

15 OCTOBER 2019

KEY DECISION? YES

**DRAFT HOME IMPROVEMENTS AND EXTENSIONS
SUPPLEMENTARY PLANNING DOCUMENT**

SUMMARY AND RECOMMENDATIONS:

The purpose of the Draft Home Improvements and Extensions Supplementary Planning Document (SPD) is to provide further guidance to support the implementation of Policy DE1: Design in the Built Environment, contained in the recently adopted Rushmoor Local Plan.

It is recommended that Cabinet:

- 1) approves the publication of the Draft Home Improvements and Extensions Supplementary Planning Document for the purposes of six weeks public consultation;**
- 2) delegates to the Head of Economy, Planning and Strategic Housing, in consultation with the Portfolio Holder for Planning and Economy, to make any necessary factual and/or non-substantive minor amendments to the document prior to consultation and adoption;**
- 3) following the consultation period and subject to no substantive policy or resource objections being received during that time, approves the adoption of the Home Improvements and Extensions SPD with any minor amendments; and**
- 4) notes that, in the event of substantive policy or resource objections being received, the matter will be brought back to the Cabinet for consideration.**

1. INTRODUCTION

- 1.1. The purpose of this report is to present the draft Home Improvements and Extensions Supplementary Planning Document (SPD) (attached as Appendix 1) and recommend that it be subject to six weeks public consultation commencing on 25 October 2019 at 9am and closing on 6 December 2019 at 5pm. In the event that no substantive policy or resource objections are received during the consultation, the report also seeks approval to adopt the SPD with minor amendments as required. In the event

of substantive objections being received, the matter will be brought back to Cabinet for consideration.

- 1.2. The draft Home Improvements and Extensions SPD was formerly known as the Householder Design SPD but, during discussion with the Communications team, it was felt that the new title better reflected the contents. The document provides further guidance to support the implementation of Policy DE1: Design in the Built Environment, contained within the Rushmoor Local Plan, adopted in February 2019.
- 1.3. The adoption of the final version post consultation is considered to be a Key Decision, as it provides guidance which could be significant in terms of its effects on communities living in the whole of the Borough.

2. BACKGROUND

- 2.1. The purpose of an SPD is to build upon and provide more detailed advice or guidance on policies contained in an adopted Local Plan. SPDs are a material consideration in decision-making but cannot introduce new planning policies into the development plan or add unnecessarily to the financial burdens on development.
- 2.2. To support the implementation of Policy DE1: Design in the Built Environment, the draft SPD provides further guidance on how to deal with potential design and amenity issues for extending a dwelling, building a new outbuilding, or erecting a new boundary. It is intended to assist with determining planning applications for minor residential developments and to provide useful information for householders even where planning permission is not required.
- 2.3. Chapter 12 of the National Planning Policy Framework (2019) confirms the importance attached to high quality design in the built environment. Policy DE1 in the Local Plan requires that (in summary):
 - The design of the proposed development is of high quality and respects the character and appearance of the local area, including materials, building lines and heights, windows and doors, roof lines, open space and trees; and
 - The proposed development will not cause harm to new and existing residents and neighbouring properties, including loss of light, privacy or outlook.
- 2.4. The draft SPD sets out the national and local policy context for householder development and provides links to further information on permitted development, development of historic buildings or within conservation areas, pre-application advice and other considerations including building regulations and legal considerations. It goes on to set out general advice on design and provisions for householders' own amenity (e.g. garden space, side access and bin storage) before moving on to considering neighbours' amenity such as privacy, over-looking and loss of light.

2.5. Specific advice is also included on:

- Front extensions and porches
- Side extensions
- Extensions on corner plots
- Rear extensions (including conservatories)
- Roof extensions (including loft conversions, dormers and roof lights)
- Garages, outbuildings and annexes
- Fences, walls and hedges
- Car parking and electric vehicle charging

2.6. Planning Legislation sets out the process for preparing Supplementary Planning Documents.

3. DETAILS OF THE PROPOSAL

3.1 The proposal is to undertake six weeks public consultation on the draft Home Improvements and Extensions SPD. The report seeks approval to delegate to the Head of Economy, Planning and Strategic Housing, in consultation with the Portfolio Holder for Planning and Economy, to make any necessary factual and/or non-substantive minor amendments to the document, to address comments received during the consultation.

3.2 If the objections received are not substantive, the proposal is for Cabinet to approve the SPD for adoption together with the minor amendments made under delegated authority. If substantive objections are received, the matter will be brought back to Cabinet for consideration.

Alternative Option

3.3 The alternative option would be not to produce a Home Improvements and Extensions SPD. However, this would mean that the Council will not have published guidance to support householders and planning officers in implementing Policy DE1 in the Local Plan.

Consultation

3.4 Officers presented the draft Householder Design SPD (now the Home Improvements and Extensions SPD) to Strategic Housing and Local Plan Group (SHLPG) on 28 August 2019. The Group was supportive of the draft SPD and suggested a couple of amendments, including encouragement of the use of solar panels and electric vehicle charging points. These have been incorporated into the attached revised draft. Since then, discussions have been held with the Communications team on making the document more 'user friendly' for the intended audience.

3.5 Following Cabinet approval, the draft Home Improvements and Extensions SPD will be subject to six weeks public consultation in accordance with the Council's adopted Statement of Community Involvement. Consultation

methods will include the use of online survey tools and social media in order to broaden the extent of public engagement and encourage feedback.

4. IMPLICATIONS

Risks

- 4.1. There are not considered to be any risks associated with the implementation of the recommendations of this report.

Legal Implications

- 4.2. There are legal issues to consider in progressing the SPD towards adoption, specifically satisfying Part 5 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended).

Financial and Resource Implications

- 4.3. There are not considered to be any financial implications arising from the decision.

Equalities Impact Implications

- 4.4. The adoption of the Home Improvements and Extensions SPD is likely to lead to positive equalities implications, as it will ensure that minor development is of high quality and respects the character and appearance of the local area.

CONCLUSIONS

- 4.5. The Draft Home Improvements and Extensions SPD provides further guidance to support the implementation of Policy DE1: Design in the Built Environment, contained in the recently adopted Rushmoor Local Plan
- 4.6. The draft SPD in its earlier iteration was supported by the Strategic Housing and Local Plan Group at its meeting on 28 August 2019.
- 4.7. The adoption of the SPD will be a Key Decision, as it provides guidance which could be significant in terms of its effects on communities living in the whole of the Borough.
- 4.8. The SPD, once adopted, will assist in ensuring that minor householder development proposals are of high quality and respect the character and appearance of the local area.

BACKGROUND DOCUMENTS:

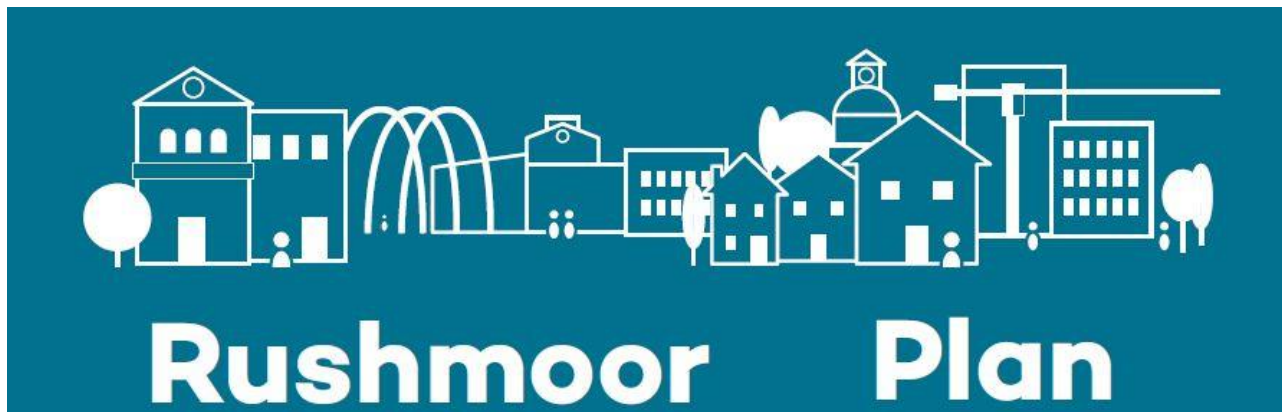
Appendix 1 – Draft Home Improvements and Extensions Supplementary Planning Document

The adopted Local Plan is available to view at:
<https://www.rushmoor.gov.uk/rushmoorlocalplan>

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DRAFT

**HOME IMPROVEMENTS AND EXTENSIONS
SUPPLEMENTARY PLANNING DOCUMENT**

OCTOBER 2019

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1. Consultation

- 1.1 We want homes in our Borough to be well designed. This includes improvements and extensions to existing properties.
- 1.2 This draft Home Improvements and Extensions Supplementary Planning Document (SPD) sets out some key principles for how householders can achieve good design of their homes. It reflects the planning policies in the Adopted Rushmoor Local Plan (2019), which sets out the development strategy for the borough up to 2032.
- 1.3 As part of a six-week public consultation, we would like to hear your views on this draft design guidance.
- 1.4 The document starts by explaining what an SPD is and the context in which we have prepared it and then gives details of the principles on which we would like your views. In particular, we would like to know whether you would find the guidance useful when drawing up plans to improve or extend your home and whether there is anything we have missed that could usefully be added.
- 1.5 You can give your views between **Friday 25th October 2019** and **5pm on Friday 6th December 2019** in the following ways:

By email: planningpolicy@rushmoor.gov.uk

In writing to:

The Planning Policy and Conservation Team
Rushmoor Borough Council
Council Offices
Farnborough Road
Farnborough
GU14 7JU

Please note: We cannot treat the comments we receive during this consultation as confidential, so please do not include any personal information. We will publish all responses on the council's website, together with the name of the respondent and/or organisation

You can find out how we will use the information you send us in our [privacy notice](#) on the council's website.

We will consider all comments received on the document and amend it if necessary before deciding whether to adopt it as formal supplementary planning guidance early next year.

2. Introduction

What is a Supplementary Planning Document?

- 2.1 A Supplementary Planning Document (SPD) supports national planning policy guidance and elaborates upon policies in the [Rushmoor Local Plan 2014-2032](#) (adopted February 2019). SPDs are one of the material considerations that [national planning policy](#) says we can take into account when determining a planning application.
- 2.2 This SPD elaborates upon Local Plan Policy DE1: Design in the Built Environment. You can read the whole text of the policy in Appendix 1 of this document.

The purpose of this SPD

- 2.3 The purpose of this Supplementary Planning Document (SPD) is to provide guidance for householders on how to deal with potential design and amenity issues when it comes to extending their home, building a new out building, or erecting a new boundary. **By ‘amenity’, we mean a desirable or useful feature of a place as well as qualities such as daylight, privacy, peace and quiet which an occupant or visitor would expect to enjoy.** The SPD will help prospective applicants to make successful planning to extend their homes and for other minor householder developments. It also provides useful information on design and amenity considerations even where planning permission is not needed.
- 2.4 We must take into account the effect which any proposed extension may have on neighbouring homes, the property itself and the character and appearance of the area where you live. This SPD outlines the design and amenity principles that we will follow when we consider planning applications. However, we will always consider each case on its own merits, taking account of all relevant policies of the Local Plan.

National policy context

- 2.5 The [National Planning Policy Framework](#) sets out broad principles, which councils must take into consideration when deciding whether to grant planning permission, including achieving well-designed designed places.
- 2.6 Chapter 12 of the NPPF (2019) confirms the importance that the Government attached to design and the built environment. Amongst other things, it states that *‘permission should be refused for development of poor design that fails to take the opportunities available for improving the character and quality of an area and the way it functions, taking into account any local design standards or style guides in plans or supplementary planning documents’* (Paragraph 130).

Local policy context

- 2.7 The [Rushmoor Local Plan](#) sets out a range of policies designed to protect and improve the natural and built environment in the borough. Certain criteria set out in [Policy DE1: Design](#)

in the Built Environment are particularly relevant to residential extensions and the relevant extracts are set out below. These require that:

- The design of the extension is of high quality and respects the character and appearance of the local area, including materials, building lines and heights, windows and doors, roof lines, open space and trees; and
- The proposed extension will not cause harm to new and existing residents and neighbouring properties, including loss of light, privacy or outlook.

2.8 You can read the full text of Policy DE1 in Appendix 1. Other policies from the council's Local Plan may also be relevant in determining a planning application or in designing an extension or home improvement.

2.9 For example, if you live in, or near, a conservation area, where development could affect a heritage asset, we will need to consider your extension or home improvement in the context of Local Plan Policies HE1 (Heritage), HE3 (Development within or next to a conservation area) and HE4 (Archaeology). If your proposals are inconsistent with the requirement to conserve, enhance, maintain or manage the borough's heritage assets, we are likely to refuse them (see paragraph 2.15 below for more information).

When this guidance applies

2.10 You can use this guidance when you want to extend or improve your home. Whether you need planning permission or not, the principles set out in this SPD represent good practice in designing an extension or addition to your property.

2.11 Good design does not always mean greater cost. Employing an architect and using high quality materials may cost more to start with, but in the long term, a well designed and constructed extension will cost less to maintain and make more efficient use of land, as well as improving the appearance of the local area. However, it is not necessary to employ an architect for simple proposals.

Planning permission

2.12 You can find out [whether you need planning permission](#) on the council's website. Some proposals for extending a house, making minor alterations, or building a new outbuilding may not require planning permission. This is because they would constitute **permitted development**. This is development that is already permitted by Part 1 of Schedule 2 of The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended), without the need for permission from council.

2.13 The Government's [planning portal website and interactive house guide](#) explains how permitted development works. The government has also published [technical guidance](#) which helps to explain how permitted development rights apply to the particular circumstances or design of your home.

2.14 However, even in cases of permitted development, we encourage householders and their agents to take note of the advice within this document, in order to achieve a high standard of design and to avoid future conflicts with neighbours.

Historic buildings and conservation areas

- 2.15 Rushmoor is home to eight conservation areas of special architectural or historic interest, whose character we want to preserve. Examples include Aldershot Military Town, Cargate Avenue and Farnborough Hill. We also have many historic buildings which are designated as of national or local importance and considered worthy of conservation. Additional restrictions on development apply to designated historic buildings and conservation areas.
- 2.16 You can check on our [conservation and listed buildings page](#) on our website to see if your home is in one of these conservation areas and/or it is a building of national or local historic importance. If it is, your proposals should conserve and enhance the character and features of the building/area¹ and it is likely that you will need planning permission for the alterations.

Pre-application advice

- 2.17 If you want to be sure you don't need planning permission, the best thing to do is to contact us. We can give informal advice over the telephone but there is a charge for more detailed and/or written advice. Find out more about our [Pre-application advice](#) service on our website.

Other considerations

- 2.18 All building work must comply with current Building Regulations and the Party Wall Act, regardless of whether planning permission is required or not. You can find out more about [Building Regulations](#) on the council's website and more about the [Party Wall Act](#) on the Government website. You should also be mindful that there may be covenants on your property which restrict how it can be developed. In this case, you should seek independent legal advice.
- 2.19 It is a good idea to discuss your plans with your neighbours before making a planning application or proceeding with your building project. Not only will this make them feel that you have kept them informed, it will also avoid them becoming alarmed if they receive an official notification letter e.g. as part of the planning application process or to comply with the Party Wall Act.

Employing an architect

- 2.20 Most people who are not experienced with the planning process choose to employ an architect or plan drawer to design, submit and manage their applications for planning permission, building regulations consent and any other types of permission that may be required. When choosing an architect or plan drawer, try not to base your decision on cost alone - look for accreditation of reputable institutions and professional bodies, ask to see examples of their work and talk to their previous customers. In addition, you can use search previous planning applications in your area using our [online search facility - public access](#). If

¹ As set out in Rushmoor Local Plan Policies HE1: Heritage and HE3: Development in or adjoining a Conservation Area

a building is Listed or within a Conservation Area, you should try to employ someone who has expertise in this area.

3. Extensions

General advice for extensions

- 3.1 Alterations and extensions must be of a high-quality design which improves the original building where the opportunity arises. To achieve this, you should assess the factors which make up the existing character, appearance and setting of your home. The gaps in between buildings and the space surrounding them make an important contribution to the setting and an extension that looks too big can harm the character of the area.
- 3.2 In general, your extension, its roof pitch and eaves details, its profile/outline, the materials used, positions of windows and doors and their details should all relate to the original building and the existing street scene and building patterns. Extensions are generally most successful when they are subordinate to (i.e. less important than) the existing house.
- 3.3 However, we don't want to discourage extensions of contemporary design that respect and enhance the existing buildings and the surrounding area. We will consider each case on its merits, as what is acceptable in one setting may not be acceptable in another.
- 3.4 You can achieve an extension that is in-keeping with and subordinate to (i.e. less important than) the original house by:
 - Positioning the ridge of the extension at a lower height than the ridge (and sometimes also the eaves) of the original building
 - Setting the extension back from the front elevation
 - Respecting the existing design and placement of windows and doors
 - Using building material and finishes that are similar in colour, appearance and texture to those of the existing building
- 3.5 Flat roofs or 'false pitch roofs' (which seek to disguise a flat roof behind) on two-storey extensions on a traditionally constructed house are generally not acceptable, as they tend to be less pleasing in appearance and have a shorter lifespan than pitched or hipped roofs. However, design proposals which are contemporary rather than traditional in style may be acceptable in the right setting.
- 3.6 The layout and positioning of an extension can sometimes affect the operation or maintenance of nearby utilities, such as water mains, sewers or overhead electricity lines. Where your proposals would require these to be relocated or where new access arrangements would be needed for maintenance, you should contact the relevant utility owners/operators, to discuss costs and re-routing options.
- 3.7 Wherever possible, you should keep garden trees and landscaping features that make a positive contribution to the residential environment. They can also help screen or soften the visual impact of a new extension and help to integrate it with the surroundings. As well as providing a pleasant residential environment, trees and gardens contribute towards biodiversity and health and well-being.

- 3.8 You should ensure that, once your extension is built, there is sufficient useable private garden space for sitting out, drying clothes and for children to play. The minimum amount of useable private garden space² that is considered acceptable (under Local Plan Policy DE3) is as follows.
- 15 sq m for 1-2 person houses
 - 30 sq m for family houses (2-bed and above)
- 3.9 You may also want to consider installing solar panels or solar tiles and slates on your new roof, if appropriate, to reduce energy use. You can find out more on the [Energy Saving Trust](#) website.
- 3.10 You should also consider your own amenity when planning your extension or alteration. By 'amenity' we mean the desirable or useful feature of a place as well as qualities such as daylight, privacy, peace and quiet which an occupant or visitor would expect to enjoy, for example:
- Garden access - where possible, rear gardens should have separate direct access so that you can take cycles and garden equipment into the garden without having to go through the house
 - Space around the building – allow sufficient room at the side of your property for access to the rear of the building and to allow future maintenance
 - Bin storage – leave sufficient space to store your bins, including recycling bins, on your property and out of public view (preferably to the rear of the property)

Considering your neighbours

- 3.11 You should consider whether the size of the extension would adversely affect your neighbours. For example:
- Would it result in overshadowing or overbearing impact on their gardens or outdoor space, or cause a harmful loss of light into the existing rooms of a neighbouring property?
 - Would the position of new windows in habitable rooms (e.g. living rooms or bedrooms) result in overlooking of neighbouring properties?
- 3.12 You should also ensure that no part of the extension physically extends beyond the site boundaries. This includes foundations and rainwater goods such as drainpipes. In particular, you should make sure there is sufficient access for maintenance, in case access across your neighbours' land is not permitted.
- 3.13 When seeking planning advice or applying for planning permission, you should provide plans or drawings that show your property and those of your neighbours, so that we can assess the proposed development in context.

² Useable private garden space excludes garages, driveways, access ways and front gardens that are open to the street

Privacy and overlooking

- 3.14 Ideally, the design of any extension should not significantly reduce the privacy enjoyed by your neighbours. The location of windows to habitable rooms such as living rooms and bedrooms is critical to avoid overlooking.
- 3.15 You should take care if your proposal relies on an existing hedge or tree line to screen neighbouring properties from the proposal. The hedge or trees may be reduced in height or even removed by the owners, resulting in overlooking from the development.
- 3.16 Balconies are generally only acceptable if it can be shown that there is no significant overlooking of nearby properties. Juliette style balconies may be acceptable depending on the circumstances.

Light considerations

- 3.17 We will take a number of factors into account to protect the daylight into neighbouring properties. These considerations are equally important whether your proposal needs planning permission or not, to ensure that the development is neighbourly.
- 3.18 We may use the '**45 degree test**' to help determine the appropriate depth of extensions in relation to windows of adjoining properties on the first floor. On a plan and in elevation, we draw a line at a 45-degree angle from the centre of the window of the nearest habitable³ room of an adjoining property. The proposed extension footprint should not project beyond it.

Figure 1

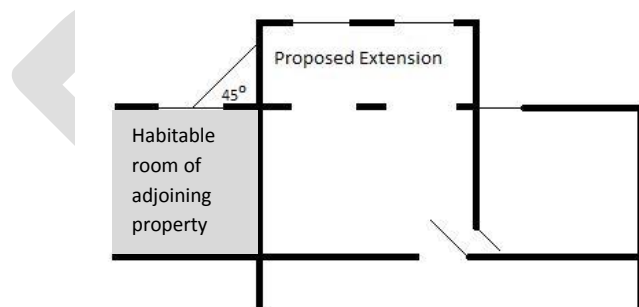


Diagram showing unacceptable impact arising from application of 45 degree rule

- 3.19 We will also take into consideration the orientation of the property and any shadowing effect from the proposed development. If we consider that there will be an adverse effect on the neighbours' enjoyment of daylight and other amenity, we may ask you to set the extension back from the boundary.

³ i.e. living room or bedroom

Key points for general advice on extensions

- Extensions should be subordinate to (i.e. less important than) the host building and sympathetic to its appearance
- Extensions should be in keeping with the street scene and character of the area
- You should make allowances for your own amenity including side and rear access and bin storage;
- You should ensure you have kept sufficient garden space to satisfy Local Plan Policy DE3
- Consider installing solar panels or tiles to reduce energy use
- Extensions must not cause unacceptable overshadowing of, or overbearing impacts on, neighbouring property.

Specific advice

- 3.20 Each of the following sections provide more specific advice about certain types of residential extension. You should read them in the context of relevant policies in the Local Plan.

Front extensions & porches

- 3.21 Extensions to the front of properties facing the street should be appropriately designed to avoid harm to the street scene, and should not encroach on off-street parking.
- 3.22 Extensions and porches should respect the character of the house and street. The roof line should reflect the design and shape of the existing roof. Extensions and porches should not conflict with existing features such as bay windows.

Key points for front extensions:

- Front extensions should not be excessively large
- Front extensions should be designed to respect the street scene
- Front extensions should not encroach on off-street parking.

Side extensions

- 3.23 Side extensions are generally visible from the street and it is particularly important to avoid a ‘terracing’ effect in streets where the visual gaps between buildings contribute to the character of the area. It is also important to avoid having a negative effect on your neighbours’ amenity (i.e. daylight, privacy and peace and quiet).

3.24 The closer your extension is to the boundary with your neighbours, the more planning issues there are likely to be that need resolving. When you build a side extension, you should:

- Be mindful of the spacing between houses in the street to avoid a ‘terracing’ effect;
- Where possible, ensure that there is a gap to the side of the house for maintenance, and to retain external access to the rear of the property;
- Avoid any adverse effect on an existing side window in an adjoining property, if it is the only means of light for any habitable room (including living rooms, bedrooms and kitchens);
- Avoid side-facing windows that may cause loss of privacy for neighbours (obscure glazing may be acceptable in stairwells or bathrooms/toilets).

3.25 You should avoid designing a two-storey side extension with a new bedroom whose only source of light is a side-facing window, since this may result in overlooking and obscure glazing may be required.

3.26 Two storey side extensions should be designed to ensure they are subordinate to (I.e. less important than) the existing house. In order to achieve this, you may be asked to:

- Set the extension back from the front elevation
- Have a ridge level lower than the main ridge
- Have a roof pitch which matches the existing house
- Retain existing features such as chimney pots and ridge tiles.

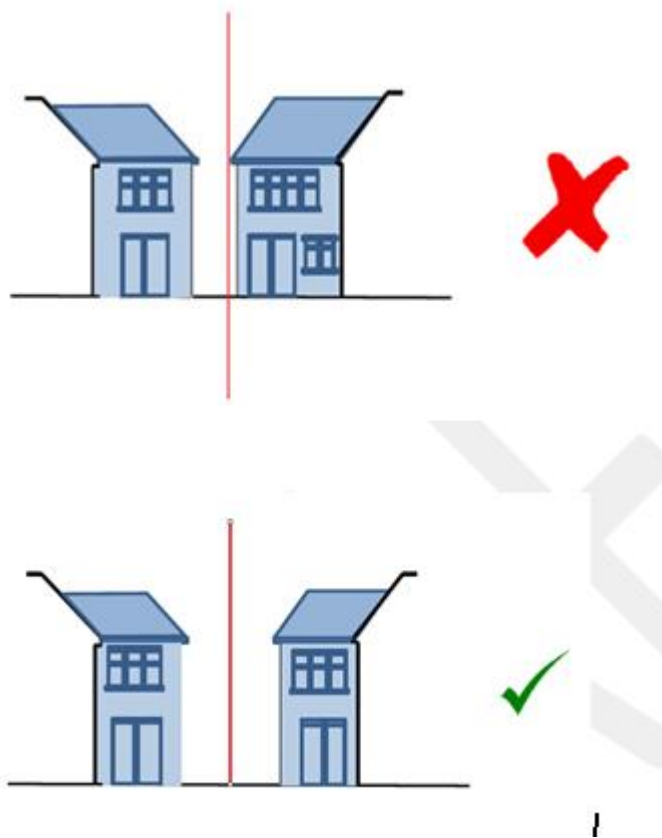


Figure 2

The perception of terracing can be an inadvertent consequence of badly designed side extensions. The top image illustrates two side extensions that “close the gap” between the adjacent building to such an extent that the character of the area is likely to be adversely affected. The bottom image illustrates an example that is more acceptable, where a reasonable gap has been maintained between the buildings.

Key points for side extensions:

- Side extensions should avoid creating a ‘terracing effect’ on the street scene
- Side extensions must not cause unacceptable overshadowing of, or overbearing impacts on neighbouring property
- Windows to habitable rooms (e.g. living rooms, bedrooms and kitchens) should not allow unrestricted views into neighbouring windows or private amenity areas such as gardens or other outdoor space.

Extensions on corner plots

- 3.27 If your property is on a corner plot, or has an angled side boundary, you should follow the guidance outlined elsewhere in this document, but there are some additional matters to consider.
- 3.28 Extensions on corner plots can be especially difficult to design as any extension must take account of two, potentially very different, streetscapes. Where appropriate, the extension should be set back from the front elevation, while maintaining a gap with existing boundaries, so that it retains the character of the area and help the building ‘turn the corner’.
- 3.29 You should also consider how to maintain an active frontage along both streets. We encourage ‘active frontage’ because it creates a sense of place and avoids blank walls. Where a house faces the street from more than one aspect, you should give particular attention to the design and placement of windows and doors and other design details of the new extension. Wherever possible without adversely affecting the neighbours’ privacy, there should be windows facing both street frontages, to allow for visual interest from the street and natural surveillance (i.e. occasional observation of people and property to aid security).

Key points for corner plots:

- Corner extensions are visible from a number of locations, so it is important to assess their impact and produce a high standard of design and detailing
- The extension should help to present an active frontage for both streetscapes to create a sense of place and avoid blank walls
- Extensions should be set back from the front elevation, while maintaining a gap with existing boundaries.

Rear extensions (including conservatories)

- 3.30 Although rear extensions are often less visible from the street (unless they are on corner plots), they are generally visible from all properties that back on to the rear garden. If you have a mid-terraced property, you will need to take care that your new rear extension does not adversely affect your neighbours' amenity (i.e. daylight, privacy and peace and quiet). The design and materials of any pitched roof should follow the style and pitch of the main building wherever possible.
- 3.31 Single storey rear extensions may have flat roofs although we encourage pitched roofs where appropriate and where they may fit better with the main building. Conservatories may require solid walls or opaque glass where they face neighbouring properties to avoid loss of privacy.
- 3.32 Two-storey rear extensions should be subordinate to (i.e. less important than) the main building and should generally have a pitched roof unless the main building has a flat roof.

Key points for rear extensions:

- Rear extensions to terraced properties must be careful not to cause unacceptable impact on neighbours' amenity including privacy and light
- Windows to habitable rooms (e.g. living rooms and bedrooms) should not allow unrestricted views into neighbouring windows or private amenity areas
- Two storey rear extensions should generally have a pitched roof unless the main building has a flat roof.

Roof extensions (including loft conversions, dormers and roof lights)

- 3.33 The design and profile of the roof makes an important contribution to the overall appearance of your home. Roof extensions can therefore have a positive or negative impact on the character of the property and its surroundings. Significant changes to the profile of pitch of the roof are generally unacceptable because they are likely to be unsympathetic to the overall design of the house.
- 3.34 Dormers on the front roof slope can have an adverse effect on the street scene and you should avoid flat roofs.
- 3.35 Side dormers should be subordinate and should be in proportion to the roof and appropriate for the street scene. Windows in side dormers should generally be obscure glazed and fixed to prevent loss of neighbours' privacy.
- 3.36 Rear dormers can be the full width of the original roof plane but should not project onto or over another rear projection. Flat roofs are generally acceptable unless they can be seen from public areas.

- 3.37 Both rear and side dormers should be set down from the ridge and set up from the eaves line (roof edge). They should not be over-dominant or out of proportion.
- 3.38 No dormer should be higher than the existing ridge.

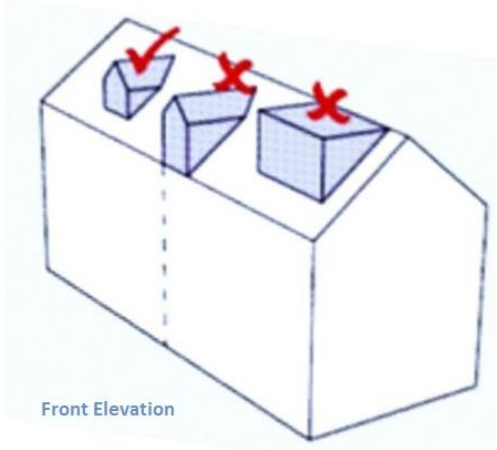


Figure 3:

Roof extensions to the front elevation. Two of these proposals are unacceptable because of their size, and their intrusive effect on the roof of the existing building. The smaller dormer is in-keeping with the roof of the building and of a more appropriate size.

- 3.39 You should carefully position dormers, windows and roof lights to avoid unacceptable overlooking of neighbouring properties and to reflect the alignment, symmetry and design of existing window openings in the building. You should also avoid side facing windows that may cause loss of privacy for neighbours although obscure glazing may be acceptable in stairwells or bathrooms/toilets.

Key points for roof extensions:

- Roof extensions should not significantly alter the pitch or profile of the existing roof;
- New dormers should not dominate the roof and should complement the proportions, size, arrangement and details of existing windows;
- The design of the dormer should be in-keeping with the existing roof, particularly in terms of its materials and roof design
- New rooflights should also be well-related to the existing design and placement of windows and doors and should not dominate the roof.

4. Other household development

Garages, outbuildings and annexes

- 4.1 Garages and other outbuildings can have a similar impact to other extensions on the existing building. Any outbuilding should be subordinate to (i.e. less important than) the main property and should respect its materials, scale and character.
- 4.2 An outbuilding or annex can be a good way of creating extra storage space or a place to engage in a hobby. If you live in a house, you may not need planning permission so long as it is ancillary to the main property. You will need planning permission if you wish to use it for residential purposes. If you live in a flat, you will need planning permission to build an outbuilding. You can find out more on the [Planning Portal](#) website.
- 4.3 Where planning permission is required, the maximum size of your outbuilding will usually be determined by the size of your garden and its location. Outbuildings and sheds should generally be located at the end of your garden and be single storey to avoid adversely affecting your neighbours' amenity. The maximum height will usually be determined by the proximity to the boundary.
- 4.4 Garages should be set back from the main building line and there should remain sufficient space forward of the garage for car parking, including space to open the door (the minimum size of a parking in front of a garage is 5.5m x 2.5m). It is also desirable to provide turning space within the boundaries of your property.
- 4.5 You should give particular attention to proposed outbuildings in a conservation area, where the main property is a listed building, or where it would be near a listed building.
- 4.6 Outbuildings, as with other extensions, should not lead to an unacceptable increase in overshadowing, loss of privacy or disturbance of any neighbouring property

Key points for garages, outbuildings and annexes

- Garages and outbuildings should respect the scale and character of the existing building
- The siting of any outbuildings should respect any established building line or be set back from the existing building
- Sufficient space for car parking and turning should remain between any proposed garage and the highway;
- Proposals should not impact upon the amenity of any neighbouring property.

Fences, walls and hedges

- 4.7 Fences, walls, hedges and other boundaries, whether traditional or modern, contribute to the streetscape and character of an area. They are important for establishing private amenity space and often make positive contributions to the settings of buildings. Fences, walls and hedges should normally match the height and type of properties on either side. This is particularly important if the uniform appearance of the street is a distinctive characteristic of the area. You should give careful thought to the potential impact of their demolition.
- 4.8 In conservation areas, you will need consent to demolish. This is unlikely to be acceptable where it would harm the street scene. The substantial alteration of historic boundaries is unlikely to be acceptable.
- 4.9 Poorly designed fences, walls and hedges can undermine the quality of the built environment and can negatively affect the relationships between buildings. The style of new boundaries should generally be typical of the immediate area, unless an alternative would help to create a more active street frontage that would improve the view from your home (i.e. avoid high blank walls). You should set new boundaries back from the road and avoid using materials that are out of keeping with the area (e.g. a wooden fence when the area is characterised by brick walls).
- 4.10 In most cases, you will not need planning permission for walls and fences that are less than one metre high. This increases to a maximum of two metres on boundaries that are not next to a road. You can find out more on the [Planning Portal](#) website.
- 4.11 You should make sure that fences, walls and hedges are made of high quality materials or planting and are in keeping with the surroundings, especially when fronting the street.

Key points for fences, walls and hedges

- The removal or substantial alteration of traditional or historic boundaries is unlikely to be acceptable

Car parking and electric vehicle charging

- 4.12 You should avoid the loss of off-street car parking spaces, particularly if your extension will add new bedrooms and parking on the street is difficult or dangerous. You should refer to the [council's adopted vehicle parking standards](#), specifically where extra bedrooms are proposed.
- 4.13 You may wish to consider installing electric vehicle charging points in your new garage or car parking area, if appropriate. You can find out more on the [Energy Saving Trust](#) website.

- 4.14 Specific rules apply for householders wanting to pave over their front gardens. In general, you should use porous surfacing (e.g. gravel or permeable paving) which allows water to drain through in order to avoid surface flooding. You should also think carefully about the balance of hard and soft landscaping in your front garden and retain enough planting to soften the impact on the environment and the street scene. Different rules about paving over front gardens apply for flats and maisonettes and for those whose properties have been converted or created through permitted development change of use.
- 4.15 Different rules apply for patios and driveways that are not part of a front garden.
- 4.16 You can find out more about these rules on the [Planning Portal](#) website.

Key points for car parking

- You should avoid the loss of off-street car parking spaces
- Specific rules apply for householders wanting to pave over their front gardens
- Different rules apply for patios and driveways that are not part of a front garden
- Consider installing electric vehicle charging points to reduce energy use.

5. Checklist

You can use this checklist to make sure you have considered the design and amenity suggestions set out in this document.

- *Is my property a nationally or locally listed historic building or is it in or near a [conservation area](#)? If so, contact us as planning permission is likely to be needed*
- *Are there covenants on my property which may restrict how it can be developed and/or are there party walls involved? If so, you may need to take independent legal advice*
- *Do my plans affect trees in my or my neighbour's garden? If so – check to see whether they are subject to [Tree Preservation Orders](#), as planning permission is needed for works to protected trees*
- *Does my extension include one or more extra bedrooms? If so, you may need to provide an extra parking space – please contact us;*
- *Does my design affect my neighbours in terms of overlooking and loss of light? If so, you may need to change it*
- *Will my extension have a negative impact on the surrounding street scene i.e. will it look out of place? If so, you may need to change your plan*
- *Is there sufficient space around my extension to allow for rear access, bin storage, planting and car or cycle parking (where relevant)? If not, you may need to change your plan*
- *Have I considered including low carbon and renewable energy features e.g. solar panels or electric vehicle charging points?*

Glossary

Active frontage: this is a façade or side of a building that includes windows, doors, balconies and design features that add visual interest from the street. It enables people to see into and out from the building, helping to create a sense of place and fenestration to provide natural surveillance (see below).

Amenity: this refers to the pleasant or attractive qualities of a place or a building; a desirable or useful feature of a place (e.g. bin storage); what an occupant or visitor would expect to enjoy from using that place/building (e.g. natural daylight, privacy, peace and quiet).

Building line: an imaginary line that describes the physical limit of a row of buildings in relation to a street. It can be uniform, when all buildings are a certain distance from the road, or variable when buildings are staggered and at varying distances from the road.

Boundary treatment: the way in which the borders of a property or space are defined using physical structures or features such as fences, walls and hedges.

Character: this is the combination of matters such as: land uses, the design and layout of buildings and public spaces, typical views and other distinctive features such as local topography and natural green space, which come together to make one place feel different and function differently from another.

Context: this is the setting for a building or a development site, which is influenced by surrounding land uses, any notable landscape features, and (more broadly) the character of the surrounding area.

Elevation: this is a side-view perspective of a building, from the exterior

Fenestration: this is the design and placement of openings (windows and doors) in a building.

Habitable rooms: this is a room that is used for building purposes, but which is not solely a kitchen, utility room, bathroom, cellar or sanitary accommodation

Mass: the mass of a building is how massive it appears based on its perceived size, shape and form.

Natural surveillance: the informal and incidental observation of people and property in public areas to assist with keeping them safe.

Overbearing: the impact of a building on its surroundings in terms of its scale, massing and general dominating effect.

Overshadowing: the impact of a building on its surroundings in terms of the effect that its scale, mass and height may have on blocking out daylight and sunlight for nearby properties.

Private amenity space: this is outside space that is associated with a building and is for the enjoyment and benefit of residents, protected from public view by the design of the building / boundary treatments.

Streetscape: this is the physical features that comprise how a street appears (the road, external facades of buildings, pavements, street furniture, trees, verges and open spaces).

Street scene: the appearance of a street, including the building frontages where these are visible, from a certain perspective.

Appendix 1

Policy DE1 - Design in the Built Environment (Rushmoor Local Plan adopted February 2019)

New development will be required to make a positive contribution towards improving the quality of the built environment. It will, where relevant to the proposal:

- a. Include high-quality design that respects the character and appearance of the local area;*
- b. Promote designs and layouts which take account of the need to adapt to and mitigate against the effects of climate change, including the use of renewable energy;*
- c. Not cause harm to the proposed, existing and/or adjacent users by reason of:
 - 1. loss of light, privacy or outlook;*
 - 2. noise, light pollution, vibration, smell, or air pollution;**
- d. Respect established building lines;*
- e. Take account of adjacent building heights, fenestration, roof and cornice lines;*
- f. Use materials sympathetic to local character;*
- g. Give consideration to the introduction of contemporary materials that respect or enhance existing built form;*
- h. Include a level of architectural detail that gives the building visual interest for views both near and far;*
- i. Make a positive contribution to the public realm – facing the street, animating it and ensuring that all open space within the curtilage of the site is positively used and managed;*
- j. Ensure that existing landscape features (for example, topography (the surface shape) and trees worthy of retention) are included within the overall design of the scheme from an early stage;*
- k. Give appropriate consideration to the relationship between public and private space;*
- l. Have regard to the relevant character appraisal if proposing development within a conservation area; and*
- m. Demonstrate, through a supporting design and access statement, that the wider, existing context has been factored into the proposals through analysis of the following:*
 - Surrounding uses*
 - Scale*
 - Massing*
 - Layout*
 - Landscape (setting of development)*
 - Materials*
 - Orientation: and*
 - Topography*
- n. All development proposals will demonstrate how they incorporate sustainable construction standards and techniques. Major commercial developments over 1,000 sq m gross floorspace will be*

required to meet BREEAM 'very good' standard overall (or any future national equivalent) and BREEAM 'excellent' standard for water consumption (or any future national equivalent).

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