



Supplementary Planning Document

SPD 4: A Guide for Designing House Extensions & Alterations

Adopted February 2012

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INTRODUCTION

1.1. Purpose of this Supplementary Planning Document

- 1.1.1. These guidelines are for householders wishing to extend their property or carry out other domestic alterations. They are designed to help homeowners understand what is likely to be acceptable when extending their property by outlining general guidance on how to put together an appropriate scheme. The advice contained in this document is for applicants, their architects and all others involved in the design of domestic extensions and alterations.
- 1.1.2. It is recognised that homeowners would like to extend their properties in order to improve their accommodation. Extensions and alterations can potentially cause harm however to neighbouring properties, the appearance of the street or the property through unsympathetic design. The Council has a duty to safeguard the amenity of neighbouring properties and to protect the character and appearance of individual properties and residential areas. It is in a householder's financial interest to alter their property sympathetically to enhance the value of the dwelling. It is in everyone's interests to safeguard the amenity and character of Trafford's residential areas as extensions cumulatively have a strong visual impact. It is important to achieve a high standard of design for each residential extension. This document advises on how best to devise a suitable scheme that would be both sympathetic in terms of appropriate design and safeguarding neighbouring amenity.
- 1.1.3. The Council will seek to ensure that extensions and alterations are of high standard design, are compatible with and not harmful to local character, do not adversely affect the amenities of neighbouring occupiers, take account of existing landscaping and trees and have adequate off-street parking provision and access arrangements. These guidelines explain in more detail how these aims can be complied with. Failure to meet these aims and other guidance contained in this document may result in an application being refused. Whilst these guidelines seek to provide some clarity on the main issues, there will be situations which are not covered by these guidelines as circumstances vary. All applications are considered individually and on their individual merits.

- 1.1.4. These guidelines suggest principles of good design which should be borne in mind whilst planning an extension or alteration. They are not intended to stifle innovative design but intend to guide development that is complementary to its local environment. It is important that the design of a proposal is responsive to its context and reflective of the surrounding character. These guidelines refer to minimum standards and in certain areas these may need to be exceeded to retain the prevailing character of the area.
- 1.1.5. There may be examples of extensions in the local area which do not comply with these guidelines. These will not be accepted as sufficient reason for any new proposal not to comply or an unsympathetic extension to be approved by the Local Planning Authority (LPA).
- 1.1.6. Whilst planning permission is not always required the principles referred to in this document will be applicable in all forms of householder development and when considering any type of extension or alteration reference should be made to this guidance.

1.2. Policy context

- 1.2.1. Government advice contained in Planning Policy Statement 1 (Sustainable Development) stresses the importance of achieving high quality design. This Supplementary Planning Document (SPD) ties in with national policy and intends to improve design quality at householder level. PPS1 states that well designed proposals should contribute positively to places, must be appropriate to their area, and if they do not take the opportunity to improve the area, they will not be accepted. PPS1 also aims to protect and enhance environmental quality and promote sustainability. These principles have been taken into account in the preparation of this guidance and are reflected in this document. Householder proposals should be well-designed, positively respond to their context and give consideration to sustainability.

1.2.2. The Local Development Framework sets out the Council's policies and proposals for use of land in Trafford and the purpose of this guidance is to supplement these policies with further detail. This document should be read alongside the Development Plan, with particular regard to Policy L7 (Design). The principles contained in this guidance document should be considered in conjunction with the LDF. Once adopted, this guidance will replace the existing Planning Guidelines for House Extensions published in 1994.

1.2.1. A draft SPD was subject to a six week public consultation period between the 7th March 2011 and 18th April 2011. In total, 3 separate organisations made representations during the consultation period. A copy of the report showing all the comments made and the Council response to these can be found on the Council website.

1.3. Sustainability Appraisal

1.3.1. The 2008 Planning Act removed the requirement for a sustainability appraisal of supplementary planning documents that do not introduce new policies or proposals or modify planning documents which have already been subject to a sustainability appraisal. This SPD supports Policy L7 and other relevant policies in the Core Strategy that have been subject to SA as part of the Core Strategy process. The Inspector appointed to consider the soundness of the Trafford Core Strategy concluded in her report (November 2011) that the Core Strategy was adequate in terms of its appraisal of the environmental, economic and social effects of its policies. For more information see the Core Strategy pages on the Council website. The Council is therefore satisfied that the impacts have been covered in the appraisal of the parent DPD and there is no further requirement for appraisal or screening of this SPD.

1.4. How this guide works

1.4.1. This guide is divided into four main sections. The first section contains general information regarding the planning application process. The second section provides guidance on general design principles and how to safeguard neighbouring amenity and is applicable to all extensions and alterations. The third part provides specific advice with regard to particular types of extension or alteration and the fourth section refers to special circumstances or additional matters that may have to be taken into consideration during the application process.

GENERAL INFORMATION

1.5. Is planning permission required?

- 1.5.1. Certain household development does not require planning permission, dependent on its size or location. Some extensions and additions are 'permitted' under the Town and Country Planning (General Permitted Development) Order 1995 (or as subsequently amended or re-enacted). This Order outlines which type of domestic development does not need planning permission. The Town and Country Planning (General Permitted Development) (Amendment) Order 2008 is relevant to householder development.
- 1.5.2. You are advised to check whether planning permission is required. The Government has produced a document entitled 'Permitted Development for Householders' (August 2010) that outlines the criteria for 'permitted development'. It is available at the Department of Communities and Local Government website at www.communities.gov.uk. This is a technical and illustrated guidance document.
- 1.5.3. The Planning Portal is a Government website that provides advice on whether a proposal would be permitted development and general advice on planning matters. This website is available at www.planningportal.gov.uk
- 1.5.4. Advice as to whether planning permission is required for your proposal can be found at the Council's website at www.trafford.gov.uk...
- 1.5.5. To be certain that a proposed development is lawful and does not require an application for planning permission, it is possible to apply for a Certificate of Lawful Development. The Planning Department can advise you of the fee applicable to this type of application.
- 1.5.6. It is important to note that some properties do not have permitted development rights.

1.6. Pre-application advice

- 1.6.1. The Council's website, along with this document, can provide you with general advice about your proposal and about relevant policies and guidelines before you submit a formal planning application. Further information is available on the Council's website at www.trafford.gov.uk.

1.7. Discuss your proposal with your neighbours

- 1.7.1. The Council will notify your neighbours of your planning application. Whilst you are not required to do so, it is preferable that you discuss your proposal with your neighbours prior to submitting a planning application or carrying out any development.

1.8. Submitting a planning application

- 1.8.1. Planning applications can be submitted in paper form or in person and can also be submitted online via the Planning Portal website. There is a specified amount of information that needs to be submitted with a formal planning application for it to be accepted by the Council as a valid application. If an application is not valid, it will delay the application process. The Council has prepared a Validation Checklist which clearly outlines the information required for applications. These requirements are set out in the Appendix.
- 1.8.2. If planning permission is granted, this does not bestow a right to build. It is the responsibility of the applicant to obtain any other necessary permission to carry out development, for example covenants, byelaws or other legislative requirements such as safeguarding protected species.
- 1.8.3. It is the applicant's duty to ensure that all necessary consents are in place before carrying out development.

1.9. Building Regulations

- 1.9.1. Planning permission and building regulations are separate consents and approval under one does not convey or imply consent under the other. Most householder development requires building regulation approval and you are advised to check whether you need to apply for your proposal by contacting the Building Control department. The relevant contact details are contained within the Appendix of this document.

1.10. Party Wall Act

- 1.10.1. If you are extending near your boundary or need access through your neighbour's property in order to build the extension, you will need to check your rights and responsibilities under the Party Walls etc. Act 1996. It is preferable for an extension to be contained within your own boundary, e.g. for eaves and guttering to not overhang neighbouring properties.

- 1.10.2. A (downloadable) booklet is available from the Department of Communities and Local Government website, which includes sample letters with which to serve notice on affected neighbours. Please note that the legislation is enforced by the courts and not the Local Planning Authority.

2. GENERAL DESIGN GUIDANCE APPLICABLE TO ALL FORMS OF EXTENSION AND DOMESTIC ALTERATION

2.1.1. Alterations that are not compatible with or fail to complement the existing character of the house, whether in terms of scale, design or materials, can substantially detract from the appearance of your house or the surrounding area. The size and position of an extension can also have a detrimental impact upon the amenities of neighbouring properties. Applying the principles in this document can help safeguard the character of your property, the street scene and your neighbour's amenity.

2.1.2. When considering an application for a domestic extension or alteration, the Council will take these general principles into account:

- the design of the proposal in relation to the original dwelling
- the effect of the extension on the character and appearance of the surrounding area, including trees and landscaping
- the impact of the proposal upon the amenities of neighbouring properties and the surrounding area, and that developments do not themselves suffer from a poor level of amenity,
- the adequacy of the parking provision surrounding the extended property
- the adequacy of the private garden for an extended property
- sustainable design

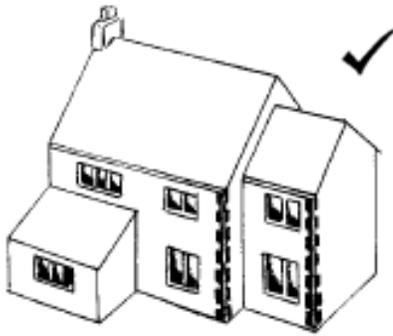
For clarification, the term design in this document refers to factors such as layout and amenity as well as the scale and design of a proposal.

2.2. Reflecting the existing character of the property

2.2.1. It is important that extensions should reflect the character, scale and form of the original dwelling by matching and harmonising with the existing architectural style and detailing. Ill-designed or excessively large extensions can spoil the appearance of your property. Careful consideration should be given to the individual details of the original property in designing any extension to help maintain and reinforce the style of the main dwelling and help an extension to blend in with the street scene.

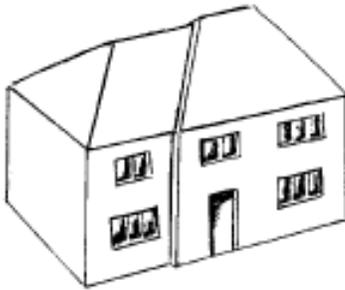
2.2.2. This includes features such as:

- the architectural style of the property and design features
- the roof style and eaves
- window and door design and joinery
- details individual to the dwelling e.g. brick detailing
- being proportionate to the size of the original dwelling
- external materials
- gardens and landscaping
- boundary walls and gates



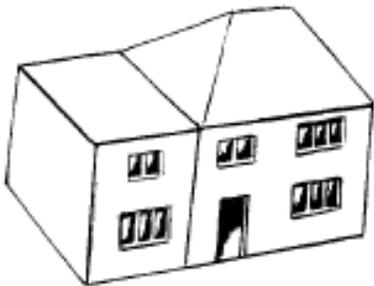
- Roof design & eaves should reflect main roof
- Window design should match main house
- Windows should line through horizontally & vertically

Fig 1



- Scale & design should complement the original dwelling
- Size should be proportionate to the original dwelling
- Materials should match existing

Fig 2



- Flat roofs/unsympathetic roof designs will not be accepted

Fig 3

Contemporary Design

2.2.3. These guidelines will be sufficient for most cases, however they are not exhaustive and predominantly are for proposals that are reflective of or are in keeping with the traditional built form of the original property. If your property is of unusual design or layout, more individual attention will need to be given to ensure that the overall affect is satisfactory and that the extension does not look like an afterthought. A contemporary design or approach may be acceptable however such proposals must be justified and explained in detail as to why the individual proposal is appropriate, responsive to the character of the property and the surrounding context. This type of submission needs to be demonstrate high quality design and a clear design process that is thorough, well thought-through and carefully responsive to its context.

2.3. Scale

2.3.1. Any extension should respect the scale and proportion of the original dwelling and should not dominate through excessive size and/or prominent siting. Extensions should be in proportion in their own right and in relation to the size of the original dwelling. Overlarge extensions can dominate the appearance of a property, unbalance its design and compete with the original dwelling to the detriment of the appearance of the house. Extensions that dominate the house or appear over-dominant in the surrounding area will not be acceptable. The cumulative effect of additions to the original property will be taken into account by the LPA.

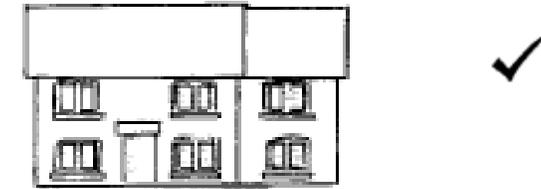


Fig 4

- Width/scale of extension should be proportionate to original property

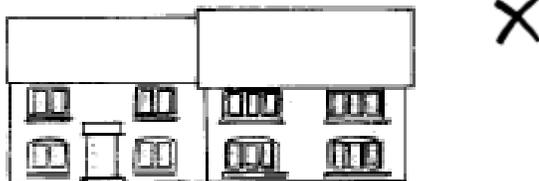


Fig 5

- Extension should not compete with the original dwelling
- Extension should not appear more dominant than original by reason of excessive width/height



Fig 6

- Not appear to be more dominant than the original dwelling due to being sited forward or inappropriate design

2.4. Windows

2.4.1. The style, proportion and position of windows should match those on the original dwelling. This includes the size of windows and divisions within the openings, materials, joinery details, and the opening mechanism. Careful consideration should be given to new openings in areas of special control such as conservation areas. Any vertical or horizontal emphasis in the windows in the original house should be followed in the extension. For example, fenestration design within windows and the positioning of windows and doors in an extension should usually line through horizontally and vertically with those on the original dwelling.

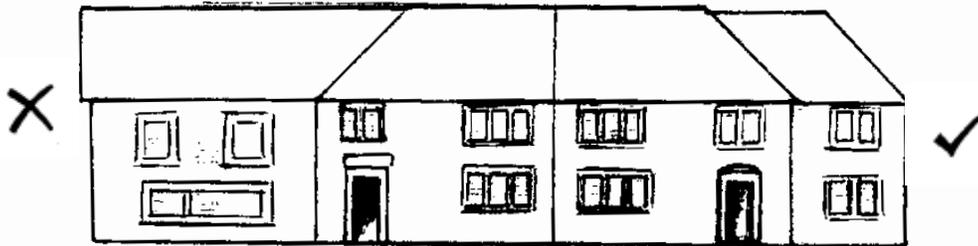


Fig 7

- Window position and design should correspond with the main house

2.5. Materials

2.5.1. The external finish of an extension, including the roof finish, should complement the original building by using appropriate materials. The choice of materials should be in keeping with the locality but most importantly should match the original building as much as possible in terms of type, colour, size, and texture. The brick bond and mortar joints should also reflect the original property.

- 2.5.2. For heritage assets/conservation areas and listed buildings, the use of traditional materials that match or complement the property and are characteristic of the area is particularly important to preserve and safeguard their special character.

2.6. Residential Character

- 2.6.1. In areas of established residential character, the qualities of traditional buildings and characteristics of the surrounding area should be respected and complemented in any new form of extension or alteration to reinforce the character of the area. As a general rule, any special design details on an existing property should be repeated on the extension (e.g. decorative brick course). Older buildings often have distinctive architectural features which contribute to their special character and to the quality of the surrounding area. These can be used to good effect to help marry the design of the extension with the original dwelling in a sensitive manner. Original features should be identified and where possible not obscured. It is often appropriate to incorporate these features into the design of the extension.

2.7. Respect the street scene

- 2.7.1. It is important that an extension fits in with its surroundings by not only complementing the dwelling but also the street scene that it sits within. Extensions should harmonise with other residential development in the vicinity, in terms of scale and design, spacing within the plot, and the prevailing architectural design.
- 2.7.2. Taking the following principles into consideration when designing a proposal will help the proposal sit well within the surrounding area.
- The design, scale, form and finish of an extension should blend in with and complement the character and design of neighbouring houses and the street scene.
 - Proposals should respect the established character and form of development in the surrounding area.
 - Care should be taken not to protrude past prominent building lines in the street scene, particularly on corner sites, so as to not appear out of character.
 - Roofs should be finished in a manner complementary to the street scene.
 - Sufficient space should be left around the extended property to retain a degree of spaciousness within the property's curtilage that is in keeping with the surrounding area.
 - A sufficient gap should be retained between dwellings to maintain the prevailing pattern of spaciousness within a row or group of houses.
 - Important glimpsed views between houses, particularly of greenery, should be retained.
 - Existing features within the street should be taken account of and complemented such as hedges, trees, landscaping, walls and gateposts.

- Changes in level between properties and gardens should be taken into consideration.

2.8. Space around the Building

- 2.8.1. The gaps in between buildings and the space surrounding them make an important contribution to an area's character. An extension that appears too large in the street scene reduces this sense of spaciousness and can harm the character of the area. It is important that sufficient space is retained within a plot to ensure that the site does not appear cramped or over-developed and to ensure that the street scene retains its prevailing residential pattern.
- 2.8.2. It is important to retain external space for functional and amenity purposes as well as aesthetic reasons. In the interests of allowing access to the rear of the property and to assist in future maintenance, it is desirable to maintain a gap between any extension and the side boundary of the property.

2.9. Trees and landscaping

- 2.9.1. In determining planning applications, the Council will consider the impact of an extension, building or other works upon trees and landscaping. The Council will seek to conserve garden trees and other natural landscaping features which enhance the street scene and the environment. Trees and landscaping make a positive contribution to residential environments by providing a natural contrast with built development. They can also screen or soften the visual impact of a new extension and help it to integrate with its surroundings.
- 2.9.2. Proposals should not have a detrimental impact on significant trees or natural landscaped areas. Extensions should avoid being sited where they would necessitate the removal of, or damage to, quality trees and other vegetation. Such trees and landscaping add to the quality of an area and their removal is likely to be resisted.
- 2.9.3. Many trees are protected by Tree Preservation Orders (TPO's) and Conservation Area designation. It is an offence to top, lop, fell or otherwise damage these trees, subject to a few minor exceptions, without first gaining the consent of the LPA.

2.10. Bin Storage

- 2.10.1. The requirement to segregate waste has brought about a need to accommodate three or four large bins within a household curtilage. If not stored out of public view, these can appear unsightly. Early consideration should be given to the

storage of bins to ensure they are stored in a visually discrete manner. It is preferable to provide for bin storage to the rear of the property so as to not blight the street scene. Where this is not possible, a well-designed and appropriately sited bin storage facility will be sought.

2.11. Private Garden Area

2.11.1. Most dwellings include a garden for residents' purposes of sitting out, drying clothes and for children to play. It is essential after an extension has been built that sufficient garden space remains for these purposes, particularly to the rear where that space is generally more private. An amount of garden area should be retained to meet the reasonable needs of potential occupiers. An extension that removes a large section of private garden area is unlikely to be acceptable.

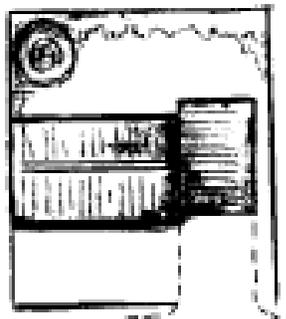
2.11.2. The loss of garden area should also be kept to a minimum to retain the visual quality and reduce the loss of existing features such as greenery and biodiversity.

- Excessively large extensions remove private garden space and result in cramped, overdeveloped sites.



Fig 8

- Retain sufficient useable private garden space for residential purposes after extending.



2.12. Provision for parking

Meeting parking standards

- 2.12.1. An extended property should retain sufficient parking within its curtilage to comply with the Council's parking requirements. An extension that results in the removal of a parking space or garage, or prevents a space from being provided in the future, is likely to be refused unless car parking can be replaced or provided satisfactorily elsewhere. The replacement parking should be within the curtilage of the property.
- 2.12.2. Resultant on-street parking congestion from displaced parking can be harmful to the amenity of surrounding occupiers, impact on highway and pedestrian safety and harm the residential character of the area. Sufficient parking provision should therefore be retained within the property. This is particularly important where on-street parking on adjoining narrow or congested roads would cause highway safety and residential amenity problems.
- 2.12.3. As well as providing the minimum number of spaces, the size of the parking space should meet the minimum dimensions specified by the Council of 4.8m by 2.4m. Parking layouts should take account of pedestrian access or factors such as location of garage doors. Further advice on required parking dimensions is available in the Council's Parking Standards SPD. Complying with these minimum dimensions ensures that ample parking provision is created within the property's curtilage with sufficient space for manoeuvring. The Council may require an on-site turning area for highway safety reasons.
- 2.12.4. This advice supplements more detailed guidance in the Council's Parking Standards SPD, available on the Council's website, which also provides further dimensions for parking provision.

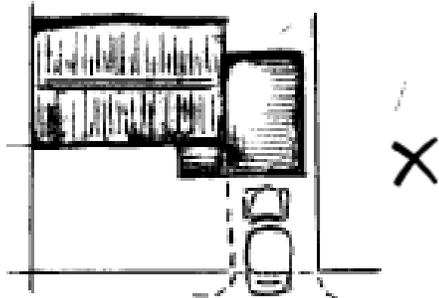
2.13. Parking layout and design

- 2.13.1. Parking layouts should be designed so as to not prejudice highway safety, complement the street scene and minimise the impact on neighbouring amenity. It is important to marry the need for parking provision with safeguarding the character of residential areas. Early consideration should be given to the impact of an extension on the parking arrangement within the property.

2.13.2. As a general rule, residential parking provision in any location should not appear visually over-dominant within the street scene. This occurs when the area in front of a house becomes dominated by parked cars and the associated hard surfacing. Proposals for parking provision should seek to retain garden space and existing features such as garden walls and landscaping. The removal of front gardens and front walls for forecourt parking is discouraged. Applicants can make proposals for forecourts more acceptable by retaining as much of a sense of enclosure as is practical by the retention of, or introduction of, boundary features.

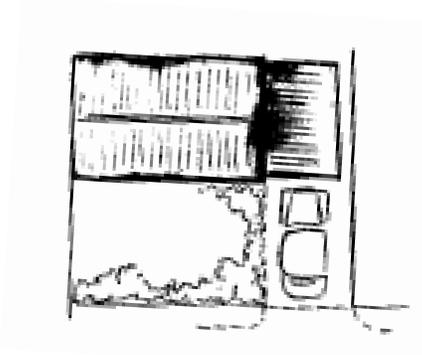
2.13.3. Parking areas should be softened by planting trees, shrubs or other greenery around parking bays. Large areas of hard surfacing should be avoided as it is undesirable for aesthetic reasons and the impact on localised flooding. It is preferable for hard standing/driveways to be made of porous materials or to include direct run-off water from the hard surface to a permeable or porous area/surface within the curtilage of the dwelling. The incorporation of landscaping also helps to provide more sustainable drainage by reducing and slowing down surface run-off.

2.13.4. Parking provision should generally be positioned so as to not cause significant noise and disturbance to neighbouring properties.



- Parking provision needs to meet minimum parking dimensions
- Do not dominate front of property with parking/ hard surfacing

Fig 9



- Retain landscaping for sustainable drainage.
- Retain landscaping/existing features of the site to preserve residential character
- Install porous surfaces
- Retain parking within curtilage of property

2.14. Protecting neighbouring amenity

2.14.1. The Council will seek to protect the amenities of neighbouring occupiers and ensure that any domestic alteration does not have an adverse overlooking, loss of light or overbearing impact on neighbouring properties.

2.14.2. It is important that extensions or alterations:

- Do not adversely overlook neighbouring windows and/or private gardens areas.
- Do not cause a significant loss of light to windows in neighbouring properties and/or their patio and garden areas.
- Are not sited so as to have an overbearing impact on neighbouring amenity.

2.14.3. The windows of habitable rooms in neighbouring properties are given a greater degree of protection, such as kitchens, bedrooms and living rooms. For clarification, non-habitable rooms are bathrooms, landings, utility rooms and garages.

2.15. Overlooking/Loss of Privacy

2.15.1. Windows in close proximity to a neighbouring boundary are likely to lead to loss of privacy to a neighbour's house or garden. This problem often arises if a window is proposed in a side facing elevation of an extension. Extensions that result in windows that directly overlook private gardens or neighbouring habitable rooms will not be acceptable. It is important to maintain adequate privacy distances to prevent unreasonable overlooking of your neighbours' amenity.

2.15.2. Extensions which would result in the windows of a habitable room (e.g. living room or bedroom) being sited less than 10.5m from the site boundary overlooking a neighbouring private garden area are not likely to be considered acceptable, unless there is adequate screening such as significant mature evergreen planting

or intervening buildings. Where windows are proposed above first floor e.g. second storey or dormer windows, the above figure should be increased by 3m to 13.5m.

2.15.3. Window to window distances of 21m between principal elevations (habitable room windows in properties that are directly facing each other) will normally be acceptable as long as account is taken of the fact that the facing properties may need, in fairness to be extended also. Where ground floor extensions result in separation distances that are less than the distances specified in these guidelines these are only likely to be acceptable where fencing, planting or other screening can mitigate the impact on the privacy of neighbouring properties. Any change in ground floor level between properties, or in a property, can affect the separation distance required to mitigate potential overlooking.

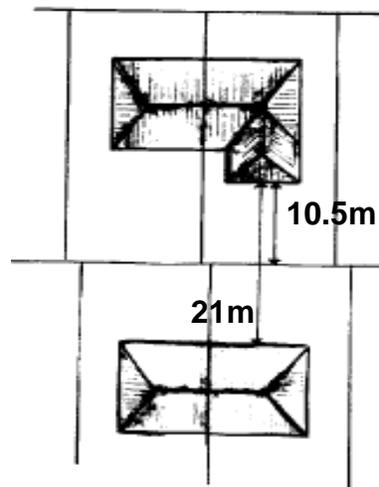


Fig 10

2.15.4. Whilst trees and other planting may help to mitigate a potential overlooking impact for ground floor proposals, in general, landscaping is not a substitute for adequate distance as they cannot be regarded permanent; deciduous trees offer little screening for half the year and new planting would take some years to be established.

2.15.5. Windows close to a boundary that are likely to cause a loss of privacy, can sometimes be acceptable if fitted with obscure glazing and top-hung opening windows however this would not be acceptable if it was the main window providing light into a habitable room. Where obscure glazing is necessary, the glazing must be sufficiently obscured so as to prevent a view through the glass. An above eye-level window position is an alternative option in some circumstances for achieving extra light without causing undue loss of privacy, however the use of such a window is subject to the external appearance of the extension being acceptable. The sill level should be at least 1.7m above the

internal floor level. Neither obscured glazing nor above eye-level positioning are as satisfactory as a design and layout which avoids the need for such windows.

2.15.6. Whilst separation distances are in place to safeguard the appropriate privacy and overbearing relationships between properties, consideration is also given to mitigating circumstances and general good design.

2.16. Loss of light

2.16.1. An extension positioned too close to a boundary, may cause a loss of sunlight and/or daylight to a neighbour's window or garden. An extension that would overshadow your neighbour to an unreasonable extent would not be considered acceptable. Care should be taken that the extension is not positioned in such a way as to cause unreasonable overshadowing to a neighbouring house or a well-used part of a garden, e.g. siting a tall wall in close proximity to a boundary.

2.17. Overbearing

2.17.1. In addition to the above, positioning an extension too close to a neighbouring boundary can result in an uncomfortable sense of enclosure for the neighbouring property. A large expanse of brickwork can be overbearing to the amenities of a neighbouring property. Windows and gardens of neighbouring properties will be protected from undue overbearing. The maintenance of adequate separation distances may help to avoid overbearing relationships between properties.

2.17.2. The factors that may be taken into account when assessing a potential loss of light or overbearing impact include:

- The size, position and design of the extension
- Orientation of the property
- Presence of other habitable room windows/sources of light in neighbouring rooms
- Relative position of neighbouring houses and existing relationship
- Size of the garden
- Character of the surrounding area

2.17.3. For two storey side extensions with a blank gable wall that would face a neighbouring main habitable room window, a 15m minimum separation distance would be required. However, there may be exceptions and every application will be considered on its own merits having regard to:

- The size of the extension
- Its relationship with the affected window(s) including orientation
- Its impact on the spaciousness of the area

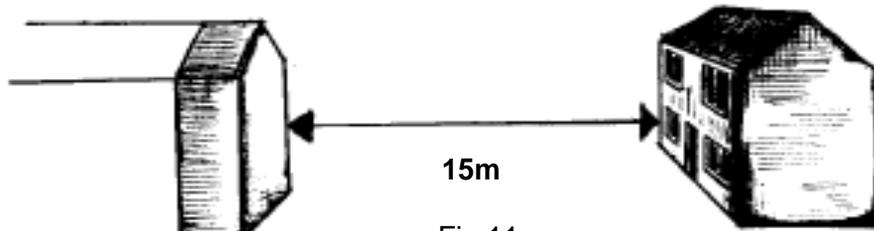


Fig 11

2.17.4. It may be the case that the separation distances outlined in this section may need to be exceeded in order to ensure that a proposal does not have an adverse overbearing impact on neighbouring amenities as each case is considered individually. For each additional storey above any two storey side extension, an additional 3m may be required in separation distance.

2.18. Private garden areas

2.18.1. The protection of neighbours' garden areas from adverse overlooking, overshadowing and overbearing impacts is important in relation to well-used garden areas, such as sitting out areas.

2.19. Principles of Sustainable Development

2.19.1. Government guidance encourages sustainable development, prudent use of natural resources and environmental protection. The Council's Core Strategy requires development proposals to mitigate and reduce their impact on the environment and maximise sustainability by adopting measures that reduce carbon emissions. Householder development will be encouraged to adopt the principles of energy efficiency and to incorporate appropriate micro-generation technologies. It is also in a homeowner's financial interest to give consideration to these measures as it can reduce the running costs of your home.

2.19.2. Recent changes to permitted development have made it easier for householders to install microgeneration and renewable energy technologies however advice should always be sought as to whether planning permission is needed.

2.19.3. When determining planning applications for such measures, a balance needs to be kept between achieving the wider benefits from carbon emission reduction and not harming neighbouring amenity or the amenities of the area. Factors that will be taken into consideration include the siting, height and location of proposals and their potential visual, noise and vibration impact.

2.19.4. Further information and more detailed advice about energy efficient and sustainable measures can be obtained from the list of contacts in the Appendix of this guidance. It is not the intention of this guidance to provide an exhaustive overview of sustainable measures.

2.20. Sustainable Design and Construction at Householder Level

- 2.20.1. Consideration should be given to the potential for incorporating renewable and low energy supply systems in households, such as those listed below.
- 2.20.2. Domestic wind turbines - Planning permission will almost always be required for wind turbines. Average wind speed for a location has a huge impact on the output of the wind turbine and urban areas are rarely suitable for wind power. Visual intrusion and potential noise disturbance are some potential planning concerns, particularly as wind turbines need to be clear of obstructions.
- 2.20.3. Solar hot water systems - Generally these comprise solar panels that ideally should be placed on south facing surfaces.
- 2.20.4. Solar electricity - Ideally photovoltaic (PV) cells they should be placed on a south facing surface. Photovoltaic tiles are now available and resemble slate roofs and traditional tiles. Visual concern is a key planning concern with this type of technology and any PV panel should take account of the colour, style and character of the roof or surface that it will be attached to.
- 2.20.5. Heat pumps – Ground source heat pumps take low level retained heat from the ground and boost it for use in heating the home and water for domestic use and air source heat pumps extract the ambient air temperature to generate heat within the home.
- 2.20.6. Combined heat and power systems- A heating technology which generates electricity as well as simultaneously heating the home and providing hot water. Most operate with mains gas or LPG as a heating fuel, although they can also be powered by renewable fuel source such as bio-fuels or biogas.
- 2.20.7. Biomass systems – A heat providing system that within the domestic sector refers to wood fuel from a sustainable source.

2.21. Site layout and building design

- 2.21.1. The design, siting, and orientation of the extension will influence how sustainable measures can be incorporated. The greatest opportunity to maximise this potential is at the design phase and consideration should be given to these matters early.

2.21.2. Initially, proposals should attempt to minimise demolition and reconstruction altogether. Consideration should be given to re-using buildings and existing structures and secondly whether any materials can be recovered and re-used.

2.21.3. When designing your extension consideration should be given to its siting so that its orientation can maximise the potential from solar gain, natural daylight and natural ventilation. In this way, the design of an extension can reduce the energy consumption of the building overall.

2.22. The siting and design of an extension should:

- Maximise solar heat gain through the use of solar panels on south-facing roof pitch.
- Maximise the use of natural daylight to reduce the requirement for artificial lighting.
- Maximise the use of natural ventilation, instead of mechanical ventilation to reduce energy consumption.

2.22.1. Further information regarding the above measures is available in the Council's SPD1: Planning Obligations Technical Note 3: Climate Change - Mitigation and Adaptation (February 2012).

3. DETAILED GUIDANCE ON PARTICULAR TYPES OF EXTENSION

3.1. Side Extensions

3.1.1. Side extensions can have a prominent visual impact on the appearance of your dwelling and they can remove gaps from the street scene that help define the local character. Side extensions should be appropriately scaled, designed and sited so as to ensure that they do not:

- Appear unacceptably prominent,
- Erode the sense of spaciousness within an area
- Detract from a dwelling's character.
- Adversely affect the amenities of neighbouring properties.

3.1.2. Proposals for two storey side extensions or first floor additions will normally be acceptable with regard to the following:

- Extensions should be in keeping with the prevailing pattern of residential development and should not erode the amount of space surrounding the dwelling.
- A gap of a minimum of 1m should be retained between the side elevation of an extended property and its side boundary, to retain the impression of space to the side of the dwelling. This is particularly important within a row of closely spaced detached or semi-detached houses.
- Projection of eaves or details such as guttering into this required separation distance must be minimal to achieve a satisfactory 1m visual gap at first floor.
- An extension which results in a detached house being sited close up to the boundary on both sides at two storey height is likely to appear unduly cramped and out of character with the area.
- In more spacious areas, considerably more room is likely to be required at the side so as to retain the character of the area in terms of typical spaces between buildings and the amount and quality of landscaping.
- Extensions should not be taller than the existing property or extend above the main ridge line of the property.
- The eaves level of the extension should correspond with the original house.



Fig 12

- Retain minimum of 1m to side boundary for two storey and first floor side extensions
- Maintain gaps for glimpses of sky and greenery in the street scene
- Extensions should not usually be flush with the front elevation.
- 750 mm gap should be kept for single-storey side extensions to retain through route, maintenance access etc

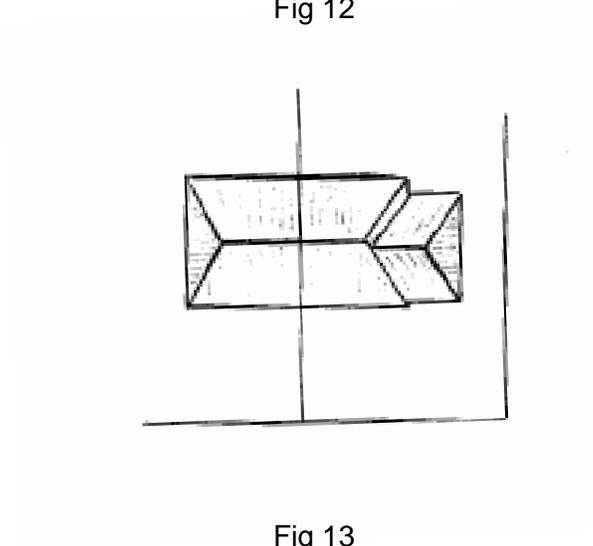


Fig 13

- Retention of 1m to side boundary for two storey side and first floor side extensions including eaves etc.

3.1.3. The contrast that these gaps provide is often a planned feature of the layout, establishing a building pattern and character for an area. They provide a sense of spaciousness, provide glimpses into mature greenery in rear gardens and provide relief and visual interest from an otherwise continuous building mass.

3.1.4. The removal of a gap from the street scene can be problematic for the following reasons:

- loss of significant view
- adverse impact on architectural symmetry or building patterns
- obscuring original architectural features on a formal flank wall
- loss of direct access to the rear of the property

- loss of driveways and parking provision

3.1.5. The Council will seek to prevent the loss of gaps where they are important in defining the character of the street scene and where their loss would compromise the established character, amenities of the residential area and result in the impression of an unrelieved mass of building.



Fig 14

3.1.6. In addition, an existing direct through route to the rear garden should be retained for refuse bins, garden equipment and general storage. The retention of a gap to the side of your property has the following benefits:

- Ease of maintaining your own property
- General refuse is not transported through the house
- Garden refuse is not transported through the house
- It helps the transportation of materials for any potential building works

The Council will seek to retain a minimum separation distance of 750mm to the side boundary for single storey side extensions for this purpose.

3.1.7. All side extensions should have regard to the following aims:

- Proposals should be proportionate and complementary, in height and width, to the size of the original dwelling.
- Generally, side extensions that are over half the width of the original property can appear prominent in relation to the main dwelling. Side extensions should not be so wide that they detract from the original dwelling.
- Extensions should be in keeping with the prevailing pattern of residential development and not erode the amount of space surrounding the dwelling.
- Roof designs should match and complement the existing roof and should not consist of awkward roof detailing.
- Flat roofs and contrived roofs will not be looked upon favourably by the Council due to the potential visual impact.
- Side extensions that are out of character with the original style and scale of the dwelling, e.g. irregularly shaped or contrived, will not be looked upon favourably by the Council.

- The front wall of an extension should not usually be flush with the front wall of the house as the tothing of old and new brickwork usually looks unsightly. A setback of as little as half a brick length will allow a neat join.
- Extensions should not project forward of the front elevation.
- The architectural style, materials and window design should match and complement the original house.
- Side windows in neighbouring properties should not be unacceptably overshadowed

3.1.8. Semi-detached properties are normally designed as a symmetrical pair, in form and detail. An extension to a semi-detached house which is poorly designed can unbalance the symmetry of the properties and disrupt the original design. To avoid this, extensions to semi-detached properties should not be excessively wide, match and complement the original detailing, ideally be set back from the front elevation and not dominate the dwelling to detract from the original character. The roof design of extensions should match the main roof of the semi-detached pair.

3.1.9. Side extensions can result in a tall expanse of brick in close proximity to the side elevations of adjacent properties, which can affect certain habitable room windows. Therefore, setting two storey side extensions off the boundary also helps to minimise the potential impact to neighbouring properties with regard to privacy, loss of light and overbearing. Habitable room windows should be avoided in the side elevation facing neighbouring boundaries.

3.1.10. Any garage or parking space that would be required by the extended property, to comply with Council's Parking Standards, should be retained or provided satisfactorily within the site. A side extension should not result in the loss of existing off-street car parking unless adequate provision exists elsewhere within the residential curtilage.

3.2. Bin storage

3.2.1. Maintaining an external 750mm wide access to the side of any single storey side extension is preferable to prevent bins being stored to the front and/or having to be transported through the property. In order to minimise the potential visual impact on the street scene, bin storage should be sited to the rear of the property where it does not blight the street scene. Where this is not possible, well-designed and visually discrete bin storage may be an acceptable alternative.

3.3. Corner properties

3.3.1. Extensions on corner properties, between the side of the house and the road, can appear unduly prominent and obtrusive, particularly if they come forward of the general line of the fronts of neighbouring properties. Extensions in these locations

should not be visually over-dominating or disrupt the sense of openness between the properties and the street scene.

3.3.2. Each case must be considered individually, however a proposal is more likely to be acceptable if:

- There is plenty of space between the property and the back of the pavement on the road and the extension only takes up a small proportion of this space, which in most cases will not be more than 50% of the garden
- The proposal is in keeping with the building line and does not appear over-dominant in the street scene
- There is sufficient space left between the extended property and the back of the pavement to maintain the character of the surrounding area
- If the extension is set back from the front corner of the house
- If the extension is single storey rather than two storey
- The design of the proposal helps to minimize the visual impact on the street scene

3.3.3. As well as satisfying the above criteria, generally, a minimum separation distance of 2m must be maintained between the edge of any single storey extension and the site boundary. These minimum separation distances may need to be exceeded however for two storey extensions or to safeguard the prevailing spacious character, and in any case will take into account the building line and extent of side garden remaining.

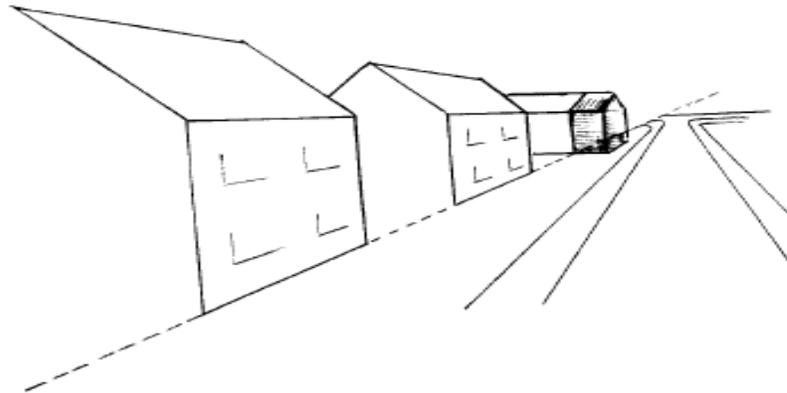


Fig 15

- Strong impact on street scene
- Consider building line, surrounding character and relative position to other buildings

3.4. Rear extensions

- 3.4.1. All rear extensions should avoid overshadowing, physically dominating or overlooking neighbouring dwellings. Large extensions which restrict light to a large part of a neighbouring garden for sitting out and/or which block light to the habitable rooms of a neighbouring dwelling will not be considered acceptable.
- 3.4.2. The most common situation where harm may be caused to the neighbouring property is in the instance of terraced and semi-detached properties however these guidelines also apply to detached properties. Normally, a single storey rear extension close to the boundary should not project more than 3m from the rear elevation of semi-detached and terraced properties and 4m for detached properties. If the extension is set away from the boundary by more than 15cm, this projection can be increased by an amount equal to the extra distance from the side boundary (e.g, if an extension is 1m from the side boundary, the projection may be increased to 4m for a semi-detached or terraced extension).
- 3.4.3. For two storey rear extensions, normally extensions should not normally project more than 1.5m close to a shared boundary. If the extension is set away from the boundary by more than 15cm, this projection can be increased by an amount equal to the extra distance from the side boundary (e.g, if an extension is 1m from the side boundary, the projection may be increased to 2.5m).

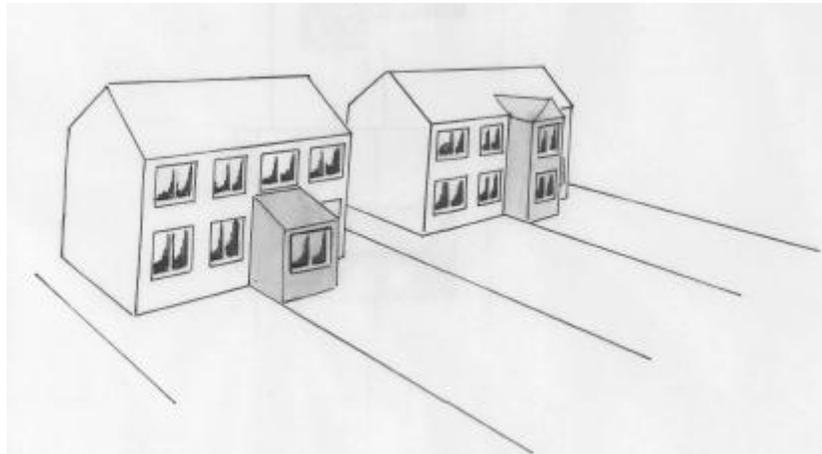


Fig 16

- 3m + distance set in from boundary (single storey)
 - 1.5m + distance set in from boundary (two storey)
- 3.4.4. The restrictions can sometimes be overcome if your neighbour wishes to extend at the same time. It is possible for two applicants to apply in the same application.

- 3.4.5. Applicants are encouraged to locate such extensions off boundaries to reduce the potential impact and allow for maintenance. The Council will have regard to mitigating circumstances such as boundary walls or fences.
- 3.4.6. Where there is a greater degree of separation and extensions can extend further without adversely affecting neighbouring amenities, the impact on the character of the property and the surrounding residential area may however restrict the scale or bulk of a rear extension.
- 3.4.7. Windows in side elevations overlooking, or in close proximity to, shared boundaries with neighbouring properties should be avoided. Where windows are sited close to a boundary, measures will be required to ensure that any overlooking potential is mitigated, e.g. opaque glazing.
- 3.4.8. On older, small terraced houses, some relaxation of the guidelines may be allowed in order to allow essential improvements to bring the property up to modern standards are not prevented, e.g. provision of a bathroom of a minimum size.
- 3.4.9. Extensions which reduce the distance between facing habitable room windows to less than 21m are unlikely to be acceptable.
- 3.4.10. The detailed design of a rear extension, including proportions and dimensions, should be reflective of the main building and respect important elevation features such as decorative bays. Pitched roofs are often more visually appropriate, relating better to the main dwelling and generally requiring less maintenance. An extension should also be proportionate to the dwelling in size and should not appear too bulky in relation to the host dwelling. It should not occupy a disproportionate amount of the garden to appear out of character with the surrounding residential area.
- 3.4.11. Awkward or incongruous designs contrived to overcome the restrictions on the length of rear extensions will not normally be looked upon favourably by the LPA, e.g. a splayed elevation which would not be characteristic of the original property. This may only be acceptable providing that it is an integrated design and relates to the design of the original dwelling.

3.5. Conservatories

- 3.5.1. Conservatories are subject to the same planning control and are treated as an extension to your property. As such they are subject to the same considerations as a brick extension and will be assessed against the guidelines outlined in the 'rear extension' section above.
- 3.5.2. It is more appropriate for this type of glazed extension to be single storey as they are generally a secondary light structure that should rarely appear as a dominant feature on the dwelling. The scale, character and detailing should complement the main dwelling. It is preferable for the plinth and window frames to match those on the existing house in type and colour of material. Careful consideration should be given to the materials used for conservatories in areas of special character, such as conservation areas. It is worth noting that conservatories are not always appropriate for buildings of traditional character.
- 3.5.3. The predominantly glazed nature of conservatories can lead to loss of privacy for neighbours. To maintain privacy, where in close proximity, sufficient screening should be provided through the use of obscure glazing, or a wall or fence. Another alternative is to construct a solid side to the conservatory however this needs to be offset against the potential loss of light impact to neighbours. Conservatories at first floor level are likely to lead to overlooking and should normally be omitted.
- 3.5.4. Whilst conservatories are predominantly glazed, they can result in a loss of light impact and an increased sense of enclosure for neighbouring properties. Applicants are encouraged to locate such extensions off boundaries to reduce the potential loss of light or overbearing impact. This would also allow for maintenance.

3.6. Dormer windows and roof alterations

- 3.6.1. Dormer windows can be a useful means of increasing your internal accommodation however due to their prominent position they can have a significant impact upon the appearance of the dwelling and the surrounding area and can result in a loss of privacy to neighbouring occupiers. Where you have sufficient internal space, a simple solution is to use modern roof lights. As a general rule, rooflights are cheaper to install and easier to maintain than dormers.
- 3.6.2. Not all properties can achieve this type of extension as a shallow pitch on the main existing roof would result in an unduly large dormer to get adequate floor space and ceiling height, and this is likely to spoil the appearance of the house.

3.6.3. Dormer windows should be proportionate to the scale of the property and reflect the style and architectural character of the original house. The design of a dormer window should complement the parent roof. Pitched roofs are generally more appropriate, reflect the character of the property more effectively and often improve the appearance of the dormer extension. Flat roofs will not normally be accepted except where it can be clearly demonstrated that they complement the host property.

3.6.4. Dormers should match the style and proportions of the windows below and as far as possible be vertically aligned with openings below. The openings in dormer windows should be smaller than those in the original elevation otherwise they can appear top-heavy. Large dormers with large expanses of glazing should be avoided as these can dominate the roof line. It is better to have two smaller dormers rather than one large dormer.

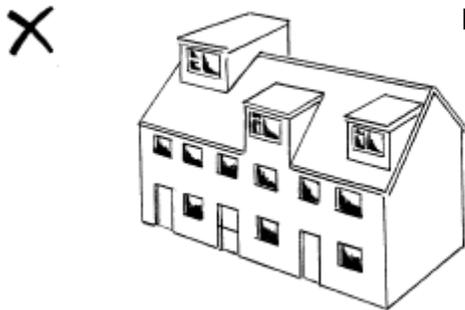


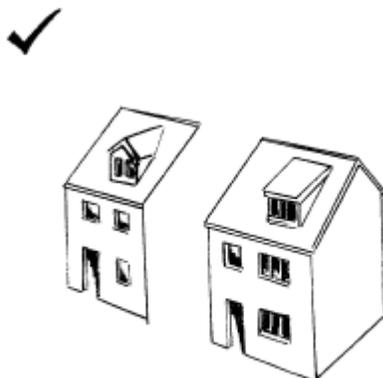
Fig 17

Fig 16

Dormer windows should not:

- sit above ridge of existing dwelling
- appear dominant or top heavy due to siting or design
- sit too close to edges of the main roof
- be wider than in the original elevation

Fig 17



- Dormer windows should be modest in scale and limited in number

- Dormer openings should line through with and be smaller than those below
- Roof designs should reflect the main roof

3.6.5. Excessively large or too many dormer windows can appear incongruous, top heavy and visually harmful. As such a dormer window should be small scale and modest in size and their number should be restricted so as to not appear over-dominant in the roof of the property. Dormers should not project above the ridge of the roof. Any dormer level with or higher than ridge of the existing dwelling will not normally be considered acceptable. Space should be retained between the edges of a dormer and the top and side of the roof and its eaves.

3.6.6. Dormer windows should not adversely overlook neighbouring properties. The relationship between a proposed dormer window and surrounding private garden areas and habitable room windows will be carefully assessed. A separation distance of 13.5m should be retained between any dormer at second floor or above and any boundary adjacent to private garden space.

3.6.7. A bat survey may be required if the proposal involves substantial work to roof spaces.

3.7. Front Extensions and Porches

3.7.1. The space between the front of a dwelling and the street is important in defining the character of the street scene. Porches and front extensions should not disproportionately erode this space and should be designed to respect the character and style of the host dwelling and the surrounding area.

3.7.2. Front extensions may be acceptable if:

- They are designed to harmonise with the character of the dwelling, and neighbouring houses, by reflecting the design, detailing, and proportions of the existing dwelling. This will often include incorporating a pitched or lean-to roof which can complement the original dwelling and lessen maintenance requirements.
- The materials match those on the original house. The use of different materials should be avoided or it may appear out of character with the appearance of the house or the street scene.
- The front door is retained in the front elevation so that the house has a legible entrance.
- They are modest in scale, predominantly single storey, and do not project excessively forward so as to not detract from the house or street's character.
- They are restricted in width so as to not detract from the design of the original house.

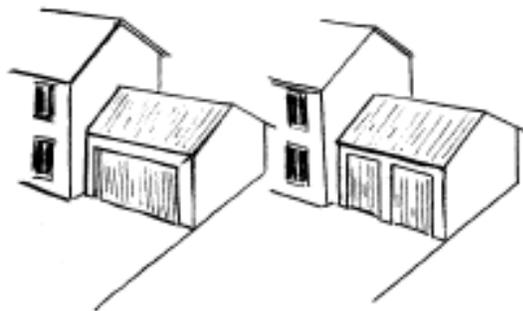
- They retain sufficient garden to the front so as to not erode the space to the front of the property.
 - Existing features (e.g. bay windows) are not harmed and original features are not obscured or lost and retained where possible.
- 3.7.3. For most properties, (in particular semi-detached and terraced) any other form of front extension other than a porch is unlikely to be acceptable, as it may appear an overly prominent feature within the street scene. Small-scale forward extensions may be acceptable dependent on the visibility and prominence within street scene. Large detached properties set well back from the road usually have more scope for front extensions. A minimum of 21m should be retained to the facing windows across the street.
- 3.7.4. The building line is considered a line formed by the fronts or sides of houses along a street. Each case is a matter of judgment. Some areas have a clear building line whereas others are more variable. Front extensions should normally be sited behind the building line, but this will be less important where there is no clear building line or where the houses are set well back from the road. Any development forward of the building line can have a significant effect on the appearance of the street, and will be resisted unless carefully designed and it can be demonstrated that it has a minimal impact on the street scene.
- 3.7.5. Care should be taken to ensure that a forward proposal does not overshadow or have an overbearing impact on the habitable rooms of neighbouring properties.
- 3.7.6. Front extensions may also affect your parking arrangements. A 5.5m driveway length should be retained between garage doors and the highway (back of the pavement) to allow a car to sit on the driveway without causing obstruction to the highway and/or pavement. Equally, a distance of 6m should be retained between a front door and the back of the pavement to maintain appropriate parking. Further guidance on the required parking dimensions are available in the Council's Parking Standards SPD (February 2012), available on the Council's website.

3.8. Garages

3.8.1. Any garage that proposes to project forward of the dwelling would be subject to the above guidance for forward extensions. Garages that project a long way in front of the house normally look out of character and detract from the appearance of the property. Equally garages sited forward of the property, in between the dwelling and the street, often become the dominant feature within the street and can also block views from the street to the house. Careful consideration needs to be given to garages that are visible in the street scene. Garages, including proposals for accommodation above garages, that are over-dominant or uncharacteristically prominent in the street scene by reason of their size or location will not be considered acceptable.

3.8.2. Any garage extension to the front or that is visible to the public realm should be appropriately designed, modest in scale and not appear prominent in relation to the dwelling or the street scene. This can be achieved by doing the following:

- Attached or detached – garages and other outbuildings should normally be set back from the front of the house.
- It is important that garages reflect the style of the property and relate to the dwelling in scale, proportion and materials, particularly if the garage is free-standing.
- Care must be taken to reduce the bulk of such extensions. Garages should be kept simple in form and should be kept as low as possible. However this needs to be offset against the design being in keeping with and complementary to the main dwelling roof pitch.
- Detailed design can also reduce the impression of bulk. For example, large double garage doors can appear out of scale with smaller dwellings but using twin doors with a central column reduces the impression of width.
- In areas of established residential character, traditional materials are more appropriate and help the structure to blend in with the house and the street scene.
- Car ports should also be modest in scale and kept behind the front of the dwelling.
- Meeting the minimum internal size of a garage of 2.4 x 4.8m



- Detailed design influences the impression of scale & bulk.

Fig 18

- 3.8.3. Consideration should be given to the outlook of neighbouring properties and potential overshadowing when deciding on the location of a garage. Particular problems can arise when sited in close proximity to a neighbouring boundary or habitable window, where the height or scale of a garage should be minimised in order to safeguard neighbouring amenity.

3.9. Development in rear gardens (detached garden structures) etc

- 3.9.1. When proposing a structure in the rear garden it is important to minimise the visual impact and the potential effect on neighbouring amenity.
- 3.9.2. Detached buildings in rear gardens that require planning permission will be carefully assessed with regard to:
- Safeguarding neighbouring amenity
 - Potential impact upon trees and/or vegetation
 - Visual impact on surrounding residential character
- 3.9.3. The residential character of rear gardens can be gradually eroded by the erection of garden structures that are large-scale in bulk and footprint. Ill-matching materials can make garden structures appear commercial in appearance. Extensive garden structures can detract from the landscaped nature of gardens. As such it is important that the materials, design and proportions of a detached garden structure should relate to the residential character of the setting, not be excessive in size or bulk and use characteristic materials. The retention of trees and landscaping is strongly encouraged and should be taken into consideration when considering the location of the garden structure.
- 3.9.4. The positioning and size of a garden structure can affect a neighbour's sense of enclosure and have a potential overbearing and/or loss of light impact upon a neighbouring property. Consideration should be given to the siting of a garden structure and its potential impact on neighbouring amenity. The height and bulk of garden structures should be minimised and they should not be positioned so close to neighbouring boundaries as to adversely affect neighbouring properties.

3.10. Balconies

- 3.10.1. Balconies and roof terraces often need planning permission and can result in adverse overlooking of neighbouring private garden areas or habitable windows of neighbouring properties due to their open nature which can allow a greater degree of overlooking. In some instances they can be acceptable where they are carefully designed to avoid unreasonable overlooking of neighbouring properties and there are large separation distances to neighbouring boundaries and habitable room

windows. Strategically placed solid screens may sometimes help where it is not otherwise possible to avoid overlooking however this needs to be combined with careful design.

3.10.2. The addition of a projecting balcony into a house can result in an alien and top heavy feature, particularly at first floor level or above. Consideration should be given to minimising the visual impact of such an addition with regard to the size, projection and materials. Balconies should be designed to complement the proportions and character of the property and should be in line with windows on the original house.

3.10.3. When determining an application for such development the potential loss of privacy to adjacent properties will be taken into consideration, based on the following factors:

- (a) the distance to any common boundary;
- (b) the difference in level between the proposed site and adjoining properties;
- (c) any screening measures applied to reduce potential overlooking problems.

3.10.4. A bat survey may be required if the proposal involves substantial work to roof spaces.

3.11. Air Conditioning Units

3.11.1. Air conditioning equipment sited on the prominent elevations of a building can appear unsightly and out of character in a residential setting. Visual impact and the potential noise pollution generated are important considerations for this form of development.

3.11.2. Units should be discretely located at low level to the rear or side of a property to minimise their visual impact on the property and the street scene. The noise from an ill-considered or badly maintained air conditioning can be intrusive and disruptive to residents nearby. Excessive noise can be a 'statutory nuisance' and would be investigated by the Council. Noise should not affect an individual's right to quiet and peaceful enjoyment of their property.

3.11.3. When choosing a unit you can lessen the potential for noise problems through:

- The type of unit chosen
- Careful planning and location
- Good maintenance
- The construction of enclosures and/or barriers

3.12. Boundary treatment (walls and fences)

3.12.1. Proposals for new or replacement fences, walls or other means of enclosure will be considered in terms of their impact on residential amenity, highway safety and in particular the visual character of the surrounding area.

3.12.2. Planning permission is required for a boundary enclosure that exceeds 1m in height adjacent to a highway used by vehicular traffic and that exceeds 2m in height in other circumstances. There is extra control over applications in conservation areas and for listed buildings where additional consent may be required for works to boundary treatments, including demolition. The 'general information' section of this document outlined that some properties do have permitted developments rights and the right to erect a boundary under 'permitted development' can be removed by the LPA for some properties. It is advisable to check with the LPA whether planning permission, conservation area consent, or listed building consent is required in association with any alteration to boundary treatments.

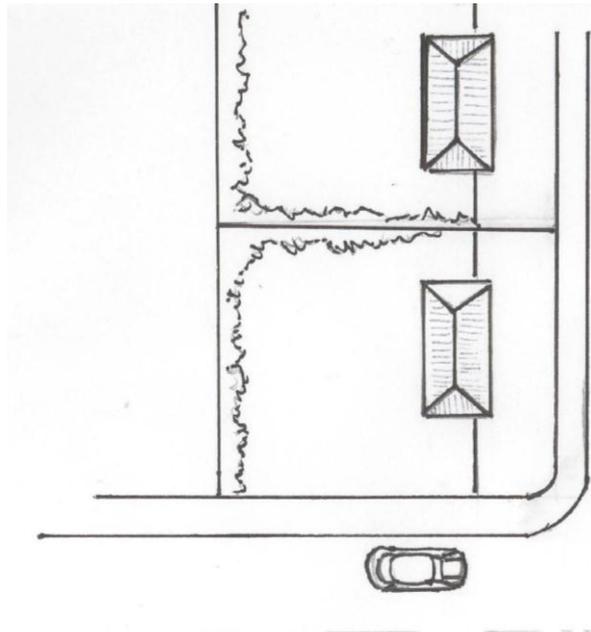
3.12.3. Domestic means of enclosure are a prominent feature within residential streets. They define residential boundaries and contribute to the quality and character of the street scene. Where there is a distinctive type of frontage in a residential area, including an open frontage, it will be desirable to keep and reinforce this type of boundary treatment in new development. Applications for boundaries that are in keeping with the original characteristic boundaries in a local area are likely to be considered favourably. For example, large parts of Trafford are defined by low boundary walls with planting behind, and in such areas, boundary treatment proposals should be in keeping with this prevailing type of boundary. Any development proposal should as far as practicable retain as much as possible of existing characteristic boundary treatments and/or re-create the predominant type of boundary treatment. Where poor examples exist in the local area, these will not be sufficient reason for new proposals to not comply with these guidelines or an unsympathetic proposal to be approved by the LPA.

3.12.4. The type, height, length, design and siting of a boundary treatment are all important considerations as to whether it would be acceptable. Good quality characteristic materials help to reinforce local character, particularly in areas of historic interest with distinctive qualities. Boundary treatments such as planting or low walls with planting, are considered more appropriate as they soften residential frontages and contribute to the street scene. Whereas, hard boundary treatments, such as a solid screen above 1m in height may cause harm to residential character by removing views of houses from the street and placing an obtrusive and harsh feature at the back of the pavement. Boundary treatments should not be so tall so as to over-dominate and have an overbearing impact on pedestrians and the street scene. Where boundary walls with railings above are characteristic, new proposals should minimise the number of brick piers as boundaries with an excessive number of pillars are likely to cause harm by reason of their regimented and severe appearance. Brick piers should be limited to those required for

gateposts. Prominently sited and uncharacteristically tall boundaries are generally harmful to domestic character. Defensive, high gates, walls and fences will not normally be acceptable on street frontages, in particular to the front of properties.

- 3.12.5. It is acknowledged that in some instances, e.g. corner plots, fencing may need to be of a sufficient height so as to screen a private garden area. The erection of a boundary for this purpose will be taken into consideration in determining planning applications, however the prevailing residential character will be safeguarded.
- 3.12.6. Boundary definition is important for making properties secure and for separating private and public space. Whilst it is important for properties to be secure, this should not be at the expense of the property or the prevailing character.
- 3.12.7. Landscaping is an alternative form of enclosure that softens the street scene and is often effective in security terms. For example, hedging can be visually appropriate where a tall fence would not. Where fences or walls are proposed near to existing trees, care needs to be taken not to damage the tree roots. If the fence or wall cannot be positioned further away, there may be construction methods which will avoid undue damage.
- 3.12.8. Any means of enclosure for your property should not have an adverse overbearing or loss of light impact upon your neighbours.
- 3.12.9. The siting and height of boundary treatment should not impact on highway safety by reason of obstructing sight lines within the vicinity which effect safe access/egress for the car.

Fig. 19



Solid boundaries above 1m along the street scene to enclose private garden areas may be acceptable for privacy and security

Solid boundary treatment should be no taller than 1m along the street scene to preserve residential character

4. SPECIAL CONSIDERATIONS THAT MAY BE APPLICABLE TO YOUR PROPOSAL

4.1. Heritage Assets, Conservation Areas and Listed Buildings

- 4.1.1. The Council has special responsibilities with regard to the safeguarding the character and appearance of the historic environment and heritage assets in Trafford.
- 4.1.2. Heritage assets are defined as a building, monument, site, place, area or landscape positively identified as having a degree of significance meriting consideration in planning decisions. They are the valued components of the historic environment. They include designated assets, such as listed buildings and conservation areas, and non-designated heritage assets identified by the LPA during the process of decision-making or through the plan-making process.
- 4.1.3. Proposals within these identified areas must be carefully designed to enhance and complement their distinctive qualities, and to take account of their settings. This means that higher standards will be applied by the Council in these areas. It is recommended that early advice is sought for proposals that are in connection with listed buildings, conservation areas and other designated/ non-designated heritage assets.
- 4.1.4. If your property falls within a Conservation Area, your proposal may require additional permission such as Conservation Area Consent. For example, consent can be required to demolish a section of a building or remove a front boundary wall. You should also consult the relevant guidelines for the respective conservation area.
- 4.1.5. If your property is a Listed Building, you will likely require Listed Building Consent for any internal or external works to the building. It is advisable that you discuss any proposal in connection with a listed building with the LPA prior to submitting an application.

4.2. Houses in the Countryside and Green Belt

- 4.2.1. Government guidance aims for the countryside to be preserved for its own sake to safeguard its intrinsic character, the diversity of its landscapes and its heritage and wildlife. Within green belt designations specifically, as outlined in PPG2, government guidance aims to preserve the openness of the countryside. New building development in the open countryside and in designated green belt areas is therefore strictly controlled to safeguard these qualities.
- 4.2.2. With regard to householder development, this means that only limited extensions of existing dwellings are considered appropriate to ensure that the development would not adversely affect the surrounding rural character. Within green belt designations, extending a domestic property to an extent that would significantly alter the scale, character and appearance of the house, appear disproportionately larger or significantly increase its impact on the surrounding rural character will not normally be permitted.
- 4.2.3. An extension necessary to make reasonable use of accommodation or to bring it up to modern standards will normally be looked upon favourably in principle. An extension which would increase the size of the dwelling to no more than 30% above the original floor space would not normally have an undue impact because of its limited extent. However this addition is subject to appropriate scale and design, its relationship with the host dwelling and the visual impact on the surrounding area. In calculating this floor space the cumulative effect of any previous extensions will be taken into account. Much larger extensions than this are unlikely to be acceptable due to the harmful visual impact on the rural vernacular of disproportionately large extensions. For example, an extension that would change a small cottage into a large house would be a significant change in character, and even if well designed and screened, would still have a strong visual impact upon the rural character. The creation of a basement extension may count towards the addition of floor space where it would have external implications, such as the extension or associated works would be visible.

4.3. Protected Species

- 4.3.1. Species such as bats, which use roof spaces as roost or hibernation sites, and birds which nest under the eaves of buildings are protected from harm by law. Applications for developments that involve alterations to existing roof spaces, listed buildings, pre-1939 houses, barns or other traditional buildings and, any work involving disturbance to trees or hedges may have an impact upon protected species. If the presence of bats or birds is suspected then an application may need to include a survey report, together with details of mitigation measures to safeguard the protected species from the adverse effects of the development. The Council may impose planning conditions or obligations on planning permissions to ensure that these measures are implemented. Such measures may simply

include, for example, avoiding carrying out any work during the bird breeding season, or the inclusion of artificial nest boxes as part of the development. The Council may refuse permission for developments where inadequate survey and mitigation details are included with an application.

4.3.2. For further information please visit the Natural England web site - www.naturalengland.org.uk

4.3.3. Where the Council considers it necessary, in order to protect the natural environment, wildlife or biodiversity interests it will be necessary to provide an appropriate ecological assessment prior to the determination of a planning application to enable the Council to fully assess this material consideration. Any such supporting information should clearly demonstrate the impacts of the proposed development and identify any required mitigation/compensation measures along with proposals for long-term maintenance and management. All surveys should be carried out at an appropriate time of year. It is essential this work is undertaken by a reputable, experienced and suitably licensed ecological consultant.

4.4. Archaeology

4.4.1. If your proposal is likely to have any archaeological implications, additional supporting information may be required with the application such as an appropriate desk-based assessment or where that proves insufficient a field evaluation.

4.5. Crime Prevention

4.5.1. The design of an extension can contribute to the safety and security of both your own home and that of your neighbourhood by ensuring your property and surrounding area can be observed from within your home. Greater Manchester Police Architectural Liaison Unit provide advice on designing out crime to help development be designed in such a way so as to reduce the opportunity for and perception of fear of crime, for example how to achieve passive surveillance in new design. The Secured by Design police initiative also provides further advice on these matters.

4.6. Floodrisk Areas

4.6.1. Your property may fall within or close to a flood risk area. This may require a flood risk assessment or supporting information to be submitted with the application demonstrating how the proposal would address flood risk matters. All householder development is covered by the Environment Agency's national flood risk advice

and further advice can be found on the Agency's website, listed below this paragraph. Particularly house extension proposals falling within flood zones 2 (medium risk) and flood zones 3 (high risk) should look at the Environment Agency's website for further advice. The Environment Agency does not allow the culverting of watercourses and consideration should be given to the location of any culverts when designing a proposal as building on culverts and their easements is not likely to be permitted.

4.6.2. For further information please visit the Environment Agency website - www.environment-agency.gov.uk

4.7. Public sewers and water mains

4.7.1. When designing a householder proposal, it is important to give consideration to the location of existing infrastructure such as public sewers and water mains. Access for maintenance to this type of infrastructure must be maintained at all times and the building over and/or adjacent to such infrastructure may not be permitted.

4.8. Summary of important points to remember when extending your home

- An extension should be compatible with the character, form, scale and proportions of the existing dwelling.
- Extend your house in such way to be sympathetic to the character of the property, those adjacent and in the nearby vicinity.
- The choice of detailing (shape and type of windows and doors, materials and eaves) should match and/or complement the original property
- Extensions should be designed so that they do not have an adverse impact on the amenities of your immediate neighbours due to loss of daylight/sunlight, overbearing or loss of privacy.
- Remember the importance of highway safety when designing areas for manoeuvring vehicles in and out of garages and the need for parked vehicles to be off the highway at all times.
- Ensure you retain sufficient garden area around the property for privacy and amenity purposes and to help maintain the setting of the property in the street scene.
- Do not fell any trees which may be in the way without first checking whether they are protected. Seek advice about building close to trees.
- Check that there are no further requirements in connection with your property or your proposal e.g. protected species survey, floodrisk assessment.

5. APPENDICES

5.1. Making a Planning Application to the Local Planning Authority

5.1.1. If the Council declares an application invalid, it will normally set out its reasons in writing to the applicant or agent within 5-10 working days. If all the information required has been received the application will be considered as valid from the date of its receipt.

5.1.2. General Points:

1. Plans and Elevations will be checked for consistency. Any significant discrepancies will result in the application being invalid;
2. Plans must be marked with a recognisable standard metric scale; and scale bar for electronic applications.
3. Plans should be clearly drawn, numbered, dated and identify the address to which they relate;
4. Plans that are marked “do not scale” or with similar disclaimers will not be accepted and will result in the application being invalid;

5.1.3. Requirements for a Householder Planning Application:

- **2 copies of the completed Standard Application Form (1APP).** The forms are available electronically and can be submitted via the Planning Portal. If the applicant wishes to submit a paper application, these can be provided by the Council or can be printed off from the Council’s website. The applicant must provide 3 copies, one of which should be the original signed copy.
- **2 copies of a Site Location Plan,** which identifies the land to which the application relates based on an up to date map at a scale of 1:1250 or 1:2500 and showing the direction of North. Plans should wherever possible show at least two named roads and the surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear. The application site must be edged clearly with a red line.
- It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, and car parking. A blue line must be drawn around any other land owned by the applicant, close to or adjoining the application site.
- **2 copies of a Block Plan** of the site at a scale of 1:200 or 1:500 1:100 or 1:200 showing the proposed development; any site boundaries; the type and height of any boundary treatment (e.g. walls and fences etc); the position of any building or

structure on the other side of such boundaries and with any proposed extensions clearly identified to scale.

- **2 copies of Existing and Proposed Elevations** to a scale of 1:50 or 1:100. These should show clearly the proposed works in relation to what is already there. All sides of the proposal must be shown in full (not part) and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case.
- Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.
- **2 Copies of Existing and Proposed Floor Plans** drawn to a scale of 1:50 or 1:100. These should explain the proposal in detail. Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those for the proposed development. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable).
- **2 Copies of Existing and Proposed Site Sections and Finished Floor and Site Levels** drawn to a scale of 1:50 or 1:100. These should show a cross section(s) through the proposed building(s) where applicable. In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided. Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should also show the proposals in relation to the adjoining buildings.

Particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified. Levels should also be taken into account in the formulation of design and access statements.

- **2 Copies of Roof plans** drawn to a scale of 1:50 or 1:100. A roof plan is used to show the shape of the roof and is typically drawn at a scale smaller than the scale used for the floor plans. Details such as the roofing material and their location are typically specified on the roof plan.

All drawings should have a scale bar and should be clearly referenced with a drawing title, reference number and details of any revisions.

- **A completed Ownership Certificate.** Under section 65(5) of the Town and Country Planning Act 1990, read in conjunction with Article 7 of the GDPO, the Local Planning Authority must not entertain an application for planning permission unless the relevant certificates concerning the ownership of the application site

have been completed. All applications except those for approval of reserved matters, discharge or variation of conditions, tree preservation orders and express consent to display an advertisement must include the appropriate certificate of ownership.

- Certificate A is applicable when the applicant is the sole owner; Certificate B is applicable when the owner is known to the applicant; and Certificates C and D are applicable when none or only some of the owners of the site are known. For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest, the unexpired term of which is not less than 7 years. If Certificates B or C are relevant, the applicant must complete and serve notice of the proposals on the owners of the application site in accordance with Article 6 of the GDPO.
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article and this Regulation
- **A completed Agricultural Holdings Certificate.** This certificate is required to confirm whether or not the site relates to an agricultural holding and must be completed in all cases unless the applicant is making an application for reserved matters, renewal of temporary planning permission, discharge or variation of conditions, tree preservation orders, or express consent to display an advertisement. If the site does relate to an agricultural holding, all agricultural tenants must be notified prior to the submission of the application.
- **The correct fee** – the current fee for a householder application is £150. Check the Council's fee schedule for up-to-date information.
- **2 copies of a Design and Access Statement are required** where any part of a dwellinghouse or its curtilage falls within a designated Conservation Area or a Site of Special Scientific Interest.
Applications for Listed Building Consent will also be required to be accompanied by a Design and Access Statement.

5.1.4. **Local Requirements** – may include some or all of the following:

- Ecological Assessment/Bat Survey
- Flood Risk Assessment
- Noise Assessment
- Parking and Access Arrangements
- Tree Survey

5.1.5. Additional information that may need to be submitted dependent on the location and complexity of the application, e.g proximity of the development to trees.

- 5.1.6. When submitting application for Conservation Area Consent of Listed Building Consent, reference should be made to the Validation Checklist available to view on the Council's website.

5.2. Requirements of a Design and Access Statement

5.2.1. The design and access statement comprises of two key components; Design and Access. The level of detail required in a design and access statement will depend on the scale and complexity of the application, and the length of the statement will vary accordingly. However the following topics should be addressed.

5.2.2. Design Component

The design component of the statements should explain the design principles and concepts that have been applied to the following aspects of the proposal:

- **Amount** – how much development is proposed. The statement should explain and justify the amount of development proposed, this should include how it will be distributed across the site, how the development relates to the sites surroundings and what consideration has been given to include all users.
- **Layout** – this relates to the way in which buildings and landscaping are provided, placed and orientated in relation to each other, and buildings and spaces surrounding the development. The statements should address how the layout of the proposed development helps to respond positively to its context and help create a safe and successful place.
- **Scale** - this relates to the height, width, and length of a building or buildings in relation to its surroundings. The statement should explain and justify the scale of buildings proposed, including why particular heights are proposed, how these relate to the site's surroundings and relevant skyline. The statement should also explain and justify the size of building parts, particularly entrances and façades with regards to how they will relate to human scale where appropriate.
- **Landscaping** – This relates to the treatment of private and public spaces to enhance or protect the amenities of the site and the area in which it is situated through hard and soft landscaping measures.
- **Appearance** – This should outline the design rationale that underpins the proposal and how this has informed the detailed aspects of the scheme. This should also include where available details of the range of materials and architectural details to be used in the development.

5.2.3. Access Component

The access component of the statement relates only to the 'access to the building' and therefore does not extend to the internal aspects of individual buildings. Statements should explain how the access arrangements will ensure that all users will have equal and convenient access to buildings and spaces and

the public transport network. Where relevant, statements should also explain how the sites will be accessed by the emergency services. This may include information relating to circulation routes round the site and egress from buildings in the event of emergency evacuation.

2. Contact Details

Planning and Building Control

Trafford Council
PO Box 96
Waterside House
Sale
Greater Manchester
M33 7ZF

Email: development.control@trafford.gov.uk

Telephone: 0161 912 3149

Fax: 0161 912 3128

Building Control

Trafford Council
PO Box 96
Waterside House
Sale
Greater Manchester
M33 7ZF

Email: building.control@trafford.gov.uk

Telephone: 0161 912 3015

Other relevant documents and links:

The Planning Portal – advises whether development needs planning permission
www.planningportal.gov.uk

Design and Access Statements: CABE (2006). This document provides advice on putting together design and access statements and is available at the website below.
www.designcouncil.org.uk

Guidance on information requirements and validation: Department for Communities and Local Government (2010)
www.communities.gov.uk/publications/planningandbuilding/validationguidance

The Party Wall etc. Act 1996: Explanatory Booklet DCLG (2002)
www.communities.gov.uk

Protected Trees - A Guide to Tree Preservation Orders DCLG (2008)
www.communities.gov.uk

Environment Agency
www.environment-agency.gov.uk

Energy Saving Trust
www.energysavingtrust.org.uk

Secured by Design Principles 2004
<http://www.securedbydesign.com/pdfs/SBD-principles.pdf>