need to build my extension or make alterations?

A. Unlikely.

- You will probably need Building Regulations approval, which deals with the fire safety, stability and energy efficiency of an extension (a booklet 'Building Regulations' is available, see Useful Contacts). Also check for any covenants or other restrictions on your property's title or lease, see Section 3. You may also need Listed Building Consent for alterations or Conservation Area Consent for demolition.

Q. Does planning permission give me rights to erect scaffolding on my neighbour's land?

A. No. Planning permission does not give you any rights to build on or gain access via land that you do not own. You need separate consent from the landowner.

Q. Can I build up to my boundary?

A. Possibly.

- The guide explains where this is not acceptable
- Although not a planning matter there may be a legal requirement (see Party Wall Act leaflet) to gain consent from your neighbour.
- It is important to agree with your neighbour where the boundary is to avoid a potentially costly and often acrimonious civil dispute.
- The Council cannot become involved in boundary disputes. But be careful where the extension's foundations, eaves and guttering will be. All these should be on land that you own. You are required to complete an **ownership certificate** in submitting your planning application.
- Remember, the Council cannot decide on the merits of any boundary dispute between you and your neighbour.

Q. Do I need an architect to draw my plans?

A. No, but professional help may be advisable. However see what work the professional has previously done. In any event you will need:

- All plans to be at a recognised scale (1:50), **in metric** and clear, with dimensions shown on the plans i.e. so that your neighbour can understand what and where you want to build.
- A location plan outlining the boundary of your property and garden area in red. The plan should show your property's location in the street (These are available from the Council at a cost – see Useful Contacts).
- Plans showing the existing and proposed elevations and floor plans. You will also need to show the distance of the proposal from the boundary and normally your neighbour's property to see how the extension may affect them. It would be helpful to your neighbours to state the measurements on the plan, including the distance to an adjacent property. A block plan is normally prepared for this purpose.
- A Design Statement accompanying your planning application explaining the design principles which you have adopted will be required, see the Borough Council's 'Design Statements' leaflet or the website for further information.

Q. How long does it take to get planning permission?

A. It varies.

- We aim to deal with all householder applications within **8 weeks**. However, your application could be refused and it may take longer if changes are needed.
- The planning permission may require you to do something before starting, for example to submit external building materials. You will have to formally apply to the Council (there is no fee) and we aim to deal with such matters within **28 days**.

Q. How do I find out if my property is subject to a special designation?

A. There are a number of sources of information.

- The Borough Local Plan (which is available to view in libraries and Help Shops in the Borough) shows the designations for countryside locations, Areas of Outstanding Natural Beauty, and Residential Areas of Special Character, on the proposals maps.
- The Borough Council's Supplementary Planning Guidance 'List of Buildings of Architectural and Historic Interest' contains lists of the Borough's listed and locally listed buildings and summary maps of Conservation Areas.
- For indicative flood plain maps, contact the Environment Agency, see Useful Contacts.
- Contact the Borough Council to find out if your property is subject to an Article 4 Direction.
- If you are in any doubt, to check if your property is subject to any special designation, contact the Borough Council.

3.0 BEFORE YOU START

- **Covenants** – These or other restrictions on your property's title or conditions in a lease may require you to get someone else's agreement before carrying out any building work. This may be the case even if you do not need planning permission. You can check this yourself or take legal advice.

- **Specialist Advice** - Is your home subject to a special designation such as the ones outlined in Section 1? For example if your home is within a Conservation Area or the indicative 1 in 100 year flood plain you may have to take specialist advice.

- **Listed Buildings** – As well as planning permission you will need separate listed building consent. There is no fee to pay for this type of application.

- **Trees** - Are there any trees nearby? Remember tree roots can go beyond a tree's canopy, which means you could affect your neighbour's trees. If a tree is protected by a Tree Preservation Order or is within a Conservation Area, you will need the Council's consent to prune or fell it. You should take specialist advice in these circumstances, see Useful Contacts. There is no fee to pay for this type of application.

- **Neighbours** - Put yourself in their shoes. Would you be concerned about the extension you want to build being next to you? If yes then perhaps you need to think again.

- **Communication** - Speak to your neighbours. How would you feel if the first thing you knew about your neighbour intending to start building works is either a letter from the Council or the builders turning up to start work? Disputes often arise because of a lack of communication or misunderstanding.

- **Design**
  - How will the extension appear from your neighbour's point of view?
  - Is the ground level? (See Figure 2).
  - Is there a direct or indirect loss of car parking spaces? (See Figures 8 and 13)
  - Does the size of your plot reduce the scope for extending?
  - Could you make your home more environmentally friendly and implement 'green' changes? Are you going to change the boiler or use a water butt?
  - Consider drainage and flood risk, for example reducing the amount of hard surfaced area.

- **Security -** Is this an opportunity to make your property more secure?
  - Are you going to fit better locks on windows and doors? (see Figures 17 and 25)
  - Are you creating an opportunity to gain easier access to your property? For example, are first floor windows and the rear garden now more easily accessed?
  - Are potential access points visible to the street to prevent potential intruders being hidden from view?

- **Wildlife** – Some properties hold roosts of **bats** or provide refuge for other protected species. The law protects bats because of their roosting requirements. For further advice contact English Nature, see Useful Contacts.

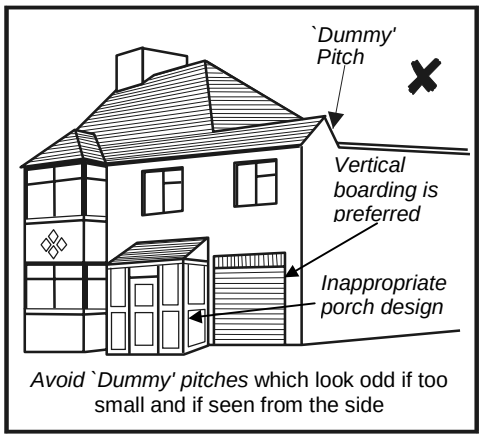
- **Make up your mind –** Have you applied for what you actually want and or can physically build? You will be surprised how many people have planning permission and then build something different, which can lead to formal action being taken.

4.0 DESIGN ISSUES

The Council will, and you should, consider the effect of your proposal on your neighbours and the local environment. The Council in particular will look at the following impacts.

4.1 Appearance

Your home does not exist in isolation. Consider what makes your street or home unique and special? It can help to stand back and look at what is already there. It is important to understand the various features that make up the appearance of the street. The impact of your proposal on the streetscene and your neighbours must be considered. The position of an extension in the street can be influential, for example where it extends beyond a uniform building line or is on a prominent corner.



An extension should:

- not appear unduly prominent in the street i.e. it should not stick out;
- respect the appearance of the property;
- follow the shape and form of the property;
- either be designed as subservient to the original house (see Figure 19) to avoid dominating the building, or integrated with the house (see Figure 20) to the extent so that it is not readily recognisable as an extension.

Figure 1 - Appearance

The appropriate roof design is an important factor, in the overall appearance of your property, and it's potential maintenance. Pitched roofs should be designed to integrate with the existing. For example, a house with a gable roof should have a gable roof on its extension. Changing between hips and gables on one half of a pair of semis is unacceptable. However, it is open to a designer to demonstrate that a mix could work in their Design Statement (see Common Questions). Flat roofs do not integrate with most properties and can have a limited lifespan.

4.2 Privacy and Outlook

A proposal is unacceptable if it would result in a significant loss of privacy to adjoining properties, see Figure 2. To prevent overlooking, side windows above ground floor level or any with views directly into your neighbour's property at eye level (about 1.75m standing) should be avoided.

In some situations obscure glazed windows with restricted openings or high level windows may be acceptable. At ground floor, side windows may be acceptable where there is a fence or other boundary screen.

Consideration will be given to the respective ground levels and the height of the boundary screen, as shown in the figure opposite.

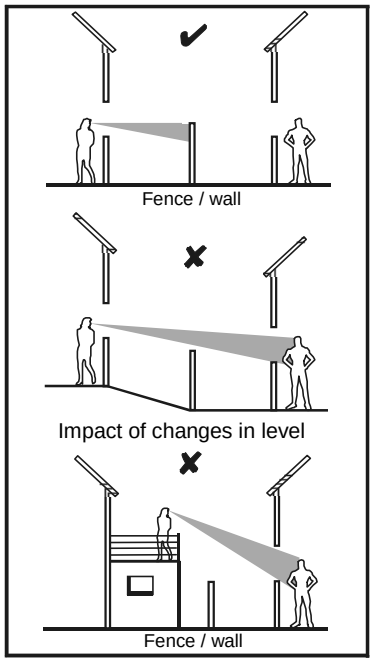


Figure 2 - Privacy

Figure 3 - Outlook

Analysis of View & Outlook

Most unrestricted views have three "layers", which are:

(a) Upper (Distant) – the sky and its join with the natural or man made scene.
(b) Middle – The natural or man-made objects themselves.
(c) Lower (Close) – The groundscape forming the foreground of the view.

In built-up areas, a view of the natural scene may not be available. It is often stated that the planning system does not give neighbours "a right to view". In effect the planning system does not protect people's view from being blocked. However, if a proposal is considered to be unsightly it would not be acceptable.

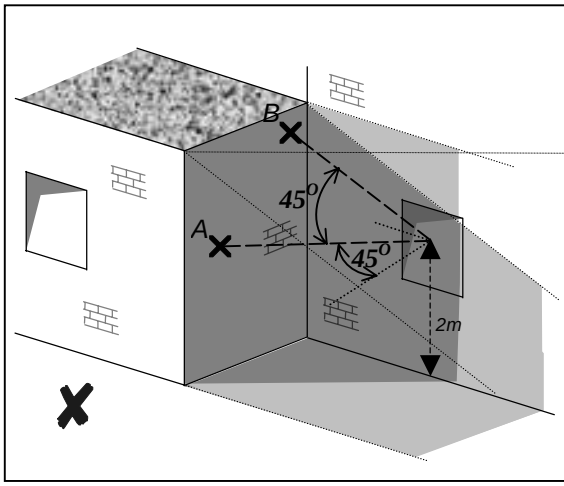
Therefore, the Council is primarily concerned with the immediate **outlook** from neighbours' windows. For example, it would be unacceptable for the resulting outlook from a neighbour's main window to be the wall of your proposal, see Figures 3.

4.3 Domination

An extension or building should not appear overbearing when viewed from neighbouring properties. This is similar to the consideration of outlook discussed above. Figures 3 and 16 show the problems that can be caused by buildings being sited close to neighbouring gardens. To prevent problems of domination, you should consider siting the building away from the boundary and consider the impact of your proposal from your neighbour's viewpoint. Landscaping can help, but unless it is substantial, for example where there is a line of existing mature trees, it rarely overcomes problems of domination. Further planting a significant screen could be considered to be acting as a green wall.

4.4 Overshadowing

The British Standard (BS 8206: Part 2:1992), based on the Building Research Establishment's good practice guide (1991), assesses the impact of an extension on the light into a neighbouring property's habitable room.



Projecting the 45° planes (A and B), detailed in steps 1 and 2 in figure 5, outwards from the affected neighbour window, shows that the extension results in an unacceptable loss of light.

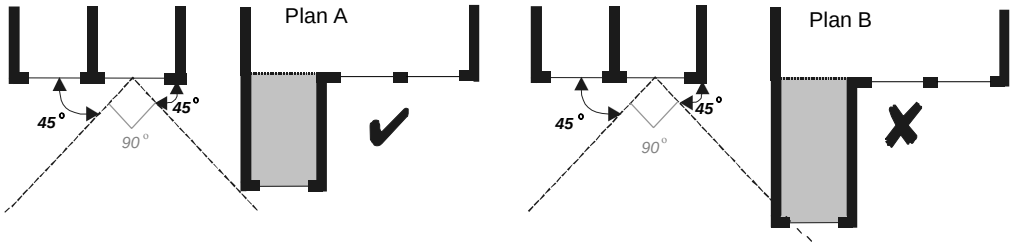
Overshadowing may seriously limit your neighbour's use of a part of their garden / patio area in fine weather or lead to the persistence of frost and snow in the winter. The area highlighted darkest indicates this situation.

Figure 4: The Impact of the 45° Assessment

The relevant assessments are:

- Assessment 1: The 45° Assessment – used when the affected property is to the side of a new building (Figures 5).
- Assessment 2: The 25° Assessment – used when the affected property faces a new building (Figure 6).

Figure 5: Assessment 1: The Impact on Window to the Side of an Extension

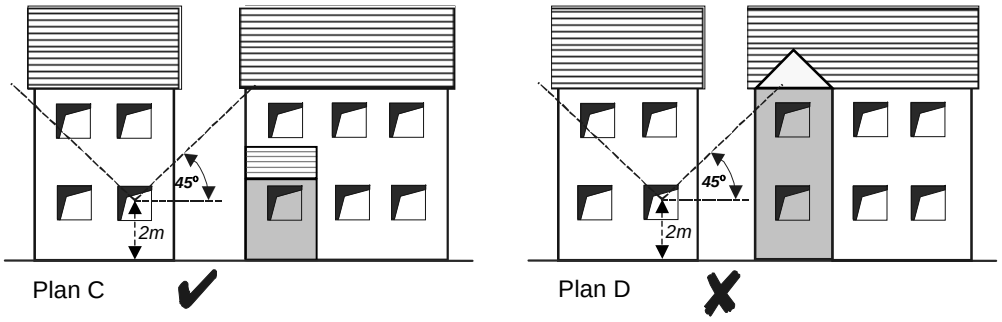


Step 1

- *An extension extending into a 45° plane plotted from the middle of a neighbour's ground floor window may significantly affect light into the neighbouring property's habitable rooms.*
- *The single storey extension shown in Plan A above is acceptable as its depth is limited.*
- *However should it extend any further, as in Plan B, then it may become unacceptable.*
- *If an extension fails Step 1, it may still be acceptable under Step 2.*

Step 2

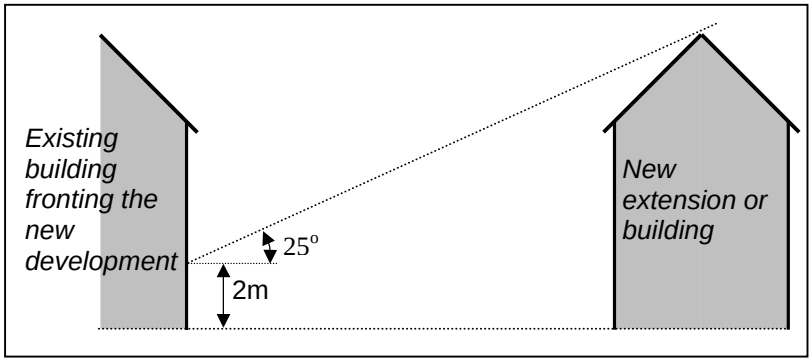
- *This angle is taken from 2 metres above floor level (in this case ground level) of the affected window, see Plans C and D.*
- *Take the same angle which was created in Step 1, in Plans A and B, by the two 45° planes.*
- *This angle is tilted 45° from the 2 metre point in the window.*
- *Plan C shows an acceptable height and depth relationship.*
- *However should it be extended any higher, as in Plan D, then it would be unacceptable.*



Footnote: If there are patio doors with windows to the side, it is the centre of the spread of the windows that is used.

Figure 6: Assessment 2: The Impact on Windows Facing an Extension

An extension extending into a 25° plane plotted from a window at a point 2 metres above floor level may significantly affect light to it. Although sufficient light may come from around the proposed building.



Therefore if the new extension shown in this diagram is extended any higher it would be potentially unacceptable, and the affected room of the neighbouring property would have to be tested to see if there is sufficient light.

Other Considerations

Other matters that will be taken into consideration in assessing potential overshadowing from an extension, include:

- the design of the extension e.g. the roof pitch;
- the nature and aspect of the affected room e.g. bathroom, utility room and hall;
- the size of the affected window;

- whether the room has other unaffected windows;
- whether the affected window is the primary light source for that room; and
- the size and use of the affected part of a neighbouring garden.

It is important to consider the primary function of any affected window in a building. The three functions of a window are:
- for a view;
- to enhance the overall appearance of interiors using sunlight; and
- for illumination of visual tasks.

Assessments 1 & 2 relate to the last two functions of a window. The effect on a view this is considered under Privacy and Outlook – see Section 4.2.

4.5 Building Elements

Any extension or addition can be spoilt by the poor attention to detail. The individual elements of any building are key to its quality. To be successful it is necessary for the individual elements to be well designed and arranged in a logical way that is consistent with the property's overall appearance. The best residential design of all ages has had invention and even fun.

This guide illustrates the importance of the building elements and how they help create the overall appearance of any dwelling.

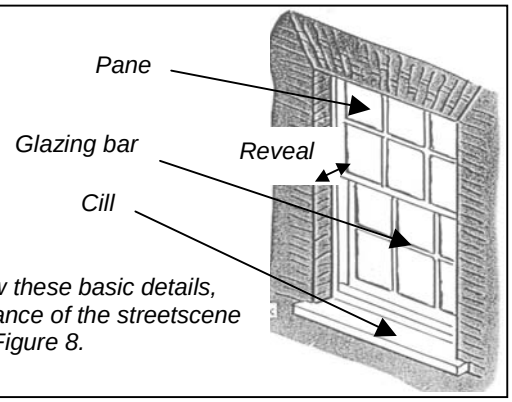
Building Elements

Those that require careful consideration include:
- Windows – Figures 7 & 8
- Doors
- Porches – Section 5.1
- Roof Structures – Figures 6 & 27
- Garage Doors – Figure 25
- Flashing – Figure 30
- Guttering, pipes & rainwater details
- Lighting – security lights etc
- Balconies – Figure 2

It is vital not only to view these elements in isolation, but also how they come together to form the whole appearance. In particular care needs to be take with the "joins" between the elements – see Figure 19

4.6 Windows

Many buildings, particularly Victorian ones, have windows set back with the reveal exposed.



It is important to follow these basic details, otherwise the appearance of the streetscene can be affected, see Figure 8.

Figure 7 – Components of a window

Windows are one of the basic building elements of any property and extension. It is therefore important to reflect this in any alteration to your property. It may also be an opportunity to correct any inappropriate past window alterations.

- A property's windows should echo those which predominate in a street of similar building styles e.g. one would expect a Victorian terrace to have similar style Victorian windows, see Figures 8 and 13.
- Window design, proportion and size should echo the design of the property e.g. Victorian style windows in a Victorian property.
- Traditional windows should have a vertical emphasis in their proportion and subdivision, see Figure 28.
- Casement windows should have casements in each opening to look balanced, see Figure 9.
- Extra care is needed for Conservation Areas and Listed Buildings, both in terms of traditional design and natural materials. The Council intends to publish a leaflet on traditional windows.

Figure 8 – Examples within a Streetscene

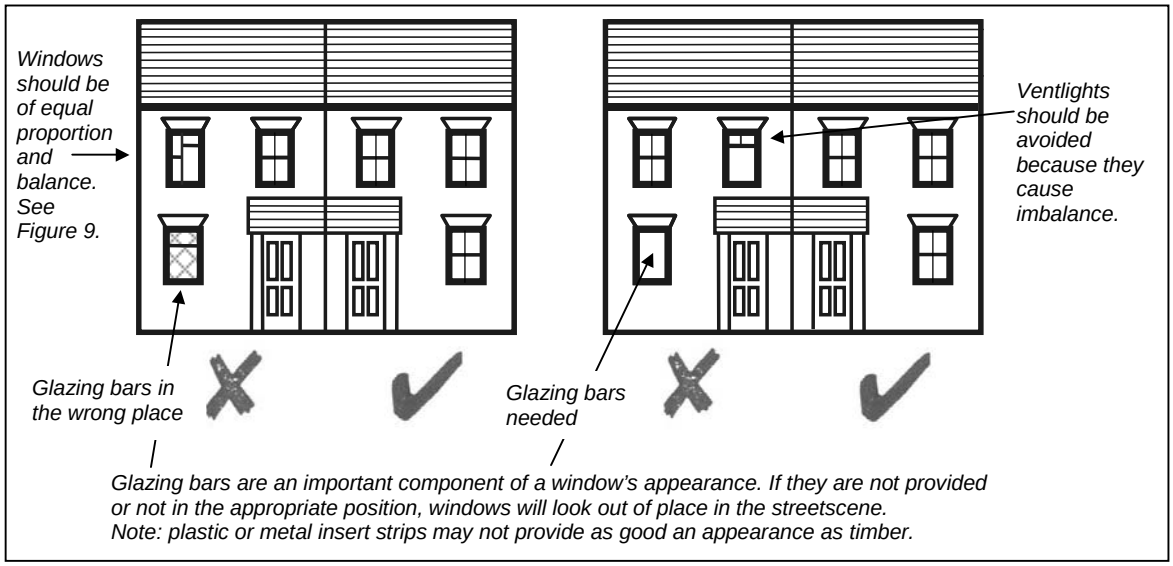
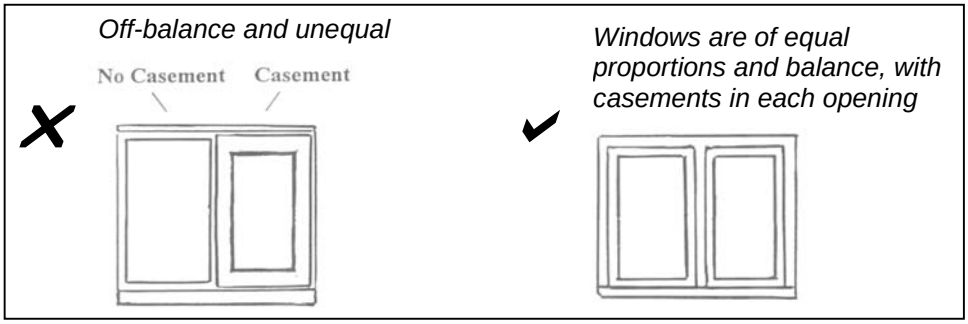


Figure 9 – Illustrations of Proportion and Shape



4.7 Materials

These are crucial to the appearance of your extension and locally distinctive materials are an important part of the environment. New materials, apart from when taking a contemporary approach, that are unrelated to your house or the locality should be avoided. In Conservation Areas and the grounds of Listed Buildings the use of traditional and natural materials will be expected, such as hand made clay tiles and painted timber windows.

Roofs

- Surrey and the Borough are characterised by slate or plain and hand made tiles which are therefore the most suitable to use.
- The use of new large concrete tiles and pantiles are not appropriate, unless they match the existing ones on the property.
- Use the right size of material i.e. small tiles on small roofs. For example on porches, single storey extensions and garages.
- Because of the effects of weathering even using the same roof tile is not likely to match to the ones on the existing roof. It may require the complete re-roofing of the property.
- To match existing tiles use the ones from the rear of the existing roof on the extension's front roof and have new ones on the rear.

Bricks – Try to match the following to the existing materials / design of your property:

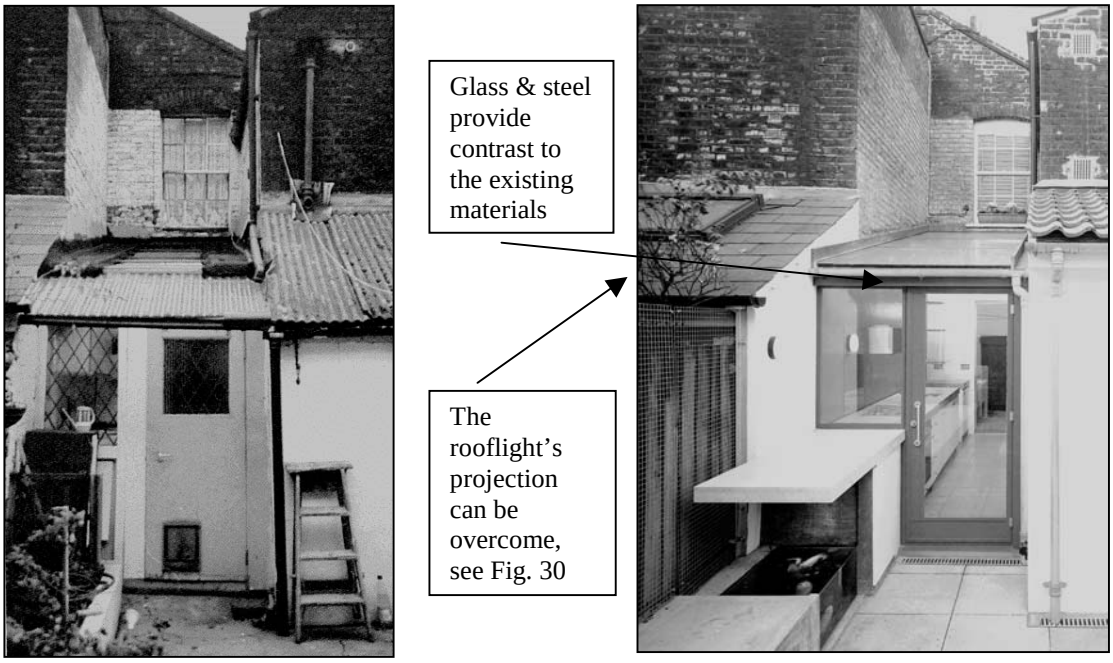
- Brickwork – The type of brick or external finish e.g. render.
- Mortar – The bedding material for bricks.
- Bond – The pattern / detailing of the brickwork – see Figure 15.

Timber – Traditionally external joinery in this area have been of white painted timber. The Council encourages the use of FSC certification or UK grown timber.

4.8 Contemporary Design

Surrey has a rich history of modern buildings and design. This guidance supports good quality modern design. Contemporary design works when it has been individually designed, and uses modern high quality materials, which provide an elegant contrast to the existing property. Contemporary design will be different from your property's design and that in your street. However, this does not mean that it is necessarily harmful to the area's appearance. A contemporary approach works best when it respects the form of the existing property. Matters raised elsewhere in Section 4 should be addressed.

Figure 10 – An example of Contemporary Design



Before

Photographs: Space, Conran Octopus Limited

After

Architect: Paul Ratigan (Azman Owen Architects)

Previous unfortunate alterations in the example above such as the painted brickwork have been removed. While the form of the extension is similar to the previous one, modern materials and design are used to good effect to provide a contrast to the existing house.

4.9 Green Design

The Council encourages you to consider the environment and to take a green design approach. For further information see Useful Contacts. When altering your property there is an opportunity to carry out other improvements to improve the environmental impact of construction and efficiency of your home such as:

- a home energy check questionnaire to assess efficiency;
- improve the energy efficiency of your home, for example: incorporating south facing windows, extra insulation, condensing boilers, and solar panels;
- installing rainwater recycling systems, water butts to collect rainwater, and dual-flush cisterns, to reduce the amount of treated water used;
- the reuse of materials on site, or use of those locally available or from sustainable sources, e.g. use existing masonry for hardcore for the extension's foundations;
- using porous surfacing materials e.g. on patios and driveways, see Figures 14 & 19;
- using low energy lighting, e.g. security lighting (max 150 watts and appropriate controls).

Netherne Hospital

Figure 11 – An Example of Green Design

Green design principles incorporated include:
- High levels of insulation.
- Rain water recycling.
- Re-use of materials e.g. roof slates.
- Siting to make better use of solar gain.
- Protection and enhancement of existing trees/hedgerows

Figure 12 – An Example of Green Design

Visible green design principles:
- Extensive glazing in the south elevation.
- Make provision for active solar systems (solar panels etc).
- Aim for high levels of insulation, in excess of the Building Regulation Standards.
- Grass roofs – absorbs water, reduces surface water runoff and provides good insulation.

Hope House, Surrey Architect: Bill Dunster

4.10 Lifetime Homes

When altering your property it may be an opportunity to consider your potential future use of the home. The idea is to make the home flexible enough through accessibility and design features to meet whatever comes along in life, for example from those with young children (prams), temporary or permanent disabilities, to frail older people. The Joseph Rowntree Foundation has developed the Lifetime Home standards, which incorporate the following key points for consideration:

Access
- The enlargement of the width of car-parking adjacent to the home.
- Minimising the distance and gradient from car-parking space to the home.
- Level or gently sloping approaches to all entrances.
- Illuminated and covered entrances, with level access through the doorway.

Inside the home
- The adequate width of doorways and hallways.
- Space for adequate circulation and the turning of wheelchairs.
- A sitting room (or family room) at entrance level.
- A downstairs toilet, wheelchair accessible, with drainage and service provision enabling a shower to be fitted at any time.
- Walls in bathrooms and toilets being capable of taking adaptations such as handrails.
- Designing bathroom layout to incorporate ease of access, probably from a side approach, to the bath and WC, and accessible wash basins.

Fixtures and fittings
- Easy to open/operate windows from the inside.
- Switches, sockets and service controls at a height usable by all.

Source: adapted from the Joseph Rowntree Foundation, 'Building Lifetime Homes', 1997.

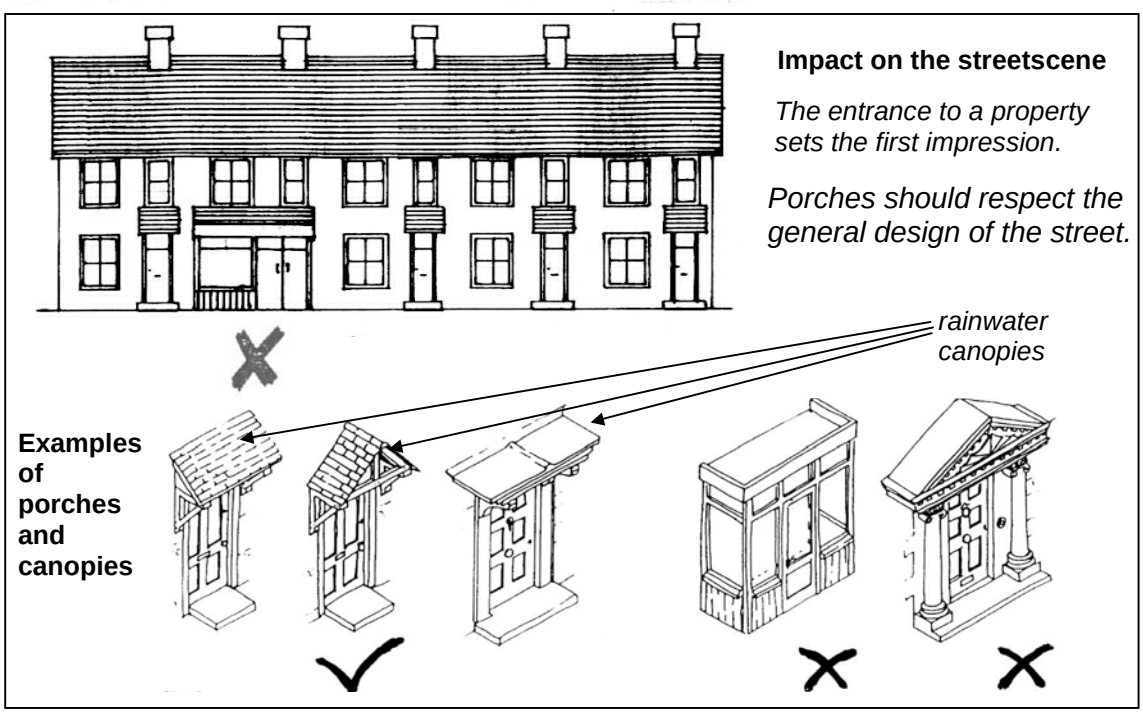
5.0 COMMON EXTENSIONS

5.1 Porches and Canopies

Key Messages

- Porches should reflect the appearance of the existing property, especially in its style, proportions and materials.
- The size of the porch should reflect the size of the property, see inappropriate examples in Figures 1 & 13.
- Use the same roof design and, where possible, the same roof pitch as the main property.
- Use small roof tiles.
- Whilst you may wish to give your property individuality, an inappropriate porch, especially in a terrace, can spoil the overall appearance of the street.
- Traditionally designed rainwater canopies, see Figure 13, are more appropriate for traditionally designed properties than copies such as those shown below.
- To enclose a porch, follow the form, as shown in the rainwater canopies below. Consider the use of a similar front door and side windows to complement the existing property.

Figure 13 – Illustrations of Porches



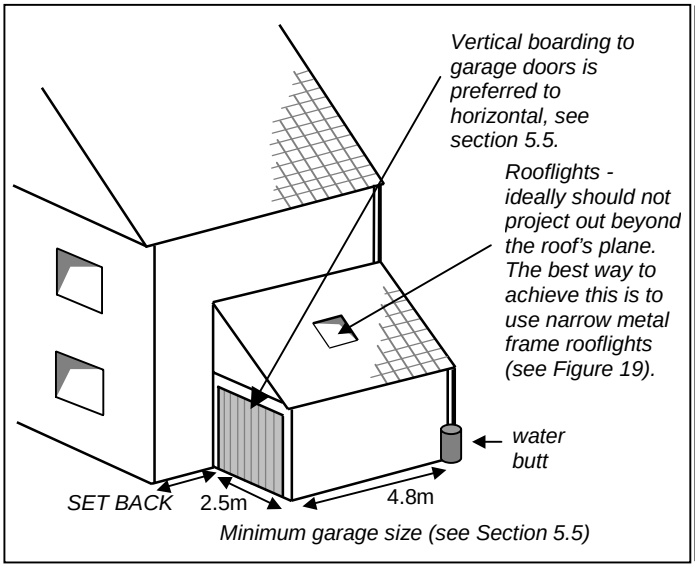
5.2 Single Storey Extensions

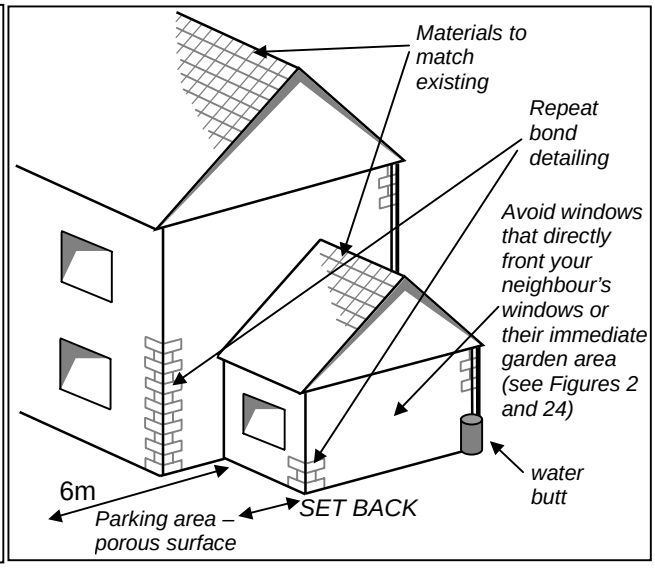
Key Messages

- The scale of the extension should be proportionate to the size of the property and garden.
- Set Back – This should be proportionate to the width of the extension i.e. the wider the extension the larger the set back. This is at least between 100mm to +1,000mm. This helps to make the "join" better between the property and the extension by visually breaking up the frontage.
- Use the same roof design and where possible the same roof pitch as the main property, see Figure 14.
- The depth of the garden after the completion of the extension should not be too small for the size of the property, see Figure 16.
- Using a flat roof as a balcony will not be permitted if it could result in a loss of privacy for your neighbours, see Figure 2.
- Single storey front extensions are rarely acceptable, see Figure 18.

5.2.1 Single Storey Side Extensions

Figures 14 & 15 – Illustrative Single Storey Side Extensions with Gable Roofs





5.2.2 Single Storey Rear Extensions

Single storey rear extensions are acceptable in urban areas provided you have taken account of the matters raised in sections 4.1- 4.3. Single storey rear extensions along a boundary, of more than the following depths, are likely to conflict with the assessments outlined in Section 4 and will not be acceptable:

Security
Do not create an opportunity to gain easy access to your property, particularly to first floor windows via drainpipes and the roof of your extension.

Keep access points visible to the street to prevent potential intruders being hidden from view.

- Terraced house 3m
- Semi detached 3.3m
- Detached 3.5m

The depth of the extension will be effected by whether the extension would be adjacent to a neighbouring property. See Figures 4 & 5 for acceptable and unacceptable examples.

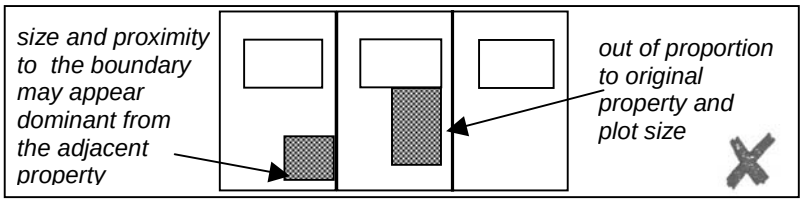


Figure 16 – Example of Problems with Single Storey Extensions & Outbuildings

5.3 Conservatories

Key Messages

- Conservatories are another form of single storey extensions and should follow the same design process as described in Section 5.2.
- Use the same window and roof design as the main property.
- They provide an opportunity for a contemporary approach, see Figure 10.

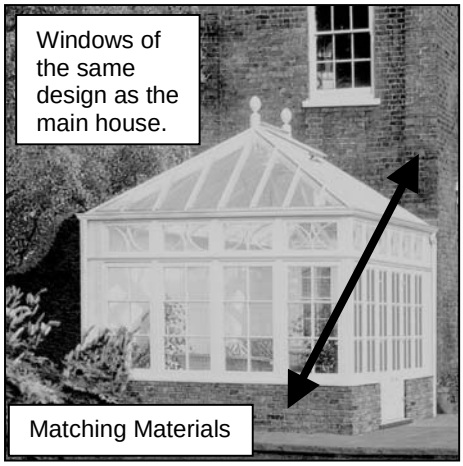


Figure 17 – Example of a Conservatory

Conservatories should follow the same design approach of a single storey extension noted in Section 5.2. Poor results can occur when a Victorian style of conservatory is used on a non-Victorian property. Conservatories that relate to the general style and design of a property will be preferred. Simple designs are more appropriate on cottages. Often a more appropriate approach can be achieved at no or little additional cost.

Security
The internal door to the property should have the same security, locks and strength as the property's front and back doors.

5.4 Two Storey Extensions

Key Messages –

- Retain a one metre gap from the side boundary of the property, see Figure 22, but wider gaps may be necessary, see Figure 23.
- Face the street like the main property, see Figures 19 & 23.
- Consider whether there will be a loss of car parking spaces,
- Use the appropriate design approach, outlined below, for the type and size of property,
- Two storey front extensions are rarely acceptable, see Figure 18.

5.4.1 Two Storey Front Extension

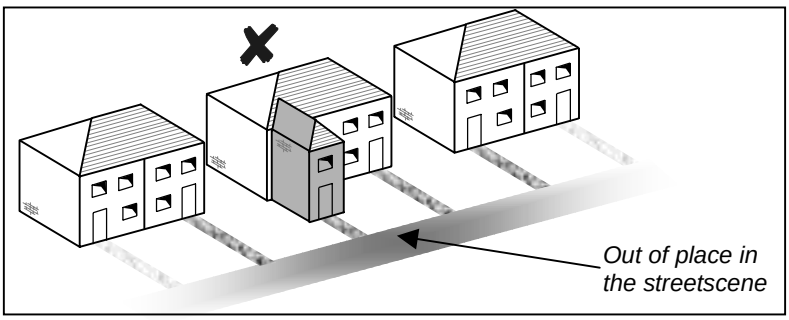


Figure 18 – Illustrative Two Storey Front Extension

This principle also applies to single storey extensions and garages that go beyond the front building line.

5.4.2 Two Storey Side Extensions: Two approaches are outlined below.

To make a two-storey extension appear subservient to the property, it should be significantly set back from the property's main front wall, which also significantly reduces it's ridge line. This means that the extension is clearly seen as subservient to the main building when viewed in the wider street scene or from other public viewpoints. The advantages of this approach are:

- It breaks up the frontage,
- Materials do not necessarily need to match,
- It is suitable for all types of property,
- It looks like an extension.

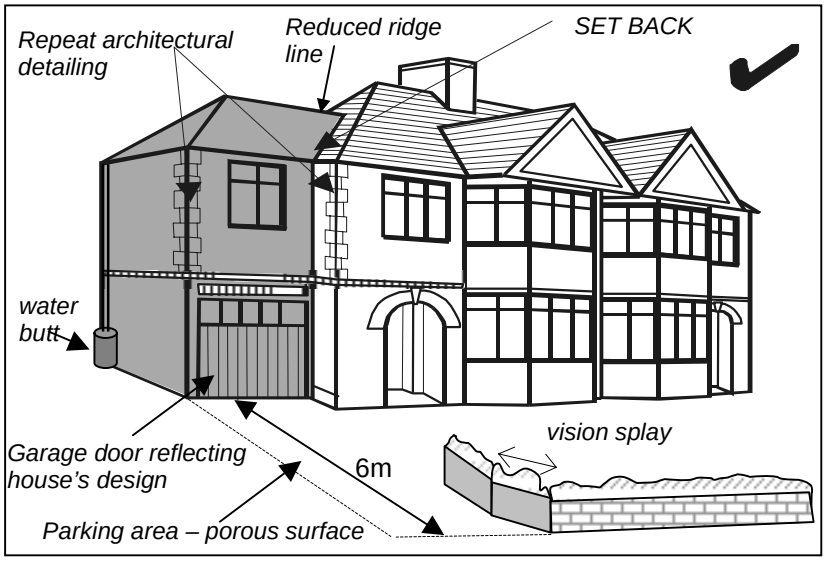


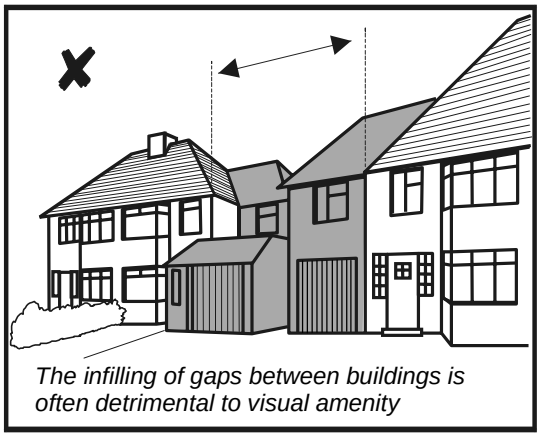
Figure 19 – Example of Approach No. 1: The Set Back Approach

Figure 20 – Example of Approach No. 2: The No Set Back Approach

The extension is so integrated with the property that it does not look as though the house has been extended. This is suitable for some detached properties with large gardens to retain symmetry. Potential problems are:

- Materials are very difficult to match exactly with the existing, see Section 4.7.
- The extension can visually fill the plot, creating a cramped appearance.

Figure 21 – A Case of Visual Terracing



Two storey side extensions to properties often cause problems in terms of maintaining the appearance of the street, and the effects on adjoining properties. To avoid a terracing effect in such cases retaining a one metre gap between the extended property and the boundary of the curtilage will normally be required.

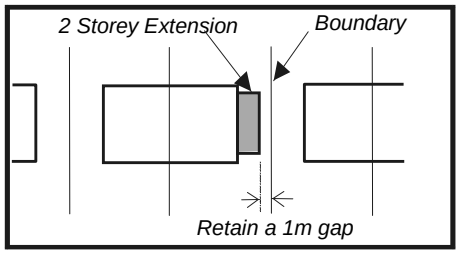
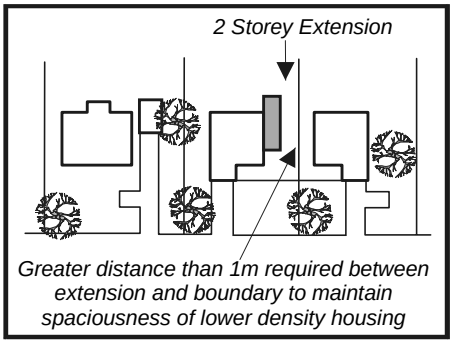


Figure 22 – Example of The One Metre Gap

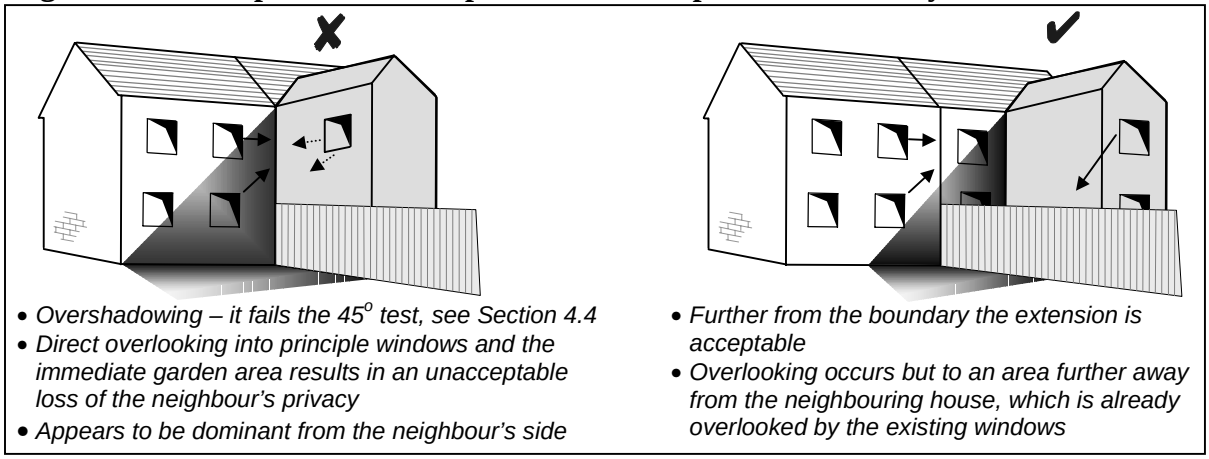
In areas with large plots, where properties have a gap separating them, like Residential Areas of Special Character, greater distances between properties and the boundary will be required.

Figure 23 – Illustrating The Need For Bigger Gaps



5.4.3 Two Storey Rear Extension

Figure 24 – Examples of An Acceptable & Unacceptable Two Storey Rear Extension



- *Overshadowing – it fails the 45^{o} test, see Section 4.4*
- *Direct overlooking into principle windows and the immediate garden area results in an unacceptable loss of the neighbour's privacy*
- *Appears to be dominant from the neighbour's side*

- *Further from the boundary the extension is acceptable*
- *Overlooking occurs but to an area further away from the neighbouring house, which is already overlooked by the existing windows*

5.5 Garages & Outbuildings

Key Messages

- If your garage proposal is attached to the house use the design approach for a single storey extension, see Section 5.2.
- Detached garages should be designed to reflect the main property style and its locality, for example, be built of matching materials and have a similar roof pitch.
- Retain adequate distance between the garage and the pavement to park a vehicle and open the garage doors.
- Garages in the front garden of a property tend to look out of place in the streetscene, see Figure 18.
- Public highway – Where the garage is accessed directly from a public highway it should be set back 6 metres to allow a vehicle to park in front of the garage while allowing the garage door to be opened.
- Private highway - Where the garage is not accessed directly from a public highway to avoid it's door hitting a pedestrian it should be setback at least 1 metre from the pavement or access point. This is a separate matter from that raised above relating to the 6-metre distance.

5.5.1 Garages in Urban Areas

Traditional pitched roofs are appropriate, but false pitch roofs are awkward if they are too small and/or can be seen from the side; they will be discouraged. Vertical boarding to garage doors is preferred to horizontal, as this is a feature of our locality.

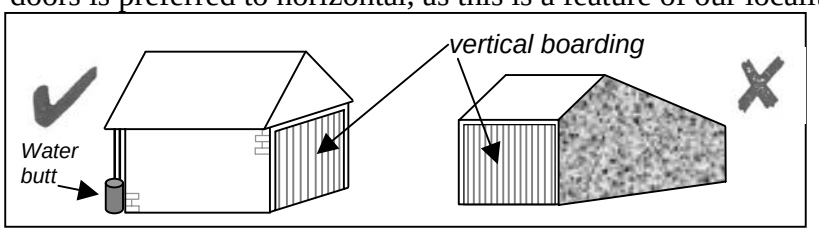
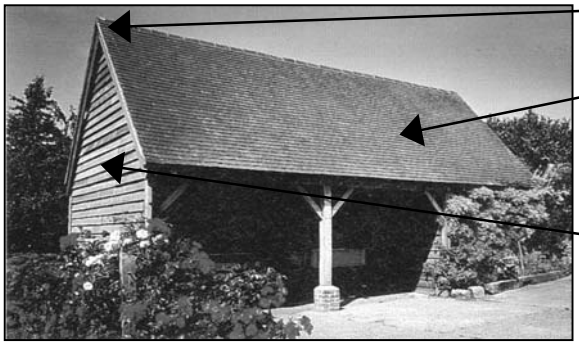


Figure 25 – Examples of Garages

Security
Internal and external garage doors should have the same security, locks and strength as the property's front and back doors.

5.5.2 Garages in Rural Areas

These should be designed to look like rural outbuildings. To achieve this:



- Roofs should have 50^{o} steep pitch,
- Use plain tiles, particularly handmade clay ones,
- Slates may be appropriate on lower pitched roofs,
- Use featheredged weatherboarding.

Figure 26 – Case of a Garage in a Rural Area

5.5.3 Garage Conversions & Hardstandings

- The conversion of a garage to living accommodation needs to include alternative car parking provision.
- The hard surfacing of the majority of your front garden as a result of your extension/conversion is discouraged because it creates a harsh visual appearance and also increases surface water run off. To overcome this:
    - minimise areas of hard surfacing,
    - planting to screen parking area,
    - keep a separate pedestrian entrance from vehicle access, and/or
    - keep gates and piers to the boundary.

5.6 Roof Alterations – Dormers & Rooflights

Key Messages

- The design and location of dormers should be in keeping with the appearance of the main property i.e. use a similar roof design, see Figure 27.
- Dormer windows should relate in size, proportion and materials to existing windows in your property see Figure 28.
- Consider whether dormers are appropriate in the streetscene, see Figure 28.
- Dormers will look out of place, even where they are of good design, if there is an absence of them in the street.
- Rooflights ideally should not project out beyond the roof's plane, especially at the front of the property. The best way to achieve this is to use narrow metal frame or conservation rooflights, see Figure 30.
- These design principles should also apply to solar panels, see section 4.9 on green design.

5.6.1 Dormers

Dormers are often refused planning permission because of poor design and/or being located in a prominent location. In the past planning permission was not required for dormers facing roads. Therefore, sometimes you may be refused planning permission even if there are one or two similar examples in the locality. There may be a simple solution to improving the design of a dormer, such as using thin insulation to achieve narrow cheeks on the side, see Figure 28. Building Control Regulations often also affect the size and position of dormers. For example, Building Regulations may require increased headroom and can force the design of a dormer closer to the ridge, therefore all efforts should be make to find a location where the change is not visible within the street scene or from other public viewpoints. However, in some cases, dormers may not be acceptable, for example, some roofs with a low pitch or a short span may not be able to accommodate a dormer in line with the design principles outlined in this guidance.

If you follow the guidelines below you can improve the likelihood of being granted planning permission and also to improve the appearance of your roof alteration.

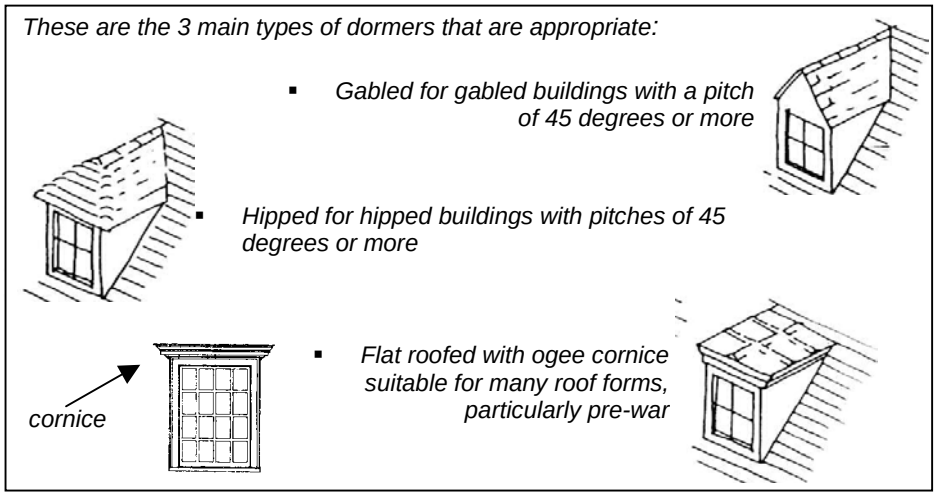


Figure 27 – Types of Dormers

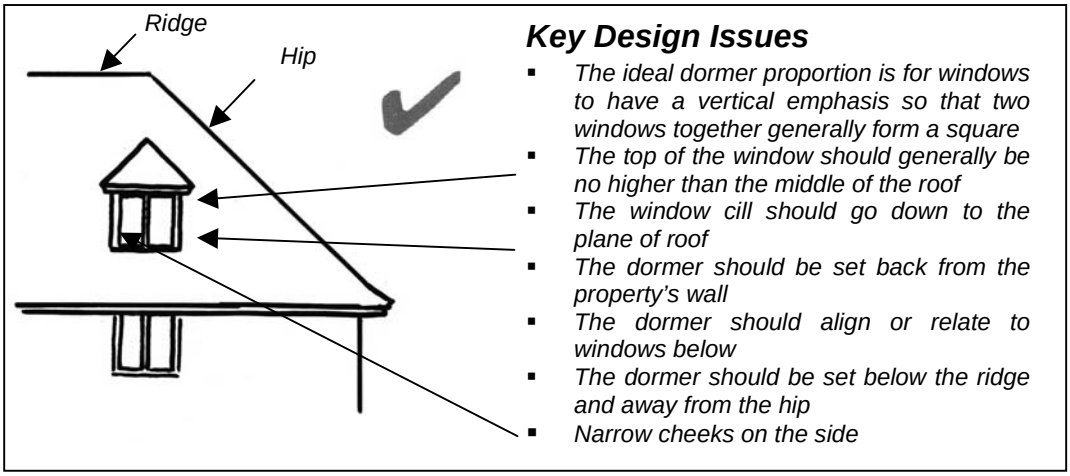


Figure 28 – Key Design Issues

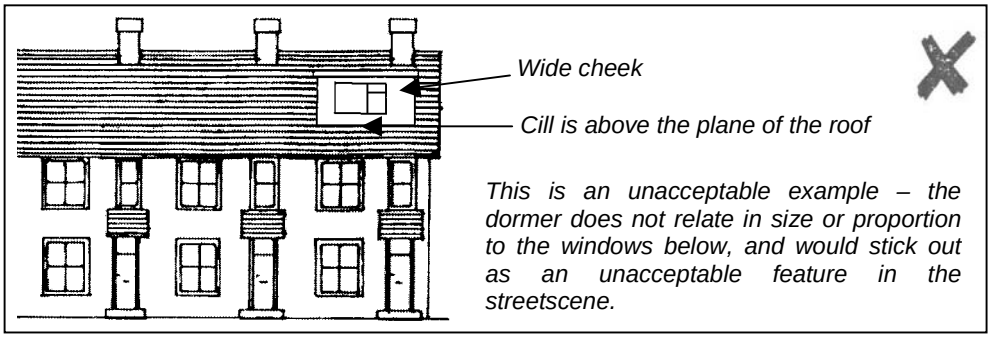


Figure 29 – Example of an Unacceptable Extension

5.6.2 Rooflights

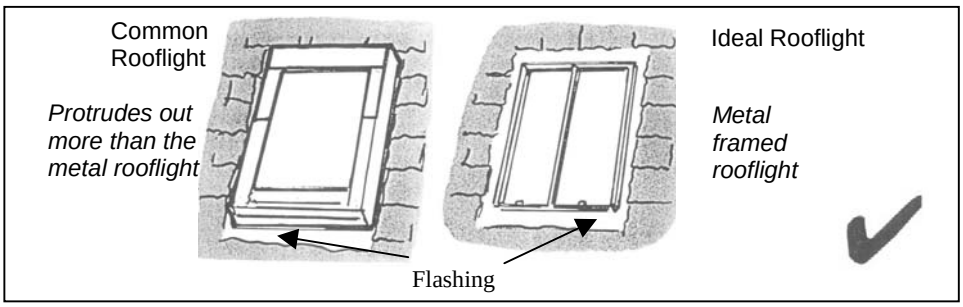


Figure 30 – Types of Rooflights

6.0 BEFORE AND DURING BUILDING WORK

Before building work starts

- Check your Planning and Building Regulations Notices to see if there are any conditions that require you to do anything before you can start. For example do you need to submit samples of external materials?
- Protect trees with fencing to prevent them being hit or having material stored under their canopy, which can cause damage.
- Do you want to make any changes to your approved plans? For example are you changing the number of windows. If so, check with the Council, as you may need a new planning application.

Remember your neighbours:

- Noise - Tell them before your building work starts. Let them know how long the work will take, and try to arrange noisy jobs at a time and on a day that minimises disturbance. For example restrict noisy work to between 8 a.m. and 6 p.m. Mondays to Fridays and 9 a.m. to 1 p.m. on Saturdays.
- Skips - Where will any skip or rubble be stored? Can the waste be reused in an extension's foundations or a new patio? If the skip is to be on the road you need to obtain a licence from Surrey County Council (see Useful Contacts).
- Security - Scaffolding and openings provide easy access to your and your neighbour's property.
- Safety - Any building work creates potential hazards, especially for children.
- Fires - When clearing the site to build your extension do not burn waste material such as vegetation. This causes pollution and nuisance for your neighbours.

During building works

- As work progresses check that your builder is working in accordance with your approved plans and any conditions imposed. For example if a window is required to be obscure glazed, make sure it is.
- Is an approved inspector or Council Building Control Officer regularly inspecting the works?

USEFUL CONTACTS

Advice on and application forms for Planning permission, Building regulations, Listed Building Consent and Conservation Area Consent can be obtained from:

Reigate & Banstead Borough Council, Town Hall, Castlefield Road, Reigate, Surrey RH2 0SH. Telephone 01737 276000

The Government has produced the following booklets, which go into more detail on a number of subjects, which are available free from the Council or the Office of the Deputy Prime Minister's website (www.odpm.gov.uk). These include

- Planning - A Guide for Householders (www.planning.odpm.gov.uk/householders/index.htm)
- The Party Wall Act, 1996 (www.safety.odpm.gov.uk/bregs/pwact/index.htm)
- Building Regulations – Explanatory Booklet (www.safety.odpm.gov.uk/bregs/brpub/br-booklet/whole.htm)

Trees

The Council has a list of approved aboriculturalists and contractors who can give you advice and carry out any works which are required. For private trees located north of the M25 telephone 01737 276177 and south of the M25 telephone 01737 276179.

Location Plans

The Council is licensed to provide Ordnance Survey map extracts for planning or building regulation applications. For prices and information telephone 01737 276186.

Skip Licences

Contact Streetcare on 01737 276775.

Security

The Crime Prevention Officer, Surrey Police, 01737 765040 or look at www.securedby design.com

Green issues

For information on energy efficiency and available grants for insulation and heating, freephone 0800 512 012 (Mon-Fri 9-5pm) for the Surrey and East Sussex Energy Advice Service (SESEEAC), (if you are outside their catchment area your call will be routed to a local energy advice centre) or visit www.saveenergy.co.uk

For information on green design see www.bre.co.uk/services/EcoHomes.html

Reusing Building and Architectural Materials

Look at www.salvomie.co.uk/

Flooding Information

The Environment Agency, Floodline, 0845 9881 188, or look at www.environment-agency.gov.uk for the indicative flood maps, or advice on measures for flood prevention, flood protection products and a damage limitation guide.

Wildlife

English Nature, Protected Species Officer 01273 476 595.

Lifetime Homes

For more information look at the Joesph Rowntree Foundation website www.jrf.org.uk/housingandcare/lifetimehomes/

Planning Information

Look at the Planning Portal website which offers a wide range of services and guidance on the planning system, www.planningportal.gov.uk

PLANNING INFORMATION

Other information leaflets regarding Planning Applications in Reigate & Banstead Borough:

- General Advice & How to Apply
- Design statements
- I've submitted a planning application. What happens now?
- Involving the community
- Appealing against planning decisions

For more information relating to making a planning application, or for details of planning policy publications, including other supplementary planning guidance, please:

look at Reigate & Banstead Borough Council's website www.reigate-banstead.gov.uk

visit the Town Hall, Castlefield Road, Reigate, Surrey, RH2 0SH.

or telephone 01737 276000.