

Residential alterations and extensions

A design guide for householders



CHELTENHAM
BOROUGH COUNCIL

Supplementary Planning Guidance
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1.0 Introduction

Cheltenham has a proud tradition of good urban design; its Regency architecture, of houses grouped in terraces and villas and its streets and civic spaces, are justly famous. They convey its image of an elegant, spacious town with groups of well proportioned buildings interspersed with landscape and gardens, which extend into the heart of the town.

Cheltenham's more recent residential areas are more varied, however, reflecting the need to accommodate smaller houses on smaller plots and motor vehicles. These areas, dating from the Victorian era to the present day, each have their own character. This stems from the layout, design and style of the houses and the colour of the materials used.

The spaces between the houses, the amount of greenery and even the nature of the front boundary fences, walls, hedges, or the lack of them all contribute to this character. At the edges of the Borough, housing development forms a gateway to the town and the edge between town and country. Good design is as essential here as it is in the historic parts of the town

1.1 The Purpose of this Guide

This Guide has been compiled to help householders, builders and agents, when they are considering schemes for altering or extending individual houses. Its purpose is to ensure that the character of each of the residential areas within the Borough is not eroded through un-neighbourly, poorly considered and designed extensions and alterations to residential properties. It is well known that houses maintain their value through sympathetic alterations or extensions and the reverse is also true. Poorly designed or executed work which detracts from the character of the house can depress its value.

The recent range of government planning guidance stresses the importance of high standards of design, throughout the built environment, not just in conservation areas. One of the main touchstones of good design is if the proposals are seen to relate to their 'context'. Hence the importance attached to the character of the building and its immediate surroundings in the design process outlined in this booklet, which reflects the planning policies regarding design adopted by the Borough Council.

The Cheltenham Borough local plan states at para 6.16 that, "Good design is a key element in providing attractive, high quality, sustainable places in which people will want to live and relax." Policy CP7 (Design) is used by the Council in determining applications for development. Proposals for householder alterations and extensions are judged against its criteria, and the specific advice in this document.

This Design Guide was adopted as Supplementary Planning Guidance in 2004, following consultation both within the Council and with the Public. It is intended for use throughout the Borough, especially in residential localities beyond the Conservation Area.

If your property is located in the Green Belt, the Area of Outstanding Natural Beauty, in the Conservation Area or if it is a Listed Building, then questions of the suitability of the design and materials employed in the extension or alteration related to the character of the building and area will be particularly important. It is advisable to consult with the Conservation Officer at an early stage of the design process. You may also require additional consents.



2.0 Getting started

The following first stages set out a design process which should help in achieving an appropriate design and securing planning approval.

What do you want to achieve?

More living room space or a study; a better kitchen; a bathroom on the first floor; a garage?

Analyse your requirements; have all the options been considered? ie; Would the re-allocation of existing rooms make better use of space? Removal of structural walls and chimneys can be expensive and might compromise stability. Repair of windows and doors can be as economic as replacement and is more likely to retain the character of the house.

Is it possible?

There are limits to what is likely to be approved; for example a proposed extension may be too large for the site, it may deprive neighbours of daylight, or there may be insufficient headroom in the roofspace.

Has character been considered?

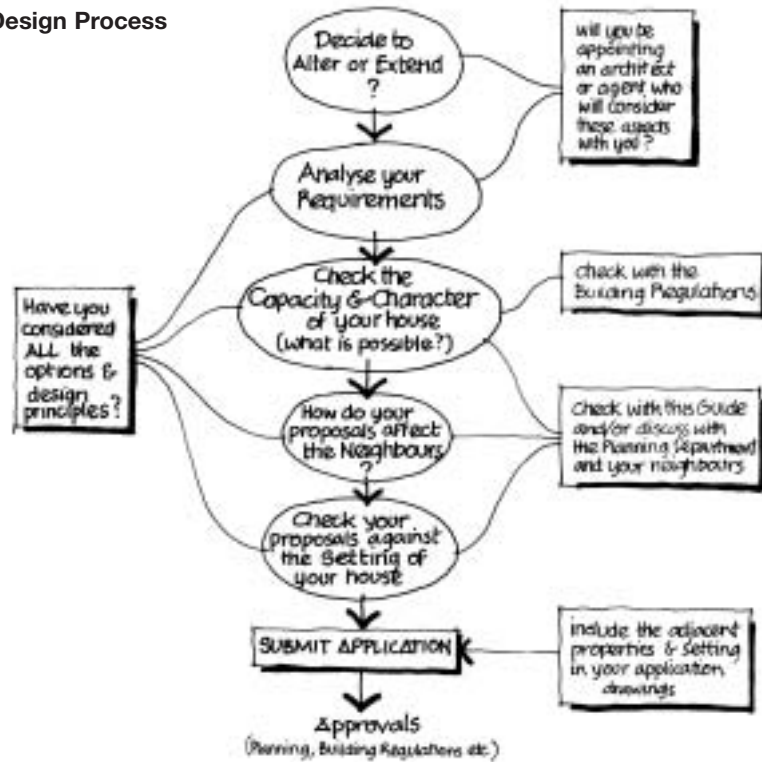
Are your proposals likely to alter the character of your house, or affect the character of the immediate surroundings?

It is advisable to stand back and look at your house in the street as a whole; imagine your building and its extension or alteration as others may see it.

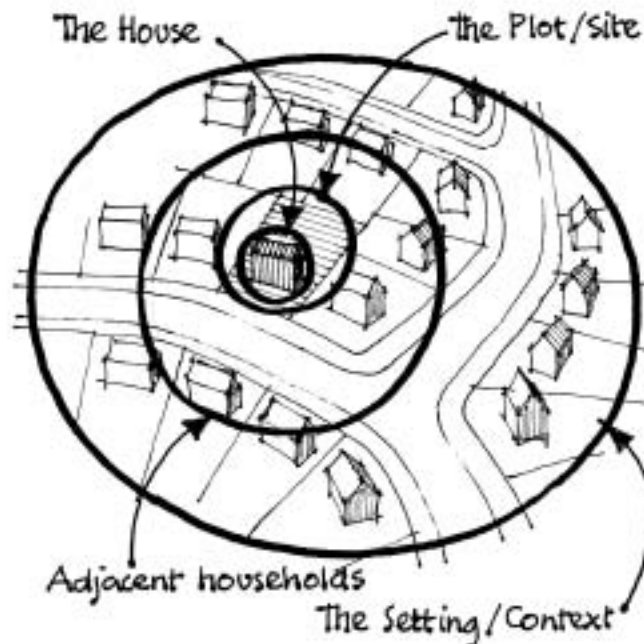
Has other relevant guidance prepared by the Council been taken into account?

The Council wants to ensure that healthy and highly efficient buildings are created, using materials and methods, which have a reduced impact on the environment see supplementary planning guidance 'Sustainable Developments' and 'Sustainable Buildings'.

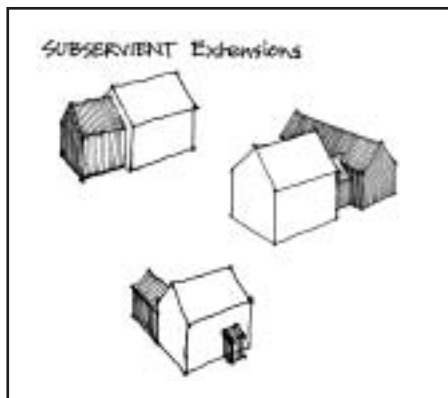
Design Process



Consider the impact of your proposals



2.1 Five Basic Design Principles



The principles below underlie the detailed advice found throughout this guide.

1. Maintain Character

The extension should be influenced by the character of the house and its setting. Thus the characteristic features of the house should be noted. The pitch of the roof, the design of the roof, the existence (or not) of dormers, their design, the fenestration pattern, the amount of modelling or flatness of the façade, the eaves or parapet details and materials are all determining features of the house. If for instance the elevations are symmetrical, this should be respected.

As a general rule, if there is an established pattern of acceptable design features in the street, this should be broadly adhered to. A more varied street scene could accept some diversity in the design of a house extension, although total contrast in every design element eg. roof profile, windows, materials and footprint produce discord, and if repeated in another house, lead to incoherence.

2. Subservience

The extension should not dominate or detract from the original building, but play a 'supporting role'. Thus as a general rule the extension should not be higher than the original, it should set back from the main elevation and in the choice of materials either match or be complementary to the existing building. 'Complementary' could mean for instance a modest small scale contrasting extension which sets off a more decorative original building.

3. Maintain spaces between buildings

Cheltenham is generally a spacious town. This spaciousness is reinforced by the spaces between buildings at the front, back and at the sides. Glimpses of trees, gardens and surrounding hills are essential if the spacious character of the town is to be maintained. The Council will maintain such spaces between buildings to prevent a terracing effect between existing houses. This may mean that a gap can only be partially closed.

4. Maintain Privacy

Extensions, especially those of two or more storeys, can mean the loss of privacy for neighbouring properties, due to overlooking from new windows closer to adjacent properties. Facing windows to principle rooms should be a minimum of 21 metres apart, with 10.5 metres from window to boundary. Thus size, location and distance from existing boundaries has to be controlled by the Council. Skilful design of windows can mitigate these problems. Balconies can also threaten the privacy of neighbours. It should be remembered that sound privacy can also be an issue: location of noise generating activity should be considered in a design.

5. Ensure adequate daylight

Your neighbours have the right to adequate daylight and sunlight. Extensions could have the effect of blocking out daylight from neighbours windows. Thus the Council will have regard to minimising this problem when determining limits to the volume of any proposed extension.

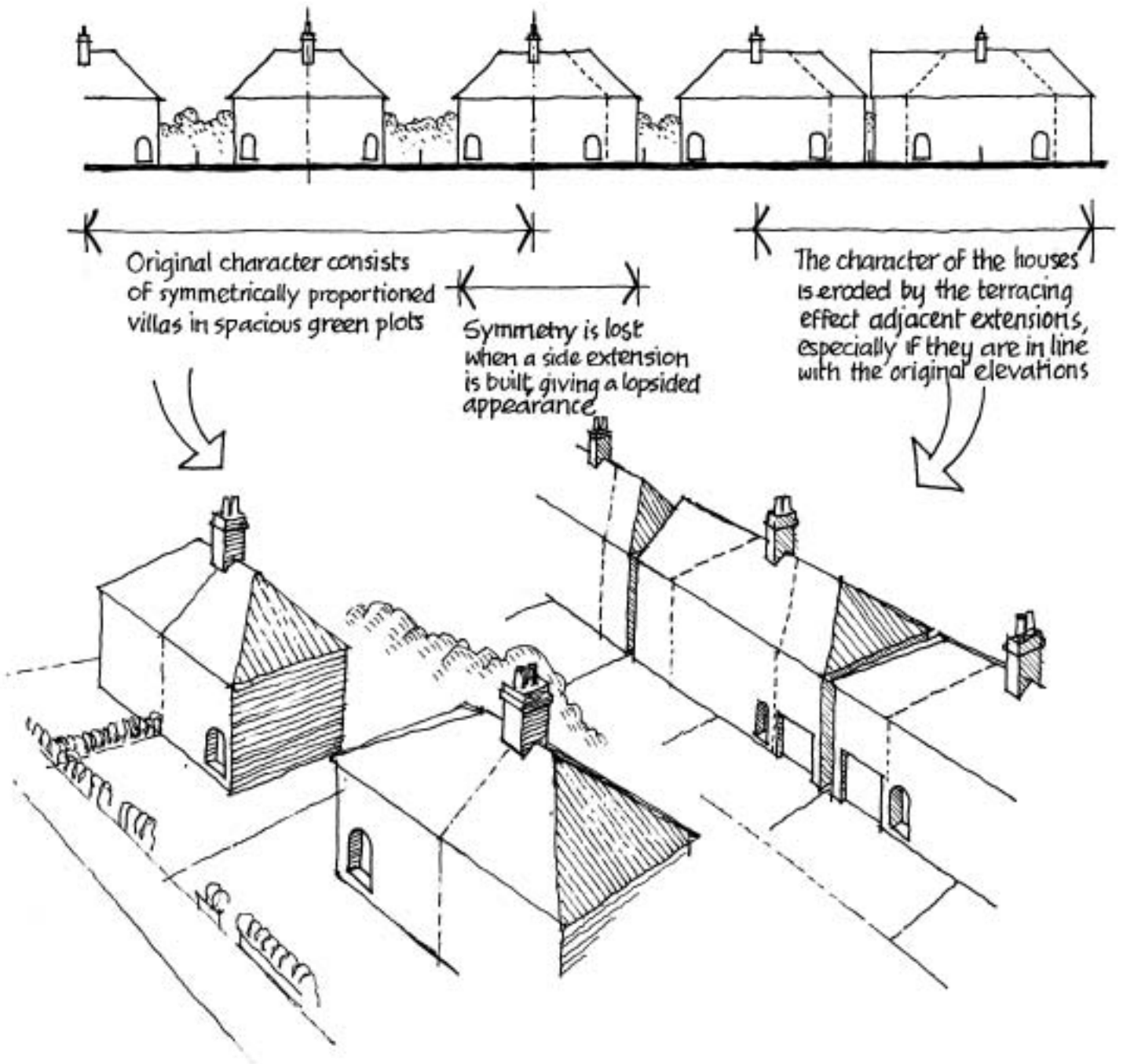


Extension dominates original house. This is emphasised by strong horizontals of double garage doors (often painted white.)



Extension subservient in form, emphasised by attic storey over garages. Smaller scale also reflected in separate openings for each car

3.0 Design guidelines



3.1 Side extensions to semi-detached houses

Issues

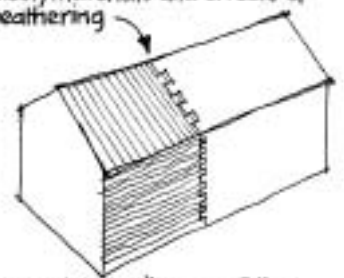
The space between semi-detached houses, essential to the character of streets with this form of development, can be completely closed up when adjacent owners decide to create two storey extensions. This produces a terraced appearance to the street, closing off the sense of space between buildings, giving formerly symmetrical houses a lopsided appearance. Moreover, side extensions in line with the front façade often draw attention to themselves through the difficulty of matching new and existing, weathered materials.

The Council may refuse permission for a proposed extension if an existing adjacent extension would make it impossible to achieve a visual gap between houses

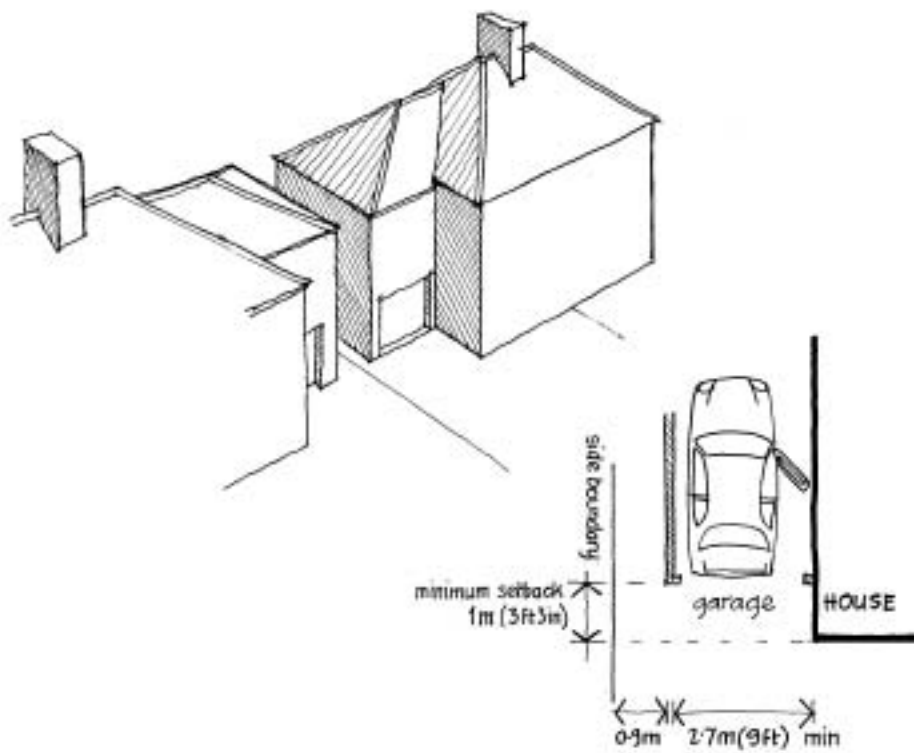
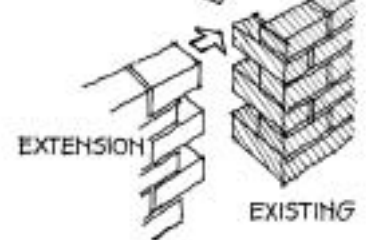
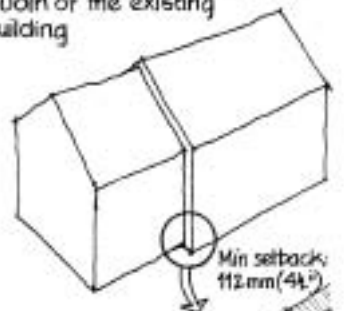
Design Principles

- The extension should be recessed by not less than one metre (3'3") from the front elevation of the house.
- The extension should normally allow for a clear space from the side boundary of the property.
- The roof of the extension should echo the original building in terms of pitch, hip or gable.
- Materials should either match the existing, or possibly adopt a slightly darker tone in order to help the extension stand back and let the shape of the original building be visually maintained.
- Garages should be a minimum of 2.7m (9ft) wide internally to allow for a car door to be opened on one side.
- This Authority will take into account the Guidance in the Building Research Establishment's paper IP5/92 regarding loss of light.

Junctions between existing and new walls and roofs can be unsightly, as it is difficult to achieve a match with mortar joints and colour, materials and effects of weathering



To avoid this, "bond-in" the brick or stonework behind the quoin of the existing building



3.2 Rear extensions

Issues

Rear extensions can cut out daylight, sunlight or outlook from an adjacent neighbour's windows or garden sitting area to an unacceptable degree. Windows in extensions which directly overlook properties (including gardens) can seriously reduce the privacy of neighbours. Extensions of 3m (10ft) or more can make rooms in the original house excessively deep, reducing daylight to unacceptable levels. See also Building Research Establishment document IP5/92 'Site layout and Planning for daylight'.

Will a proposed extension cause a significant reduction in daylight in an adjacent main window?

The extension is shown at the maximum permissible projection of 3m from the wall of the original house. Draw a line from point (1) at 45° to the extension wall, to the wall of the adjacent building (2). Draw another line from the extension eaves (3) at 45° to the ground (4). If the centrepoint of any window to a habitable room lies within the cross-hatched area, it is likely to suffer significant loss of daylight. A.

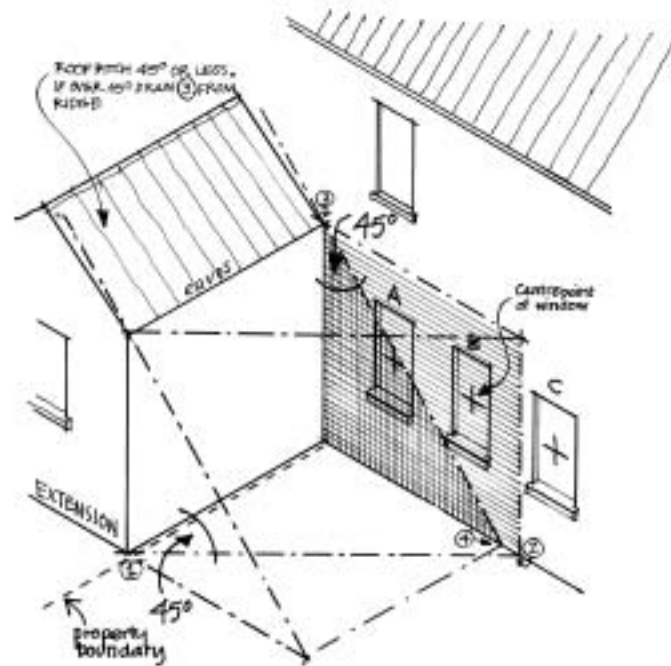
Window B's centrepoint lies within the single shaded area and therefore it will suffer some loss of daylight. The centrepoint of window C lies outside either shaded area and is not likely to suffer any loss of daylight. The situation can be improved by reducing the projection of the extension or lowering its eaves.

The diagram shows the key dimensions and angles which govern the amount that an extension can project, related to the position of windows on adjacent properties. These dimensions will be used by the planning authority to establish whether the extension can be approved.

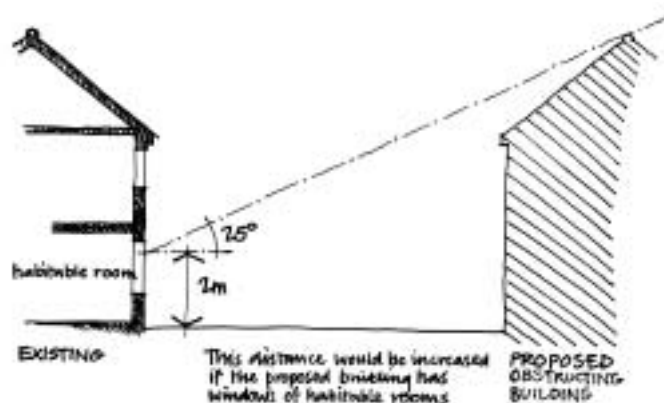
The size and position of windows on an extension can minimise problems of overlooking. Imaginative solutions can be found to these problems.

Pitched roofs will be appropriate in virtually all cases. However, if the existing building has a flat roof or if a 'green' (grass roof) is proposed, or if there are unusually constricting circumstances, then a flat roof may be acceptable. (Always consider the view from upper storeys and the possibility of break-in if the flat roof is on a single storey extension).

45° Rule of thumb method to assess effect of an extension.



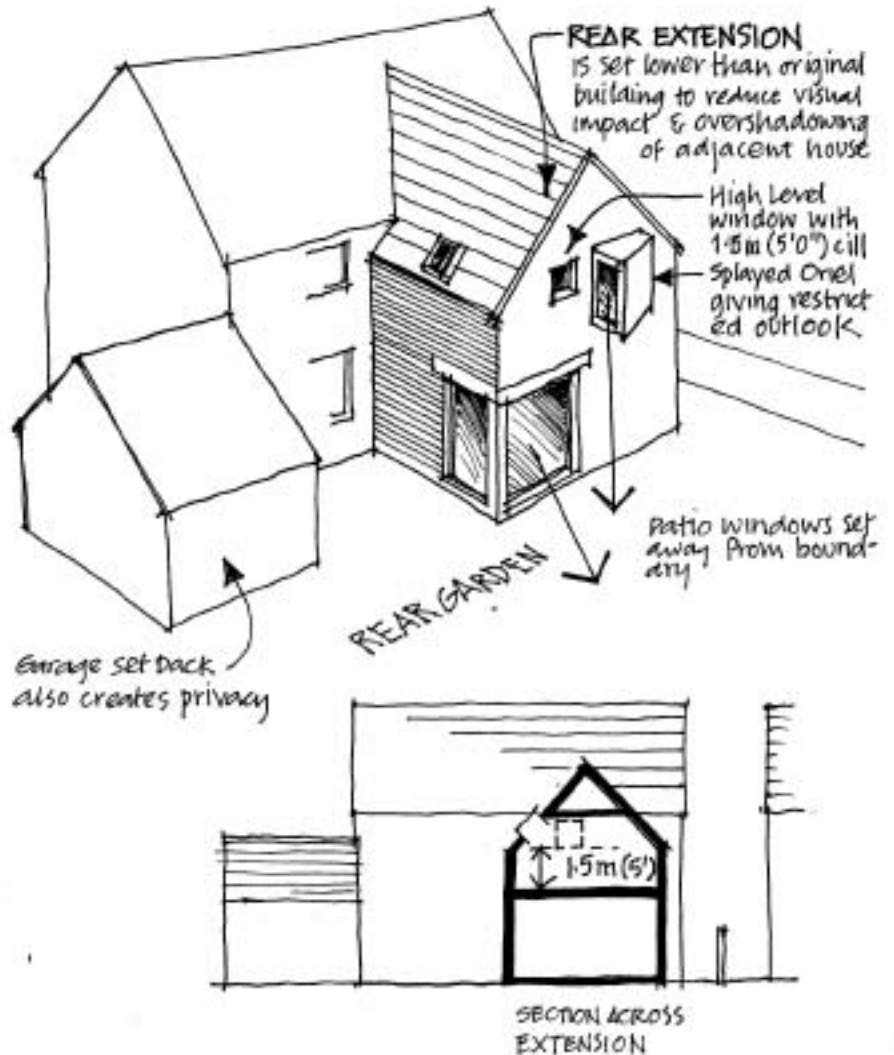
25° rule of thumb method to assess the effect of the height of an extension.



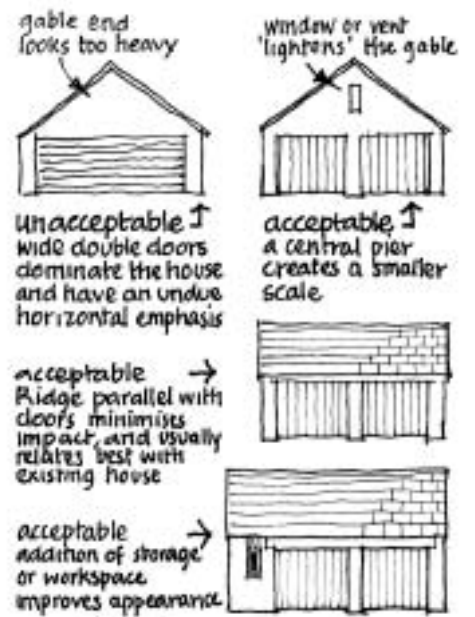
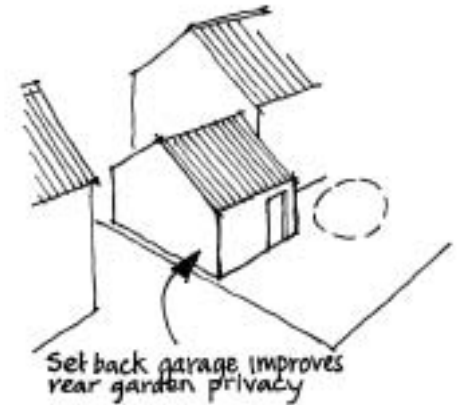
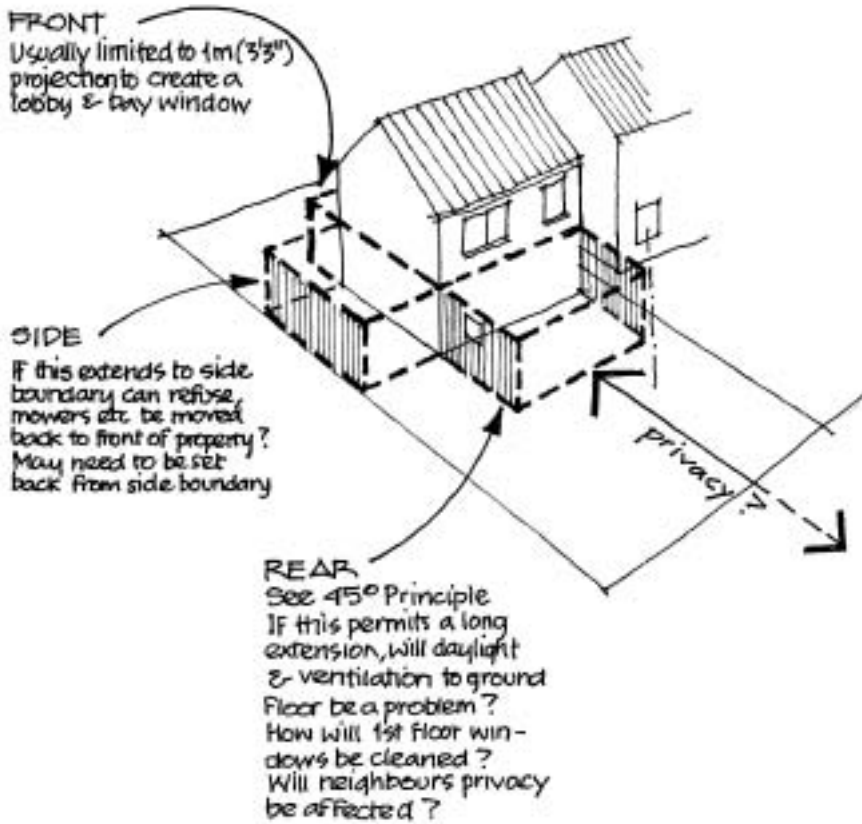
Design Principles

- The 45° principle should be adopted to ensure adequate daylight to neighbours windows and prevent excessive overshadowing of the original building.
- The extension should be subservient to the original building in height and width.
- Generally the roof should be pitched at the same angle as the original building. However on more modest cottage types a catslide or lean-to roof may be appropriate.
- Windows in rear extensions require careful thought regarding location and size, especially on upper floors. The Council discourage any window looking directly onto a flank wall less than 12m (40ft) away.
- Windows facing directly into the rear garden of the house are preferable as it is less likely that neighbour privacy will be compromised. A boundary enclosure higher than normal eye level will help to maintain privacy
- Windows on upper storeys can be set at high cill level ie, minimum 1.5m (5ft) above floor level. Skilful design of projecting, screened windows could be considered.
- Balconies can cause considerable loss of neighbour privacy. The council will wish to be satisfied that the location and design of any balcony has been considered to minimise loss of privacy.

REAR EXTENSIONS ACHIEVING PRIVACY THROUGH WINDOW DESIGN

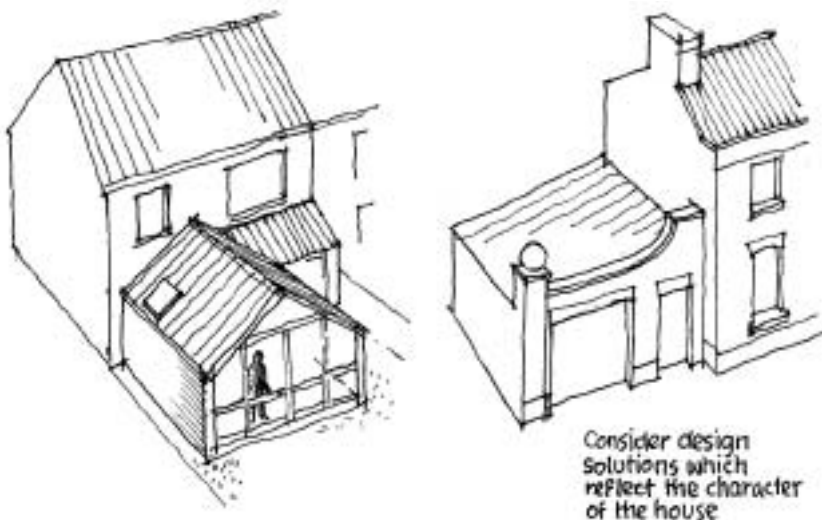


Single storey extensions



Pitched Roofs are likely to be appropriate in almost all cases. However if the original building has a flat roof, or if a 'green' (grass) roof is proposed, or if unusually constricting circumstances exist, then a flat roof may be acceptable.

Pitched roof extensions, especially if at the same pitch as the original house are likely to integrate the extension with the character of the house. They are more attractive to look at, require less maintenance and reduce opportunity for intruders to break-in to upper floor windows.



3.3 Conservatories

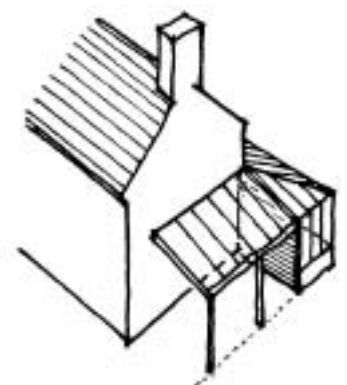
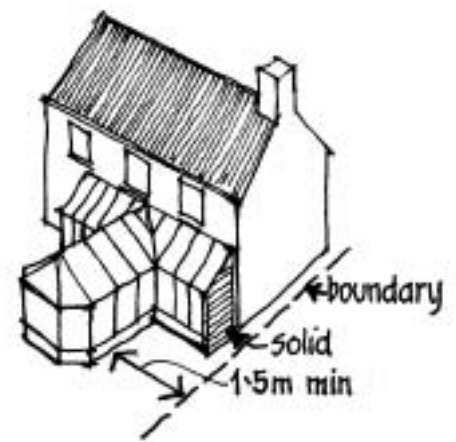
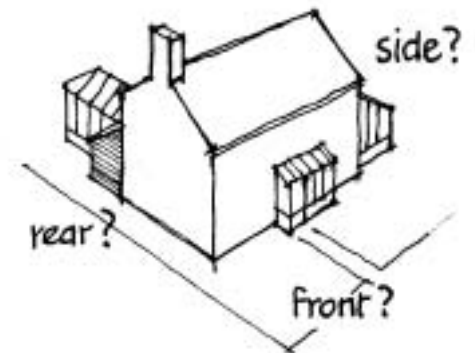
Issues

Conservatories have been a popular method of extending the living area of the house. They have the effect of lengthening the period in which the garden can be enjoyed, and if located on the sunny side of the house, help to keep the house warm. However, conservatories can become a source of noise nuisance and loss of visual privacy if they project some distance into small rear gardens, especially if they are near to side or rear boundaries. The neo Victorian style of many standard uPVC conservatories may not be appropriate to an area, or fit well with the original house, creating awkward junctions. Consider carefully the character of the existing house before choosing your conservatory.

Design Principles

In general, conservatories should:

- Be located on the rear (private) side of the house, or possibly to one side if space permits.
- Have the long axis parallel with the house, as a lean-to (to reduce undue projection into small gardens). However, to ensure that the conservatory does not dominate the house, it should not normally extend across the whole width of the house. To allow maintenance and some privacy, the side wall of the conservatory should be located at least 1.5 metres (5ft) from the side boundary, unless it is entirely solid on the end elevation.
- Conservatories can be of an elegant modern design instead of mock Victorian and can incorporate various climate moderating devices such as internal shades, ventilators, solar panels etc. Timber or powder coated steel can be used as alternatives to uPVC.
- Normally the ridge of a conservatory should be no higher than the underside of the first floor eaves, unless incorporated as a passive solar collector wall, in which case this should not seek to be unduly strident in scale or design, as seen from the public realm.
- Part of Cheltenham's character stems from its use of verandahs. It may be appropriate where these are an integral part of the street scene, to allow a contemporary interpretation on house frontages. The verandah should be of shallow depth and mullioned to achieve a vertical proportion.



Integrated Car Port and Conservatory

gives a more 'organised' appearance and allows for future adaptation to a conservatory.

3.4 Extending into the roofspace

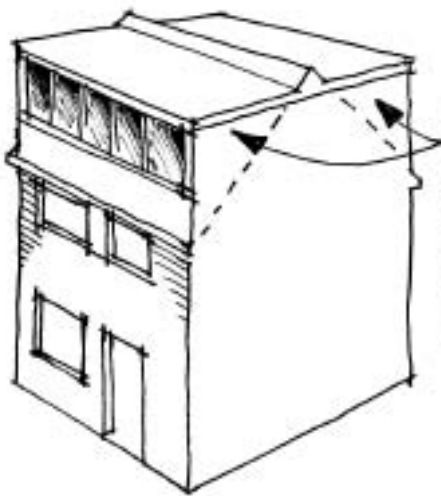
Issues

Loft conversions can provide much needed living space, if the roofspace has sufficient headroom. Continuous dormers or flat roofed extensions above the ridge of the original building draw attention to a poorly considered scheme which stands out as a disruptive element in the street scene.

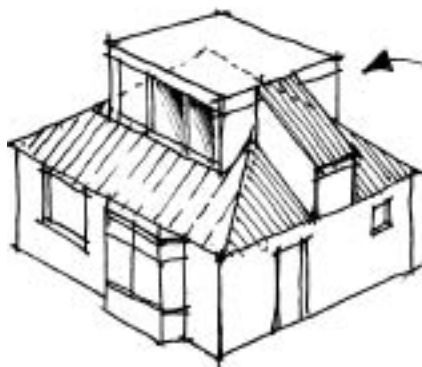
Has the existing roof sufficient headroom? Will the existing roof structure allow for adaptation to habitable rooms if the roof space is opened up and floor loadings is increased? Can sufficient space be created for a staircase, especially headroom? Will the insertion of windows in the roof space be visually damaging to the character of the house or the street?



A staircase takes up a large volume: in a bungalow this may mean the loss of valuable floorspace



Unacceptable: the continuous 'dormer' across the width of the house & extending to the ridge give the effect of a tall 3 storey house with a flat roof. The windows do not relate to those below. This solution is likely to detract from the character of the house & the street.



'Boxy' Roof Extension & staircase is too dominant & awkward.



A more modest solution relating to the character of this 2 storey house

Inset dormer with sloping roof on front

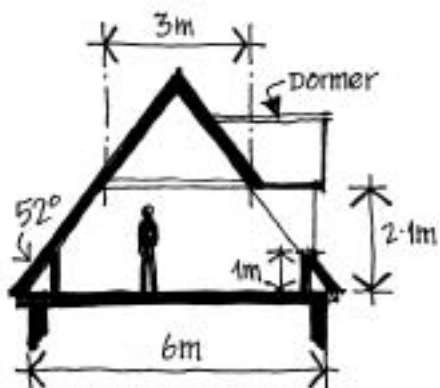
small rooflights

If there is insufficient headroom & space for a staircase, a rear extension may be more appropriate

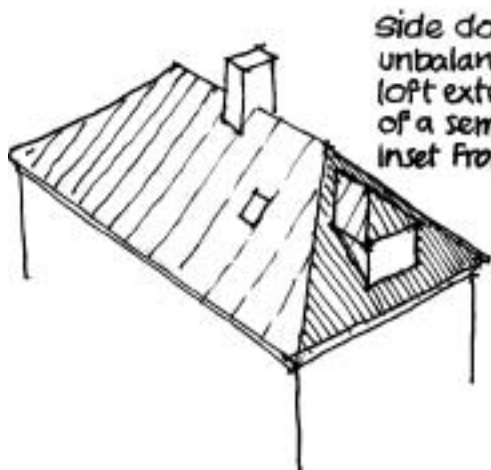
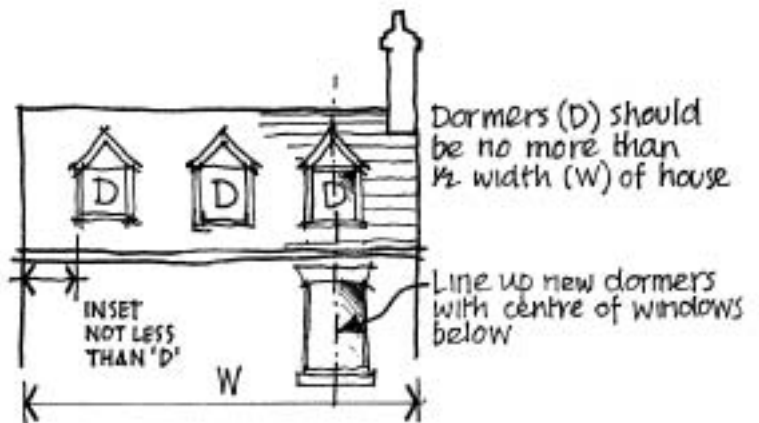


Design Principles

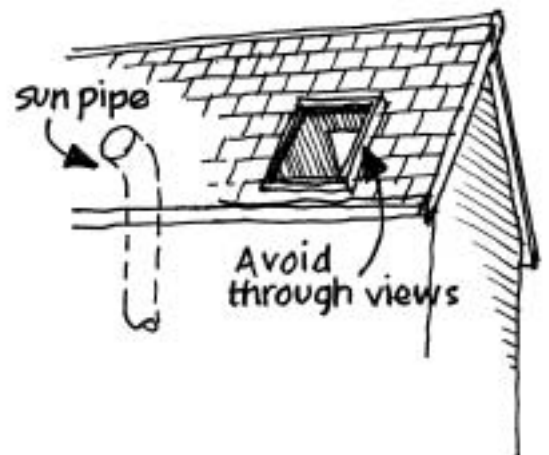
- Loft conversions should not have the appearance of an extra storey on top of the house. This is because the original character of the building could be affected; there could be excessive overlooking of neighbouring properties and the character of the street would be altered if all properties increased their storey height.
- Headroom: Is the depth of the house and the pitch of the roof sufficient to achieve at least 2.1m headroom over half the span of the roof?
- Dormer design should reflect the character of the original building. This can be done by (a) placing a dormer window in line with the windows on the floor below (b) ensuring that the dormers do not take up more than half the width of the roof and that they are well spaced.
- If dormers are inserted into hipped roofs facing the side boundaries, consider possible loss of visual privacy if a similar dormer is proposed on the adjacent property. Always recess a dormer in such a position that does not clash with the hip or ridge of the roof.
- Rooflights: These can often be a less obtrusive alternative to dormers, where it is important to maintain the impression that there is little alteration to the roofspace. Rooflights can be quite small as more daylight/sunlight reaches a sloping roof than a wall. Units of approximately 600mm or 750mm (2ft-2ft 6ins) are often quite adequate. The 'Conservation Range' of some rooflight products can often be more sympathetic to traditional settings.
- Rooflights should not be placed opposite each other on both sides of a pitched roof, as privacy can be lost and the roof can appear insubstantial. 'Sunpipes' could be considered as an alternative to rooflights and dormers. They are unobtrusive and can focus natural light into rooms on the first or ground floor.



CAN I GET ADEQUATE HEADROOM IN THE ROOFSPACE?
 -A ROUGH GUIDE.....
 IS IT POSSIBLE TO ACHIEVE 2.1m HEADROOM FOR 1/2 ROOFSPAN?



Side dormers can reduce unbalancing effect of loft extension on one side of a semi. Note dormer is inset from house ridge & edge of hip + matching pitch



3.5 Windows

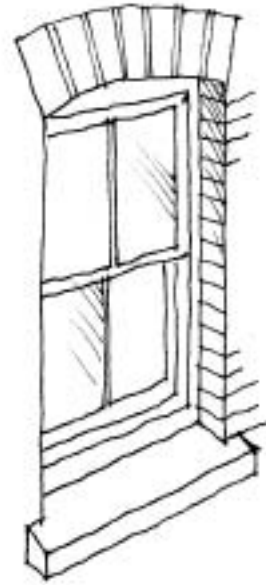
Issues

Windows and their subdivision by mullions and glazing bars make a significant contribution to the character of the house. New window proportions rarely improve the façade, as it was designed with the original windows as part of the composition.

Is total replacement necessary? Has repair been considered? uPVC replacements give a shiny plastic appearance which may not be complementary to the house. It is extremely difficult to achieve correct window proportions, frame and glazing bar thickness in uPVC. The use of top-hung vents is not encouraged, particularly where their use removes the vertical emphasis of the original design.



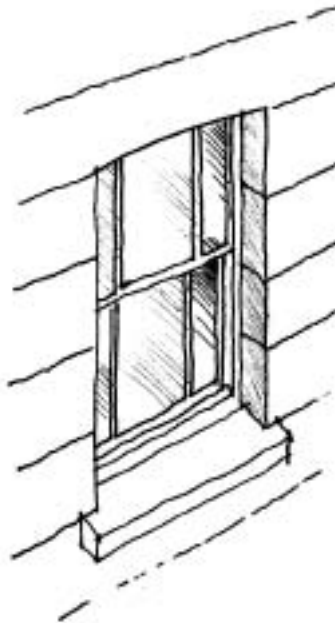
Replacement window in uPVC: is fitted virtually flush with wall & has an opening system alien to the original. It also omits glazing bar



Original sash window: Repair is recommended. Any replacement should be recessed behind the reveal & follow the original design, preferably in timber.

Design Principles

- Adopt the principle of replacing like with like in terms of window proportions, materials and the depth of the recession of the frame from the front face of the building. Retaining the recess gives the building some three dimensional modelling. It provides a sense of depth and solidity and increased weather protection.
- Always retain the proportion and spacing of windows on the elevation.



The design of Regency windows is different from the Victorian as shown above. This should be recognised in any repair or replacement.

3.6 Making openings in walls

Issues

Over-wide openings alter the original vertical proportions of windows in older houses. Avoid the loss of lintel and quoin (the sides of the window openings) in alteration work.

Design Principles

- It is important to maintain the proportions of the original openings in the house to retain the character of its façade.
- Maintain basic proportions in new work. Always match the proportions of important elements such as doors and windows.
- Reinstate lintel, quoin and cill details in older houses.
- Avoid the random creation of openings, especially in older houses with more formal designs. Line up the centreline of the new opening with the centreline of the window above (or below).



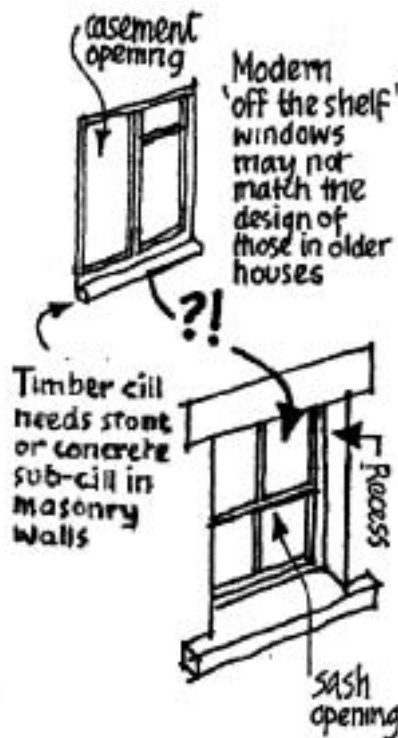
Before
A symmetrical
facade of vertically
proportioned
windows



inappropriate
window inserted
without recognising
symmetrical facade
or vertical window
proportions



appropriate
vertically proportioned
window inserted on
the centreline of
the symmetrical facade



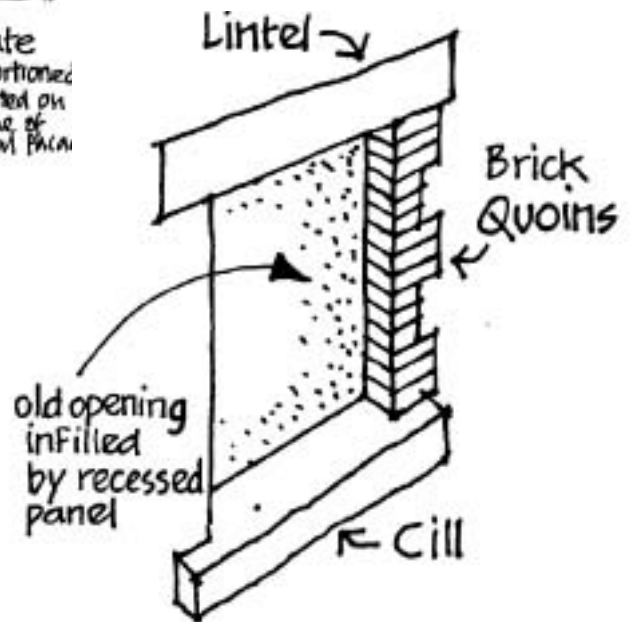
3.7 Filling-in openings in walls

Issues

It is difficult if not impossible to fill in an opening and expect the work to be invisible. Even if the stone or brick and mortar can be matched exactly, it may be difficult to achieve the same level of workmanship and joint thickness and to replicate the subtle changes of colour and sharpness due to years of weathering. Recess the infill work and retain lintels, quoins and cills.

Design Principles

- In brick or stone walls it is advisable to infill the opening with a panel of matching walling material recessed by approximately 100mm (4") from the front face of the wall. This avoids unsightly and ill matched 'bonding-in'. It also retains the option of reversing the process should that be necessary at a later date. The infill panel could alternatively be in a contrasting material, depending on the character of the house.



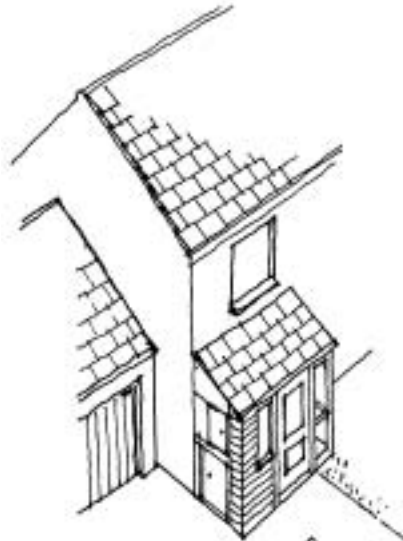
3.8 Porches

Issues

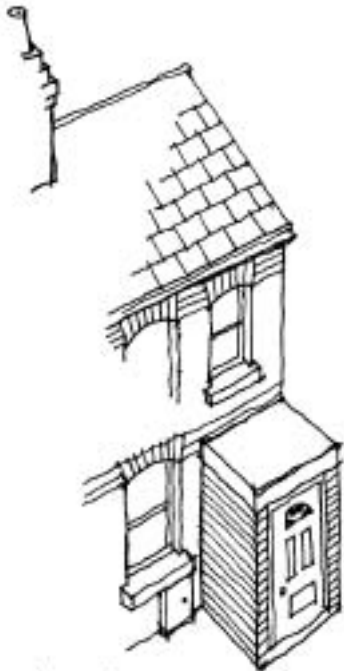
Minimum size porches can look very 'boxy', especially on smaller buildings. Roof pitches on porches can be at odds with the roof pitch of the main building. Porches designed in isolation from the remainder of the elevation can clash with bay windows and other architectural features.

Design Principles

- Consider the porch within the elevation as a whole: can it be integrated with other projecting features?
- The angle of the roof pitch should be that of the main roof, to ensure harmony and continuity with the design of the house. Similarly it is advisable to use the same roofing materials.
- Full height glazing with large panes of glass is likely to introduce a larger scale than the original building. As a guide, use window frames of similar size to the original.
- Try to integrate unsightly elements such as meter boxes into the design, for instance on the side of the porch.



Porch allows some internal space: it emphasises horizontal lines of the house and incorporates bin store and meter box to the side.



'Boxy' porch which does not respect the character of the house, is cramped, restricts light/view from window and ignores possible relocation of meter box.



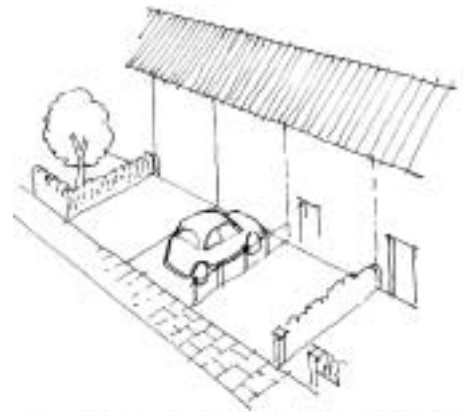
Open (or glazed) porch which reflects character of house, is spacious/open and incorporates meter box unobtrusively.

3.9 Boundaries

Front, rear and side boundaries contribute almost as much to the character of an area as the buildings themselves. Thus, especially within a conservation area, they should be considered as carefully as the buildings, when alterations are envisaged.

Issues

Removal of front boundaries to provide parking in front gardens; replacement of decayed boundary fence or wall; planting of side or rear boundaries with quick growing evergreen trees to achieve privacy; enclosure of open plan front gardens with a variety of boundary treatments.



Removal of front boundary walls and hedges for car parking may be resisted in conservation areas as this may be harmful to the character.



If there is no alternative to removal, keep width of opening to a minimum, reinforce, side boundary fences & planting & retain gateposts. Use semi porous paving eg gravel & 'hollow pot' type surface; not tarmac.

3.10 Materials

Design principles

In a street of a consistent style of houses it is advisable to maintain the original or similar design of boundary. Look at the least altered property in the street to establish the original design. Front boundaries are often quite characteristic of the area in which they are located:

- **Urban:** Usually railings on low walls, with stone gateposts and metal gates. In historic areas railings may be a more dominant feature.
- **Suburban:** Low walls topped with hedges. Low fences often associated with hedges.

Planting on side boundaries:

- If privacy is required, consider planting a hedge rather than evergreen trees. Hedges should be of species common to the locality.
- If evergreen trees are planted, avoid a single species, and control the height to about 2.4m to prevent loss of daylight to neighbours.

Wherever possible, external materials should match the colour and texture of the existing building. However, it should be remembered that whilst matching materials can be found, identical to the original, the effect of weathering on the original building might mean that tiles, bricks and mortar joints can be darker. It is partly for this reason that extended roofs and walls should be set back from the original elevation, to avoid unsightly bonding-in.

uPVC

This material is widely used for replacement windows, doors and fascias. However it is rarely possible to achieve a good replica of the original, it is difficult to repair, and releases toxins in the case of fire. There can also be problems of safe disposal when the units are replaced.

3.11 Satellite dishes and Solar Panels

Satellite dishes:

Issues

Whether they need permission or are being installed as permitted development, satellite dishes should be installed in such a way as to minimise the impact on the appearance of the building. In deciding on the position and design of the dish, you should consider its impact on the house, the neighbours and the environment.

Design Principles

- If it is essential for reasons of reception, to mount the dish on the front of the house, try to integrate it as much as possible into the design of the house ie. if the house has a parapet or a ground floor bay window has a parapet, the dish may be partially concealed behind these features. A dark coloured mesh dish will have less impact than a solid white one, (except if the house has white render when the latter would be preferable).
- With Listed Buildings preference is for ground level position where it cannot be concealed on the building.

Solar panels:

Issues

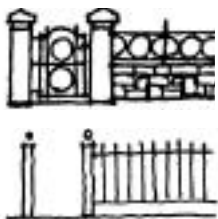
Solar panels are welcome as a contribution to reducing the demand for fossil fuels for heating, but the visual impact of their location requires some consideration.

Their function requires a south or near south facing roof, preferably at about 50° pitch for optimum effectiveness. The location of panels in an asymmetrical or random arrangement can detract from the appearance of the house. The large size of the panels can introduce an alien scale to some roofscapes.

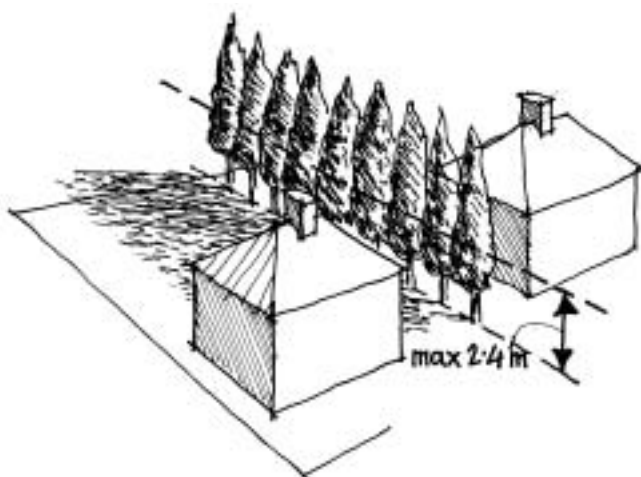
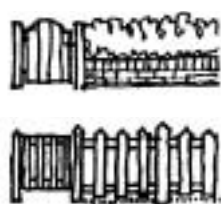
Design Principles

- Panels must be fitted directly onto the roof, whatever its pitch: they should not be propped at a steeper angle than the roof pitch. Arrange the panels as closely as possible to the alignment of windows below. Select panels of the smallest size and the minimum number to achieve their effectiveness.

urban



suburban



4.0 What to do next

4.1 What work requires permission?

It is likely that most of your proposed work will require Planning Permission and Building Regulations Approval. If you are in any doubt, consult the contacts on page X at an early stage in the process.

Permitted Development (works not requiring Planning Permission) can sometimes include: boundary walls and fences under 1 metre (3ft 3ins), re cladding, removal of chimneys etc.

NB Permitted Development rights can be removed from an area under an Article IV Direction or planning condition covering specified development.

You are therefore advised to write in before undertaking any works to your house, giving details of the works you are proposing, together with a plan showing dimensions in metres and a site location plan.

There may be a Restrictive Covenant relating to your property which restricts the work that can be carried out, or which specifies details, such as colours. Any Covenant is a private matter and will normally be found in the deeds relating to your property.

If you own a Listed Building you will require Listed Building Consent for any work which affects the character of the building. Planning permission is likely to be required for external alterations. It is advisable to contact the Conservation Officer at an early stage. For further guidance please contact this Authority or there is more general guidance on the Council's website (www.cheltenham.gov.uk).

4.2 Submitting an application

Prior to submitting an application :

- Discuss your proposals with your immediate neighbours who may be affected. This may help to resolve any objections they may have, which may otherwise be raised when you submit your application
- Discuss more substantial proposals with a development control officer. We recommend that you make an appointment.

When preparing an application this Checklist may prove helpful:

- Always show existing as well as proposed development on both plans and elevations.
- Always show the adjacent building and properties to the side and rear of your property.
- Plans and elevations should be drawn to consistent scales: usually 1:50, 1:100 or 1:200. Include a north point on a plan.
- Include materials and colours to be used, by annotations on a drawing.

5.0 Glossary

Agent

A specialist acting on your behalf in the design of the works to your house and the preparation of your application. The agent is usually an architect or building surveyor.

Bond

(eg Flemish or Stretcher bond) The method of laying bricks in courses.

Character

The combination of features of a building or an area that give it its distinctive identity compared with other buildings or areas.

Cill

The horizontal ledge at the base of a window frame, often projecting from the wall.

Context

The setting or surroundings of a building, usually the area from which a building can be seen (front, rear or side).

Density

Usually expressed as dwellings per hectare, sometimes as persons per hectare.

Dormer Window

A window set vertically in a pitched roof.

Fenestration

The arrangement, size and proportion of windows on a facade.

Footprint

The area and shape of the building at ground level.

Habitable Room

A living room, dining room, study or bedroom.

Hipped Roof

A pitched roof in two directions; side as well as front and back.

Lintel

A beam inserted in a wall to create an opening for a window or door. In traditional buildings the lintel is visible; in recent buildings it is designed to be located behind the brick cladding of the wall.

Quoin

The junction formed between the front and side wall of a building; also at a window or door opening. In traditional buildings the quoin is emphasised by larger blocks of stone or different colours of brickwork.

Reveal

The depth of recession between a window and the front face.

Roof Pitch

The angle of the slope of a roof (usually between 30° and 50°).

Rooflight

A window set within the slope of a pitched roof.

Street scene/Streetscape

The character of the street or road in which the building is located; ie. buildings set back from the footpath; terraced houses with short front gardens, etc

Subservience

The effect of an extension on the original building ie. the extension should not dominate the original.

Symmetrical

When the design of the building is identical either side of (a) a party wall in a semi-detached house or (b) the centreline of the elevation of a detached house.

45° Principle

The angle taken vertically and horizontally from the centrepoint of any neighbouring windows, at a right angle to the flank wall of the extension to a house, in order to determine the limits of an extension to an adjacent house.

Useful contacts and references

Planning, Conservation and Building Control Advice:

Tel: 01242 264328

Email: BuiltEnvironment@cheltenham.gov.uk

Internet: www.cheltenham.gov.uk

click on the Planning Service, Conservation
or Building Control.

Drainage enquiries

Severn Trent plc

Tel: 0800 7834444

Email: customer.relations@severntrent.co.uk

Party Wall enquiries

The Party Wall etc Act 1995 (booklet
available at Built Environment Reception)

Planning Portal

General Planning information.

Internet: www.planningportal.gov.uk

Cheltenham Borough Council
Built Environment
PO Box 12
Municipal Offices
Promenade
CHELTENHAM
Gloucestershire
GL50 1PP

Tel: 01242 264 328

Fax: 01242 227 323

Email: planning@cheltenham.gov.uk

Web: www.cheltenham.gov.uk