

Draft Update **Design Guide for Extensions and  
Alterations Supplementary Planning Document 12,**  
**June 2019**

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**Brighton and Hove**

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# 1 | Getting Started

The Council has planning policies that determine the kind of development it can support and wants to achieve. The policies are available via the Council's website, and should be consulted before making a planning application for any extension or alteration. It may be helpful to look up your address using the Council's on-line map to see what area-specific constraints are relevant to the property.

It is useful to discuss initial ideas for extension with neighbours. All planning applications are subject to public consultation, so it is best to iron out neighbour concerns at an early stage.

It will also be helpful to consider appointing an accredited professional to assist in drawing up the scheme or the planning application. The Royal Town Planning Institute (RTPI) and the Royal Institute of British Architects (RIBA) provide details on their website of all accredited professionals.

A checklist is provided at Appendix 1 of this document to provide guidance on what documents, plans, photographs and details should be submitted as part of a planning application.

## How your application will be assessed

In determining planning applications that seek extensions and alterations the Council will make an assessment against adopted planning policies, whilst having regard to other material considerations. The three main considerations outlined by planning policy are:

- Achieving a high quality design
- Neighbourly development
- Delivering Sustainability

Further details on the considerations above are outlined within this Supplementary Planning Document. If the proposed works constitute significant levels of development to the property, consider engaging with the Council prior to submitting the planning application by applying for Pre-application advice.

## Using this SPD

This document offers guidance to both planning officers and applicants on how to comply with the policies and achieve the best possible extension. When developing a proposal, you will need to balance your own needs with the needs and rights of your neighbours and what is also best for the wider community. This guide has been structured to help to achieve this balance. The guide begins by outlining the particular character of Brighton and Hove and how acceptable alterations and extensions may differ depending on where they are. (Section 1), outlines some general design principles for all residential alterations, extensions and conversion projects (Section 3), before giving more detailed, project specific guidance and standards (Section 4). The guide ends with advice about how to seek further information to assist your project and a glossary explaining the meaning of technical terms used.

## Permitted Development Rights

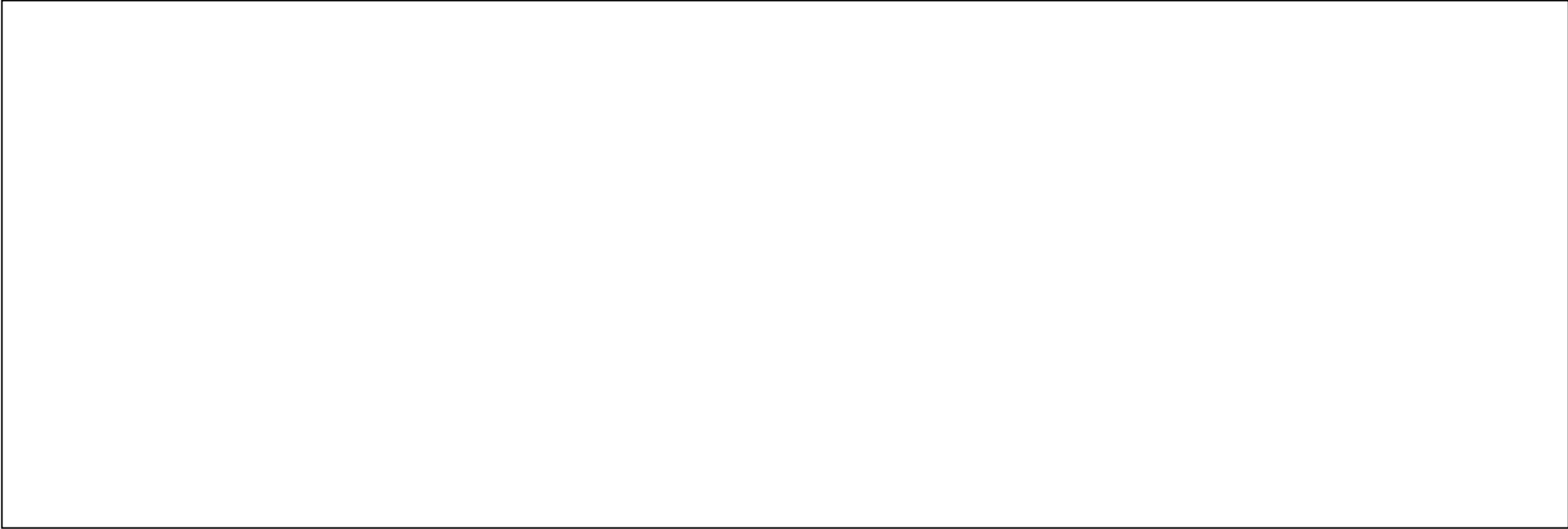
Some extensions and alterations may not require planning permission. This is known as 'Permitted Development'. These rights are called 'permitted development rights' and are detailed in the Town and Country Planning (General Permitted Development) Order 2015 (as amended). The permitted development rights have changed over time and they can sometimes be quite complicated to interpret. Permitted development applies to single family dwellinghouses but does not apply in all instances. For example permitted development do not apply to: residential buildings which are not single dwelling houses, flats; listed buildings; or where there are conditions in place specifically removing permitted development rights relating to planning permissions. If the property is within a Conservation Area or an Article 4 designation, the 'permitted development' rights of the property will be affected. It will be useful to look at the interactive guidance on permitted development rights which is available from the Planning Portal website: [www.planningportal.gov.uk](http://www.planningportal.gov.uk).

This guide is also a useful tool to ensure the quality of design for those schemes that fall within permitted development.

# 2 | Understanding the local context

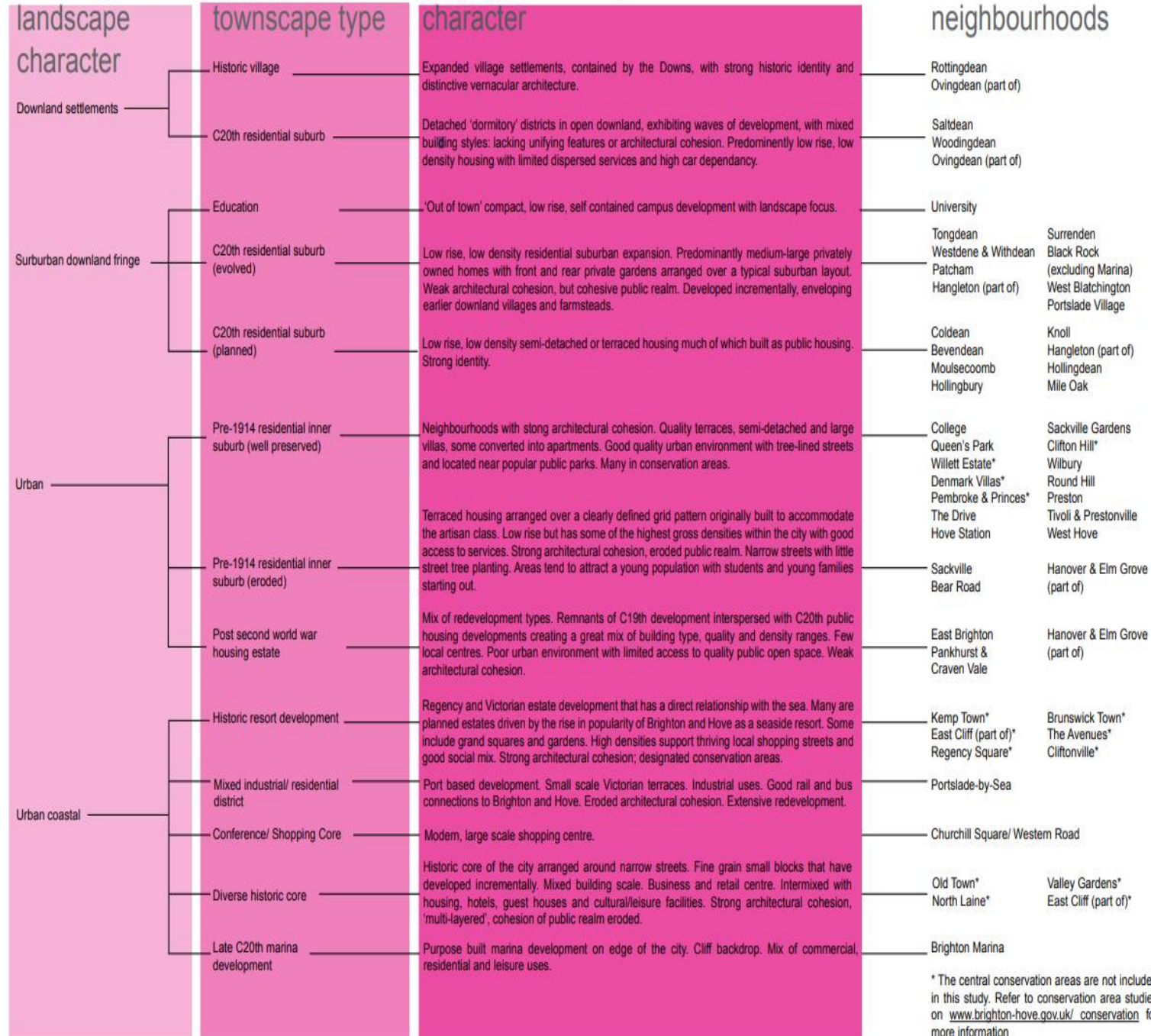
Understanding the local context will help proposals for extensions and alterations to take account of the important qualities and characteristics of a place which defines it. Brighton’s unique physical, social and economic context, is critical to informing its future development, whether an extension or a large-scale development. The Urban Characterisation Study 2009 has categorised Brighton and Hove into four principal areas (Figure). Broadly speaking the town comprises the downland areas, suburban fringes, urban areas and coastal areas interspersed by the city’s Georgian and Victorian residential neighbourhoods, and road and rail corridors.

The particular challenges to delivering extensions and alterations vary between the varied townscape types in each of the character areas, as do the opportunities. Some areas have more potential to change by virtue of being more diverse in character than others. The belief underlying this publication is that the right approach is to be found in examining the context for any proposed development in great detail and relating the new extension/alteration to its surroundings.



# neighbourhood typologies

Source: Urban Characterisation Study, 2009



\* The central conservation areas are not included in this study. Refer to conservation area studies on [www.brighton-hove.gov.uk/conservation](http://www.brighton-hove.gov.uk/conservation) for more information

# 3 | General principles

This section offers some general principles for achieving a good design and therefore a well-designed extension or alteration.

## A. Achieving high quality design

- Whether or not an extension is designed to look alike or stand apart from the surrounding area it is important that its design should be an attractive development which complements the character and appearance of the original property and the group of buildings of which it forms a part.
- As a rule of thumb new extensions should be subservient to the original property. One way of achieving this is, for example, by stepping the extension back (or in) from building lines of original buildings on to create a clearer delineation between the form of the original building and the extension. An appropriate extension should not impose or intrude upon the original or neighbouring dwelling.
- In Conservation Areas and where high quality historic buildings require extensions, it may be more appropriate to generally seek to introduce or retain the prevailing architectural features and character of the area. Where original architectural details to the property have been lost, these should be reinstated to enhance the character of the property and the wider streetscene.
- Sometimes it may be more appropriate to design an extension using a sensitive but contemporary design language with contrasting materials such that the extension is clearly identifiable from the original building. In such cases the design and materials used should still be of the highest quality and demonstrate a strong response to the original building. The approach taken must be based on an accurate assessment of context. Please refer to Section 5 of this document for details. In any case, planning applicants submitting proposals involving historic buildings are strongly encouraged to engage with and seek to get early advice from the Council’s Heritage team at the earliest possible stage in the design process through the pre-application service or reviewing the information on the Heritage pages of the Council’s website.
- Outside Conservation Areas there may be opportunity for extensions to explore a wider range of approaches to the external remodelling of a dwelling. Proposals that seek to substantially alter or remodel the outside a building and/or to depart significantly from the predominant characteristics of the surrounding area are likely to be subject to greater scrutiny. It is important that applicants ensure the link between the design and its context is clearly explained.
- In general achieving high quality design is about ensuring that an extension or alteration has regard to the host building and its surroundings in terms of scale, mass, height, siting, character, choice of materials and spacing.
- Corner sites often provide more flexibility to accommodate diverse extension proposals due to changing visual angles and street character but may also require a more sensitive approach if highly visible from the streetscene. In most cases, new windows, doors and other details such as choice of materials should reflect the design and alignment of the existing fenestration of the building.

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## B. Neighbourly Development

Neighbours have the right to enjoy their home without intrusion from inappropriate development at adjoining properties. Extensions and alterations will be expected to be designed to be respectful of neighbouring privacy, daylight and outlook.

Loss of daylight or overshadowing of adjoining properties, particularly loss of light to main windows serving principal rooms (such as living rooms and bedrooms) will be an important consideration.

Some of the steps planning applicants can take to achieve these objectives include, for example

- avoiding unacceptably close and direct overlooking into neighbouring habitable rooms (including kitchens) and the private amenity space of neighbouring gardens (garden spaces that are closest to the property).
- Ensuring the extension does not appear overbearing by ensuring it's overall bulk is kept minimal to ensure that the extension does not appear dominating or visually intrusive to an adjacent property.
- Where relevant, responding to topography and level changes in their design to minimise their impact upon neighbouring properties.

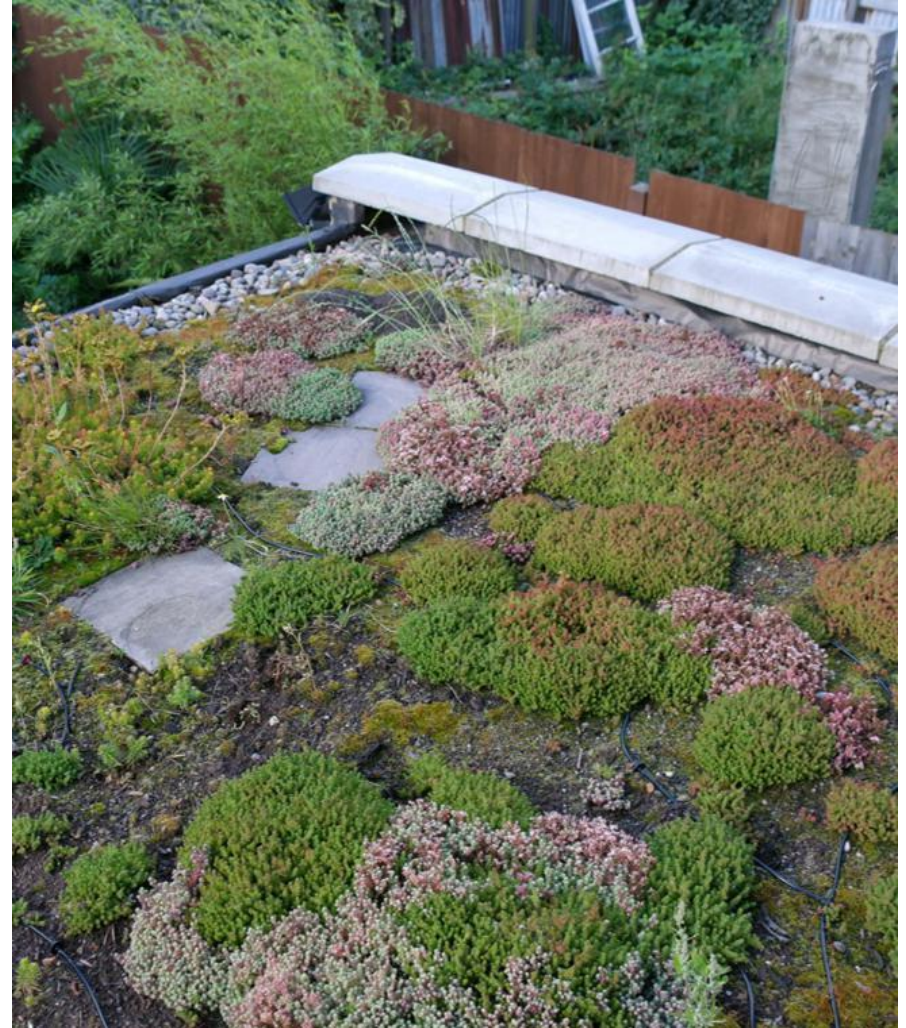
## C. Delivering Sustainability

Extensions should be designed and constructed to deliver sustainable development which respects the environment. They are also an opportunity to incorporate renewable energy sources and to potentially provide some urban greening to your property.

- You may wish to consider whether any proposed extension or alteration to the property promotes and enhances biodiversity. Subject to the character of the area methods of achieving this might include the use of green/living roofs, green walls, planting, garden landscaping and methods to support local wildlife including bee bricks, bat and swift boxes
- Established trees, hedges and other natural features should be preserved, relocated or their loss appropriately mitigated.
- Extensions should be energy efficient and incorporate renewable energy sources where practicable.
- All new paving, driveways and patio areas should be constructed from permeable materials or incorporate sustainable urban drainage techniques to reduce surface water run-off.

### Useful references:

City Plan Part 1 Policy 10 CP10 Biodiversity : [https://www.brighton-hove.gov.uk/sites/brighton-hove.gov.uk/files/FINAL%20version%20cityplan%20March%202016compreswith%20forward\\_0.pdf](https://www.brighton-hove.gov.uk/sites/brighton-hove.gov.uk/files/FINAL%20version%20cityplan%20March%202016compreswith%20forward_0.pdf)  
SPD11 - Nature Conservation and Development : [https://www.brighton-hove.gov.uk/sites/brighton-hove.gov.uk/files/downloads/ldf/SPD11\\_Nature\\_Conservation\\_and\\_Development\\_adopted.pdf](https://www.brighton-hove.gov.uk/sites/brighton-hove.gov.uk/files/downloads/ldf/SPD11_Nature_Conservation_and_Development_adopted.pdf)





## 4 | Detailed Guidance

The detailed guidance below is not an exhaustive or definitive list. It is meant to guide the design of new extensions to enable a greater fit with the host building as well as minimise any visual intrusion on the streetscene or character including neighbour's amenity. Variations to these guidelines are acceptable where it can be demonstrated that no harm is caused to existing neighbouring amenity or to the character of the area. Innovative and contemporary solutions that enhance a sense of scale, proportion and place will be encouraged.

### Rear Extensions

Rear extensions are considered to have less impact upon the character of locations outside the Conservation Areas. The Council will seek to ensure that rear extensions are of a suitable scale to remain subservient to the character and appearance of the main property and therefore should be sensitively designed. Particular care is needed if the property is located at the end of a terrace or is a corner property as the rear is likely to be visible from the street.

The following guidance should be followed where relevant:

- Rear extensions should be set (individually and cumulatively) in proportion to the size of the garden to ensure that the amenity value of the garden is not significantly reduced.
- Rear extensions should generally be subservient to the host property, however, for properties with a very large overall plot size larger extensions can sometimes be considered appropriate.
- All rear extensions need to comply with the 45 degrees rule (see Appendix 3). This rule ensures there will not be an unacceptable loss of daylight to the neighbouring properties.
- In the majority of cases rear extensions (both single and two storey) should not unacceptably extend beyond the main side walls of the building (including all projections/wings)
- The pitched roof of single storey extension should sit lower than the cill of the first floor windows. For a two storey rear extension the pitched roof should normally be set down at least 0.5m from the main ridge of the building.
- Flat roofs can be suitable for single storey rear extensions particularly where they integrate well with the host building.
- Two storey rear extensions should generally have a roof form and pitch which reflects that of the host building. A pitched roof to a two storey extension should normally be set lower than the main ridge of the roof and in the case of a flat roof; no higher than the existing eaves.
- Where side-facing windows are required for light, they should generally be high level or obscurely glazed to prevent the overlooking of neighbouring properties.

## Side Extensions

Spacing between buildings helps to define the character of an area. Side extensions therefore should ensure that rhythm of spacing between buildings is maintained in order to minimise the potential 'terracing' effect. In terms of semi-detached and terraced properties, the proposed extension should avoid unbalancing or significantly changing the appearance of attached properties. To address this the following criteria should be applied:

- Side extensions should complement the original property. The width of a side extension should respect the width of the original property and the overall plot size in which it is located.
- Side extensions should be set back from the front elevation appropriately in order to ensure a subordinate appearance (and set down from the roof ridge in the case of a two storey side extension). The setback and setdown helps to avoid the terracing effect.
- Side windows are allowed where they would not cause a loss of privacy for neighbouring properties.
- The residential amenity of adjoining residents will be a consideration when considering side extensions. Flank windows should not allow overlooking and may have to be frosted or angled. Windows, roof eaves, gutters or downpipes should be avoided on party walls (parapet walls are preferred) so that

extensions do not intrude on neighbouring properties or restrict their future extension.

- Appropriate set-in should be provided between the site boundary and the extension. Where the property is located in a more spacious plot, a greater separation may be more appropriate to complement the character of the area.
- On street elevations particularly the design, detailing, and materials used in the extension, including window sizes, proportions, style and method of opening, should complement those of the main building.
- The incorporation of a roof form which matches the character and materials of the host property will often be considered to be most acceptable. A different roof form may be appropriate where it is set back significantly from the front elevation.
- On corner properties windows will be permitted in the side elevation in order to ensure an active and attractive street frontage.
- Corner plot side extensions should respect the building lines to both streets, and be set within existing boundary treatments.

## Front Extensions (including porches)

Extensions to the front of buildings will normally be highly visible in the street scene therefore particular care should be taken to ensure they do not detract from the appearance of the property, or the general character of the street. Particular regard should be given to the materials, detailing and fenestration of front extensions to ensure it relates well to the original building.

- A front extension should not dominate the existing facade, but size alone is not the only measure of whether a front extension is truly in harmony with the host dwelling. Even an extension that is subservient in size can add an incongruous shape or form that is out of character with the front elevation of the dwelling or the surrounding area.
- All front extensions will be expected to respect the building line to the street, particularly where a strongly defined building line forms an important characteristic of the area.
- The roof pitch of the extension should complement the pitch of the original building so that the extension blends with the character of the building.
- Front extensions that might cause adverse impact on the existing architectural features should be avoided.
- A small porch is generally acceptable on all building types provided it does not compete with other architectural features on the building.

## Roof Alterations

The rhythm and continuity of the rooflines to such buildings are often a key visible element within a streetscene therefore any poorly designed or excessively bulky additions can have a significantly harmful impact on both the appearance of the property and the continuity of a streetscape. This impact can also occur in streetscenes containing varied building forms where the scale and bulk of roofs remain largely consistent.

Roof extensions in Conservation Areas need to be sensitively designed and specific to the buildings in Conservation Areas (see Section 5) and in general this advice is for property outside of a Conservation Areas

- Extensions involving roof alterations should ensure that they would not result in an imbalance between the semi-detached pair and create a visually heavy roof to one half.
- Alterations that seek to remedy an existing imbalance, may be considered acceptable provided they do not adversely affect the streetscene.
- Additional storeys or raised roofs may be permitted on detached properties where they respect the scale, continuity, roofline and general appearance of the streetscene, including its topography.

# Dormers Windows and Rooflights

The size, design and siting of rooflights and dormer windows should not significantly change the appearance of the building and not introduce detrimental visual elements into the streetscene. Dormer extensions are expected to avoid appearing unduly bulky or visually harmful, and should not materially disrupt the rhythm and continuity of the roofline in the area.

Where a terrace or group was built with dormers, these original features should not be removed or altered. Where a terrace or group was originally designed without dormers, but over the years a majority of the buildings now have them, new dormers may be acceptable provided their scale, design and positioning is sympathetic to the continuity of the terrace/group.

- Roof lights (particularly to street elevations) should be kept as few as possible and should relate well to the scale and proportions of the elevation below, including aligning with windows where possible or centring on the spaces between them where appropriate.
- Irregular rooflight sizes and positioning should be avoided, and in particular will be resisted on street elevations.
- Dormer and other roof extensions should be designed to not appear above the ridge line of the dwelling and should not appear as an additional storey to the dwelling. Roof extensions should be generally set into the existing roof slope in proportion to the existing roof.
- The most appropriate roof design of a dormer (gabled/hipped/flat/eyebrow) will vary depending upon the character of the host property and surrounding area.
- The supporting structure for the dormer window (especially those that are visible from the street) should be kept to a minimum as far as possible to avoid a "heavy" appearance.

- Dormer windows should normally align with the windows below, however, in certain cases it may be preferable for dormers to be positioned on the centre line of the building.
- The re-introduction of a new dormer window to balance a poorly placed dormer window (for example in semis) will be assessed on its individual merit.
- The materials used for the dormer window frames, roofing and cladding should match or relate well to those of the existing roof or dwelling.
- Where two or more dormers or rooflights are proposed they should be evenly aligned and spaced within the roofspace.

## Front Dormer Windows and Rooflights

Dormer windows on the front roof slope will have a greater impact on the street scene. Front dormer windows should be sensitively designed to respond to their prominent setting. Depending on the character of the street, front dormers should generally be limited to a single dormer extension. Exception may be made in some areas of the City where front dormer windows are a common feature. Well-designed side dormers are acceptable where the dormer does not compromise the building's or the street's character or your neighbour's privacy.

To cause less harm to the host property/street, front dormers should be:

- Set-back appropriately from the eaves of the main building,
- Set-down down appropriately from the ridge
- Designed to feature a roof and materials to complement the features of the host property

Normally it is expected that dormer width will align well with the windows and fenestrations below, in terms of positioning, however as in the case of rear dormers in certain cases it may be preferable for dormers to be positioned on the centre line of the building or the centre line of the space between the windows below.

## Rear Dormer Windows and Rooflights

The scale and design of rear dormer windows, especially in areas outside Conservation Areas, will have only a limited impact upon the character of the area or the main property. For this reason rear dormers are generally acceptable, including box-type dormers, and should be designed to accord with the following principles:

- Rear roof dormers should be set appropriately to complement the main property by being set down from the principle ridge of the roof, set in from the sides and up from the eaves of the existing roof so as to avoid the appearance of an extra storey to the building.
- Be generally well-proportioned to the roof space and not appear overly dominant.

- Dormer windows should normally align with the windows below, however, in certain cases it may be preferable for dormers to be positioned on the centre line of the building.
- To ensure maximum light from your new dormer window the front face should be mainly glazed. The style of windows installed into dormers should be in keeping with the rest of the property.

### Dormers with balconies

Balconies held within dormers or formed from rooflights (eg 'Cabrio'-style rooflights) will need to ensure they do not have adverse impact on the outlook, appearance of the host building and character of the street or upon the amenity of neighbouring residents.

## Balconies and roof terraces

Balconies and roof terraces, where appropriate, can provide valuable and welcome amenity space for properties, however, in many cases they can significantly affect a neighbour's privacy and create a sense of overlooking, particularly if they are located where it is possible to look into gardens or windows that previously enjoyed privacy. The presence of balconies and roof terraces may also result in noise disturbance, particularly to nearby bedroom windows, and can be harmful to the appearance of a building. Careful consideration needs to be given to the location and design of balcony or terrace.

Balconies and roof terraces in the front of buildings and other prominent locations visible from the street are only acceptable where they do not harm the appearance of the building and streetscene. For example the insertion of a Balcony into an otherwise uninterrupted facade can lead to changes in the character of the dwelling and the street scene.

Where overlooking to neighbouring properties including private garden space, is considered to be unacceptably extended beyond existing levels a new terrace or balcony is unlikely to be approved. In some cases screening can provide the required privacy to all parties but their detailing and size must also be appropriate to the character of the building and area.

## Outbuildings

Building an outbuilding or shed is a good way of improving the enjoyment of a dwelling.

Planning application should demonstrate that the outbuilding is reasonably required for purposes "incidental" to the main dwelling, and that they do not include any forms of primary accommodation such as bedrooms, bathrooms/shower rooms, toilets or kitchens.

The maximum size of the outbuilding (or number of outbuildings) will usually be determined by the location and the size of the garden area.

- As a rule all outbuildings should be small in scale in order to maintain the openness and outlook of the rear garden.
- Outbuildings will normally be restricted to a single-storey so that they do not harm the amenity of neighbouring homes and gardens. The maximum permitted height will normally be determined by impact on residential amenity and the proximity of the outbuilding to the neighbouring boundaries, on both sides and to the rear.

# 5 | Conservation Areas

Some areas of the city have been designated as conservation areas due to their *special architectural or historic interest*. Some individual buildings have been deemed so important that they have been statutorily listed. It is recommended that you always check whether your property is within a conservation area or is a listed building before you start planning any changes. This is particularly important as each conservation area may have special planning controls that apply. In all cases stricter policies apply to any alterations.

## Listed Buildings

Brighton & Hove has over 3,400 listed buildings which are of special architectural or historic interest. Where a building has been listed, it is listed in its entirety, which means that both the exterior and the interior are protected. The listing includes any object or structure fixed to the building (such as railings or boundary walls), and any object or structure within the curtilage of the building, which although not fixed to the building, forms part of the land and has done so since before 1 July 1948. Formal 'Listed Building Consent' is required from the Council for any works that would affect a building's special character, alongside an application for planning permission (if required). A directory of all Listed Buildings within the City can be found at <http://www.brighton-hove.gov.uk/index.cfm?request=c1001398>.

The detailed advice in this guide is not intended for listed buildings. Applications for works to listed buildings will always be treated on a case-by-case basis outside of the general guidance contained within this document, as the acceptability of such schemes is strongly dependent upon the individual character, form, layout and detailing of the building. Proposals for extensions and/or alterations to listed buildings will be

expected to demonstrate that the significance of the building has been understood and conserved, and will be expected to show an exceptional level of design quality and detailing. Much of the preceding guidance will however also apply to properties in conservation areas and to locally listed buildings, particularly in respect of extensions and alterations to the rear of buildings where these cannot be seen from the street or other public viewpoints. Some additional considerations relating to conservation areas and locally listed buildings are set out below but you should also take account of the policy guidance in SPD09 on Architectural Features.

## Conservation Areas, Buildings of Local Interest

Many buildings within Brighton & Hove are located within conservation areas and/or have been identified as buildings of local interest. Proposals for extensions and alterations that affect any of these heritage assets will be expected to demonstrate a clear understanding of the importance of the historic street pattern, building form, layout, design and detailing of these buildings and areas and to demonstrate a high level of design and detailing that would preserve or enhance their significance for future generations.

The significance of a conservation area – what makes it special – will normally be set out in a Conservation Area Character Statement, which should be used to inform proposed extensions and alterations. In many cases a more measured approach to modern design approaches will be expected. A street directory of all Conservation Areas within the City can be found at <http://www.brighton-hove.gov.uk/index.cfm?request=c1001585>.

## **Side, Rear and Front Extensions in Conservation Areas**

Extensions and alterations to Buildings of Local Interest and buildings within Conservation Areas should be completed to a high design standard, with materials and detailing matching those of the host building. The council will expect the submission of material samples and design details where appropriate, for approval prior to the commencement of works.

In general a more flexible approach will be taken in respect of rear elevations that are not publicly visible, particularly where the rear of a terrace or group has been subject to past incremental alteration that has eroded its significance.

Modern design approaches and finishes may be acceptable where it can be demonstrated the scale and exceptional design quality of the extension would enable the special character of the host building or the area to be most appropriately conserved. For example, a modern, lightweight approach can be appropriate for infill extensions where this would enable the original building form to be more clearly distinguished.

Side extensions and rear infill extensions, will not be acceptable where they would result in the loss of symmetry of a historic building, symmetrical pair or group of historic buildings, or result in excessive disruption or loss of the original plan form of the building.

The roof form and pitch of an extension should normally reflect the host building's roof form and pitch, when visible from the street, and be clearly read as a subordinate addition to the building. In some cases historic buildings with pitched roofs have flat roofed rear extensions and where this is typical of a terrace of group it may well be acceptable to follow this precedent. Such roofs should be concealed behind parapet walls.

Front extensions are unacceptable in principle to historic buildings within a conservation area and the original front façade should be retained generally unaltered. Porches are not acceptable unless it can be shown that the building was originally intended to have one, whilst unnecessary clutter from new flues, pipes and cables will not be permitted on street elevations.

## **New and replacement windows**

Plastic or aluminium windows will not be acceptable on elevations visible from the street where the original windows were designed to be timber. In cases where such windows already exist and need to be replaced the council will seek the re-instatement of appropriate timber windows. Further guidance on fenestration within historic buildings can be found within SPD09 Architectural Features, and this will be used to guide decision making.

## **Roof Extensions and Alterations**

On historic buildings the roof is often the 'crowning glory' and an integral part of the overall design. Alterations to the shape or form of the roof, the use of unsympathetic materials and the loss of original features can all have a serious effect on the appearance and character of historic areas. Original or historic decorative features at roof level, including dormers, party wall upstands, ridge tiles and lantern lights should always be retained, and where appropriate, re-instated. Appendix B provides additional design guidance for major roof alterations to historic buildings, including how to set out mansard and gambrel roofs.

Traditional dormers or roof lights were located to provide a small amount of daylight and ventilation to the loft or attic rooms, or to provide access onto a valley roof for maintenance purposes. Larger ones were sometimes used to light a stairwell. Lantern lights were often also used where more light was required to stairwells and other areas. Historically, rooflights were small and confined to rear roof slopes or hidden valleys. Where significant amounts of daylight are needed for rooms in the roof space, a dormer window is often a more architecturally and historically appropriate solution, but front dormers will not be considered appropriate unless typical of the street. Inset dormer windows will usually be acceptable on the rear roof slopes, but only rarely on the front or side. All dormer



windows should be finished with moulded eaves, cornices and timber fascias. Rooflights will usually be acceptable on rear roof slopes, and on occasion, the sides. Any rooflights should be 'conservation rooflights' (double or single glazed) which lie flat in the roofs

The original form, shape and fabric of the main roof must not be altered and its ridge height must not be raised. Exceptions to this may only be considered where the roof is not a visible feature of the building and its alteration would not harm group value. Consent will not be granted to remove a pitched roof to form a roof terrace.

Where a street has developed with buildings of varying height and scale, and where a varied roof-line is an important aspect of its character, this should be respected, and any tendency to level up buildings to a uniform height, will be resisted.

Roof extensions, including dormers, must respect the particular architectural character of the building and be carefully related to it. Not all roof spaces will be suitable for extension/alteration to provide additional accommodation; for example those with shallow or limited roof pitches.

# 6 | Appendices

## Appendix 1: Planning Application Requirements

Upon receipt of an application for planning permission, officers will undertake an initial consideration of the proposed development. It is important that the information provided to the Council clearly demonstrates how you propose to alter or extend your home.

### Mandatory requirements

The following documents are mandatory requirements for all householder planning applications and must be provided with your application at the point it is made:

1. Application Form
2. Application Fee
3. Location Plan (1:1250 or 1:2500)
4. Site / Block Plan (1:100/200/500) *(Must show the proposed development in relation to existing buildings on and adjoining the site, areas and boundaries of site, including detail of access points, trees and hard-surfacing)*
5. Existing Floor Plans, Roof Plans & Elevations (1:50/100)
6. Proposed Floor Plans, Roof Plans & Elevations (1:50/100)
7. Sections & Site Levels (1:50/100)

Further information on all of the above can be found on the Council's website.

### Desirable additional information

It is extremely helpful to officers if the following documents, drawings and photographs are submitted with your application (in addition to the mandatory requirements):

1. Site Photographs
  - A photograph showing the relevant elevation of your property. (e.g. for a rear extension the photograph should be taken from the rear of your garden looking back towards your house showing both neighbouring properties)
  - A photograph showing the outlook from the proposed extension. (e.g. for a rear extension the photograph should be taken from your back door/ window/first floor window looking towards the back of your garden)
  - A photograph of any other relevant angles/elevations you consider to be helpful to officers in their initial consideration of your application.
2. 3D Visualisation or Isometric Drawing.
3. A brief written summary of any other matters you wish to draw to the attention of the planning officer.

## Appendix 2: Glossary

- *Eaves* Part of a roof that meets or overhangs the walls
- *False pitched roof* Short single pitched roof with a flat roof behind
- *Gable* Wall with triangular part where it meets the pitched roof
- *Hipped roof* Pitched roof that slopes to the front, rear and side walls
- *Obscure glazed* Opaque glass reducing visibility for privacy reasons
- *Outrigger* Part of a house that extends perpendicular to the rear
- *Parapet* Protective edge of a roof or balcony; wall or fence
- *Porch* Front extension containing the main entrance; partially open or fully closed

## Appendix 3: 45 degrees rule

The 45-degree rule also known as the 45-degree code and 45-degree guide is a method used by Local planning authorities to measure the impact from a proposal on sunlight and daylight to neighbouring properties.

If you're planning on building an extension, have you considered its impact on your neighbours? When planning authorities receive an application to develop a property one of the things they will consider is the effect of the proposal on neighbouring properties. This includes natural sunlight and daylight.

When designing an extension we need to consider the level of sunlight and daylight currently enjoyed by the neighbouring properties. Some extensions can be poorly designed and sited, resulting in shadowing that can adversely affect the amenities to your neighbours main inhabited rooms to unacceptable levels. Rooms such as bathrooms, halls, utilities and landings/stairs are not generally considered and overshadowing to garden areas rarely constitute sufficient grounds to justify a planning refusal.

The purpose of the 45-degree guide is to make sure the proposal does not take away too much daylight. It is based on the notion that it is reasonable to expect a certain level of light and unobstructed view from a habitable room window.

### 45 degrees test in plan

Figure to be inserted

The 45 degree tests work usually for extensions that are perpendicular to a window in a neighbouring property. This test is suited to residential dwellings and also non domestic situations, where occupants have a reasonable expectation of daylight, for example schools, hospitals, hotels, offices and workshops. A centre line is marked on the plan of the neighbouring window that may be affected. A 45 degree angle is drawn from the outer most part of the extension toward the window. (If the neighbouring window is a patio door, or full length window, take a point 2m above ground level on the centre line of the window).

### 45 degrees test in elevation

Figure to be inserted

In both cases, if the 45 degree line extends above or beyond the centre line of the window, there is a change there will be an adverse affect on daylighting in the neighbouring property. Further testing and daylight studies would therefore be required. If the 45 degree line does not extend beyond the centre point of the window, it would suggest the neighbouring property would continue to receive adequate natural daylight and would not be affected by the proposal. It is important to take special care when an extension already exists on the other side of the property, as this can cause a tunnel effect.