



Hillingdon Design and  
Accessibility Statement (HDAS)  
Supplementary Planning Document



**Residential Extensions**



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## 2 1.0 Do I Need Planning Permission?

### Do I need Planning Permission?

- 1.0 In some cases planning permission is not needed. This is known as “Permitted Development” and includes some minor house extensions and outbuildings, which do not exceed an overall volume, along with the construction of fences or walls and vehicular crossovers.
- 1.1 The Council’s Duty Officer and Planning Department can help explain the types of extension and outbuilding which can normally be built as permitted development but you may still wish to make a separate application to check whether the works are lawful – known as a Certificate of Lawful Development. This can be useful if you subsequently decide to sell your property.
- 1.2 In many cases planning permission will be required and this design guide sets out principles and requirements upon which planning decisions will be based by the Council. You should also refer to the Hillingdon Unitary Development Plan (UDP), a document containing the formal policies against which all planning applications are assessed.

The UDP policies, along with this Guide, provide householders with a measure of certainty as to what will and will not be permitted.

- 1.3 The UDP is currently being reviewed with a view to adopting a new ‘Local Development Framework’ (LDF). This Supplementary Planning Document (SPD) has been prepared in anticipation of the development of specific policies in the LDF Core Strategy. In the interim period, this SPD will be taken into account by the Council in determining planning applications as supplementary to relevant policies in the adopted UDP. Relevant policies to which this document relate include policies BE19-BE24 of the UDP. These policies are set out in full in appendix 1 of this document. This SPD will be amended in due course to make specific reference to the relevant LDF policies.
- 1.4 This Design Guide is designed to help the reader clearly understand, through the inclusion of sketches and photographs and how-to-deliver ‘good practice’ in designing and contributing to a high quality residential environment in the borough.

### Permitted Development Rights

- 1.5 You are allowed to make certain types of minor alterations to your home without the need to apply for planning permission. These are called “permitted development rights” and are outlined below. If your house has already been extended, some or all of your permitted development allowance will have been used up.
- 1.6 Generally speaking, planning permission is not required for changes to the inside of buildings or for small alterations to the outside including some extensions. Other small changes, for example putting up walls and fences below a certain height, have a general planning permission for which a specific application is not required.
- 1.7 There may be instances where some Permitted Development is not allowed – where the building is a block of flats or a maisonette, where it is ‘listed’ or where there are conditions placed on existing approvals. If in doubt ask, please contact the planning department, rather than reverting any work you have carried out to the way it was previously.

# Do I Need Planning Permission? 1.0

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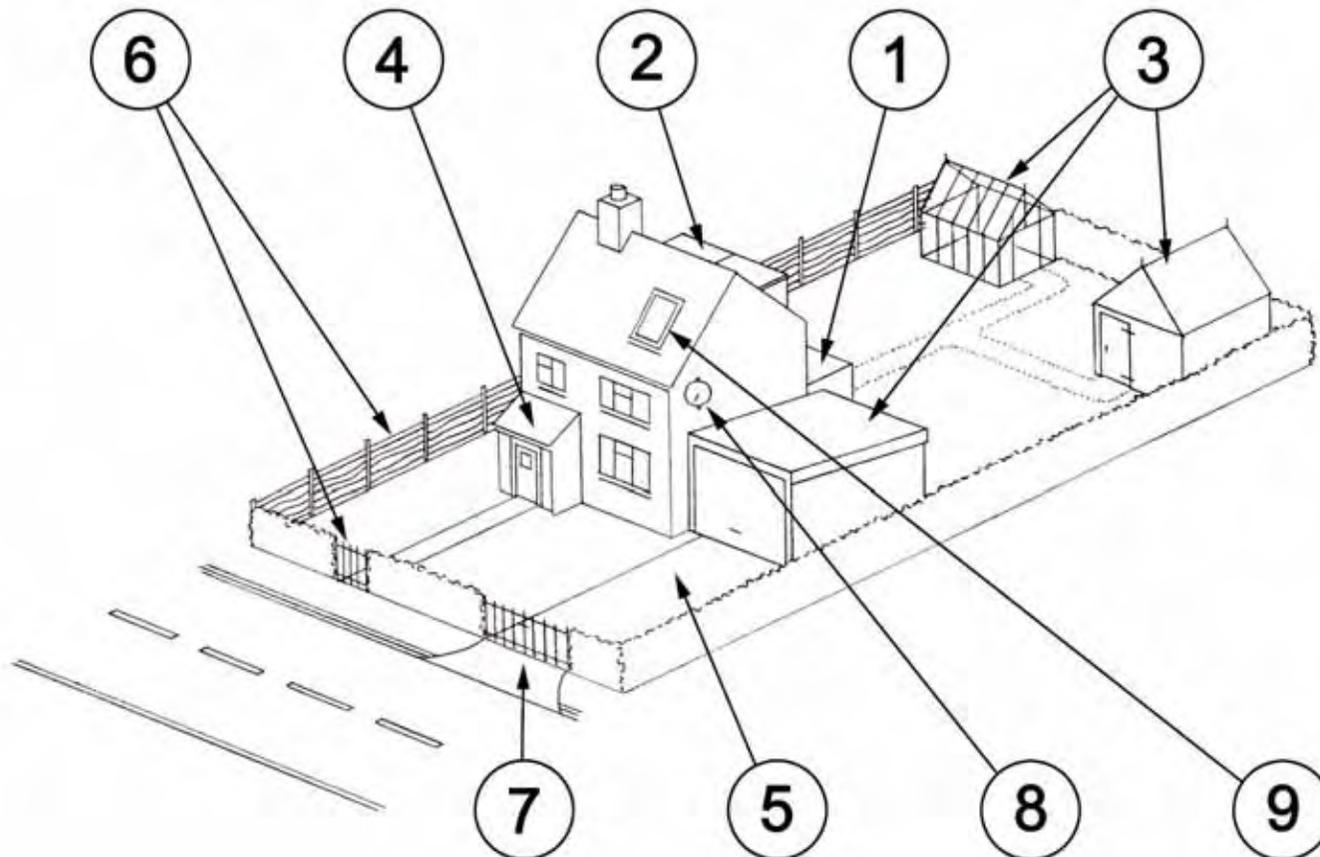
## Extensions and Minor Work Not Requiring Planning Permission

### ① Extensions

- 1.8 Permitted up to 70 cubic metres or 15% of the original **detached** or **semi-detached** house or: 50 cubic metres or 10% of a **terraced/end-terrace** house subject to a maximum in either case of 115 cubic metres - as long as the extension:
- Does not project beyond front wall of house or is less than 20m from the highway, whichever is the nearest;
  - Does not exceed highest point of roof;
  - Does not cover more than 50% of the total curtilage area;
  - Does not exceed 4m in height if within 2m of the boundary
- A maximum of 50 cubic metres is allowed in Conservation Areas.

### ② Roof Enlargements & Alterations

- 1.9 Dormer windows are permitted provided they do not face the highway and do not increase the cubic volume of the house by more than 40 cubic metres for a terrace and 50 cubic metres in other cases. If you live in a Conservation Area



## 1.0 Do I Need Planning Permission?

planning permission will be required for any dormer window. They should also not exceed the highest part of the existing roof.

1.10 The additional volume created by any roof extensions will count against the total volume limit for your house. For a **terraced/end-terrace house**, the volume of the "original house" should not have been increased by more than 10% or 50 cubic metres (whichever is the greater) following the roof extension and any other existing extensions. For **any other kind of house**, the volume of the "original house" should not have been increased by more than 15% or 70 cubic metres (whichever is the greater) following the roof extension and any other existing extensions. In the case of any type of house, the volume of the "original house" should not have been increased by more than 115 cubic metres following the roof extension and any other existing extensions.

### ③ Garages, Greenhouses & Sheds

1.11 Separate outbuildings such as garages, sheds or greenhouses do not require planning permission if:

- (a) The structure together with any other buildings and enclosures will occupy less than 50% of the garden area.
- (b) The height of the structure will be less than four metres if the roof is ridged, or three metres if the roof is flat.
- (c) The structure will stand more than five metres from the existing house. Within five metres of an existing house the volume of the garden shed, etc., must not exceed ten cubic metres.
- (d) The structure will not be closer to the highway than the front wall of the existing house.

1.12 In a conservation area, or within the curtilage of a listed building, the maximum volume of an outbuilding erected as permitted development must not exceed ten cubic metres in volume.

### ④ Porches

1.13 Porches are permitted up to 3 square metres floor area and 3 metres high providing they are more than 2 metres from the road.

### ⑤ Hardstanding

1.14 Permitted for private car.

### ⑥ Gates, walls and fences

1.15 Permitted up to 1 metre high adjoining a highway and 2 metres elsewhere.

### ⑦ Vehicle Crossover

1.16 Permitted except onto a classified or trunk road.

### ⑧ Satellite Dishes

1.17 Only one satellite dish may be installed on your house without needing planning permission. The size of the dish must not exceed:

- 45 centimetres in diameter if affixed to a chimney, or protrude above the highest part of the stack or
- 90 centimetres in diameter in any other case.
- The dish must not protrude above the highest part of the roof

In Conservation Areas the dish should not be sited on the front wall of the house, nor on the front roof slope. It should be located in a position designed to minimise impact and removed when no longer in use

## 9 Rooflights/Skylights

- 1.18 The installation of rooflights does not require planning permissions, provided that the shape of the roof is not materially altered. 'Velux' type rooflights are therefore acceptable

### Important notes:

1. Volume is calculated from the external dimensions of the entire structure of the extension.
2. The term "original house" means the house as it was first built or as it stood on 1 July 1948 (if it was built before that date). Only attached extensions built prior to this date are counted as part of the original house and will not count against your permitted development allowance; this can normally only be proved through drawings and/or photographs of the house from the time.
3. In the following circumstances, the volume of other buildings which belong to your house (such as a garage or shed) will count against the volume allowances:
  - If an extension to your house comes within 5 metres of another building belonging to your house, the volume of that building counts against the allowance for additions and extensions.
  - If you live in a **Conservation Area**, all additional buildings which are more than 10 cubic metres in volume, are treated as extensions of the house and reduce the allowance for further extensions.
4. Please note that the 'curtilage' of a property is

defined as the land and structures on a property which immediately surround the residence.

5. "Highway" includes all public roads, footpaths, bridleways and byways.
6. To find out more about permitted development rights and establish whether a formal planning application is required for any proposed works you should obtain a copy of *Planning – A Guide for Householders*, copies of which are available from the council. Alternatively you can view the document on the Department for Communities and Local Government web site at [www.communities.gov.uk](http://www.communities.gov.uk)

## Maintaining the character and appearance of residential areas

- 1.19 Section 215 of the Town and County Planning Act 1990 provides Local Planning Authorities with the power, to require land to be cleaned up when its condition is considered to have a serious, negative or long term impact on the character and appearance of an area. The type of work that can be required in these notices includes removal of abandoned furniture, vehicles and building materials, repair of enclosures, the completion, re-building or demolition of uncompleted building work, external repairs and repainting. In some instances the local authority can carry out

the work and subsequently require payment from the landowner. It is in the landowners' best interest to ensure that their property does not seriously reduce the character and appearance of their area.

## Conservation Areas and Areas of Special Local Character

- 1.20 Proposals for sites within a Conservation area or an Area of Special Local Character will require:
- A higher standard of design
  - Traditional materials
  - Features that are complementary to the existing building.

## Listed Buildings

- 1.21 Please note the following for proposals to Listed Building:
- You will need listed building consent
  - You must preserve the historic integrity and character of the Listed building.
  - Listed building consent will be required for all internal; and external works including drainage, pipe work, ductwork affecting walls, floors and ceilings and all internal and external; finishes.

## 2.0 How to submit a Planning Application

- It is a criminal offence to carry out unauthorised works to a listed building.
- Applications should include large scale plans of existing and proposed development.

### How to submit a planning application

2.0 The purpose of the Design Guide is to provide clear guidance on what the Council believes to be suitable forms of extension to residential properties. It is not intended to impose rigid controls over detailed design matters but to focus on a broad range of principles. These principles are supplemented by illustrations showing examples of both good and bad extension types. The acceptability of any extension will of course depend on its location, design and massing, access and age of yours and nearby houses. This guidance is **only** confined to development control issues. It does not cover how the Building Regulations or other statutory codes may modify the advice given.

#### A – Issues to Consider

2.1 The following core considerations, illustrated below, highlight how the council will assess the negative and

positive characteristics of any scheme:

- What is the existing property like?
- Does the property have bordering developments or attached houses or flats?
- Is it within 8m of a watercourse? The Council will resist residential extensions that bring the built development within 8m of a watercourse.
- What is the character of the existing streetscape?;
- How much off-street parking is provided for?;
- What is the extent of private garden space that remains after completion of the development?
- How does the design and integration of the proposed extension relate with the existing property and adjoining buildings?
- Are there issues of over-shadowing, over-dominance, loss of light or privacy to neighbours gardens and living rooms?
- Are there trees, or other significant landscape features, on or close to the site? Will they be retained or removed as part of the proposed development.

2.2 The Council understands that every

property is slightly different and that there may be particular issues that relate to your home (such as changes in ground level, smaller rear gardens etc) that do not relate to your neighbour's property. The Council will take account of the characteristics of your home and surrounding neighbourhood in considering your application.

2.3 For houses and flats within or affecting Conservation Areas, areas covered by an 'Article 4 Direction' or designated as Listed Buildings, more rigorous criteria will be applied to ensure development respects the established character of the area. Please contact the Council's Conservation section, if you are unsure whether your property falls into any of these categories.

#### B - Use Our Pre-Application Advice Service

2.4 The Council offers pre-application advice to all householders considering building an extension or outbuilding. The aim is to allow planning officers to spot likely problems and suggest changes that will increase the likelihood of an approval. The more information you can provide our officers with, the more specific their advice can be. If you are visiting the

# How to submit a Planning Application 2.0

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Civic Centre, you can bring photographs, sketches, digital and video cameras or laptops with you, as aids to explain your proposal. Amendments to your proposal should be considered at this stage.

- **Local Library:** Planning Officers will also be available one morning per week, in two local libraries from September 2005.
- **In Person:** A Planning Duty Officer is available at the Civic Centre to answer your questions and offer informal advice on your proposals every weekday (Mon-Fri) from 9am – 5pm and until 7:30pm on Thursdays. Please visit the Reception Desk on the third floor of the Civic Centre, High Street, Uxbridge, UB8 1UW. There are comfortable seating and meeting areas. If you have difficulty speaking English, we can usually arrange for a translator to help out - please ask at reception for help.
- **By Post:** Planning (DC) – London Borough Hillingdon, Planning and Transportation Group, Civic Centre, High Street, Uxbridge, UB8 1UW Please include a covering letter with your query, name, address and contact telephone number. Please also include any relevant sketches or plans, which would clarify your query.

- **By Phone:** 01895 250401 or 01895 250400
- **Email:** DevelopmentControl@Hillingdon.gov.uk

Please be aware that the advice given is informal officer advice and not a legally binding decision, it will be necessary to apply for either a Certificate of Lawful Development or for the relevant planning permission.

## C - Choose a Reliable Agent or Architect

- 2.5 Although the Council strongly encourages you to take professional advice before applying for planning permission for any type of extension, for reasons of fairness we are unable to recommend any specific consultant or agency in particular. The employment of a suitably qualified professional should minimise the time taken to register and process a planning application with the Council. Look around and take time to choose this person. Ask them to provide references from their previous customers if you are uncertain. Once the application has been received, the Council is obliged by planning law to consult with your neighbours - but it may help to prevent unnecessary objections if you have

already explained the proposals to them. Before submitting an application, we advise that you discuss your proposals with your neighbours and try to resolve any difficult issues.

## D - Find Out if You Need Other Permissions

- 2.6 Depending on the type of extension you are proposing, or your personal circumstances, you may need to contact other Council Departments.
- **Property is a Listed Building / in Conservation Area/ Conservation & Urban Design/Trees and Landcape Team** – 01895 277556
  - **New vehicle crossover required. Highways** – 01895 250009
  - **Building Regulations Approval** - 01895 250808 (see section E below)
  - **Skip licence** for skips on the public highway Please call 01895 277524

## E - Don't Forget About Building Regulations

- 2.7 In particular many types of domestic extension require Building Regulations approval. It is strongly advised that the Building Control Section is contacted at the earliest possible stage. Building Control assess the structural safety of an extension and compliance with Building

## 2.0 How to submit a Planning Application

Regulations is not the same as obtaining planning permission.

### F – Information required to Submit a Planning Application & Sample Drawings

#### 1. Application Form

- 2.8 Make sure you have filled in the application form correctly and supplied all the required information, including the correct ownership certificate.

#### 2. Location Plan

- 2.9 You must provide a plan clearly showing your application site in a larger context and at least two adjacent roads with the road names given. This should normally comprise:
- An up-to-date plan at 1:1250 scale, accurately showing your property in relation to adjacent roads and other properties in the area. It is best to use an extract from the Ordnance Survey map, which owners can obtain from the Planning Reception, where a fee will be charged.
  - All of the land to which the application relates (normally your house, garden, the drive and any shared access) outline in red.
  - A North point

- Diagrammatic location plans not accurately drawn to scale are unacceptable.

#### 3. Site Layout Plan (Block Plan)

2.10 It is necessary to provide a site layout plan at 1:200 or 1:500 scale to show more clearly the position of:

- Your Property;
- Your extension or other proposed works;
- The site boundaries; and
- Adjoining houses including any extensions.
- Indicate available parking on the site.
- Any trees to be retained or felled.
- Any trees, hedges or other significant landscape features on, or close to, the site (Tree Survey information in accordance with the relevant British Standard, should be provided).
- Any proposed changes to levels or new services near retained trees.
- New planting including landscaping and hardsurfacing.

#### 4. Floor Plans and Elevations

- 2.11 These detailed plans should be drawn accurately to a scale of 1:50 or 1:100 and should clearly distinguish between existing and proposed buildings.
- Floor Plans: show the layout of rooms in the building (one drawing for each

floor if more than one floor) and indicate doors, windows and the thickness of walls.

- Elevations: show what the new building will look like from the outside, indicating the building materials to be used. Front/rear and side elevations should be drawn.

#### 5. Other information

##### Flood Risk Assessment

- 2.12 Flood Risk Assessment (FRA) should be submitted as part of planning applications for residential extensions that fall within Flood Zone 2 or 3 as show on the Environment Agencies Flood Zone Maps.

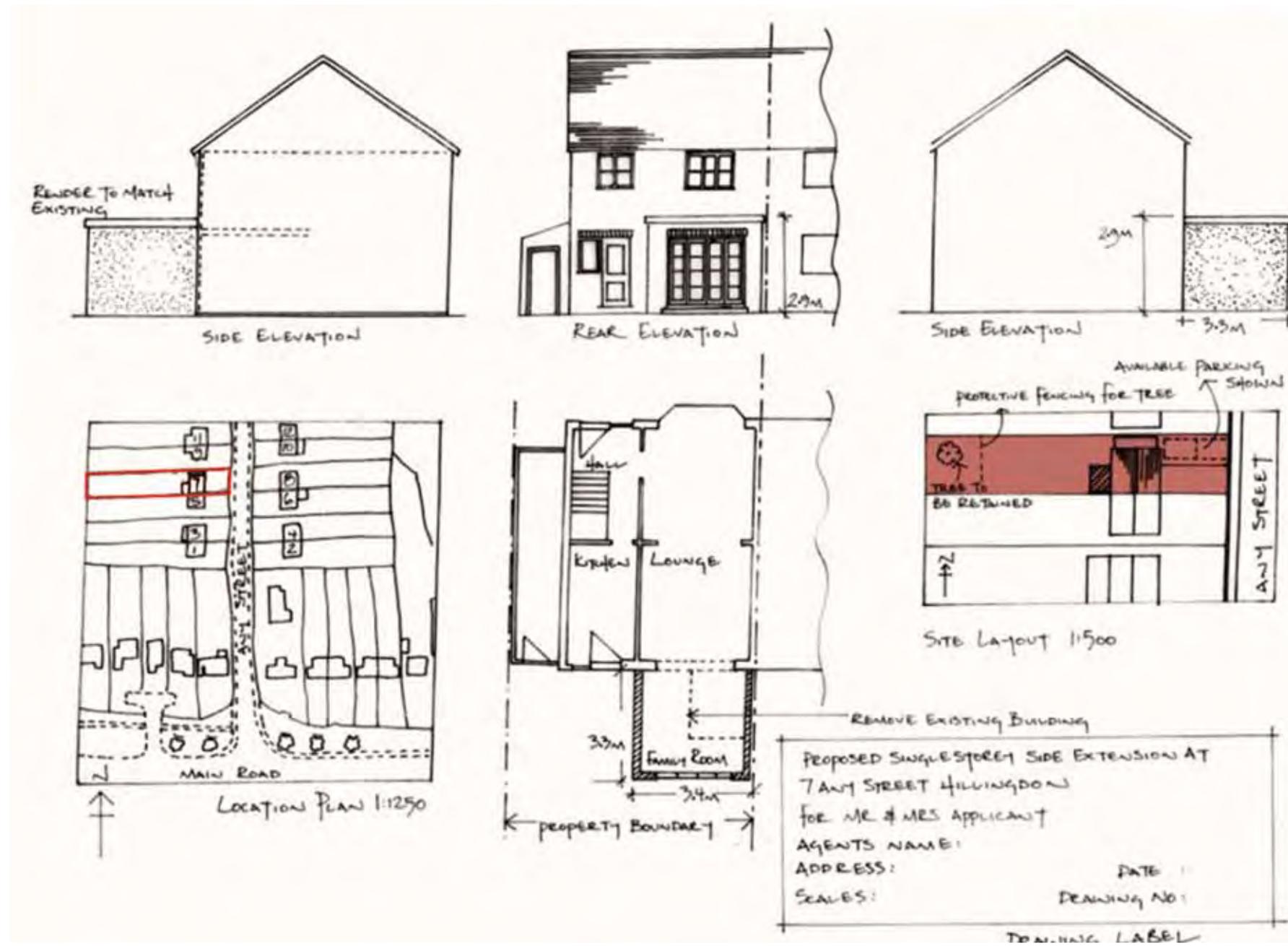
Flood proofing measures should be made into the design and construction of development in flood risk areas.

The drawing opposite shows the plans and elevations required for a typical part single storey rear extension. Note that the drawing has been photographically reduced.

##### Trees and Landscape Assessment

- 2.13 Trees and Landscape assessments may need to be submitted as part of planning applications for residential extensions.

# How to submit a Planning Application 2.0 9



## 2.0 How to submit a Planning Application

### THE DEVELOPMENT SITE

Essential background information should include a site context map, existing site survey (topographical survey) and existing tree survey.

### TOPOGRAPHICAL SURVEY

Development proposals will be expected to retain and utilise topographical and landscape features of merit and provide new planting and landscaping wherever it is appropriate.

### TREE SURVEY

Prior to considering the design of the site layout, the applicant for planning consent will be required to provide an accurate tree survey including the location, height, spread, species and construction exclusion zone of all trees on the, and close to the site boundary, in accordance with BS 5837:2005 'Trees in relation to construction – Recommendations'.

### TREE CATEGORIZATION

The tree categorization method in BS 5837 should be used to assess the quality and value of trees and inform decisions regarding tree retention and removal.

### TREE CONSTRAINTS MAP

BS 5837 recommends that an

assessment of the effect of the development on the trees to be retained, and of the trees on the new development, is undertaken to ensure that trees and development are integrated satisfactorily.

### TREE PROTECTION

BS 5837 recommends that an Arboricultural Method Statement for tree protection during the development is prepared as part of the proposal.

### LANDSCAPE DESIGN STATEMENT

A landscape design statement is a useful tool for analysing all components of the external environment, existing and proposed, hard and soft, with a view to defining a design brief and achieving a welcoming environment through a high quality landscape.

### HARD AND SOFT LANDSCAPE

Landscape details should include all external works including hard details (paving, furniture, lighting, CCTV, fencing, structures) and soft (planting). Both the functional and aesthetic requirements of the site should be considered.

### NEW TREE PLANTING

New tree planting should be carefully selected to ensure that the trees are a

suitable form, ultimate size and spread for the space available. They should be fit for purpose, taking into account the proximity of buildings, the microclimate, the intended use of the external space and any requirements for screening views.

### HEDGES

Hedges, whether existing (retained) or proposed, are often specified to define boundaries, screen views, or provide privacy. In some circumstances, high hedges can cause nuisance or damage if growth is uncontrolled. The applicant should select hedge species with care and specify the optimum height at which the hedge should be maintained.

### ROOF GARDENS

Roof garden systems, where a landscape scheme is proposed on a roof structure to provide amenity space, may be considered positively by the LPA.

### DAYLIGHT & SUNLIGHT STUDIES

BRE Daylight and Sunlight studies may be required to assess the effects of proposed developments on surrounding residential properties, to analyse the internal daylighting levels and the overshadowing effects on public amenity space.

# How to submit a Planning Application 2.0 11

## MANAGEMENT PLANS

Landscape management plans may be required on larger development sites and those with shared external amenity space, to ensure that the landscape is established and maintained to a satisfactory standard.

## PRESENTATION

To enable a planning application to proceed efficiently, it is the applicant's responsibility to present clearly all of the necessary information and ensure that all plans are at an appropriate scale for maximum clarity of communication.

- 2.14 Four sets of forms and all drawings will be needed. You will normally be required to pay an application fee as well. Make sure you read the notes that accompany the application form carefully. Any errors or missing information will result in the application being delayed and possibly sent back. You can ask an officer at the Civic Centre to check your application before you submit it.

## G - We Will Consult Your Neighbours

- 2.15 Once the Council has formally registered a planning application, planning law requires us to notify your neighbours. If

the property is a Listed Building or lies within or adjacent to a Conservation Area, we will erect a site notice and advertise the proposal in the press. In accordance with the law, the planning application file held by the Council is a public document. Any member of the public can view the information provided during normal office hours and via the Council's website until such time as the application has been determined. Letters received from third parties will be placed on the application file along with your application plans and documents. As the file is a public document, anyone can come and view these letters. Although all letters of support for, or objection to an application will be considered during the assessment, these comments will not necessarily lead to a refusal of planning permission. Only the planning issues will be assessed.

## H - Land Ownership Issues

- 2.16 Objections that relate to the ownership of land and boundary disputes are not normally planning considerations. However, it is important that all extensions are built within the boundaries of the property to which they relate. All legal boundaries should be clearly and accurately marked on the plans

submitted with the planning application. You should make sure that the design and position of your proposal leaves enough space for maintenance access. Please remember that the granting of planning permission does not allow you to build or trespass on other people's land. The Government's Land Registry (01792 458877) or Ordnance Survey Solution Centre (01703 792997) can often provide map information to help with boundary ownership disputes.

- 2.17 If you intend to carry out work on or near a shared boundary (including lofts), the Party Wall Act 1996 requires that you notify your neighbours and give them the opportunity to comment. The Council does not control this process but we can provide a copy of the Government's Party Wall advice leaflet. Copies are also usually available from the Citizens Advice Bureau.

## I - When We Make a Decision

- 2.18 When the Council comes to make a decision on your planning application, there are two different ways in which this may happen. Councillors have given the Director of Planning and Transportation delegated authority to refuse or approve most residential extension applications.

## 2.0 How to submit a Planning Application

Where this is the case, we will try to make the decision within an 8-week period, starting from the date we receive your completed application. Whether an application is determined by the Director under delegated authority is determined by the delegation agreement as set out in the Council's constitution. As an applicant, you have the right of appeal against any refusal we make. You may wish to challenge a refusal, or appeal against one of the conditions we have imposed on your permission. The Planning Inspectorate handles all appeals independently of the council. Their contact details will be printed on the back of your decision notice.

### J - Contact us Before Changing Any Proposals During Construction

- 2.19 Unforeseen construction problems sometimes mean that you need to modify your proposal during the construction period. In many cases this is done to satisfy Building Regulations. In cases where the dimensions, external appearance or materials to be used would differ from those shown on the approved plans it is **absolutely essential** that you contact the Planning Department before any alterations are

carried out. It is best to try and contact the case officer who dealt with your scheme, as they will have an established knowledge of the case.

### K - Guidelines for building work.

- 2.20 Upon approval of your application you need to ensure that the building company or yourself are acting within the law. Building materials should not be placed on the pavement or highway - so please ensure that you have enough space on your own property to accommodate any deliveries (e.g. pallets of bricks or bags of sand). This is because it is illegal to obstruct the public highway. If you need a skip and cannot put it on your own property, and need to put it on the road, you must get a skip licence from the Council.
- 2.21 Any damage caused by deliveries or skips to the road, footpath or kerb will be your responsibility and you will be liable for any costs incurred during repairs. Please ensure that whilst the building work is being carried out, the footpath and road are kept clean and tidy at all times.
- 2.22 Please ensure that your builders are considerate about your neighbours in terms of hours of working and noise.

They are not allowed to store materials on or work from neighbours land without their consent.

### Amendments

- 2.23 Should you wish to make amendments after permission is granted, you should make the Planning Department aware of this to establish whether a new application is required.

# Rear Extensions & Conservatories: Single Storey 3.0 13

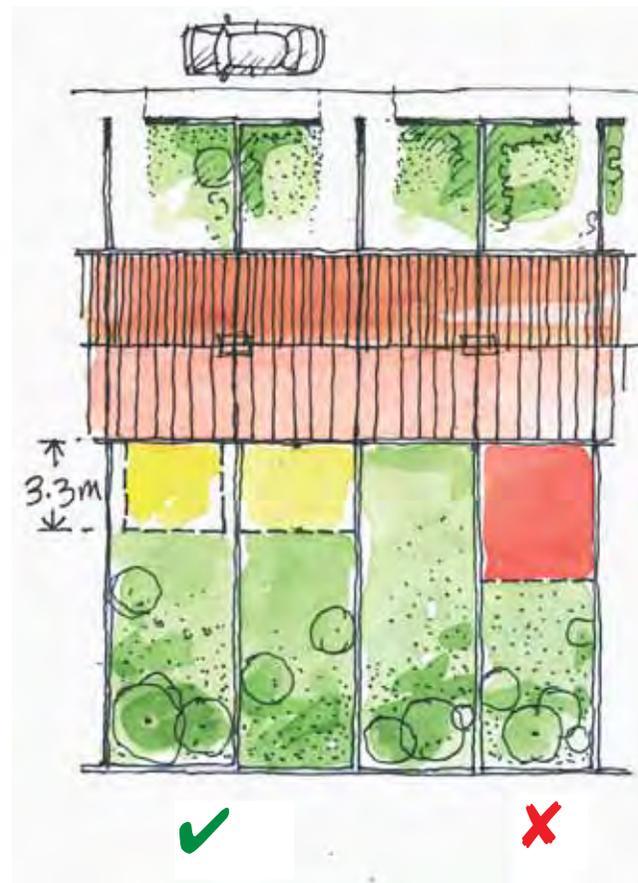
3.0 A single storey rear extension is the most common type of extension; it helps to extend a kitchen or dining/living room and can be a cost effective solution to creating more space. However, this has to be assessed against any possible detrimental effect to neighbouring residents and their gardens, the appearance of the original house the amount of garden remaining and the character of the local area. Careful thought must therefore be given to the size, depth, location, height and overall appearance of the extension. It should be noted that where a single storey rear extension projects beyond the side building line of the house, the criteria for single storey rear extensions (as set out in Section 3 below) will be applied to that portion of the extension.

### Depth:

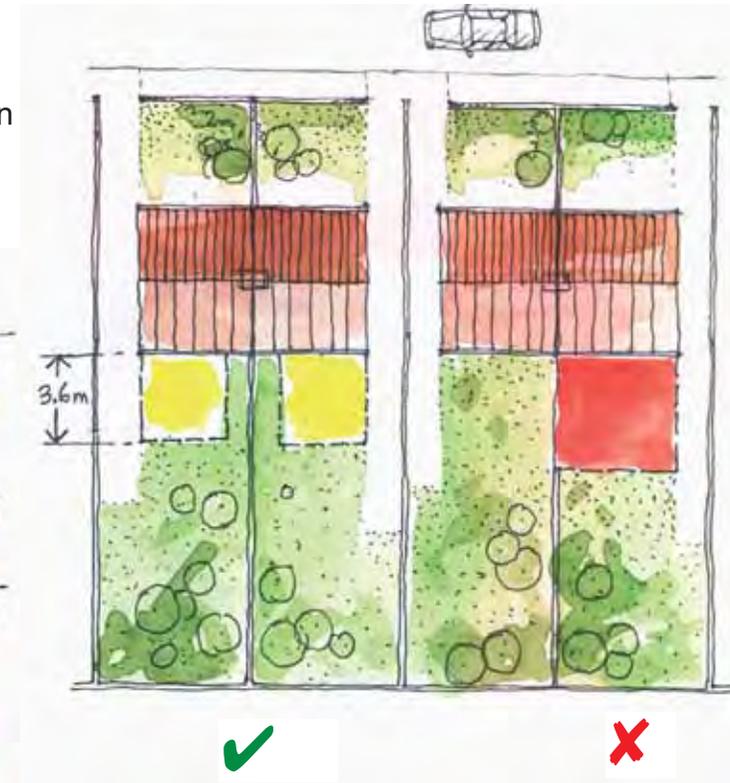
3.1 The extension should always be designed so as to appear 'subordinate' to the original house. In particular, the extension should not protrude out too far from the rear wall of the original house. This is because the extension may block daylight and sunlight received by neighbouring properties. To help clarify this, the Council have set out depth guidelines depending on the type of the

original house. The dimensions illustrated are external and include any overhanging roof and guttering added to the rear wall of the extension.

3.2 Terraced/semi-detached houses (including end terrace) on a plot less than 5m wide - an extension up to 3.3m deep is acceptable.



3.3 Semi detached/ terraced houses on a plot more than 5m wide an extension up to - 3.6m deep is acceptable.



3.4 Detached houses an extension up to 3.6m deep is acceptable.

3.5 These dimensions are applicable to first time extensions and are taken from the rear wall of the original house. Second extensions, canopies or conservatories added to existing extensions may well result in the depth limits being exceeded.

## 3.0 Rear Extensions & Conservatories: Single Storey

### Height & Roof Design:

#### Flat Roof

- 3.6 In many areas, a flat roof single storey extension will be acceptable. These should not exceed 3m in height.

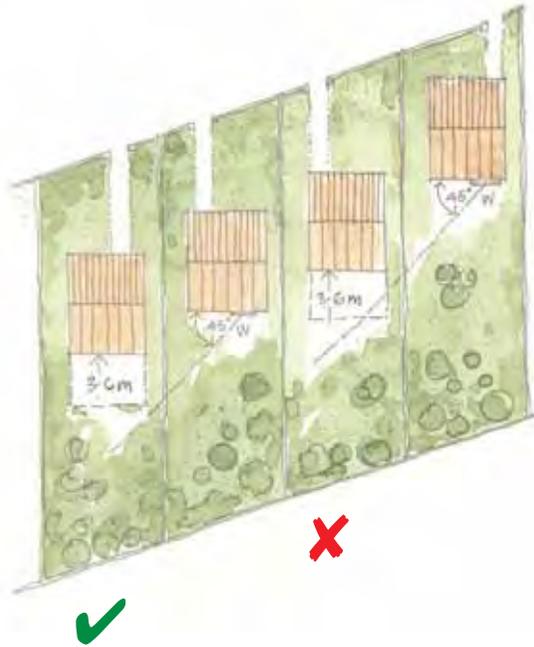
#### Pitched Roof

- 3.7 A range of pitched roof types may also be acceptable, including mono-pitch and dummy pitch roofs. The roof should not exceed 3.4m at its highest point. Generally roof designs must not significantly obstruct sunlight and daylight to any adjoining neighbour's property. To help prevent this it is recommended that the roof pitch is set to an angle and is as shallow as possible (depending on the roof type, construction and material). The drawing on page 15 illustrates the heights permitted for different types of roof.

#### Balcony

- 3.8 No access to a flat roof should be provided so as to create the potential for use as a balcony. Use of a flat roof as a balcony / seating area may cause significant overlooking to adjacent properties resulting in a loss of privacy. This would be considered unacceptable and a condition will normally be attached

to any planning permission for a single storey rear extension, preventing the use of a flat roof as a balcony.



Extensions added onto extensions may not be in character with the original house, applicants should consider demolishing existing extensions as part of proposals to extend for the second time. Applicants are also advised to contact the planning department prior to application.



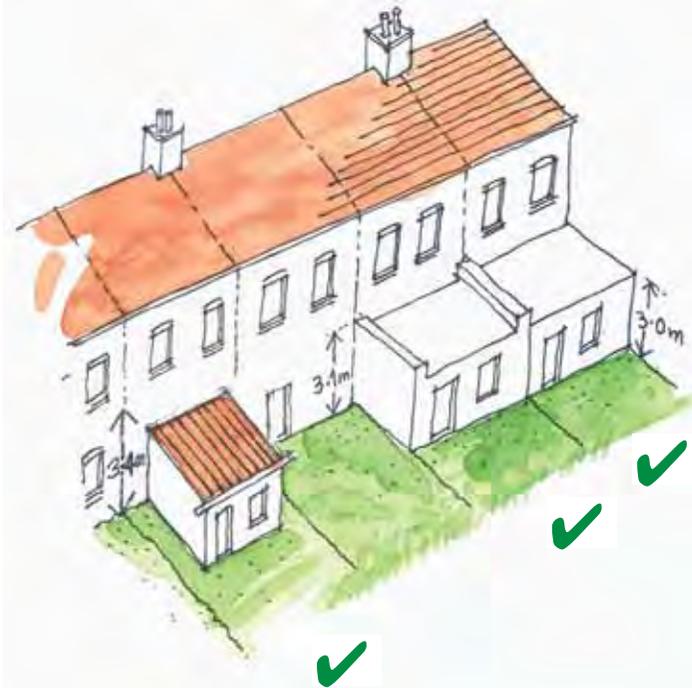
**Balconies will not be permitted above single storey extensions**

#### Guttering and Set-In

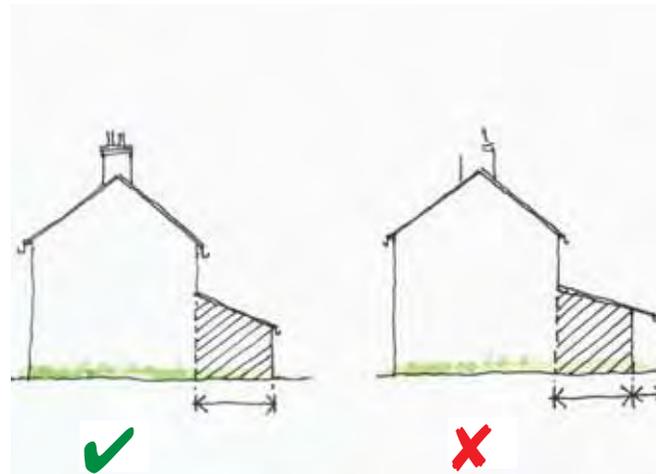
- 3.9 It is essential that any proposed extension (including the guttering and foundations) must not encroach upon any adjoining boundary lines. Parapet walls should not take the overall height of the extension over 3.1m. However, parapet walls which do not take the overall height of the extension over 3.1m will be accepted up to the boundary in place of the side guttering. Therefore the

# Rear Extensions & Conservatories: Single Storey 3.0 15

wall of the extension should normally be set in from the side boundary by at least 0.25m.



normally be refused if the dimensions of the canopy would take the overall depth of the extension over the appropriate threshold limit.



3.12 Careful selection of materials is required for the extension so as to match or complement the materials used in the original house. Where appropriate, you could copy design features and details from the existing house into the new extension.

## Garden Space

3.13 Sufficient garden space should be retained as a consequence of an extension. Two bedroom houses should retain at least 40 square metres of private usable rear garden space, 3 bed houses at least 60 square metres and 4 bed houses at least 100 square metres .

**Canopies**  
3.10 Depending on the type of property there are specified maximum depths for extensions, as illustrated in paragraphs 3.2 to 3.4. These design principles also apply to canopies and projecting overhangs. Planning permission will

## Windows, Doors & Materials:

3.11 These are usually located on the rear wall and should reflect the existing house in terms of their style and positioning. No window or door should overlook a neighbouring property. If windows are located on a side-wall they should be at a high level, or non-opening below 1.8m above internal finished floor level and fitted with obscured glass where there is a risk of any over looking.

## Garden Space Standards

(contained within the adopted plan)

type of dwelling	rear garden area to be retained
2 bedroom house	40sq.m
3 bedroom house	60sq.m
4+ bedroom house	100sq.m

## 3.0 Rear Extensions & Conservatories: Single Storey

### Conservatories/Pergolas:

- 3.14 The design principles in this section all apply to the construction of a conservatory or open sided 'pergola'. This type of construction is considered to be an extension. If the existing property already has an existing extension, and planning permission for a glass conservatory or pergola is required separately, please visit the planning office at an early stage for advice as this is generally considered to be unacceptable because an extension

added to an extension does not always respect the character of the original building; and because size thresholds may be exceeded .

### Adjoining Extensions:

- 3.15 If adjoining houses already have a very deep rear extension, this can be because the extensions have been built as 'permitted development' or without the benefit of planning permission at least 4 years earlier. These properties may have extensions which exceed the stated guidelines limit; in such instances, permission may be given for a new extension of similar depth, if it does not result in a loss of daylight, sunlight or outlook to neighbouring properties and where the extension does not extend beyond a 45-degree line of sight taken from the middle of the nearest window of a kitchen or habitable room. Where there is a deep extension on only one side, permission may be given for an L-shaped extension or a 'chamfered' extension with a corner taken off.

### Building Lines:

- 3.16 Careful consideration should be given to the location of extensions to buildings, building lines, frontages and entrances should be respected. Building lines within

schemes should relate to the street pattern, although in some instances varied buildings lines can achieve diversity and interest. Development should have a clearly defined building line creating a clear visual edge.

### Daylight / Sunlight

- 3.17 Daylight is the volume of natural light, which is required to enter a dwelling to provide satisfactory illumination of internal accommodation between dawn and dusk.
- 3.18 The Building Research Establishment's report ' Site Layout Planning for Daylight and Sunlight 1991 ' recommends that suitable daylight to habitable rooms is achieved where a 25 ° vertical angle taken from a point 2 metres above the floor of the fenestrated elevation is kept unobstructed. When this criteria is applied to the rear of a dwelling the resulting dimension will normally be satisfied within the length of the smallest recommended size for a private garden. However, where main habitable rooms are located to the front of a dwelling daylight may be affected if dwellings on the opposite side of the street are very close. See the BRE guidelines for more information.



**Conservatories on the back of an existing extension will generally be refused planning permission**

# Side Extensions: Single Storey 4.0

17

4.0 A single storey side extension is a common means of extending a house to provide extra living or garage space. Careful thought has to be applied to the size, depth, location, height and overall appearance of any side extension. The design of a side extension should not dominate the existing character of the original property but appear subordinate to the main house. It should be noted that where a single storey side extension projects beyond the rear building line of the house, the criteria for single storey side extensions (as set out in Section 4 above) will also be applied to that portion of the extension.

## Height & Roof Design: Flat Roof

4.1 A flat roof over a single storey side extension will generally be acceptable where these are characteristics of an area otherwise they will not normally be acceptable as the extension will be visible from the street and could harm the character of an area.

## Pitched Roof

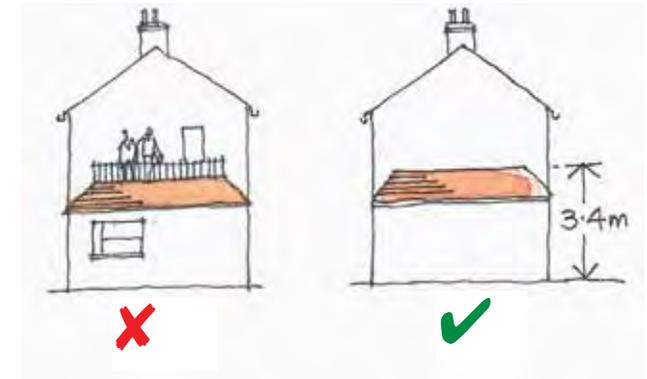
4.2 A range of pitched / hipped roof types may be acceptable, including mono-pitch and dummy pitch roofs. The roof should not exceed 3.4m at its highest point.

Generally roof designs must not obstruct any adjoining properties (house and garden) right to sunlight and daylight. To help prevent this it is recommended that the roof pitch is set to an angle as shallow as possible (depending on the roof type, construction and material). Roof angles should match the existing if visible from the public highway. Dummy pitched roofs may not be appropriate in Conservation Areas.



## Balcony

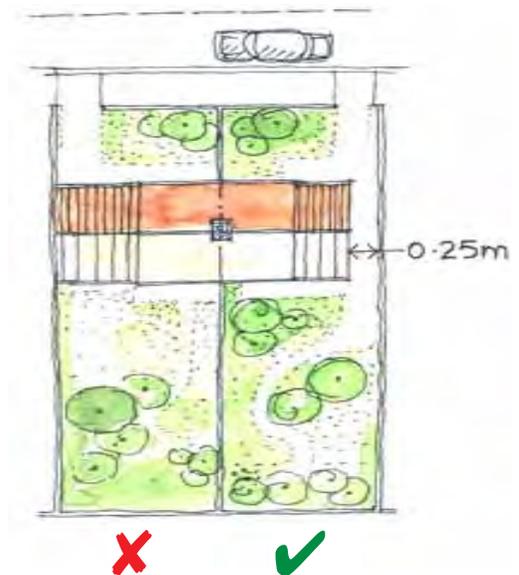
4.3 No access to a flat roof should be provided so as to create a balcony. Using the flat roof as a balcony / seating area may cause overlooking issues to



adjacent properties and a loss of privacy. This is considered unacceptable and will be refused permission.

## Guttering and Set-In

4.4 Careful siting of the extension is required and it is essential that any proposed extension (including the guttering and



## 4.0 Side Extensions: Single Storey

foundations) must not cross any adjoining boundary lines. The wall of the extension should be set in from the boundary by at least 0.25m; this will ensure any overhanging guttering does not encroach onto any neighbouring land.

### Width

- 4.5 In order to appear subordinate, the width and height of the extension should be considerably less than that of the main house and be between half and two-thirds of the original house width depending on the plot size and character of the area.



### Set back from the front

- 4.6 In general, the front wall of the extension can be in line with the front wall of the original house. In some situations, a set back from the front building line would be required to preserve the character of the area, particularly in Conservation Areas.

### Windows, Doors

- 4.7 These should reflect the existing house in terms of their style, density and positioning. No window or door should overlook a neighbouring property. These are therefore usually located on the rear wall. If windows are located on a side-wall they should be at a high level, or non-opening and below 1.8m above internal finished floor level fitted with obscured glass.

### Materials

- 4.8 Careful selection of materials is required for the extension so as to match or complement the materials used in the original house. Where appropriate, you could copy design features and details from the existing house into the new extension.

### Garden Space

- 4.9 Sufficient garden space should be retained as a consequence of an extension. Two bedroom houses should retain at least 40 square metres of private usable rear garden space, 3 bed houses at least 60 square metres and 4 bed houses at least 100 square metres.

### Garden Space Standards

(contained within the adopted plan)

type of dwelling	rear garden area to be retained
2 bedroom house	40sq.m
3 bedroom house	60sq.m
4+ bedroom house	100sq.m

### Annexe

- 4.10 These should preferably be located at ground floor level and allow access for a disabled person. First floor annexes will be considered in exceptional circumstances. Annexes which are capable of being used as (or easily adaptable to) a fully self-contained unit will not be permitted.
- 4.11 An Access Statement (see Accessible Hillingdon Guidance) should be submitted with all applications for Annexes. An Annexe allows for the extension of a property to provide accommodation for a relative; on this basis the property should not have a separate private entrance of its own and must be connected to the existing property internally.

## Garages

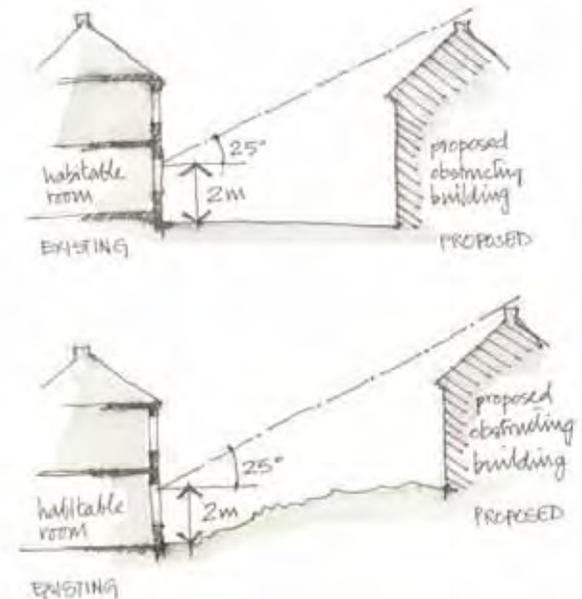
- 4.12 Single garages should have an internal width of 3m to (allow a parking space of 2.4m wide) and 4.8m deep. The design materials style, material, finish and colour of the door should harmonise with the existing house. Up and over doors should not project onto the highway. The door should be set back 6m from the highway to allow a vehicle to enter the site and not interfere with the safe and free flow of traffic.

## Building Lines

- 4.13 Careful consideration should be given to the location of extensions to buildings, building lines, frontages and entrances should be respected. Building lines within schemes should relate to the street pattern, although in some instances varied buildings lines can achieve diversity and interest. Development should have a clearly defined building line creating a clear visual edge .

## Daylight / Sunlight

- 4.14 Daylight is the volume of natural light, which is required to enter a dwelling to provide satisfactory illumination of internal accommodation between dawn and dusk.
- 4.15 The Building Research Establishment's report ' Site Layout Planning for Daylight and Sunlight 1991 ' recommends that suitable daylight to habitable rooms is achieved where a 25° vertical angle taken from a point 2 metres above the floor of the fenestrated elevation is kept unobstructed. When this criteria is applied to the rear of a dwelling the resulting dimension will normally be satisfied within the length of the smallest recommended size for a private garden. However, where main habitable rooms are located to the front of a dwelling daylight may be affected if dwellings on the opposite side of the street are very close. See the BRE guidelines for more information.



## 5.0 Side and First Floor Side Extensions: Two Storey

5.0 Extensions at first floor provide additional bedrooms or other accommodation but have the potential to have a significant impact on neighbouring properties and the character of a street. The Council will therefore consider proposals for two storey side extensions in terms of their setting and with particular reference to the character and quality of the overall street scene. It should be noted that where a two storey rear extension projects beyond the rear building line of the house, the criteria for two storey side extensions (as set out in Section 6 below) will be applied to that portion of the extension. Any proposals for an attached house to the side of your own house will also be subject to the guidance in this section.

### Distance to side boundary

5.1 The Council requires all residential extensions and buildings of two or more storeys in height to be set back a **minimum of 1 metre** from the side boundary of the property for the full height of the building. This protects the character and appearance of the street scene and protects the gaps between properties - preventing houses from combining visually to form a terraced appearance. If there is an existing single storey side extension within 1m of the

boundary, the first floor extension should be set in a **minimum of 1.5m**.



5.2 The retention of a reasonable space between a two storey side extension and side boundary also affords an opportunity for external access to be retained to the rear part of a house and its garden and for periodic maintenance to be carried out to the side elevations, roof and gutters of the dwelling without the need to gain access to adjoining land.

### Building Lines, Corner Plots and Cul-de-Sacs

5.3 In situations where two storey or first floor side extensions are proposed where the side of the house adjoins a road or open space there may be some scope for flexibility on the set-in. A relaxation of the 1m set-in may be considered where the openness of the corner plot would be maintained and return building lines are

not breached. Where an existing return building line exists, any extension should ensure that the openness of the area is maintained and the return building line is not exceeded.



### Other Requirements

5.4 The requirement for residential extensions and buildings of two or more storeys in height to be set back 1 metre is a minimum requirement. In areas where properties are set in spacious plots with significant gaps, a gap of **at least 1.5m**

# Side and First Floor Side Extensions: Two Storey 5.0 21

will be necessary to maintain a visual separation harmonious with the character of the area (e.g. Copewood and Gatehill Estate in Northwood and The Drive in Ickenham). Particular weight will be given to the impact of development in environmentally sensitive areas, such as Conservation Areas.

- 5.5 If the proposal for a single storey side extension is the first stage to the eventual construction of a two storey development, the single storey element should be set a minimum of 1 metre from the boundary. Likewise if the proposal involves the demolition of an existing single storey element the two storey extension for its full height should be set **a minimum of 1 metre from the boundary.**

## Set back from the front boundary

### Semi-detached

- 5.6 The ground and first floor should be set back 1m from the main front building line to ensure a subordinate appearance to the existing house. In situations where the front wall of an existing ground floor extension is in line with the front building line of the existing house, the first floor

should be set back 1m from the front building line.



### Detached and end-of-terrace

- 5.7 Two storey side extensions should be integrated with the existing house. There is no specific requirement for a set-back from the front of the house.



### Height & Roof Design

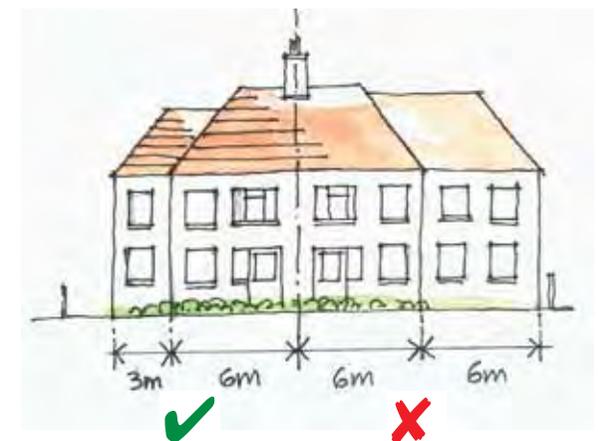
- 5.8 For semi-detached properties the roof height of the extension should not

exceed the height of the main roof and so should be lowered by at least 0.5m at roof level. For detached and terraced houses, the roof height of the extension should be equal to that of the main house.

- 5.9 The design of the roof should follow that of the existing roof. An existing hipped roof, for example, should be extended with a subordinate hipped roof. Flat roofed extensions will not generally be accepted. Period-style or pastiche designs alien to the style of the building should not be used.

### Width

- 5.10 The width and height of the extension in relation to the original house should be



## 5.0 Side and First Floor Side Extensions: Two Storey

considerably less than that of the original house and be between half and two-thirds of the main house width depending on the plot size and character of the area.

### Windows, Doors

- 5.11 These should reflect the existing house in terms of their style and positioning. No window or door should overlook a neighbouring property. These should therefore usually be located on the rear wall. If windows are located on a side-wall they should be at a high level, non-opening below 1.8m above internal finished floor level and fitted with obscured glass.

### Materials

- 5.12 Careful selection of materials is required for the extension so as to match or complement the materials used in the original house. Where appropriate, you could copy design features and details from the existing house into the new extension.

### Garden Space

- 5.13 Sufficient garden space should be retained as a consequence of an extension. Two bedroom houses should retain at least 40 square metres of private usable rear garden space, 3 bed houses

at least 60 square metres and 4 bed houses at least 100 square metres.

### Garden Space Standards

(contained within the adopted plan)

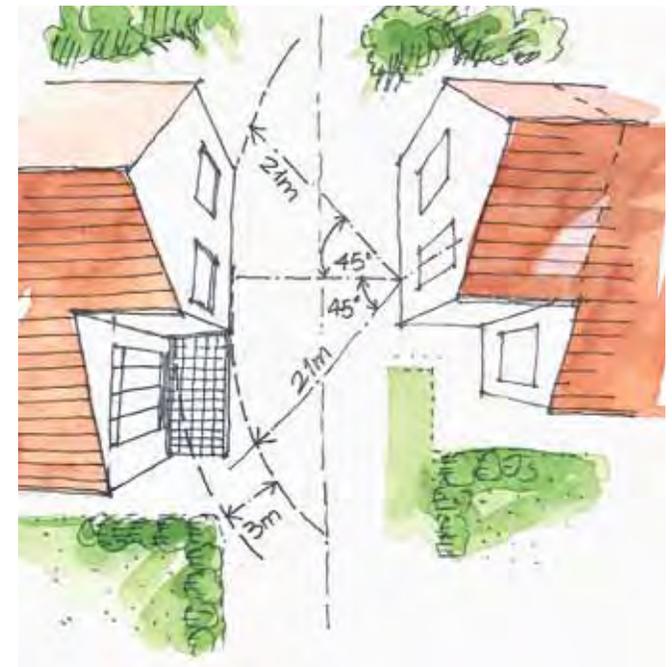
type of dwelling	rear garden area to be retained
2 bedroom house	40sq.m
3 bedroom house	60sq.m
4+ bedroom house	100sq.m

### Overlooking

- 5.14 No direct overlooking will be permitted. Adequate distance should be maintained to any area from which overlooking may occur. Regard should be given to the character of the area and the distances between buildings but as a guide the distance should not be less than 21m between facing habitable rooms and windows and 24m from window to patio window. However, in these situations where the distance between existing houses already breaches this distance, any new development should not result in any additional overlooking.

### Annexe

- 5.15 These should preferably be located at ground floor level and allow access for a disabled person. First floor annexes will be considered in exceptional circumstances. Annexes which are capable of being used as (or easily adaptable to) a self-contained unit will not be permitted.
- 5.16 An Access Statement (see Accessible Hillingdon) should be submitted with all applications. An Annexe allows for the extension of a property to provide accommodation for a relative; on this



# Side and First Floor Side Extensions: Two Storey 5.0 23

basis the property should not have a separate private entrance of its own and must be connected to the existing property internally.

## Building Lines

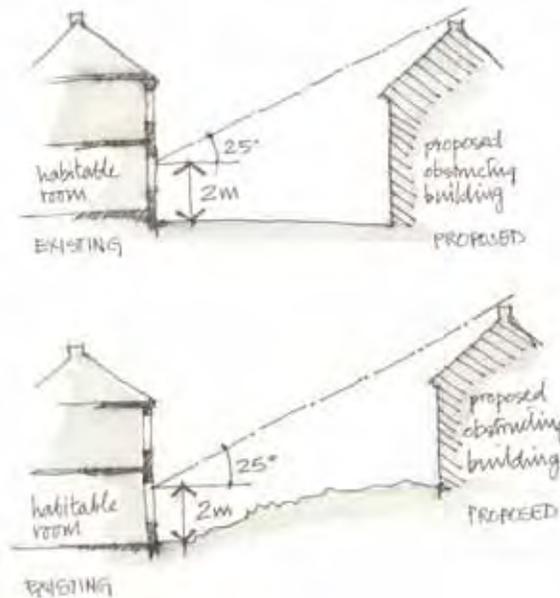
5.17 Careful consideration should be given to the location of extensions to buildings, building lines, frontages and entrances should be respected. Building lines within schemes should relate to the street pattern, although in some instances varied buildings lines can achieve diversity and interest. Development should have a clearly defined building line creating a clear visual edge.

## Daylight / Sunlight

5.18 Daylight is the volume of natural light, which is required to enter a dwelling to provide satisfactory illumination of internal accommodation between dawn and dusk.

5.19 The Building Research Establishment's report ' Site Layout Planning for Daylight and Sunlight 1991 ' recommends that suitable daylight to habitable rooms is achieved where a 25 ° vertical angle taken from a point 2 metres above the floor of the fenestrated, elevation is kept

unobstructed. When this criteria is applied to the rear of a dwelling the resulting dimension will normally be satisfied within the length of the smallest recommended size for a private garden. However, where main habitable rooms are located to the front of a dwelling daylight may be affected if dwellings on the opposite side of the street are very close (i.e. less than 10m in the case of two storey dwellings).



5.20 Similarly, large two storey extensions, which are positioned close to a boundary, may not be acceptable if they have a significant overshadowing and overbearing effect on the habitable

rooms of adjoining dwellings. In this respect any two storey extension extending beyond a 45 ° horizontal angle measured from the middle of a principle window to a habitable room on the adjoining dwelling may not be acceptable. Depending on orientation smaller two storey extensions may also cause significant overshadowing. Two storey rear extensions on semi detached and terraced dwellings are likely to be problematic unless undertaken with the neighbouring property.

5.21 Large two storey extensions sited close to an adjoining dwelling can overshadow habitable rooms of the neighbouring property (depending on orientation). Alternative siting may overcome the problem.



## 6.0 Rear and First Floor Rear Extensions: Two Storey

6.0 Rear extensions at first floor provide additional bedrooms or other accommodation and have the potential to have a significant impact on adjacent properties. The Council will therefore consider proposals for two storey rear extensions in terms of their setting and with particular reference to their proximity to neighbouring houses. It should be noted that where a two storey rear extension projects beyond the side building line of the house, the criteria for two storey side extensions (as set out in Section 5 above) will also be applied to that portion of the extension.

### General Principles

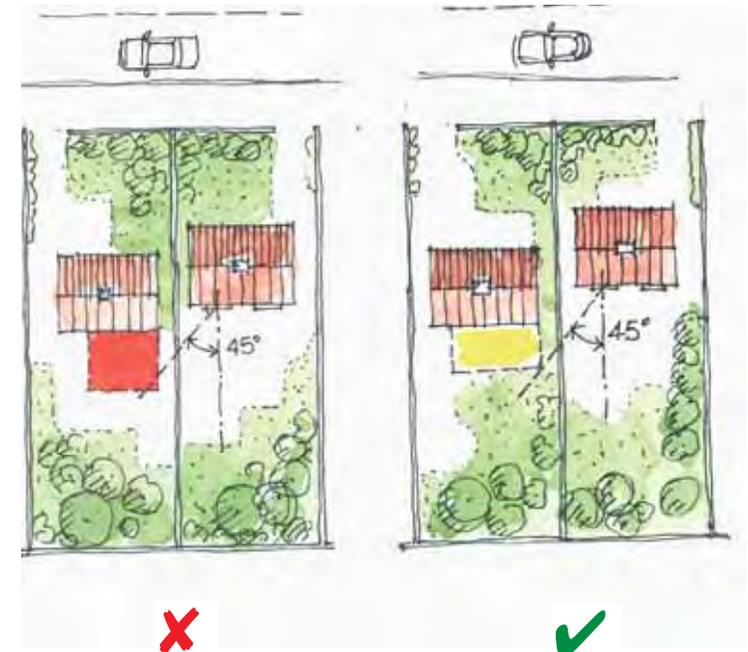
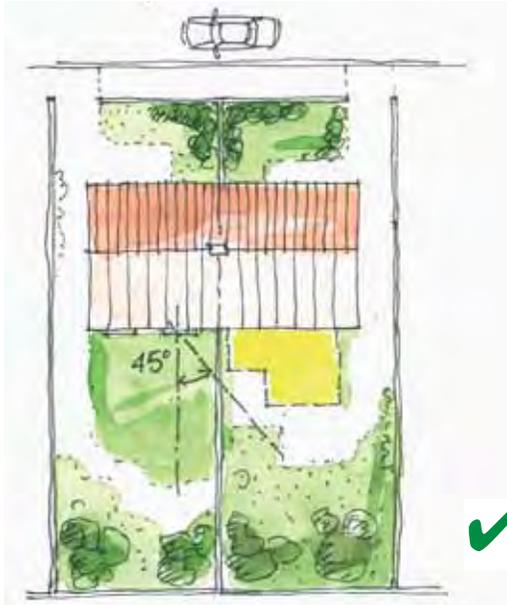
- 6.1 There will be a general presumption against two storey and first floor rear extensions to semi-detached and terrace houses where the extension would abut or come close to the shared boundary with the adjoining house(s).
- 6.2 Two storey rear or first floor rear extensions will only be allowed where there is no significant over-dominance, over-shadowing, loss of outlook and daylight. Any extensions at first floor level should not extend beyond a 45-degree line of sight taken from the nearest of the first floor window of any room of the neighbouring property.

6.3 Full width extensions at first floor will only be considered on detached properties subject to meeting the 45-degree line of sight criteria outlined in the above paragraph.

### Depth:

6.4 The extension should always be designed so as to appear 'subordinate' to the original house. Rear extensions will only be allowed where there is no significant over-dominance, over-shadowing, loss of outlook and daylight. In particular, the extension should not protrude out too far from the rear wall of the original house. The first floor should not extend beyond a 45-degree angle; if this can be achieved then the maximum depths identified below can be applied, however, these should not be exceeded (the dimensions illustrated are external and include any overhanging roof guttering added to the rear wall of the extension):

- End-of-terraced/semi-detached houses (including end terrace) on a plot less than 5m wide - 3.3m
- End-of-terrace/semi detached/terraced houses on a plot more than 5m wide - 3.6m (12ft)
- Detached houses 4m (13.33ft)



# Rear and First Floor Rear Extensions: Two Storey 6.0 25

6.5 These dimensions are applicable to first time extensions and are taken from the rear wall of the original house. Second extensions or canopies added to existing extensions may well result in the depth limits being exceeded and be out of character with the original building and will usually be refused permission.

## Height & Roof Design

6.6 The height of the extension should not normally exceed the height of the existing building. The roof lines of the extension should normally be parallel to those of the existing building and the eaves line. It is desirable that any two storey extension to a house with a pitched roof should also have a pitched roof. The new roof should appear subordinate to the original roof and so have a ridge height at least 0.5m lower than the original roof.

6.7 Flat roofed extensions will not generally be accepted. Period style details or pastiche designs, alien to the style of the building should not be used. Obviously poor designs and applications out of character with their surroundings will be rejected.

## Guttering and Set-In

6.8 The wall of the extension should be set in

from the boundary by at least 0.25m, so that any overhanging guttering does not encroach onto any neighbouring land. Alternatively, a box gutter with a low parapet wall up to the boundary may be considered depending on the character of the area.

## Windows, Doors

6.9 These should reflect the existing house in terms of their style and positioning. No window or door should overlook a neighbouring property. These are therefore usually located on the rear wall. If windows are located on a side-wall they should be at a high level, non-opening below 1.8m above internal finished floor level and fitted with obscured glass.

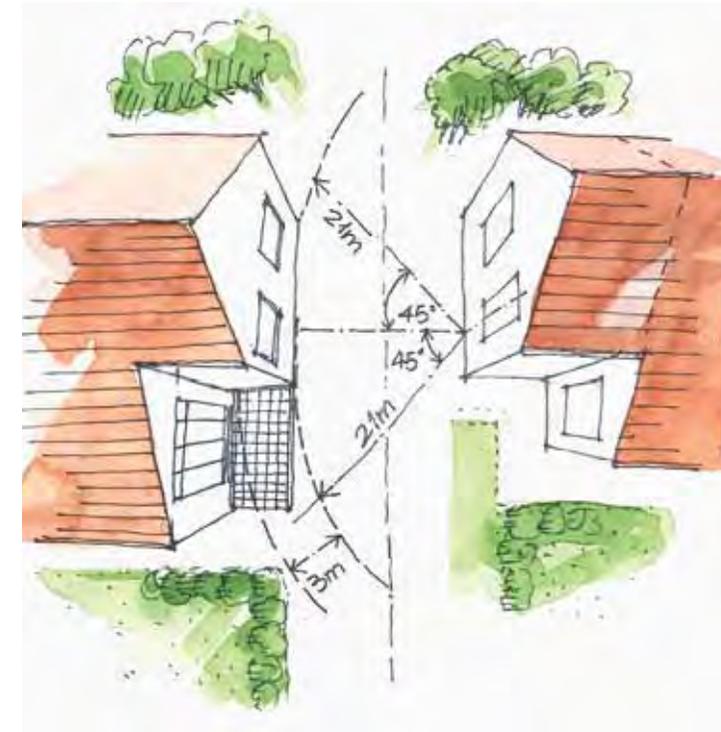
## Materials

6.10 Careful selection of materials is required for the extension so as to match or complement the materials used in the original house. Where appropriate, you could copy design features and details from the existing house into the new extension.

## Overlooking

6.11 Extensions should be designed so as to ensure adequate privacy for their occupants and that of adjoining property.

6.12 No direct overlooking will be permitted. Adequate distance should be maintained to any area from which overlooking may occur and regard should be given to the character of the area and the distances between buildings. However, as a guide the distance should not be less than 21m, between facing habitable room windows.



## 6.0 Rear and First Floor Rear Extensions: Two Storey

- 6.13 The degree of overlooking will be much greater from living rooms than other habitable rooms. Where living rooms are proposed above ground floor level the minimum (21m) privacy distance may not be adequate and greater distances will be required.
- 6.14 It is expected that the area of garden usually closest to the main habitable rooms, (patio) should maintain sufficient privacy to be used for activities such as sunbathing and eating out. Living rooms at first floor may require insulation if adjacent attached properties have bedrooms adjoining.
- 6.15 From windows above ground floor an angle of 45 degrees is assumed in determining overlooking distances.
- 6.16 In some cases a distance of 21m cannot be achieved. Visual privacy to the private garden can, in certain circumstances be protected by careful layout and screening.
- 6.17 Obscure glazing can often be used to overcome privacy problems from rooms such as bathrooms and toilets. Where windows would not normally be permitted due to loss of privacy to other properties but are required to provide light, fixed

obscure glazing or non opening obscure glazing below 1.8m above internal finished floor level may be acceptable. Obscure windows are only acceptable to non-habitable rooms. Obscure glazed windows are only acceptable to non-habitable rooms. It is not acceptable to provide bedrooms with obscure glazing or high-level windows.

### Garden Space

- 6.18 Sufficient garden space should be retained as a consequence of an extension. Two bedroom houses should retain at least 40 square metres of private usable rear garden space, 3 bed houses at least 60 square metres and 4 bed houses at least 100 square metres.

### Garden Space Standards

(contained within the adopted plan)

type of dwelling	rear garden area to be retained
2 bedroom house	40sq.m
3 bedroom house	60sq.m
4+ bedroom house	100sq.m

### Building Lines

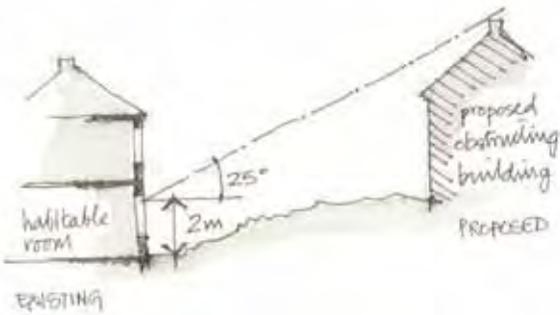
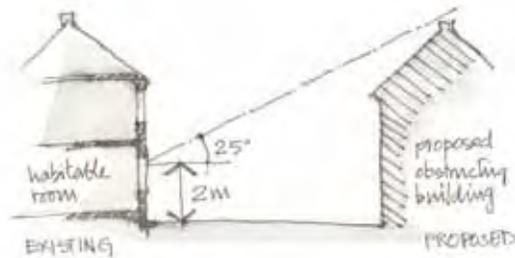
- 6.19 Careful consideration should be given to the location of extensions to buildings, building lines, frontages and entrances should be respected. Building lines within schemes should relate to the street pattern, although in some instances varied building lines can achieve diversity and interest. Development should have a clearly defined building line creating a clear visual edge.

### Daylight / Sunlight

- 6.20 Daylight is the volume of natural light, which is required to enter a dwelling to provide satisfactory illumination of internal accommodation between dawn and dusk.
- 6.21 The Building Research Establishment's report ' Site Layout Planning for Daylight and Sunlight 1991 ' recommends that suitable daylight to habitable rooms is achieved where a 25 ° vertical angle taken from a point 2 metres above the floor of the fenestrated, elevation is kept unobstructed. When this criteria is applied to the rear of a dwelling the resulting dimension will normally be satisfied within the length of the smallest recommended size for a private garden.

# Rear and First Floor Rear Extensions: Two Storey 6.0 27

However, where main habitable rooms are located to the front of a dwelling daylight may be affected if dwellings on the opposite side of the street are very close (i.e. less than 10m. in the case of two storey dwellings).



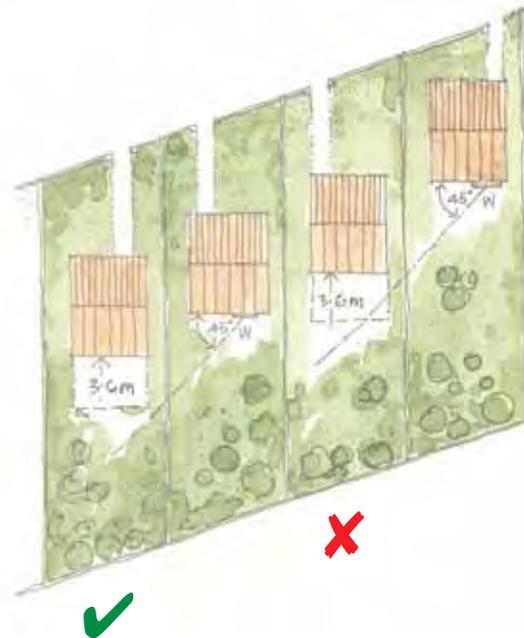
6.22 Similarly, large two storey extensions, which are positioned close to a boundary, may not be acceptable if they have a significant overshadowing and overbearing effect on the habitable rooms of adjoining dwellings. In this respect any two storey extension extending beyond a 45 ° horizontal angle

measured from the middle of a principle window to a habitable room on the adjoining dwelling may not be acceptable. Depending on orientation smaller two storey extensions may also cause significant overshadowing. Two storey rear extensions on semi detached and terraced dwellings are likely to be problematic unless undertaken with the neighbouring property.

6.23 Large two storey extensions sited close to an adjoining dwelling can overshadow habitable rooms of the neighbouring

property (depending on orientation). Alternative siting may overcome the problem.

6.24 Although it would be unreasonable to require that all dwellings enjoy sunlit rooms, single aspect dwellings which are sited so that every habitable room is facing due north and have amenity areas which are usually in shade, may not be acceptable.



## 7.0 Loft Conversions and Roof Alterations

7.0 Creating a room or rooms out of existing roofspace is a common way of providing additional bedroom or other accommodation. However, this has to be assessed against any possible detrimental effect to neighbouring residents and in particular, the appearance of the original house and character of the local area. Careful thought must therefore be given to the volume, height, proportion, details and position and overall appearance of any dormer windows or other roof alterations.

7.1 The following section offers general advice in relation to a number of common scenarios.

### Roof Extensions:

7.2 **Front roof slope:** Dormer windows through the creation of dormers - located to the front of a property, facing the road **will always require planning permission** but will not be acceptable by the Council for most buildings of two or more storeys, unless this is an original character of the area. Front roof extensions will, however, be considered acceptable on bungalows subject to meeting the design criteria set out in this section.

7.3 **Rear roof slope – visible from public highways:** The degree of visibility and prominence of rear roof slopes varies considerably. However, it is common for rear elevations of houses to be visible from areas of public open space, public roads and car parks and on corner plots. As a general rule the more visible a roof is from public areas, the more important it is that it be well designed. The degree of public visibility will influence the assessment of visual impact in each case.

7.4 **Rear roof slope – only visible from other gardens:** Rear roof slopes which are only visible from surrounding gardens do impact on residential areas since these affect the character and appearance of a residential area. It is just as important for such roof extensions to relate well to the proportions, roof forms and massing of the existing house and its neighbours as elsewhere.

### Proportions:

7.5 It is important to create an extension that will appear secondary to the size of the roof face within which it will be set. Roof extensions that would be as wide as the house and create the appearance of an effective flat roofed third storey will be refused permission. Where the roof can

be extended, the Council will recommend a small dormer window or rooflights. Please note that conservation rooflights might be required in sensitive locations. These are rooflights set flush within the existing roof, and are therefore more discreet.



7.6 If dormers are proposed on both the side and rear roof slopes, they must remain independent from each other and not wrap around to create one large extension.



# Loft Conversions and Roof Alterations 7.0 29

## Position on roofslope: terraced and smaller semi-detached houses (with no more than two rooms across their width)

- 7.7 A dormer window or roof extension must be constructed in the centre of the roof face. The size of each roof face will vary from one house to the next. As a guide, any roof extension to a terraced house should be set at least 0.3m (30cm) below the ridge level, at least 0.5m (50cm) above the eaves level and at least 0.5m (50cm) from the sides of the roof. Where a terraced house has parapet walls on each side of the roof, these should not be built up – the dormer or extension must be set-in in the manner described above. Sometimes, the need to include a staircase would result in a wider rear or side dormer than described above. In these cases, the roof extension will normally be refused and you may have to consider a single loft conversion with roof lights and no dormer.



## Position on roofslope: detached and larger semi-detached houses

- 7.8 On larger detached and semi-detached houses these set-ins should be increased to at least 1m (100cm). Sometimes, the need to include a staircase would result in a wider rear or side dormer than described above. In these cases, the roof extension will normally be refused and you may have to consider a standard loft conversion with roof lights.

## Design

- 7.9 A flat roof will normally be acceptable for a rear dormer. The design and size of the proposed windows should match those on the existing rear elevation. Dormer window extensions on the side roof should be small and have a pitched or hipped roof over at the same angle to the main roof slope. The internal layout of the roof extension should allow the side dormer to provide the headroom for a stairwell so that the window facing the adjoining house does not lead onto a bed/living room and cause overlooking. The external wall finish, roofing material and design fenestration must match those used in the existing building.

- 7.10 Larger semi-detached houses will generally be regarded as properties with three or more rooms across their width.

## Hipped to Gable

- 7.11 If you are proposing to convert a sloped hip-end roof into a flat gable-end roof on the side of your house, permission will normally be refused. This is because it would unbalance the overall appearance of the house, pair of semi-detached houses or terrace.



- 7.12 Some houses may have already had this type of extension, as a result of Permitted Development legislation. If your house is a semi-detached house and the attached house has a permitted development extension of this sort, then it may be possible to re-balance the appearance of the pair by building a similar extension.

## 7.0 Loft Conversions and Roof Alterations

Any assessment by the Council will have due regard for the impact of the extension on the street scene and character of the property.

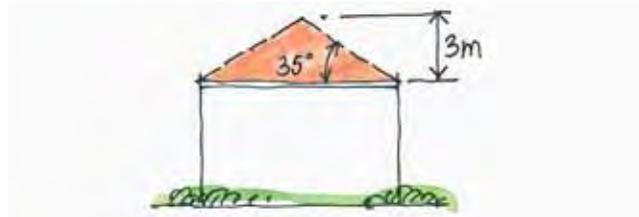
7.13 The same may apply to an end of terrace house where the terrace at the other end of the same row has been extended in this way. As these situations are rare, it is recommended that any proposal be discussed with the Planning Department at an early stage.

### Conversion of a flat roof to a pitched roof:

7.14 For the conversion of a flat roof to a pitched roof, general planning principles will apply, in the Gledwood Estate in Hayes and other areas of the borough with flat roofed houses. However the following should also be noted for the conversion from a flat to pitched roof :

- Proposals submitted should provide a roof plane of 35 degrees and the roof height should be 3m.
- The type and colour of roof tiles must be identified prior to approval, groups of dwellings must use the same type and colour of tile.
- The depth and angle proposed above should allow for a future planning application for a dormer construction.

- Flats roofs involve shared drainage. It is in your best interest to discuss your proposals with your neighbours.



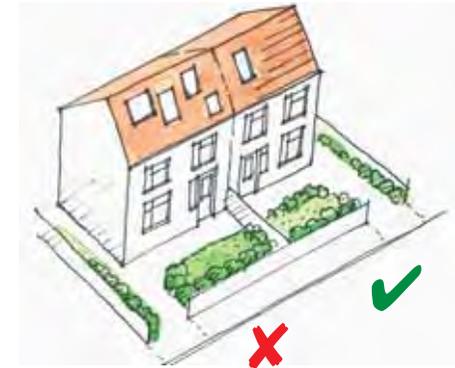
### Solar Panels

7.15 Planning permission may be required for the installation of solar panels. While the environmental benefits of these panels are acknowledged by the Council, their size and position should not cause undue visual harm to the area. The panels should not be placed in a position where they can be seen over a great distance or from a public place. Planning permission will always be required for solar panels on properties situated within or affecting a Conservation Area, Area of Special Local Character and on listed buildings.

### Rooflights

7.16 In most cases one or two small roof lights which do not project above the face of the roof will not require planning permission. Listed Buildings are exceptions as rooflights require listed building Consent. Any roof light should

have regard for the size and position of the windows in the main house. Where a large number of roof lights are proposed in the front roof face, these will be refused.



### Balconies & Roof Terraces

7.17 While balconies and roof terraces can complement garden space, including any lost through the construction of an extension, the use of roof areas for recreational purposes requires planning permission. The Council will normally refuse such proposals on the grounds of overlooking and loss of privacy. Unless a roof terrace is positioned a long way from neighbouring properties or gardens such that there is no overlooking it will be refused. Conservatories should be confined to ground floor level in rear and side gardens only.

# Loft Conversions and Roof Alterations 7.0 31

## Building Lines

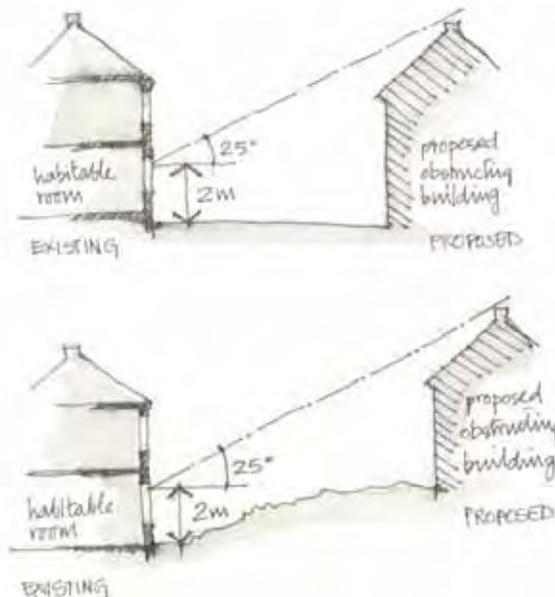
7.18 Careful consideration should be given to the location of extensions to buildings, building lines, frontages and entrances should be respected. Building lines within schemes should relate to the street pattern, although in some instances varied buildings lines can achieve diversity and interest. Development should have a clearly defined building line creating a clear visual edge.

## Daylight / Sunlight

7.19 Daylight is the volume of natural light, which is required to enter a dwelling to provide satisfactory illumination of internal accommodation between dawn and dusk.

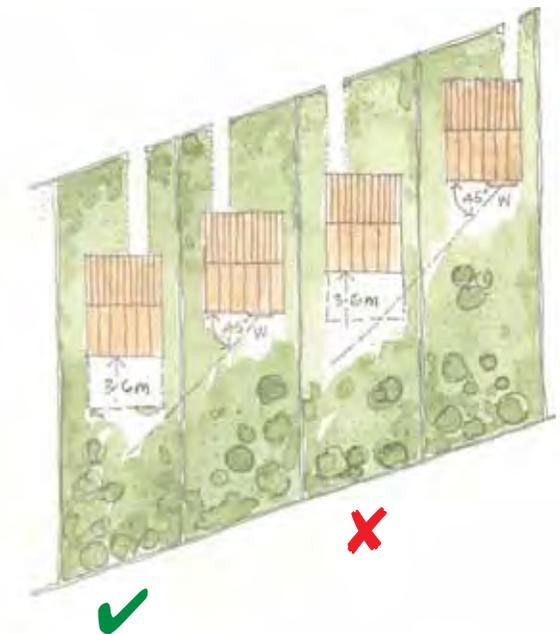
7.20 The Building Research Establishment's report 'Site Layout Planning for Daylight and Sunlight 1991' recommends that suitable daylight to habitable rooms is achieved where a  $25^\circ$  vertical angle taken from a point 2 metres above the floor of the fenestrated, elevation is kept unobstructed. When this criteria is applied to the rear of a dwelling the resulting dimension will normally be satisfied within the length of the smallest recommended size for a private garden.

However, where main habitable rooms are located to the front of a dwelling daylight may be affected if dwellings on the opposite side of the street are very close (i.e. less than 10m. in the case of two storey dwellings).



7.21 Similarly, large two storey extensions, which are positioned close to a boundary, may not be acceptable if they have a significant overshadowing and overbearing effect on the habitable rooms of adjoining dwellings. In this respect any two storey extension extending beyond a  $45^\circ$  horizontal angle measured from the middle of a principle window to a habitable room on the

adjoining dwelling may not be acceptable. Depending on orientation smaller two storey extensions may also cause significant overshadowing. Two storey rear extensions on semi detached and terraced dwellings are likely to be problematic unless undertaken with the neighbouring property.



## 8.0 Front Extensions, Porches and Bay Windows

8.0 Changes and extensions to the front of the house must be minor and not alter the overall appearance of the house or dominate the character of the street.

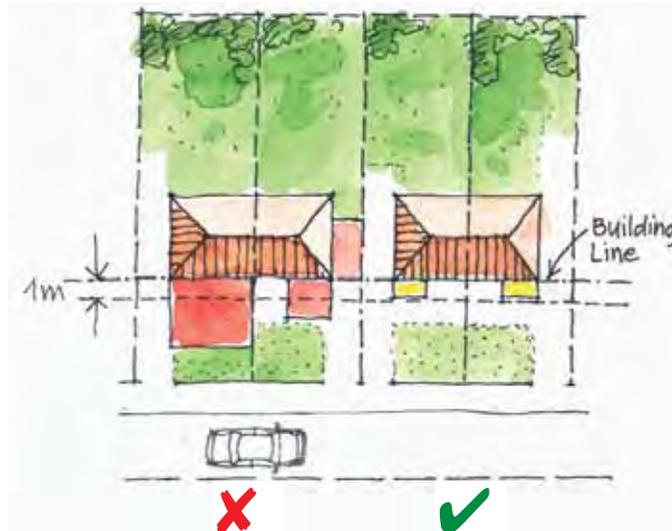
### Front Extensions/Canopies

8.1 The Council is very explicit with regard to its position on front extensions. Front extensions that extend across the entire frontage will normally be refused. Front extensions are eye catching and change the face of the building. They do not only affect the character and appearance of the building itself, but also the street scene.



### Porches

8.2 Any porch should be individually designed to follow the character of the existing building. The introduction of



pastiche historic features such as classical columns, pediments and rustic timbers will not be accepted unless they are a feature of the original house. In addition:

- Porches should be subordinate in scale and form and should not be detrimental to the visual amenities of the street scene.
- The depth of any porch or canopy must not extend past the line of any bay window.
- Any porch should not diminish the scale, design, character or appearance of any bay window.

- Porches should generally be confined to the front entrance area.
- In the case of being combined with a garage conversion they may be integrated with a forward extension of the garage not exceeding 1.0m.
- The roof design and the roof material must match the main roof.
- Front canopies may be acceptable subject to the above criteria.

### Front Bay Windows

8.3 The building of front bay windows will require planning permission. They will only be allowed where they make a positive contribution to the appearance of the existing local area, and are an established and original characteristic of neighbouring properties.

### Building Lines

8.4 Careful consideration should be given to the location of extensions to buildings, building lines, frontages and entrances should be respected. Building lines within schemes should relate to the street pattern, although in some instances varied buildings lines can achieve diversity and interest. Development should have a clearly defined building line creating a clear visual edge.

# Detached Outbuildings 9.0 33

9.0 An 'outbuilding' can comprise a garden shed, greenhouse, garage, hobbyroom or storeroom. Many homeowners can build a small detached outbuilding can do so without planning permission as permitted development. For a building to be exempt from the need for planning permission several factors need to be considered. Firstly, the building must be used for normal residential activities ancillary to the main house. Detached buildings cannot be used for sleeping purposes or separate cooking or bathroom facilities for self-contained accommodation. Please contact a planning officer for more information about permitted development.

9.1 There are a number of new properties that have had these rights removed, and there are many older houses whose location and position mean that such buildings require full planning permission. In these circumstances outbuildings must be placed to minimise any overshadowing and loss of daylight. They must also leave a practical amount of garden space and respect the design and appearance of the existing house and nearby houses. **Where planning permission is required, the following guidelines should be followed:**

## Position

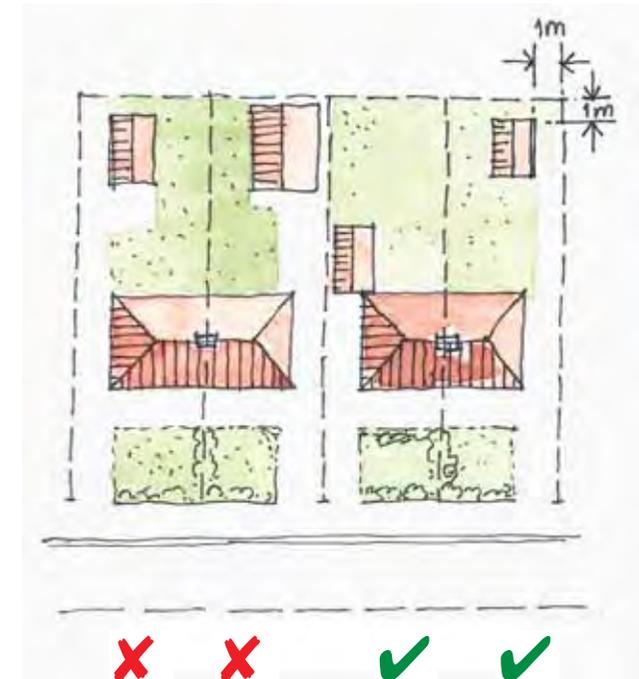
9.2 In order to prevent your outbuilding from overshadowing adjoining houses and patios, it should be positioned as far away from the house as possible. Large detached buildings situated in close proximity to the house will therefore normally be refused permission. The outbuilding should be set in from the boundaries by at least 500mm.

## Design

9.3 Bulk, height, proportion, floorspace, building materials and details of windows and door are the design criteria that will be considered. The external materials should be similar to the ones used in the rear of the existing house. If a ridged roof is proposed, the ridge should not be higher than 4m. For all other types of roof, the roof should not be higher than 3m. Windows must only be placed on the elevation facing the owners main house and in no other walls. The building should leave a significant amount of private usable garden space for the residents to enjoy. The recommended amount of remaining private usable garden space is 40 square metres for a 2 bedroom house, 60 square metres for a 3 bedroom house and 100 square metres for a 4 bedroom house.

## Use

9.4 The outbuilding must only be used for normal domestic uses related to the residential use of the main house. These uses include parking your car, storing your possessions, use as a childrens playroom, green house, garden shed, gym, summer house and hobby room provided it is ancillary to the use of the main house.



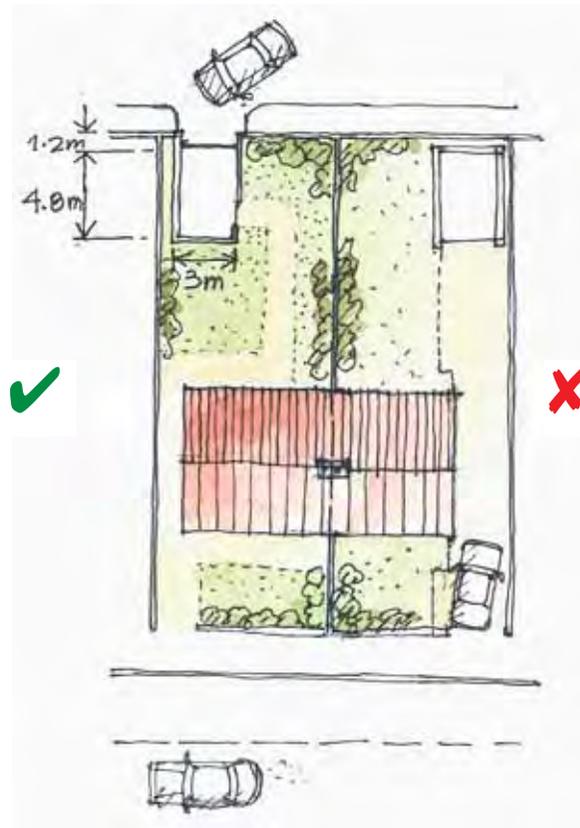
The outbuilding cannot be used as a separate business unit or as a self contained residential unit, as these could

## 34 9.0 Detached Outbuildings

lead to a number of privacy, overlooking, noise and disturbance problems. If you intend to use the outbuilding for any of these uses, the proposal will be refused planning permission. The role of the detached building is to be used solely as an ancillary building to the main house.

### Garages requiring planning permission: Located to the rear most part of the garden

- 9.5 If the garage is located to the rear of the garden, it should be accessed from a rear service road only. The garage must be placed so that the doors do not open across the roadway. To achieve this, and to allow enough visibility to drivers, you must set the building back at least 2.4m from the back edge of the roadway and use a roller shutter or 'up and over' garage door. The internal dimensions should allow at least 4.8m x 3m for a single garage and at least 4.8m x 5.7m for a double garage. Special design criteria may apply for garages in Conservation Areas.



### Attached to the existing house

- 9.6 Please refer to single storey side extensions guidance if the proposed garage will be attached to the side of the house. The same principles will apply.

### Conversion of a Garage to a Habitable Room:

- 9.7 The conversion of a garage extension to

a habitable room (used for living / sleeping) may require planning permission. A condition may have been attached to the original planning permission that only allows it to be used for parking a car.

- 9.8 The Council's statutory register of planning decision notices will help you find out if such a condition exists for your property. If the use of the garage is limited by condition to use for storing a motor vehicle only and no other use, you will need planning permission to convert it to living accommodation. As part of the application, the Council will have to assess the amount of off-street parking available on your property. If the use of the garage is not limited by a condition, you may still need permission to change the appearance of the garage elevation to a wall and a window. As part of its assessment, the council will consider the amount of off-street parking available and the impact of the garage conversion on the appearance of the street overall.

## Walls, Enclosures, Layouts and Materials 10.0 35

10.0 Walls and enclosures provide a boundary to the curtilage of a building and add privacy for the residents. These are likely to comprise (but are not confined to) hedges, walls, fences and gates. Gates, walls and fences are permitted without planning permission up to 1 metre in height adjoining or fronting any public road or pavement and 2 metres elsewhere.

10.1 Walls and fences over 1m in front gardens require planning permission. All front walls and enclosures should make a positive contribution to the street scene and must ensure adequate visibility for all vehicles entering and exiting the property. Walls and enclosures should not obstruct sight lines required for road and public safety. To ensure harmonisation with the existing street scene, applicants should ensure that the design and materials used and the height of any wall/enclosure must be in keeping with the character of the area.

10.2 Front gates over 1m in height will be refused planning permission because of their overbearing impact on the streetscene. The erection of railings over 1m in height around front gardens will

also be refused planning permission for this reason, as will the erection of railings onto boundary walls.



## 11.0 Front gardens and Parking

### Front Gardens & Parking

- 11.0 In most circumstances, it will be acceptable to provide off street parking in your front garden without the need for planning permission.
- 11.1 It is important to note that if the proposed driveway and vehicular crossover leads out onto a classified road, planning permission will be required. You will also need to contact the Highways Department to ensure that new vehicle cross over or dropped kerb complies with their requirements. A wide crossover will not be acceptable where there will be a danger to pedestrians .
- 11.2 Where parking layouts are altered as part of an extension to a property at least 25% of the front garden may be required to be maintained for planting and soft landscaping. Gravel can be used as a form of ground coverage as it is porous and provides better drainage for the area surrounding the house, see para 11.4. In areas prone to flooding, the council may require the introduction of gravel or other porous materials into the front gardens, which will positively impact on sustainable urban drainage. In all instances, any hardsurface should be laid to a slight gradient to allow for the satisfactory drainage of rainwater.



### When proposing parking in your front garden

Avoid:

- Replacing front gardens with hardstanding.
- The removal of front fences leaving large open areas.
- Losing the feeling of enclosure and definition between pavement and private space.
- Creating the appearance of a 'car park' rather than a residential street.
- The use of inappropriate materials.

### Layouts

- 11.3 The front garden should be large enough to allow a car to park at right angles to the road without overhanging the pavement.

#### Do:

- Minimise the area of hardstanding.
- Provide planting to parking area.
- Where an opening has to be made in an existing fence or wall, it should be kept to a minimum. This can be done by making every effort to mend both ends/sides of the new opening and by matching existing materials and details.
- Provide gates to swing inwards or slide behind the wall.
- Leave enough space between the parked car and the building to meet the requirements of Part M of the Building Regulations, normally 1m or access for a wheelchair user.

#### Don't

- Replace the whole front garden with hardstanding.
- Destroy the entire boundary wall.
- Open the gate over the pavement.
- Have a continuous pavement crossover.

## **Surface Materials**

11.4 A wide choice of surface materials is available for the construction of hardstanding. Take into account the style, character, colours and textures of your house and the neighbourhood. Generally, traditional materials such as gravel, brick pavers and granite setts are preferred. They complement the character of the neighbourhood and are all durable and natural materials. The scale, design and texture of the landscaping should be chosen to match the scale and character of the buildings.

## 38 12.0 Glossary

### Unitary Development Plan (UDP)

UDP's set out the strategic and local framework for guiding future development in the borough. The document contains planning policies and provides guidance for the development of land and transport in the Borough.

### Local Development Framework (LDF)

Under the new Planning and Compulsory Purchase Act, every Council is required to introduce a new Local Development Framework (LDF) for its planning policies. The LDF will replace UDP's.

### Planning Designations

Planning designations are environmental policy designation, e.g. listed buildings, conservation areas, sites of special landscape importance, tree preservation orders.

### Conservation Area

A Conservation Area is an area designated by the Local Planning Authority as one of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance. Special controls exist with regard to demolition of buildings, advertisements and the like within the Conservation Area.

Area of Special Local Character

### Nationally Listed Buildings

Buildings and other structures of special architectural or historic interest are 'listed' by the Secretary of State for Culture Media and Sport and are classified by three grades. Listed buildings have a special status in planning law. Listed buildings are protected by the Planning (Listed Buildings and Conservation Areas) Act 1990. A listed building may not be demolished, extended or altered internally or externally in any way that affects its special architectural or historic interest, without listed building consent having been granted. It is a criminal offence to demolish, alter or extend a listed building without first obtaining listed building consent.

### Locally Listed Buildings

A Locally Listed Building is one that has been recognised by the local authority as being of local interest, either for historical associations, or for its architectural style. They are usually buildings holding key positions in the streetscape, or are of high architectural quality that are not included in the Statutory List of Buildings.

### Tree Preservation Order

A TPO is made by the local planning authority to protect specific trees or particular woodland from deliberate damage and destruction. TPOs prevent the felling, lopping, topping, uprooting or otherwise willful damaging of trees without the permission of the local planning authority.

### Article 4 Direction

Article 4 Directions are made when the character of an area of acknowledged importance would be threatened - and are most common in conservation areas. Article 4 Directions remove specific permitted development rights.

### Planning Permission

Formal approval by the Council, often with conditions, allowing a proposed development to proceed.

## Appendix 1 - Relevant Development Plan Policies (Hillingdon UDP adopted 1998)

### Chapter 5: Built Environment

**Policy BE19** THE LOCAL PLANNING AUTHORITY WILL SEEK TO ENSURE THAT NEW DEVELOPMENT WITHIN RESIDENTIAL AREAS COMPLEMENTS OR IMPROVES THE AMENITY AND CHARACTER OF THE AREA.

**Policy BE20** BUILDINGS SHOULD BE LAID OUT SO THAT ADEQUATE DAYLIGHT AND SUNLIGHT CAN PENETRATE INTO AND BETWEEN THEM AND THE AMENITIES OF EXISTING HOUSES ARE SAFEGUARDED.

**Policy BE21** PLANNING PERMISSION WILL NOT BE GRANTED FOR NEW BUILDINGS OR EXTENSIONS WHICH BY REASON OF THEIR SITING, BULK AND PROXIMITY, WOULD RESULT IN A SIGNIFICANT LOSS OF RESIDENTIAL AMENITY.

**Policy BE22** RESIDENTIAL EXTENSIONS AND BUILDINGS OF TWO OR MORE STOREYS IN HEIGHT SHOULD BE SET BACK A MINIMUM OF 1 METRE (1.5 METRE IN THE COPSEWOOD AND GATE HILL FARM ESTATES, NORTHWOOD AND THE DRIVE, ICKENHAM) FROM THE SIDE BOUNDARY OF THE PROPERTY FOR THE FULL HEIGHT OF THE BUILDING.

**Policy BE23** NEW RESIDENTIAL BUILDINGS OR EXTENSIONS SHOULD PROVIDE OR MAINTAIN EXTERNAL AMENITY SPACE WHICH IS SUFFICIENT TO PROTECT THE AMENITY OF THE OCCUPANTS OF THE PROPOSED AND SURROUNDING BUILDINGS, AND WHICH IS USABLE IN TERMS OF ITS SHAPE AND SITING.

**Policy BE24** THE DESIGN OF NEW BUILDINGS SHOULD PROTECT THE PRIVACY OF THE OCCUPIERS AND THEIR NEIGHBOURS.

**Policy BE26** WITHIN TOWN CENTRES THE DESIGN, LAYOUT AND LANDSCAPING OF NEWBUILDINGS WILL BE EXPECTED TO REFLECT THE ROLE, OVERALL SCALE AND CHARACTER OF THE TOWN CENTRES AS A FOCUS OF SHOPPING AND EMPLOYMENT ACTIVITY.

**Policy BE38** DEVELOPMENT PROPOSALS WILL BE EXPECTED TO RETAIN AND UTILISE TOPOGRAPHICAL AND LANDSCAPE FEATURES OF MERIT AND PROVIDE NEW PLANTING AND LANDSCAPING WHEREVER IT IS APPROPRIATE. PLANNING APPLICANTS FOR PLANNING CONSENT WILL BE REQUIRED TO PROVIDE AN ACCURATE TREE SURVEY SHOWING THE LOCATION, HEIGHT, SPREAD AND SPECIES OF ALL TREES WHERE THEIR PROPOSALS WOULD AFFECT ANY EXISTING TREES.

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or cassette tape please contact the Policy and Environmental  
Planning Team on 01895 250844**

**If you require a translation please contact:**

Arabic	إذا كنت بحاجة إلى خدمة الترجمة، يُرجى الاتصال:	07753 600281
Bengali	আপনার যদি অনুবাদের দরকার হয়, এখানে যোগাযোগ করুন	07776 184247
Gujarati	જો તમને ભાષાંતરની જરૂર હોય તો, કૃપા કરીને સંપર્ક કરો:	01895 250286
Hindi	अगर आपको हिन्दी में अनुवाद चाहिए, तो कृपया सम्पर्क करें:	01895 250045
Punjabi	ਜੇ ਤੁਹਾਨੂੰ ਤਰਜਮੇ ਦੀ ਜ਼ਰੂਰਤ ਹੋਵੇ, ਤਾਂ ਮਿਹਰਬਾਨੀ ਕਰਕੇ ਸੰਬੰਧ ਕਰੋ:	01895 250045
Somali	Haddii aad u baahatid turjumad, faddllan la xidhiidh:	07956 570536
Urdu	اگر آپ کو اس کے ترجمے کی ضرورت ہے تو براہ مہربانی رابطہ کیجئے:	01895 250045