

NEWARK AND SHERWOOD LOCAL DEVELOPMENT FRAMEWORK

Extensions to Dwellings Supplementary Planning Document



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Summary: This document sets out the Council's policy and design guidance for the extension of dwellings

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Consultation Summary:

The Council undertook consultation with stakeholders, including the Government Office of the East Midlands, The East Midlands Regional Assembly, Parish Councils, neighbouring Local Authorities local Planning Agents and other local interest groups.

The overriding theme of responses to the Draft SPD was supportive, however one respondent pointed out that protected species were not mentioned in the document. This has now been changed.

Document Availability:

Copies of the SPD are available at Kelham Hall Planning Reception (open between 8:30am and 5:15pm Monday to Thursday (closing at 4:45pm on Friday) and on the Council's website:

www.newark-sherwooddc.gov.uk/planningpolicy.

Please Note: This document is available in alternative formats on request

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1. INTRODUCTION

This Supplementary Planning Document sets out some basic principles of design for extensions to domestic dwellings. Following this guidance should help to avoid problems and delays, if a planning application is required.

If planning permission is required, you will need to submit a planning application to the Local Planning Authority. The Newark and Sherwood Local Plan sets out the District Council's planning policies against which all new development proposals are assessed. This document is intended to assist in the implementation of those policies that relate to house extensions and other householder developments. Both the Local Plan policies and this document will be used to assess whether your proposal is acceptable.

The SPD supports several policies in the Newark and Sherwood Local Plan (March 1999), a full list is included at Appendix A. Policy H24, Extension of Dwellings is the main policy which this SPD supports, however it is important to remember that all policies of the Local Plan could have an impact on any decision to grant or refuse planning permission.

Policy H24 (Extension of Dwellings) states "Planning permission will be granted for the extension of dwellings provided:

1. It would not adversely affect the amenities of the adjoining premises, in terms of loss of privacy or overshadowing;
2. It would retain a reasonable amount of private open space with the dwelling;
3. It reflects the character of the area and existing dwelling in terms of design and materials; and
4. Outside settlements it is of a reasonable size and scale relative to the existing property and it would not adversely affect the appearance of the surrounding landscape or openness of the countryside."

This guidance seeks a balance between the desire to extend their properties with the interests of neighbouring households and the general appearance of the area. Designing an extension requires skill, and it is recommended that an architect or qualified designer be employed. This will be particularly important where you are proposing to alter or extend a Listed Building or a building within a Conservation Area.

An important issue when designing an extension is the impact it will have on your neighbours. You are strongly advised to discuss your proposal first with any neighbour who directly adjoins the site. If you need to submit a planning application, these neighbours will also be consulted by the District Council.

Please be aware that your neighbour may have civil legal rights or be in a position to invoke covenants which may affect any proposed extension, or the extension may fall within the scope of the Party Wall etc Act 1996. More information about the Act is contained in the free ODPM booklet 'The Party

Wall etc. Act 1996: Explanatory Booklet', copies of which are available from the District Council (or downloaded from the ODPM website <http://www.odpm.gov.uk> within the Building Regulations section). **These are entirely separate matters from any planning permission, and it is strongly recommended that they are checked.**

2. IS PLANNING PERMISSION REQUIRED?

2.1 Planning Permission

Extensions and other householder developments may not always need planning permission. These may be permissible under '**permitted development rights**'.

The need to apply for permission will depend on a number of factors, including the size of the proposal and its location in relation to your house, whether there have been any previous extensions or outbuildings on the property and any conditions applied to the original planning permission for the dwelling.

The best way of checking whether you need planning permission is to complete a **householder exemption form**. Copies of the form can be obtained from Planning Reception or downloaded from <http://planning.newark-sherwooddc.gov.uk> This is a free service, which gives you the reassurance of written confirmation whether or not planning permission is required.

If you require further information about how the planning system affects householders, a free Government booklet entitled 'Planning: A Guide for Householders' is available from the District Council.

2.2 Building Regulations Approval

Building Regulations legislation is concerned with the construction of buildings and ensures minimum standards of health, safety, and energy conservation. Building Regulations Approval is a separate requirement to planning permission.

The best way of checking whether you need Building Regulations approval is to complete a **building regulations exemption form**. Copies of the form can be obtained from Planning Reception or downloaded from <http://planning.newark-sherwooddc.gov.uk> . This is a free service, which gives you the reassurance of written confirmation of whether or not Building Regulations approval is required. If you require further information, a free ODPM booklet entitled 'Building Regulations: Explanatory Booklet' is available from the District Council.

2.3 Listed Building Consent

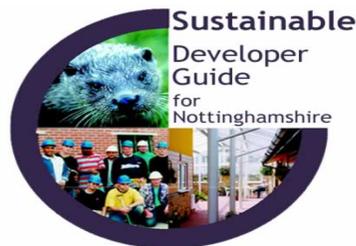
Any extensions or alterations, external or internal, to a Listed Building will require Listed Building Consent.

The District Council has produced a free leaflet, entitled 'Listed Buildings: A Guide for Owners and Occupiers', which can be obtained from Planning Reception. Alterations and extensions should be carried out using traditional materials and techniques, and should respect the original scale, proportions and architectural character of the building. If you are unsure whether your property is listed, you can contact the Council's **Duty Planner** (tel: 01636 655846).

3. ADVICE ON HOUSEHOLDER EXTENSIONS

3.1 Sustainable Developer Guide

Recently the councils of Nottinghamshire have produced a Sustainable Developer Guide. This provides recommendations, local case studies and information sources that explore key sustainable design and construction issues. Alongside this guide is a leaflet, which highlights good sustainable practice for smaller building projects,



including extensions. This leaflet covers issues such as making good use of light and heat from the sun, for instance through solar heating panels or maximising natural light; choosing a high standard of insulation to minimise heat loss; and using sustainable building materials. Both the guide and the leaflet are available at Kelham Hall, libraries or on line at www.sdg-nottinghamshire.org.uk

3.2 Development within the countryside

Outside the built-up area of settlements, as defined in the Newark and Sherwood Local Plan, extensions should be of a reasonable size and scale relative to the existing property, in order to maintain the openness of the countryside. The approval of any application will depend on the design, scale and massing of the extension and its visual and physical relationship to the existing dwelling.

3.3 Development within a Conservation Area

A conservation area is an area of special architectural or historic interest, where there is tighter control over development in order to preserve or enhance the character or appearance of the area. If you are unsure whether your property lies within a



Conservation Area, you can contact the Council's **Duty Planner** (tel: 01636 655846).

The District Council will expect proposals within Conservation Areas to respect the distinctive character of the area and reflect this character in any design by the use of appropriate materials and development of proposals of an appropriate scale, form and massing. The District Council has produced a free leaflet, entitled 'Living in a Conservation Area', which can be obtained from Planning Reception.

3.4 Protected Species

Extending a property may affect species, such as bats, which are protected by the Wildlife and Countryside Act 1981. If protected species are present in your property, it is a legal requirement to notify English Nature. For further information about protected species please contact English Nature (www.english-nature.org.uk).

3.5 Development

The key issues to be taken into account in the design of your proposal are: (i) the impact it has on your neighbours, (ii) the impact it has on your property, and (iii) the visual impact, with regard to the local area.

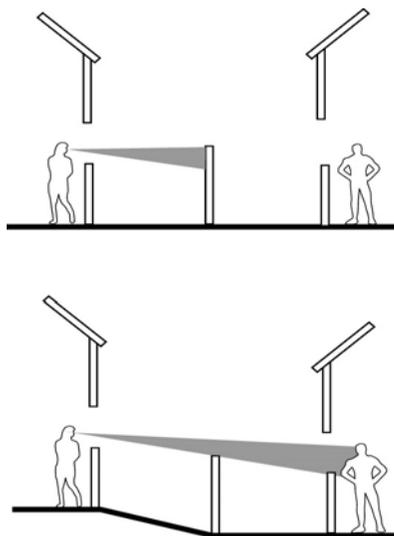
4. IMPACT ON NEIGHBOURS

4.1 Privacy and overlooking

Extensions should not result in direct overlooking of rooms in neighbouring properties, nor excessive overlooking to a neighbour's private amenity space.

Physical separation, particularly in the case of two-storey rear extensions, is the most effective means of achieving privacy. In determining acceptable separation distances, the District Council will take account of the orientation of facing dwellings and any changes in site level between the two properties. Extensions should not be designed with windows near the boundaries directly overlooking a neighbouring house or garden.

Other measures, which can be used to reduce overlooking, include screening devices, such as fencing or hedges, or the use of obscure glazing. Where appropriate, the Council will add conditions to a planning permission controlling the installation of further windows within the extension, in order to prevent future overlooking or loss of privacy.

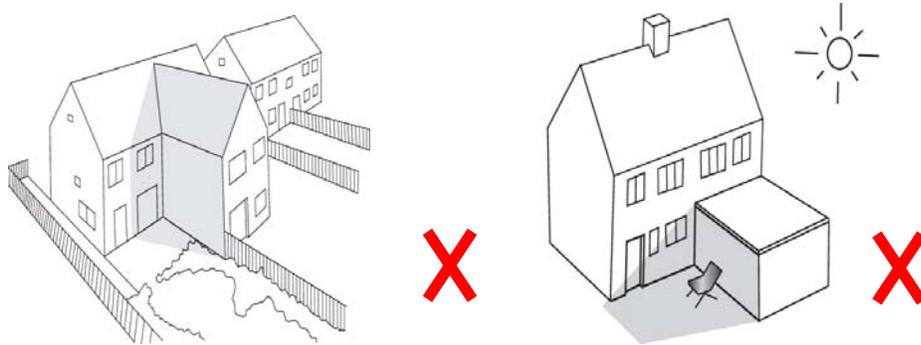


4.2 Overbearing

Large extensions can dominate a neighbour's outlook to the point of being overbearing. A rear extension on or close to the boundary of an adjoining house will not normally be acceptable, if its length exceeds 3 metres, for a single storey extension, or 2 metres, for a two-storey extension. This is a general rule however and careful consideration of site factors, aspect and orientation will need to be given to all extensions even where they meet these standards. Design solutions for reducing overbearing extensions might include the use of dormers or roof lights, and the use of hipped roofs.

4.3 Loss of light / Overshadowing

An extension must not cause any significant loss of light to principal rooms in neighbouring properties, or significant overshadowing to neighbouring gardens. Aspect and orientation is an important consideration in assessing planning applications. For instance, an adjacent property is more likely to suffer a loss of light and overshadowing if the extension is on its southern side.



5. IMPACT ON EXISTING PROPERTY

5.1 Usable garden space

Any extension should ensure that sufficient private amenity space is retained in relation to the size of the principal dwelling. To be usable the garden space should receive a reasonable amount of direct sunlight, and have acceptable levels of privacy. The orientation of extensions should ensure that sufficient sunlight penetrates the garden for most of the day.

5.2 Building up to neighbouring property boundaries

Extensions built right up to a boundary mean that they cannot be maintained without entering neighbouring land. Although this is not a planning issue in itself, it is usually advisable to leave sufficient distance between an extension and a neighbouring boundaries to allow for access or maintenance.

5.3 Existing trees

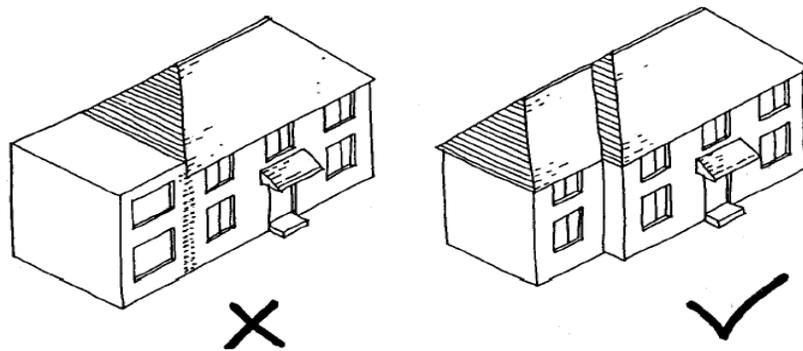
New extensions should be designed so as to safeguard the existing root system and canopy of retained trees, and to allow for sufficient room for future growth. Extensions built close to canopies can lead to future nuisance from loss of light, leaf fall, and damage to property giving rise to pressures to

lop or fell mature trees. It should also be noted that trees within Conservation areas are subject to further restrictions dependent upon their size.

6. VISUAL IMPACT

6.1 Scale and Form of Extension

The overall shape, size and position of an extension must not dominate the existing house. As a rule extensions should be made to appear as an obvious addition, which is subordinate to the main structure. This can be achieved by dropping the roof line and/or setting back the extension. In this way the original form of the dwelling can still be appreciated. This approach is particularly appropriate for houses which form part of a larger symmetrical building, such as a semi-detached pair, or terrace. An extension which respects the shape of the existing building is more likely to be successful than one which ignores the design of the original.



6.2 Roofs

An extension should have a roof that is sympathetic to the original house in design, angle of pitch (slope), shape, colour and materials. The roof of the extension should usually not be higher than the existing dwelling.



6.3 Materials

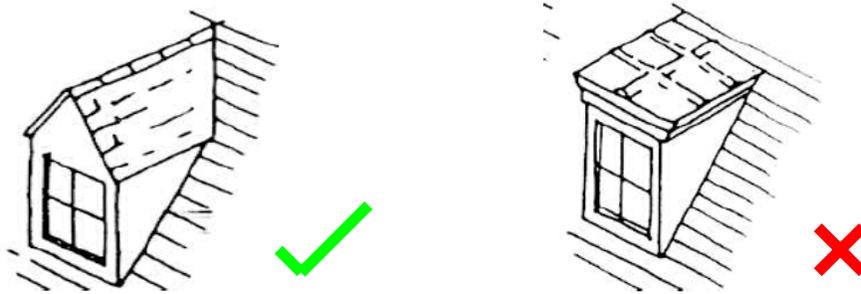
The external facing materials and detailing of extensions should usually match those of the original dwelling. Extensions should have external finishes and detailing (such as decorative ridge tiles, brick bonding etc) to match, as closely as possible, those already found on the house.

6.4 Doorways and windows

The type, proportions, subdivisions and materials of new doorways and windows should match those of the original house. Mixing different types of windows and doors on the front elevation should be avoided. New windows should normally be arranged to line up vertically and horizontally with those of the original house, to give a sense of balance and proportion.

6.5 Dormer windows

Dormers should not project above the ridge line of the property and should be smaller than windows on the main part of the house. They should follow the vertical lines of existing doors and windows. Large single flat roofed dormers tend to create ugly box like features, which dominate the roof slope. It is usually better to construct two smaller dormer windows that are small, vertically proportioned and have pitched roofs. Dormers which would cover and dominate a large area of the roof will not normally be acceptable.

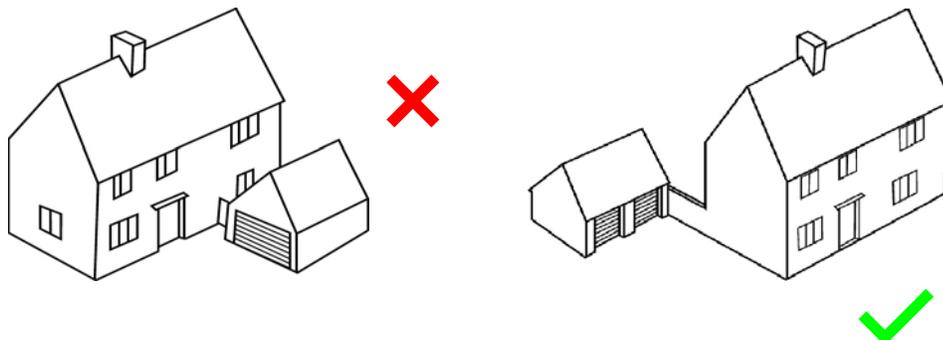


6.6 Freestanding Garages and other outbuildings

Garages should be designed so that they do not dominate the property or street scene, and should be designed in sympathy with the scale and materials of the existing dwelling.

If you are considering a separate building in your garden, it is worth bearing in mind that good quality matching materials and a durable pitched roof utilising tiles not only maintain the appearance and value of your property, but they are likely to be cheaper in the long run as they require less maintenance.

Rooms above garages increase their bulk and prominence. These will require particularly sensitive treatment if they are to be acceptable, particularly in sensitive locations, such as Conservation Areas, the countryside or the Green Belt.



If you have any queries regarding the guidance contained in this document please do not hesitate to contact the Duty Planner or visit the planning reception at Kelham Hall.

Appendices

Appendix A

This guidance supports the following policies of the Newark and Sherwood Local plan (March 1999):

- **DD1** Development
- **DD4** Design of new development
- **FS9** Appropriate development in the Green Belt
- **H24** Extension of dwellings
- **C1** Development in Conservation Areas
- **C10** Alterations, Extensions and Changes of Use to Listed Buildings.
- **NE1** Development in the Countryside

These policies set out the primary considerations to be taken into account when considering applications for extensions to dwellings. Copies of all above policies are available to view at Kelham Hall and on the internet at www.newark-sherwooddc.gov.uk