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Residential Extensions

Supplementary Planning Document (SPD)

Consultation Draft 2022

Draft for Executive Committee June 2022

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1. Introduction

1.1 The Purpose and Scope of this SPD

1.1.1 This Supplementary Planning Document (SPD) has been prepared by Burnley Council as part of its planning policy framework. It supplements the policies of Burnley's Local Plan 2012-2032 which was adopted on 31 July 2018.

1.1.2 SPDs elaborate upon the policy and proposals in Local Plans, but do not have their formal statutory 'Development Plan' status. They are, however, material considerations in the determination of relevant development proposals.

1.1.3 This SPD provides guidance on alterations and extensions to residential properties to meet the requirements of Local Plan policies that seek to protect amenity and achieve high standards of design.

1.1.4 The SPD was adopted by the Council on (to be added).

1.2 Planning Policy Context

The Local Plan

1.2.1 [Burnley's Local Plan](#) was adopted on 31 July 2018. A number of its policies are relevant to householder extensions and alterations, including Policy SP5 Development Quality and Sustainability and Policy HS5 House Extensions and Alterations. For proposals affecting heritage assets including their setting, (e.g. listed buildings, conservation areas and locally listed buildings) Policies HE2 and HE3 are also relevant.

1.2.2 Other policies in the Local Plan may also be relevant to some householder developments, and it is therefore important that this SPD should be read in conjunction with all the relevant policies of the Local Plan. These are signposted in the SPD where possible.

National Policy

1.2.3 National planning policy exists in the form of the [National Planning Policy Framework](#) (NPPF) and a small number of other policy documents and written ministerial statements, supported by an online practice guidance (NPPG) covering a series of themes. It also exists in the provisions of the relevant Act of Parliament.

1.2.4 Local Plans are prepared to be consistent with national policy. Burnley's Local Plan requires high quality design and the current version of the NPPF (July 2021) strengthens national policy on design and amenity and sets out new national policies.¹

¹ The 2012 NPPF required high-quality design and a good standard of amenity for all existing and future occupants of land and buildings, whereas the 2021 version requires high quality, beautiful and sustainable buildings and places (Para 126) and a high standard amenity for existing and future users for all developments (Para 130f).

National Design Guide: Planning practice guidance for beautiful, enduring and successful places.

1.2.5 The [National Design Guide](#) (January 2021) promotes the importance of good design in the planning system.

1.2.6 Good design is applicable on a range of scales; through the master-planning of large sites to the detailed design of domestic extensions. The Design guide establishes the principles of good design and sets out the components of good design which should be applied to all developments.

1.2.7 This SPD elaborates on the guidance within the National Design Guide demonstrating what good design means in practice for householder development at a local level.

National Model Design Code

1.2.8 The [National Model Design Code](#) (2021) sets a baseline standard of quality and practice which local planning authorities are expected to take into account when developing local design codes and guides and when determining planning applications.

1.2.9 Where new developments have followed local national or locally prepared design guidance/codes to achieve high quality and/or locally distinctive design, it is also important that future extensions and alteration do not undermine the initial high quality achieved.



1.3 Planning Permission & Permitted Development

Do you need to apply for planning permission?

1.3.1 By law, works that constitute ‘development’ require planning permission. This covers a wide range of householder works, including raised decking, fencing, driveways, outbuildings, porches, installation of flues, antennas and conservatories as well as extensions and outbuildings. However, subject to conditions and limitations, some forms of development have planning permission granted to them through national legislation² and do not therefore require a planning application to be made; these are known as ‘permitted development’ (PD).

1.3.2 For certain classes of permitted development however, there is the need to notify the Local Authority of the works in order that they can consult the immediately adjoining neighbours and any objections would trigger the requirement for a ‘Prior Approval’ from the Council.

² The Town and Country Planning (General Permitted Development) (England) Order 2015, as amended

1.3.3 Permitted development rights vary of by the type of property and its location and can be removed for individual properties or areas.

1.3.4 Establishing whether works require planning permission or notification is a complex matter. The national [Planning Portal website](https://www.planningportal.co.uk) provides up to date guidance and an interactive tool on Householder Permitted Development to help you decide if you need to make an application and also allows for applications to be submitted electronically.

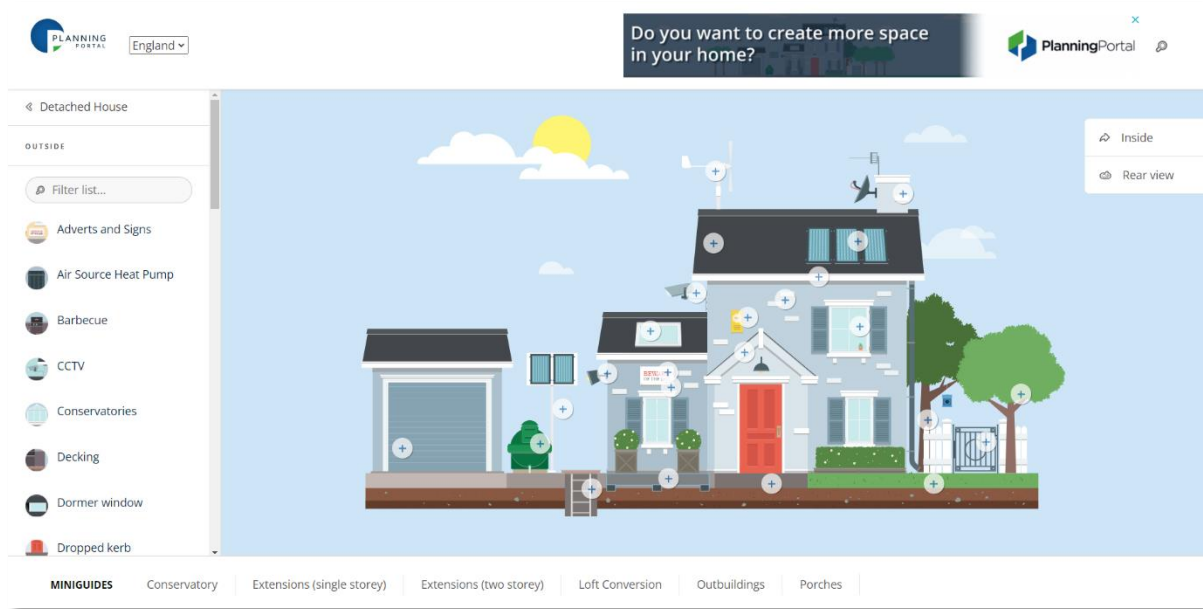


Figure 1: Planning Portal Interactive House. (Source: www.planningportal.co.uk)

Part 2 – General Principles

2. General Principles

2.1 The Starting Point

2.1.1 The Local Plan sets out the policies that will be used to determine planning applications for residential extensions. Whilst the Local Plan is the starting point, this SPD elaborates on its policies to explain how residential extensions and alterations can meet its requirements.

2.1.2 Policy SP5 sets out the development quality and sustainability standards which are expected of all developments, including energy efficiency, design and layout, materials, accessibility and security.

2.1.3 Policy HS5 relates specifically to house extensions and alterations and requires developments to be of high quality in their construction and design in accordance with Policy SP5.

2.1.4 Policy HS5 requires extensions to be subordinate to the existing buildings, i.e. they should not dominate or overwhelm the host building or neighbouring properties by being larger (over-scaled), higher or set further forward (towards the street), particularly if neighbouring dwellings are similar in design and regularly set out.

2.1.5 Policy HS5 also requires proposals to respect the architectural characteristics, scale and detailing of the host building and its setting and use high quality matching or complementary materials appropriately and sensitively in relation to the context. This does not preclude proposals that are innovative or contemporary where these are of an exceptional design quality.

2.1.6 In some cases, where the existing dwelling is of poor-quality design, the opportunity can be taken to improve this as part of the scheme. Existing alterations and extensions that were approved prior to the adoption of the Local Plan will not be an acceptable justification for poor design going forward. All proposals should comply with the requirements set out in the Local Plan as supported by the guidance in this SPD. In doing so, proposals are more likely to move through the planning process quickly and successfully.

2.2 Design Considerations

2.2.1 When designing home extensions, alterations or works within the curtilage of a dwelling, there are a wide range of matters that need to be considered to produce schemes of high quality.

A - Site Context

2.2.2 When first considering the design of an extension or alteration to your property, you should initially assess the character of the house and how it relates to its plot and neighbouring properties; and the contribution it makes to the surrounding area or street (its context). It is important that any additions or alterations are sensitively designed to fit in with the positive characteristics of both your house and the surrounding area. It is important therefore to consider not only what the current architectural details of your property are but also what they originally were, because there may be an opportunity to restore lost details or a need to match in with neighbouring properties that retain these.

2.2.3 The character of your house will derive from a number of factors including:

- Property type: Is it terraced, semi-detached, or detached and how many storeys does it have?
- Architectural style/period: Does it convey a strong architectural style and to what extent has it retained its original character?
- Roof characteristics: Is the roof hipped, pitched, lean-to or flat? What are the eaves details?
- Are there distinctive architectural features: dormer windows, chimneys, bay windows, gables, decorative features?
- Do window openings have heads and sills or full surrounds or mullions? Do they have a vertical emphasis (taller than they are wide) or are they square - or if they have an overall horizontal emphasis, is (or was) the vertical emphasis retained by mullions?
- What style are the windows? Are or were they vertical sliding sashes, side opening casements and what was or is the glazing bar arrangement?
- What materials have been used for walls, roof, windows and doors, external surfacing, boundaries etc

2.2.4 In addition to the character of your own property, you should also take into account key characteristics of the neighbouring properties and that of the surrounding area. This is particularly important in Conservation Areas and it is advisable to refer to the relevant published Conservation Area Appraisal. Wherever you are, the key considerations include:

- Symmetry: Does your property have a symmetrical relationship with neighbouring properties (semi or matching pair)?
- Building line: Is the street characterised by a strong building frontage/line?
- Height of surrounding buildings: Is there a dominant roofline and/or pitch and shape of roof?
- Style: Are there common architectural features or materials for walls and roofs?
- Spaces between buildings: Is there a consistent gap between buildings on the street and is the gap a strong and distinctive feature of the street?
- Front boundary treatments: these can present an important and unifying design feature within the streetscene.

2.2.5 You will also need to consider:

- The distance and relationship between your proposals and neighbouring properties, in particular private garden areas and windows
- Any differences in ground levels – if your property is at a higher-level extra care will be needed
- Orientation in relation to the sun's path
- The effect on any trees, hedges and other planting
- What makes your home and the street feel safe — think about what qualities of your home and street make you, other residents and pedestrians feel safe?

B - Determining the Correct Approach

2.2.6 The most appropriate design approach in any given circumstances will depend on the nature of the existing dwelling and whether it is detached, semi-detached or terraced, its position within the plot, how typical it is of the street scene, and its architectural style.

i - The Subservient Approach:

2.2.7 This is the most common approach to residential extensions, whereby the extension is clearly shown to be an addition and is acceptable for most dwelling types. It involves making the extension smaller in footprint and volume and lower than the existing dwelling and setting it back from the dominant front wall. This approach can also stop any awkward bonding of stone/brickwork appearing on the front elevation and disguise any slight differences in material colours.

2.2.8 If this approach is taken, the materials used should either match or complement the materials used in the main house. It is also important that the stepping down from the ridge and set back from the principal elevation is sufficiently pronounced.

2.2.9 This approach is expected for most semi-detached dwellings and on other dwellings that display a strong sense of symmetry. The appropriateness of the levels of subservience will be dependent on the host property.



Here, the 'subservient' approach has been used to extend this semi at the side.

This approach retains the original symmetry of the pair of houses and the matching roof material and style, wall finish and window frame colours integrate it well.

Figure 2: Subservient extension design

ii - Contrasting/Contemporary:

2.2.10 This approach is a variant of the subservient approach but one where the design of the extension deliberately differs from the existing dwelling, whether by its form, details and materials, or its architectural style. To be successful this approach requires very high-quality design and execution. Whilst the materials or style will contrast with the existing dwelling, they should still have a positive relationship with it and respect the context/locality. It's rarely acceptable or successful to have an extension which contrasts in both material and style.

2.2.11 The style of the new extension could differ to that of the host building whilst remaining traditional in its design. For example:

- The extension could be a Victorian-styled extension on a Georgian building.

2.2.12 Alternatively, the style of the new extension could be, contemporary or innovative. For example:

- The extension could be a more contemporary take on certain characteristics of the existing dwelling with subtle contrasts to discern between the old and new.
- The extension could match the existing building materials, for example by using natural local stone, but adopting an entirely different contemporary style, for example a flat roof, frameless glazing, bifold doors etc.
- A contemporary design could be used, with contemporary materials or an alternate colour palette, but with the design reflecting certain key characteristics of the existing dwelling (e.g. matching distinctive windows styles)
- Innovative construction techniques or styles could be used, but matching materials employed to complement the existing dwelling.



Figure 3: Contemporary/contrasting extension on a traditional style house built using matching brick with quoins, heads and banding detail to match the existing dwelling (Image credit: Grant Architecture and Interiors)

2.2.13 Great care should be taken with extensions of this nature as there is a danger that they will simply and poorly reflect the fashions of the day and soon become outdated. For this approach to be successful, it is crucial that the design intention is clearly expressed. If the design appears unresolved, for example because it falls uncomfortably between modern and traditional, it is unlikely to be successful. The relationship between old and new is crucial, with the junction between the two, and how this is handled, especially important.

2.2.14 Particular care must be taken for any such extensions that are visible from the street. Done well however, this approach can be very successful.

iii – The ‘Seamless’ Approach:

2.2.15 This approach makes the addition look like it is part of the original house, matching the existing materials and style and continuing the form of the existing building. For projects adopting this approach, there is a particular need to ensure that factors like materials and the proportions

and treatment of window and door openings have been carefully considered to ensure a fully integrated appearance.

2.2.16 In some instances, for example, on semi-detached dwellings, the seamless approach may not be appropriate as it may have a ‘terracing’ effect.

2.2.17 Where the existing house has a strong symmetry, such as is often found in Georgian houses, this approach may also not be appropriate.

2.2.18 This approach is most likely to be acceptable on detached dwellings or occasionally on end terraces.



This extension adopts the ‘seamless’ approach using matching materials, roof style and windows of a similar pattern to the existing. Although done to a high quality, it has resulted in an imbalance to the form of the original pair of semis and does not allow the form of the original building to be clearly understood as required by Policy HS5 1) a).



These two seamless approaches for detached properties use matching material and details. That on the right could have been even better has it matched the distinctive window heads (Courtesy of Google Street View)

Figure 4: Seamless side extension designs

iv - Radical Makeover:

2.2.19 This approach involves a complete remodelling/makeover of the exterior of the existing dwelling to match the new extension. This approach may be used to replace or enhance poorly designed or unsympathetic previous extensions and alterations.

2.2.20 It would rarely be acceptable on semi-detached or terraced dwellings but may be acceptable on detached dwellings where this is appropriate in terms of its effect on the character of the area and streetscene.

2.2.21 If an area has strong existing coherent character this should be accepted for what it is, whether this be an area of traditional housing or a more modern estate context; and the radical makeover approach is unlikely to be acceptable.

2.2.22 Again, great care should be taken with projects of this nature as there is a danger that they will simply and poorly reflect the fashions of the day and soon become outdated.



As this photo demonstrates, even when no expense is spared, the radical makeover approach is wholly unsuitable for a semi



The applicants here took the opportunity to remodel the entire property whilst extending it forwards and it now fits in much better with the traditional character of the area and the adjoining properties.

Figure 5: Examples of Radical Makeovers

Policy HS5 of the Local Plan expects alterations and extensions to be of high quality in their construction and design in accordance with Policy SP5. It requires extensions to be subordinate to the existing building to allow the form of the original building to be clearly understood, and extensions and modifications to respect the architectural characteristics, scale and detailing of the host building and its setting. It requires the use of high quality matching or complementary materials used appropriately and sensitively in relation to the context - this does not preclude proposals that are innovative or contemporary where these are of an exceptional design quality.

C - Materials & Architectural Details

2.2.23 Extensions should respect or complement the architectural characteristics, scale, proportion and detailing of the host building and its setting.

2.2.24 Depending on which design approach is sought (and considered to be appropriate) (seamless, subservient, contrasting/contemporary or radical makeover), extensions should be constructed in high quality matching, complementary or contrasting materials to the host property.

2.2.25 When matching walling materials are used/required these should also follow existing laying styles i.e., bonding, pointing and coursing details and roof tiles/slates should match the existing in terms of material, texture, size and colour. This is particularly important where traditional materials are used such as slate or stone.

2.2.26 Again, depending on which design approach is sought and considered to be appropriate, architectural details should be carefully considered, including:

- The existing proportions and the relationship of walls (solid) to openings (voids) such as windows and doors and their rhythm across the elevation
- The existing window design including shape, method of opening, materials, depth of recess, surround treatment, mullions, dormers and bays or other feature windows
- Detailing such as courses of decorative brickwork or stonework, plinths and string courses, quoins
- Gable or parapet treatments such as fascia/barge boards, overhanging eaves, clipped eaves (mortar verge), corbelled or stone gutters and cornices, mouldings, coping stones and kneelers; and
- The treatment of the ridge - such as with decorative ridge tiles.

2.2.27 In replicating these details care should be taken to avoid poor quality copies of traditional details i.e. 'pastiche'.

Policies SP5 2(a), 4) a, b and c, and HS5 1(b) of the Local Plan requires developments to use a palette of high quality matching or complementary materials which are appropriate to the local context whilst respecting the architectural characteristics, scale and detailing of the host building and its setting.



Figure 6: Windows

D - Roof Form

2.2.28 Pitched roofs are an important part of the character of dwellings in the borough and wherever possible extensions should have a pitched roof that matches the roof style of the original house.

2.2.29 In almost all cases, flat-roofed extensions to houses with pitched roofs will be unacceptable where they are clearly visible in the streetscene. However, if your proposal fits into the 'contemporary/contrasting' category or as part of a radical makeover this may be acceptable if it is of the highest quality (see advice on these approaches above). Additionally, flat roofs may be supported on single-storey extensions if a pitched (including lean-to) roof is impractical or will result in unacceptable impacts on residential amenity (See section 3.1).



Although subservient in nature and with an external finish to match the existing house and complementary window style, the flat roof on this two-storey extension is at odds with the hipped roof design of the main house and diminishes its quality and that of the street scene

Figure 7: Flat-roofed two-storey side extension



The roof of this two-storey extension matches that of the original house in terms of pitch and shape; eaves and verge details; and materials. It is sympathetic and appropriate to the host dwelling and the character of the streetscene.

Figure 8: Hipped roof two-storey side extension

Policies SP5 2) a and e, and HS5 1) b of the Local Plan requires developments to respect the architectural characteristics, scale and detailing of the host building and setting.

E - Privacy, Outlook and Daylight

2.2.30 Maintaining adequate separation between dwellings and any windows or vantage points is an important consideration in retaining acceptable levels of privacy, outlook, and daylight. The three considerations overlap.

2.2.31 Extensions or alterations should be careful not to have a detrimental impact on the amenity (i.e. living conditions) reasonably expected to be enjoyed by the occupants of neighbouring properties, with particular attention paid to the windows of habitable rooms and the main outdoor private amenity spaces.

2.2.32 When determining the acceptability of a proposal on outlook, privacy and daylight, it is important to differentiate between habitable and non-habitable rooms. Habitable rooms are those which are, or intended to be, occupied for long periods of time in which a resident would normally expect to have reasonable levels of privacy for relaxation, e.g. all rooms in a dwelling house other than hallways and landings, bathrooms, toilets, utility rooms and garages/sheds.

2.2.33 Differences in ground levels are an important consideration when assessing outlook, daylight and privacy standards and any assessment carried out by the Council (as below) will take this into account for both single and two storey extensions.

Policies SP5 2) g and HS5 1) c of the Local Plan requires there to be no detrimental impact of the amenity reasonably expected to be enjoyed by occupants of neighbouring properties through overlooking, lack of privacy or reduction of outlook or daylight, using the separation (“privacy”) distances set out in Policy HS4 3)c).

Privacy

Separation (“Privacy”) Distances

2.2.34 Policy HS4 of the Local Plan sets out the minimum distances that are required between windows of dwellings and between habitable room windows and blank walls in order to retain appropriate levels of privacy and outlook. These are explained in Table 1 below in the context of extensions and alterations. These distances apply to the windows of habitable rooms in yours and your neighbour’s property.

Table 1: Privacy Distances

Type of dwelling/extension	Situation	Minimum Distance
Single and two storey dwellings/extensions	Where a habitable room window would face a neighbour’s habitable room window	No less than 20 metres
Single and two storey dwellings/extensions	Where the windows of a habitable room would face: ³ <ul style="list-style-type: none"> • a blank gable or • the windows of non-habitable room 	Minimum distance of no less than 15 metres

³ Windows within a 45° angle of each other

Three storey dwellings/apartments or where levels create a significant difference in heights	For each additional story above two stories significant difference in height	Same as above plus an additional set back of 3 metres
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See Habitable Room definition in para 2.2.32 above

2.2.35 These distances apply to residential properties, including those which do not fall within Use Class C3, such as C2 nursing homes and residential institutions. Where home extensions would impact on the privacy of other buildings and their curtilages, these distances may be used as a guide but would need to be applied sensibly in terms of the level of potential harm in light of the nature and sensitivity of the use and likely period of occupation.

2.2.36 Balconies, decking and raised patios must not provide the opportunity to directly look into the habitable windows of adjacent dwellings. The privacy distances above will be referred to in assessing any issues here.

2.2.37 When applying these standards, intervening features (established or proposed) such as walls and fences can also be taken into account, meaning that it is uncommon to find unacceptable overlooking between single-storey structures. There may still however be issues in relation to outlook for you or your neighbour’s property.

2.2.38 It should also be noted properties may already overlook one another. However, extensions and alterations that create new overlooking or make existing situations much worse will not be supported.

2.2.39 Applicants will be required to indicate on their submitted plans, the finished floor level(s) in relation to a fixed point and where there are windows on adjacent existing properties.

Garden Privacy

2.2.40 In addition to satisfying the privacy distances above in respect of rooms, extensions adjacent or close to a boundary directly adjoining a neighbouring property curtilage, should have no windows facing onto the neighbouring garden at ground or upper floor levels; in particular any amenity space close to the property and having the most activity, e.g. a patio.

2.2.41 Where this is shown to be unworkable:

- Screening by a fence or wall that extends above eye level (1.7 metres above floor level) when viewed from within the extension may be acceptable for single storey extensions. There may still however be issues in relation to outlook for your property.; and/or
- Obscure glazing (with any openings above 1.7m) to avoid overlooking may be acceptable but not for a primary window in a habitable room (e.g. a bedroom or living room).

Outlook

2.2.42 Outlook in this context is not about a particular view from a property; but visual amenity afforded to a house by its immediate surroundings, which can be affected by the close siting of (in this SPD’s context) an extension or outbuilding. An extension close to a neighbouring properties window, or a large extension on the boundary, can cause an unacceptable loss of amenity by appearing overbearing and creating a sense of enclosure and dominance. This matter is particularly important in relation to two storey side and rear extensions.

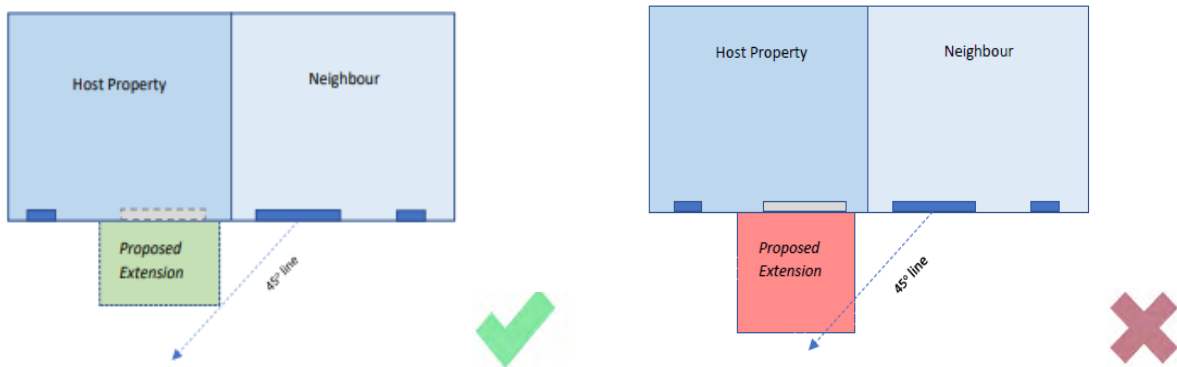
2.2.43 The impact on outlook is determined by the distances set out in Policy HS4 3)c) of the Local Plan (contained in the table above for ease of reference), and the 45° rule. Outlook from a principal window will generally be impacted when an extension encroaches upon these minimum standards and as such will have a detrimental impact on the amenity reasonably expected to be enjoyed by the occupants of neighbouring properties through outlook and will likely be refused.

The 45-Degree Rule (45° rule)

2.2.44 The 45° rule, as referenced in Local Plan Policy HS4, is a well-established rule of thumb used when assessing proposals in relation to their potential impacts on both the property to be extended and the neighbouring property. Its purpose is to ensure that an extension does not take away too much daylight, sunlight or outlook from the host or neighbouring properties.

2.2.45 The rule is that an extension should not cross a 45° line taken in a horizontal and vertical plane and measured from the mid-point of any principal window of a habitable room. The principal window is a main window that serves that room. In the case of a conservatory the point for setting the 45° angle would be the central point of the glazing on the rear elevation.

2.2.46 The zone of restriction (i.e., the 45° splay) is applied up to a distance of 12m along the 45° line.



In this example , the smaller single storey extension (left) would be acceptable as it does not cross the 45° line. However, if it was extended further forwards (right), it would intersect the line and be unacceptable.

Figure 9: The 45° Rule diagram – bird’s eye views



Figure 10: The 45° Rule diagram – front view

2.2.47 It may be possible to splay or stagger the corners of a proposed extension or hip the roof to comply with the 45° rule where this would not result in a visually unattractive design.

2.2.48 Whilst these rules are applied strictly in relation to the impact of your extension on a neighbour's property, in considering the impact on your own property, whilst the 45° rule still applies, there will be a degree of flexibility where there are alternative windows into habitable rooms or alternative habitable rooms (e.g. second living room) so as to maintain adequate standards of outlook and daylighting.

Daylight and Sunlight

2.2.49 In conformity with Local Plan Policies SP5 2 f) g) and h) and HS5 1 c), extensions should not reduce the amount of daylight entering the window of a neighbour's habitable room to an unacceptable level, or cast too much shadow over their private amenity space.

2.2.50 Equally, adequate daylight should be retained to the host property to ensure rooms in the existing home do not become dark and uncomfortable.

2.2.51 Whilst the above described 45° rule and privacy distances should ensure that development does not have unacceptable effect on daylight into habitable rooms, the 'right to light' is a matter of private property law rather than planning law.

2.2.52 A right to light can come into existence if it has been enjoyed uninterrupted for 20 years or more, granted by deed, or registered under the Rights of Light Act 1959 and planning permission or permitted development rights cannot override a right to light that exists. Where disputes arise, the parties affected will need to seek a legal remedy separate from the planning application process. The Council will have no role in any such dispute arising. [Rights of Light Act 1959 \(legislation.gov.uk\)](https://legislation.gov.uk)

2.2.53 The above described 45° rule and privacy distances in helping maintain adequate distances between the dwellings will also help retain sunlight into neighbouring gardens. The effects on sunlight will vary depending on the particular orientation of properties in relation to the sun's path and the presence of any trees or high hedges. Where this may be an issue (see below) the applicant will be required to provide an assessment of the existing and expected levels of sunlight having regard to the BRE Good Practice Guide 'Site Layout Planning for Daylight and Sunlight' (BR209). Section 3.3 (pages 18-20) & appendix G (pages 65-68)

2.2.54 A proposal's impact on the sunlight received by an amenity space must be specifically assessed where both the following apply:

- The proposal adjoins the main useable amenity space serving a residential property; and
- Any part of the proposal lies south of the centre point of the amenity space

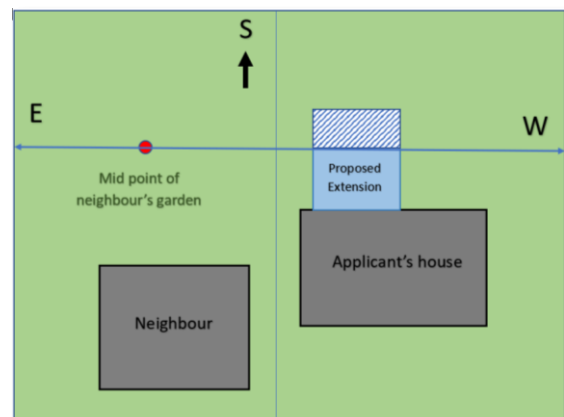


Figure 11: Sunlight Assessment Trigger

F – Gardens and Trees

Gardens

2.2.55 Residential gardens contribute to the network of green infrastructure across the borough, supporting biodiversity and helping to reduce or mitigate the impact of climate change, for example through trees and shrubs and grassed and soiled areas absorbing surface water. They also make an important contribution to the character and quality of residential areas. Although, building, paving or decking over back gardens would not normally require planning permission, it may be detrimental to these aims.

2.2.56 Many extensions will result in a reduced amount of garden space and the Council will expect proposals to demonstrate that an acceptable amount and quality of functional amenity space is retained. It is also important to retain permeable or porous surfacing, particularly where lawns are for any reason undesirable. There are limits to the proportions of front gardens that can be paved over without planning permission (see [planning portal](#)).

2.2.57 Where a house lies within an Ecological Network (identified in Policy NE1 of the Local Plan and available to view on the Policies Map) additional consideration needs to be given to any loss of grassed areas and trees.

Policies SP5 2)d, HS5 1)e and SP6 2)a of the Local Plan requires developments to seek to retain and enhance green infrastructure assets and functionality and not lead to an unacceptable loss of useable private amenity space.

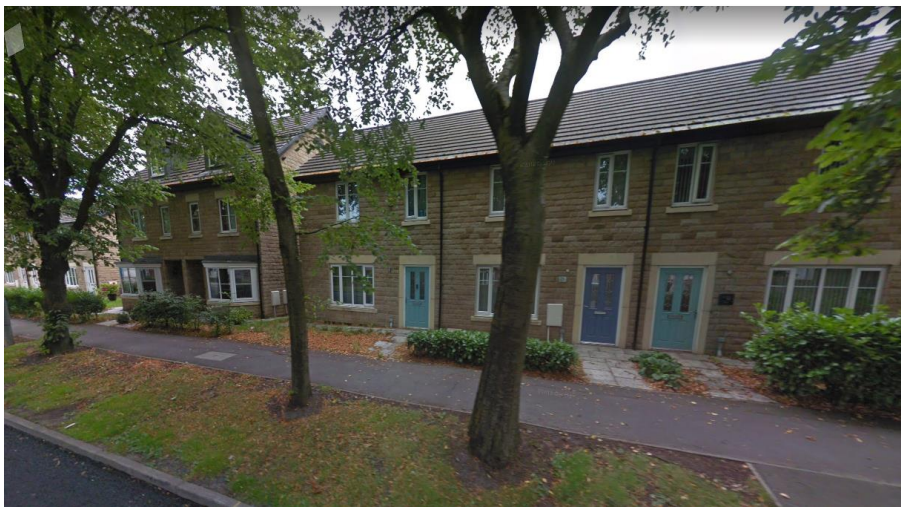


Figure 12: Attractive Avenue of Street Trees

Trees

2.2.58 Trees make an important contribution to the character and quality of urban environments, maintain biodiversity and help to reduce or mitigate the impact of climate change.

2.2.59 The Council has a duty of legislation when determining applications to include appropriate and adequate provision for the preservation and planting of trees. It also has a duty to consider the making of Tree Preservation Orders (TPOs) for individual trees.

2.2.60 Policy NE4 of the Local Plan sets out how impacts on trees will be assessed. Where trees are protected by a TPO or are worthy of a TPO and would be adversely affected by the development

(including through loss or long-term threat by virtue of the extension being too close) the Council will consider making a TPO and refuse the scheme. In other cases, replacement planting may be required.

Policies SP5 2)b, SP6 2)a and NE4 of the Local Plan requires developments to contribute positively to the public realm, seek to retain and enhance green infrastructure assets and functionality, and protect trees, hedgerows and woodland.

G - Car Parking

2.2.61 Consideration should be given to the impact of a proposal on parking, both in terms of loss of existing parking and also any additional parking required for the addition of new accommodation (particularly where this involves additional bedroom spaces). Developments will be expected to provide or maintain the parking standards set out in Appendix 9 of the Local Plan.

2.2.62 Where parking provision is already below these levels, including where dwellings do not currently have any off-street parking and there are no reasonable prospects of this being provided, e.g. in areas of high density terraced housing, the impact of any additional bedrooms on parking in the locality will be considered. Developments must not cause or exacerbate congestion, highway safety or on-street parking problems.

2.2.63 New parking spaces may require ‘dropped-kerbs’ and this can also have an impact on existing on-street parking.

Policies SP5 2)h, HS5 1)d, IC3 and the Car Parking standards in Appendix 9 of the Local Plan requires developments to not result in unacceptable conditions for future users and occupiers of the development, not lead to an unacceptable loss of parking, both in curtilage or on street and provide a minimum number of parking spaces.

Electric Vehicle Charging Infrastructure

2.2.64 The undertaking of alterations and extensions to a residential property may provide an opportunity to incorporate new facilities for electric vehicle charging.

2.2.65 **Policy IC3 Clause 8)** requires the provision of ultra-low emission vehicle (ULEV) charging infrastructure in accordance with specific standards set out in the Local Plan Appendix 9 (new detached dwellings in schemes of over 10 units). **Policy NE5 4)** supports and promotes additional provision to protect air quality. These standards, which are being successfully implemented, will in due course be overtaken by the higher provision standards set out in revisions to the Building Regulations introduced in December 2021 (Part S). These will take effect from 15 June 2022 and require the installation of infrastructure (charging points and/or cabling) for the charging of electric vehicles for certain building projects. The projects covered include most new dwellings with ‘associated’ (on site) parking spaces.

2.2.66 Where this charging infrastructure has been provided, subsequent extensions must retain it. Any additional infrastructure required will be looked at together with the parking requirements of the extended dwelling.

Policies NE5 4), IC3 8) and Appendix 9 of the Local Plan requires and/or supports and promotes the provision of charging points for ultra-low emission vehicles.

H - Energy Efficiency and Renewable Energy

2.2.67 The Local Plan encourages energy efficiency and the use of renewable and low carbon energy sources in all developments. Minimum energy efficiency standards are set out in the building regulations. The Local Plan supports exceeding these minimum standards where possible **Policy SP5 Clause 1**). In seeking improved energy efficiency and water consumption (above the Building Regulations) it helps to limit the use of finite resources and reduce pollution and bills. There is also a wider but more complex link to climate change. Reduced energy usage helps to secure overall reductions in greenhouse gas emissions which contribute to climate change, and improved water efficiency helps limit drought.

2.2.68 In December 2021 the Government introduced an uplift in Building Regulations standards, effective from June 2022 for both new and existing dwellings, that will result in an estimated 31% reduction in carbon emissions from new homes compared to current standards.⁴ The emphasis will be on the adoption of a 'fabric first approach' with higher standards for the building envelope and improved airtightness, along with the use of low-carbon heating technologies.

2.2.69 As the 2021 regulation changes will result in such significant uplifts in energy efficiency, the requirements of Policy SP5 1) will be met (in terms of energy efficiency) once homes become subject to the new regulations. Until that time, clause 1 will be applied as is and requires a clear demonstration of all reasonable efforts to improve energy efficiency above the current Building Regulations levels. Measures to improve energy efficiency include: using low embodied energy construction materials, increased thermal insulation, orientation of windows to capture solar energy, using energy efficiency heating, lighting and white goods.

2.2.70 Where extensions are proposed there is also an opportunity to consider the incorporation of energy generation equipment, for example ground and air source heat pumps, solar hot water and solar electric (photovoltaic) panels or domestic wind turbines.

Local Plan Policies SP5 1)a and c, 2)f, 4)c, (development quality and sustainability) CC1 to 3 renewable energy): require developments to incorporate measures to minimise energy and water consumption, seek opportunities for on-site energy supply from renewable and low carbon energy sources and , using low embodied energy materials, including materials that are locally sourced wherever practical.

I - Flood Risk

2.2.71 It is important to consider flood risk both now and for future years when building an extension. The Local Plan requires that new development does not result in increased flood risk from any source or other drainage problems, either on the development site or elsewhere.

2.2.72 Areas with a high percentage of sealed surfaces are vulnerable to excessive rainwater run-off and can contribute to surface water flooding in high rainfall events as drains are unable to cope with the quantities of water. This can damage property, be a threat to life and overload water treatment facilities polluting the water cycle.

⁴ The Amendment Regulations come into force on 15 June 2022. However, they will not apply in relation to building work where a building notice or an initial notice has been given to, or full plans deposited with, a local authority before 15 June 2022 provided that the building work is started before 15 June 2023.

2.2.73 The Local Plan supports (and requires for major development) the installation of Sustainable Drainage Systems (SuDS). SuDS are an approach to managing drainage in and around properties and other developments by slowing or holding back water that runs off.

2.2.74 SuDS measures include retaining and enhancing green infrastructure and permeable surfaces including, grassed and soiled areas. Permeable paving and green roofs can also contribute.

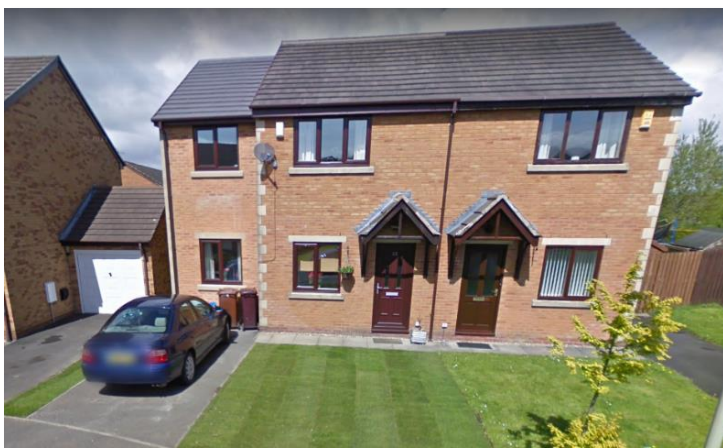
Local Plan Policies CC4 and CC5 requires developments to not result in increased flood risk from any source or other drainage problems, either on the development site or elsewhere, minimise surface water run-off from sites and manage surface water at source.

J - Refuse & Recycling Facilities

2.2.75 Refuse and recycling equipment should normally be stored to the rear or side of the property and must be screened from neighbouring properties and the street at ground level.

2.2.76 An extension to a property should not compromise existing space for refuse and recycling facilities or their safe manoeuvre out to the highway edge on collection day. Extensions should not sever any rear access that then forces multiple bins/containers to be stored at property frontages. In exceptional cases front storage may be allowed where it is screened by properly constructed bin storage that does not appear incongruous in the streetscene.

Policies SP5 2) i of the Local Plan requires developments to provide adequate and carefully designed storage for bins and recycling containers; located or designed in a way which is both convenient and safe for occupants and supports the quality of the street scene.



Although this subservient style extension is otherwise well designed it has left a very narrow and now grassed the rear access to the has resulted in bin storage at the front of the diminishing the quality of the street scene somewhat. (Courtesy of Google Street View)

Figure 13: Bin storage

K - Safety and Accessibility

2.2.77 It is important that any extension has regard to safety and security, in particular ensuring that the visibility of pedestrians, cyclists and drivers of vehicles entering, exiting or using the public highway or footpaths is not obstructed; especially where a proposed extension or porch is closer to a road or footpath.

2.2.78 In addition, it is important that you consider designing out crime in the early stages of your proposal. For example, the strategic use of shrubbery and other vegetation could reduce opportunities for crimes to be committed as could avoiding openable windows in vulnerable areas. Conversely, including windows in certain areas of the extension can increase surveillance. These design led approaches reflect the 'Secured by Design' approach and more information on this topic is available at <https://www.lancashire.police.uk/help-advice/property-safety/designing-out-crime-secured-by-design/>.

2.2.79 Policy HS4 (4) of the Local Plan requires that for all new schemes over 10 dwellings, 20% of the dwellings constructed be designed to meet the technical standards of Part M4(2) of the Building Regulations 2010. These are homes which are designed to be adaptable for the changing needs of occupiers over their lifetime, including people with disabilities. Where homes have been constructed to these standards, any extensions or alterations should retain them.

Policy SP5 6)a of the Local Plan requires developments to be designed with the safety and security of occupants and passers-by in mind, helping to reduce crime and the fear of crime including through increasing the opportunity for natural surveillance. Policy IC1 requires safe pedestrian, cycle and vehicular access to be provided and or maintained (as appropriate).

L - Home Working/Offices

2.2.80 Home working has become increasingly popular and, in some instances, necessary. This SPD only applies to home office working where the office or facility is ancillary to the residential use of the property and where there are no regular visiting customers, colleagues, noisy or odour creating processes such that it does not require planning permission for a change of use. The design standards described within this SPD are relevant to any such development.

Part 3 - Detailed Guidance

3. Detailed Guidance

3.1 Single storey rear extensions and conservatories

3.1.1 Single storey rear extensions, including conservatories (sometimes called orangeries), are the most common type of property extensions. They are often the easiest and most obvious way to increase living space and are a popular way of creating open plan arrangements and/or connecting living spaces with gardens.

3.1.2 Part 2 of this SPD sets out a number of design considerations which must be addressed from the outset for all extensions and a number of design approaches that can be adopted e.g. subservient, seamless, contemporary/contrasting or radical makeover. As with any extension, good quality construction and design is required to make the extension as comfortable and energy efficient as possible, but the external appearance may not be as sensitive where the extension is not visible from public vantage points or highly visible from neighbouring properties. As such, a flat or mono-pitch roof which achieves reasonable design standards, may be acceptable. Flat roofs should not be used as terraces or balconies without design measures to protect the privacy of adjoining owners (see paragraph 2.2.38.)

3.1.3 If the extension proposes a pitched roof and is located directly below a first-floor window, the ridge height of the extension should normally be just lower than the sill of the first-floor windows both to respect the architecture of the existing window detailing by not cutting into the sill and to retain the integrity of the window itself by obscuring the lower panes of glass.



Figure 14: Rear extension- Image courtesy of www.davidsalisbury.com via flickr

3.1.4 In some circumstances, rear extensions are visible from a public area, for example, on a bend of a street, a corner plot or a rear garden overlooking a park or raised highway. In these situations, additional restrictions may apply as extensions can have similar impacts to the character

of an area as a side or front extension would. (See appropriate later section) Where a rear extension extends beyond a side wall of the building, standards associated with side extensions apply.

3.1.5 Ground floor conservatories are normally acceptable on the rear elevation of residential properties, and in some instances on side elevations. They are generally not an acceptable feature on front or principal elevations, on barn conversions or on flats.

3.1.6 Obviously, some of the advice for other types of extension cannot be applied to conservatories, but their style can still be sympathetic to the character of the existing dwelling. Solid masonry plinths in materials to match the existing walling materials will generally produce better quality results, as will avoiding a level of ornateness that is inappropriate to the host property. Fully glazed uPVC 'off the shelf' conservatories will only be acceptable where these are well screened from views.

3.1.7 Where extensions and conservatories are close to the boundaries of neighbouring properties obscure glazing, or a solid wall should be used to prevent direct overlooking.

KEY POINTS FOR SINGLE-STOREY REAR EXTENSIONS & CONSERVATORIES

- Check whether the development needs planning permission, prior approval, or the building is listed/locally listed building or within a conservation area.
- Check that the design meets the Building Regulations requirements where applicable.
- Determine the design approach e.g. subservient, seamless, contemporary/contrasting or radical makeover as described in Part 2 of this SPD.
- Review and implement the General Principles set out in Part 2 of this SPD.
- Review the guidance on single story rear extensions in this section paying particular attention to the roof treatment, the visibility of the extension and privacy distances.

3.2 Two-storey rear extensions

3.2.1 A well-designed two-storey rear extension can improve the quality of life within the home, creating comfortable additional living spaces. Two-storey extensions are however more visible and are also likely to have greater impact on neighbouring properties than single storey extensions.

3.2.2 With two storey extensions, issues of overshadowing and overlooking will be more acute. Side windows to habitable rooms should be avoided to prevent overlooking unless they are above eye (high) level windows or obscure glazed. For new habitable rooms, however, relying wholly on obscure glazing or high-level windows is not acceptable.

3.2.3 Two-storey rear extensions can often be unsuitable at the rear of terraced and semi-detached properties because of the impact that would be caused to neighbouring properties. Extensions should not be a disproportionate addition to the host property.

3.2.4 Part 2 of this SPD sets out a number of design considerations which must be addressed from the outset. For all extensions, there are a number of design approaches e.g. subservient, seamless, contemporary/contrasting or radical makeover that can be adopted.

3.2.5 Due to their increased visibility and particularly where they can be seen from public vantage points, greater care needs to be taken with the design of the two storey extensions and they should normally include a roof design to match the host property. Flat roofed two-storey extensions will not normally be supported. Part 2 of this sets out the limited circumstances these might be acceptable.

KEY POINTS FOR TWO-STOREY REAR EXTENSIONS

- Check whether the development needs planning permission, prior approval, or the building is listed/locally listed building or within a conservation area.
- Check that the design meets the Building Regulations requirements where applicable.
- Determine the design approach e.g. subservient, seamless, contemporary/contrasting or radical as described in Part 2 of this SPD.
- Review and implement the General Principles set out in Part 2 of this SPD.
- Review the guidance on two-story rear extensions in this section paying particular attention to privacy distances and overlooking, including the 45° angle, roof treatment and the visibility of the extension.

3.3 Single storey side extensions

3.3.1 Policy HS5 sets out the requirements for all types of extension. For single storey side extensions particular attention needs to be paid to the impacts on neighbouring properties and the character of the street, loss of parking and maintaining rear access.

3.3.2 Part 2 of this SPD sets out a number of design considerations which must be addressed from the outset for all extensions, and a number of design approaches that can be adopted e.g. subservient, seamless, contemporary/contrasting or radical makeover. Flat-roofed side extensions will not normally be permitted, but Part 2 of this SPD sets out the limited circumstances where these might be acceptable.

3.3.3 Side extensions should not visually join together semi-detached or detached properties to avoid 'terracing'. Gaps between buildings should be preserved.

3.3.4 In order to meet the policy requirements of Policy SP5 2a) and HS5 1a), single storey side extensions should be in proportion with the scale of the host building. Whilst there is no specific limit on their width, this may be limited by the need to retain rear access and neighbour outlook/daylight. The streetscene impacts of larger extensions can be reduced by set-back(s) and careful roof design.

Corner Plots

3.3.5 If a side extension is proposed on a corner plot, equal care must be taken to the front and side views as it effectively has two frontages. Extensions which break the established building line of the side street may not be allowed. Attention must be paid to the front and side façade, boundary treatment and landscaping.

3.3.6 Highway safety for vehicles and pedestrians will also need to be considered and a set back from the back of the pavement may be necessary in some circumstances for safety and security.

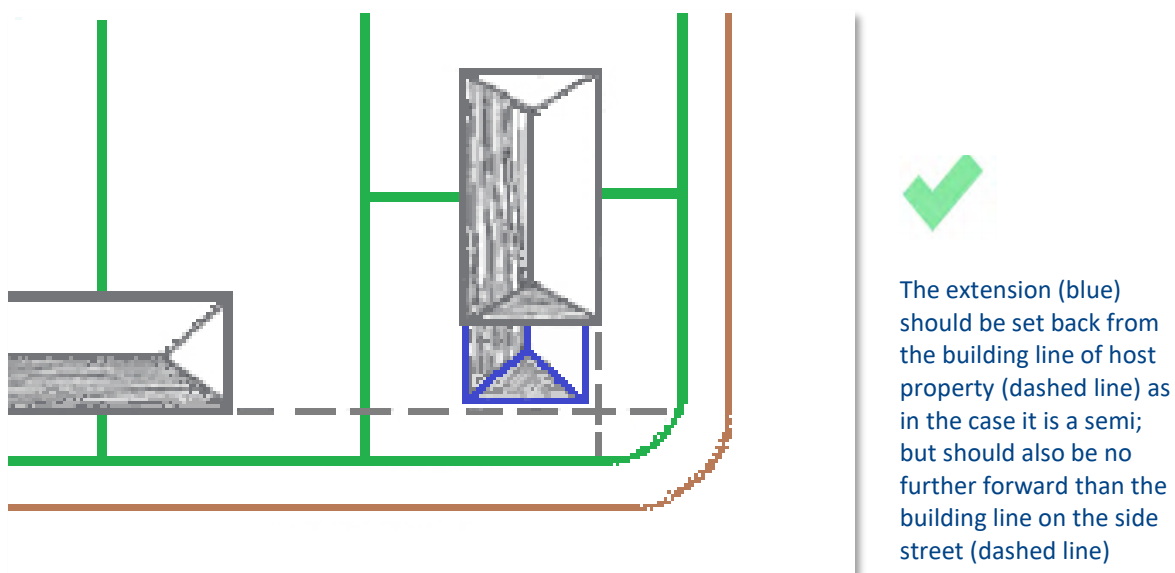


Figure 15: Corner Plot

KEY POINTS FOR SINGLE-STOREY SIDE EXTENSIONS

- Check whether the development needs planning permission, prior approval, or the building is listed/locally listed building or within a conservation area.
- Check that the design meets the Building Regulations requirements where applicable.
- Determine the design approach e.g. subservient, seamless, contemporary/contrasting or radical makeover as described in Part 2 of this SPD.
- Review and implement the General Principles set out in Part 2 of this SPD.
- Review the guidance on single storey side extensions set out in this part paying particular attention to the streetscene, roof treatment, boundary treatment and landscaping.

3.4 Two storey side extensions

3.4.1 Two storey style side extensions which are visible from the street as well as neighbouring properties will generally have a greater impact than their single-story counterparts in terms of their impact on neighbouring properties and the streetscene.

3.4.2 Part 2 of this SPD sets out a number of design considerations which must be addressed from the outset for all extensions, and there are a number of design approaches e.g. subservient, seamless, contemporary/contrasting or radical makeover that can be adopted. With two storey side extensions, the subservient approach is likely to be the most acceptable which can minimise the terracing effect of an extension, and prevent a semi-detached property appearing ‘unbalanced’, when viewed from the street.

3.4.3 Whatever the approach taken, as with single storey side extensions, in order to meet the policy requirements of Policy SP5 2a) and HS5 1a), two storey extensions should be in proportion with the scale of the host building. Whilst there is no specific limit on their width, this may be limited by the need to retain rear access and neighbour outlook/daylight. The streetscene impacts of larger extensions can be reduced by set back(s) and careful roof design.



Good examples of ‘subservient’ two-storey side extensions adopting the ‘complementary’ approach.

These examples include windows on the side elevations. These can be used successfully to increase surveillance over public land, but should not overlook your neighbour - see section 2.2E.

Figure 16: Two-storey side extensions

Corner Plots

3.4.4 If a side extension is proposed on a corner plot, equal care must be taken to the front and side views as it effectively has two frontages. Extensions which break the established building line of the side street may not be allowed. Attention must be paid to the front and side façade, boundary treatment and landscaping. (See Figure 15)

3.4.5 Highway safety for vehicles and pedestrians will also need to be considered and a set back from the back of the pavement may be necessary in some circumstances for safety and security.

KEY POINTS FOR TWO STOREY SIDE EXTENSIONS

- Check whether the development needs planning permission, prior approval, or the building is listed/locally listed building or within a conservation area.
- Check that the design meets the Building Regulations requirements where applicable.
- Determine the design approach e.g. subservient, seamless, contemporary/contrasting or radical makeover as described in Part 2 of this SPD.
- Review and implement the General Principles set out in Part 2 of this SPD.
- Review the guidance on two storey side extensions set out in this part paying particular attention to the streetscene; degree of set back and roof treatment; width; distance from the boundary; privacy distances and overlooking including the 45° angle; car parking provision; and retaining an acceptable amount of usable private amenity space.

3.5 Front extensions & porches

3.5.1 Front extensions and porches are eye catching and can significantly alter the appearance of a building. They are normally highly visible and can have a significant impact on the streetscene.

3.5.2 Where these include entrances, they should be carefully designed and create an appropriate sense of arrival.

3.5.3 Porches should respect and retain original architectural features and should not incorporate new features that are at odds with the character of the original house (for example, classical columns, etc). They should not merge with existing projections such as bay windows. In areas where entrance canopies or open porches form a particular feature of the original dwelling, these should generally not be enclosed. Particular care must be taken with semi-detached properties.

3.5.4 Front extensions (with or without entrance doors) will generally only be acceptable where the front garden is unusually deep and the extension does not break clear of existing building lines along the street. Front extensions will rarely be appropriate for semi-detached properties.

3.5.5 Part 2 of this SPD sets out a number of design considerations which must be addressed from the outset for all extensions, and a number of design approaches e.g. subservient, seamless, contemporary/contrasting or radical makeover that can be adopted. For front extensions, a variation of the subservient approach is likely to be the most acceptable. Front extensions or porches must meet the requirements set out in Part 2 in terms of impacts on daylight, privacy and outlook.

3.5.6 Front extensions may also negatively impact parking and access arrangements and appropriate levels of parking must be maintained (See 2.2.63-2.2.65).



The applicant here took the opportunity to remodel the entire property whilst extending it forwards and it now fits in much better with the traditional character of the area and the adjoining properties



Although this front extension is on a semi-detached house, it reflects the details of the host property and the neighbours. Its position on an outward curve of the street and the change in levels means that it has not adversely impacted on symmetry of the semi or the rhythm of the street.

Figure 17: Examples of a front extensions (Courtesy of Google Street View)

KEY POINTS FOR FRONT EXTENSIONS & PORCHES

- Check whether the development needs planning permission, prior approval, or the building is listed/locally listed building or within a conservation area.
- Check that the design meets the Building Regulations requirements where applicable.
- Determine the design approach e.g. subservient, seamless, contemporary/contrasting or radical makeover as described in Part 2 of this SPD.
- Review and implement the General Principles set out in Part 2 of this SPD.
- Review the guidance on front extensions and porches set out in this part paying particular attention to the streetscene including any strong building lines; scale and form; existing projections such as bay windows; privacy distances and overlooking, including the 45° angle.
- There is a general presumption against large extensions at/across the front of properties, typically where these are semi-detached or terraced.

3.6 Dormers & roof extensions

3.6.1 A roof extension can be a cost-effective way of increasing space in the home. However, not all roof spaces are suitable for conversion due to limited headroom, modern trussed rafters, or lack of suitable supporting structure. In these cases, alterations may be expensive or difficult to achieve.

3.6.2 Due to their prominent position on a building, roof alterations can have a significant effect on the appearance of a property and the wider street environment, even on rear elevations. They will only be acceptable where high quality design is employed, where additions are in scale with the existing roof form/slope and where they do not negatively impact on the character of the surrounding area, particularly where dormers on existing neighbouring properties are absent.

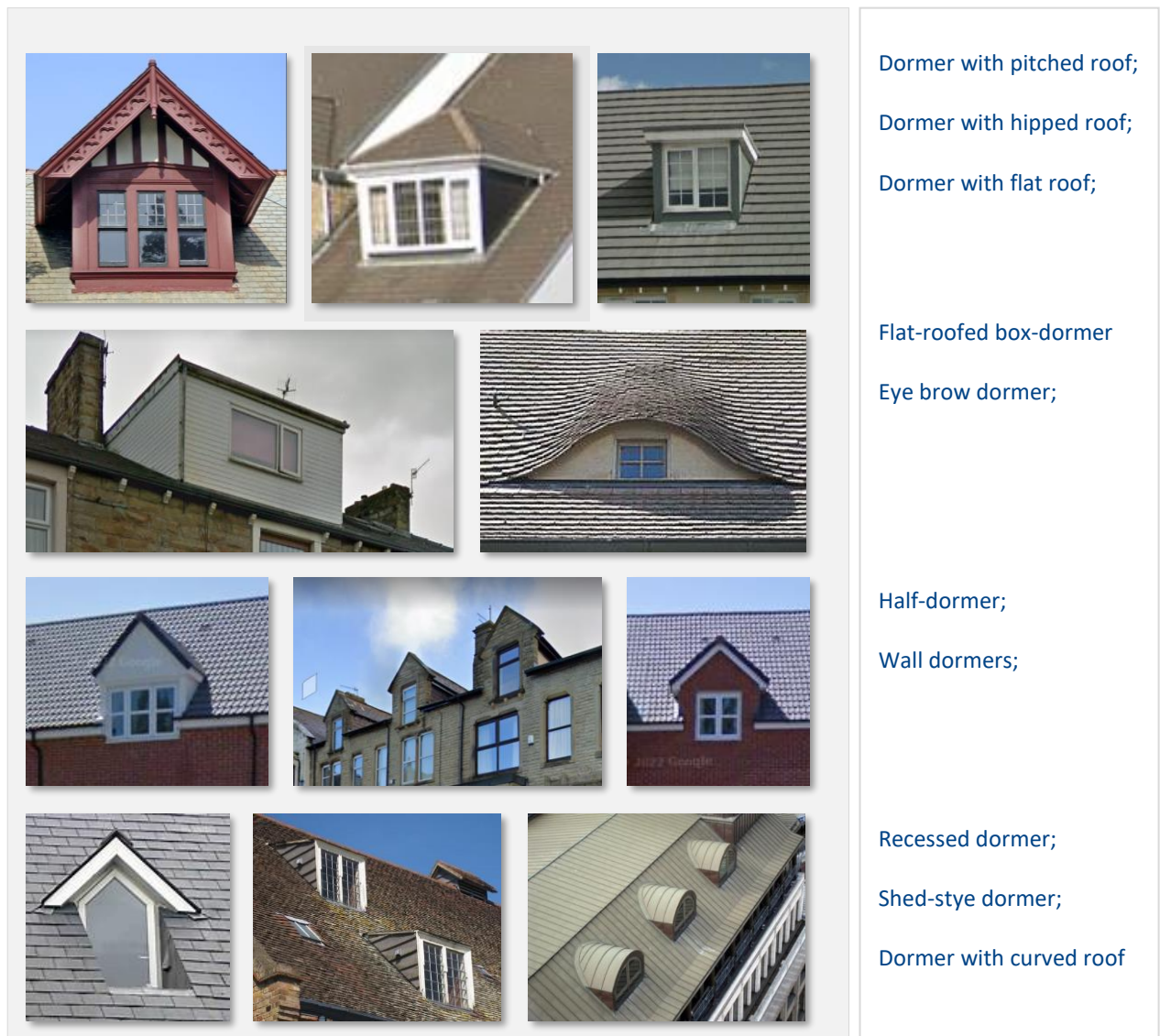


Figure 18: Various Types of Dormer (Courtesy of Google Street View and Geograph Britain and Ireland)

All Dormers:

3.6.3 All roof extensions should be in the form of a dormer⁵ which:

- Should be contained well within the body of the roof by being well set back from the party/end walls, below the ridge of the roof and above the eaves gutter line.
- Should have a pitched roof wherever possible.
- Should be constructed with cheeks and pitched roofs clad in tiles or slates of a matching colour and texture to the existing roof and not be clad in board or plastic.
- Should line up vertically with the existing windows below.
- Dormer windows should not normally be wider than their heights unless it can be demonstrated that this approach is appropriate to the original building, e.g. taking into account the windows in the host dwelling.
- The glazing proportions, detailing and frame colour should generally match or complement those of the main house.
- Provides a suitable outlook for habitable rooms and protects the privacy of neighbour's habitable rooms and gardens (see section 2.2 E).

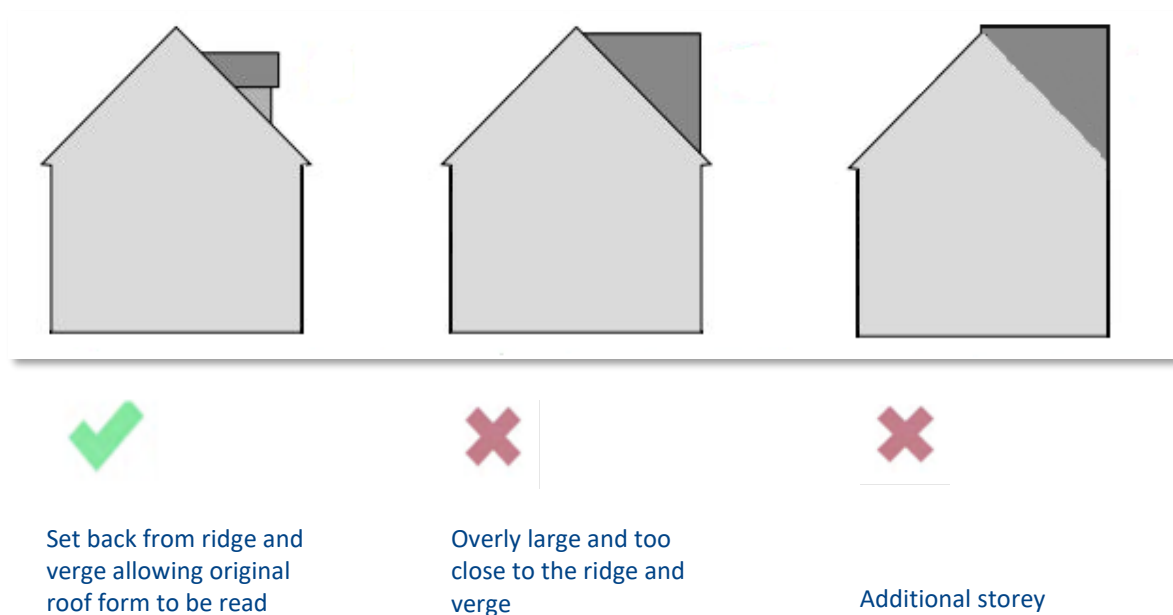


Figure 19: Dormer Profiles

⁵ Extensions which extend the full width of the property or involve extending the entire outward wall upwards or raising the roofline are treated as an additional storey - see part 3.7



Here the pitched-roofed dormers use the same roofing materials as the main roof. They do not alter the underlying roof form. They line up with the windows below and are similar in style. Having two smaller windows or using rooflights as well as here (left) as can also avoid the use of too many (right) or larger flat-roofed dormers.

Figure 20: Pitched roof dormers (Courtesy of Google Street View)

Front Dormers:

3.6.4 Dormer windows are not a feature of Burnley’s traditional architecture as they are in other parts of the country or UK, although there are examples on larger period villas. They are found as a design feature on some 20th and 21st Century housing estates. New dormer windows will not normally be allowed on front elevations unless these are characteristic of the street/estate. Where these are allowed, pitched roof dormers will be required.



Figure 21: Found on larger period properties in Burnley - Dormers at Rosehill Road and Padiham Road (Courtesy of Google Street View)



Left - the poor quality flat roofed dormer's with felt detracts from the character of the host building, the terrace and wider streetscene



Figure 22: Flat-roofed dormers (Courtesy of Google Street View)

Rear Dormers:

3.6.5 Pitched roof dormers are also preferred on rear elevations, but appropriately sized and detailed flat roof dormers may be acceptable on rear elevations where these are not too prominent in the streetscene.

Side Dormers:

3.6.6 These will be expected to follow the guidance for front or rear dormers depending on the particular situation and prominence.

Rooflights

3.6.7 Roof-lights have less of a visual impact than dormer windows and can also reduce possible overlooking problems. They are therefore suitable in more situations, although it is important to carefully consider the size and layout of the roof-lights in relation to the scale of the roof and the arrangement of windows in the façade below. Rooms served only by rooflights that face the sky are not considered to provide a reasonable standard of outlook but may be acceptable where other habitable rooms within the property are available and are served by windows that provide appropriate standard of outlook.

Technical Standards

3.6.8 Fire escapes, structural supports, stairs, and thermal insulation are important technical considerations that need to be considered early in the planning stage and all roof alterations will need to meet Building Regulations requirements. When applying for planning permission for roof extensions, section drawings should be prepared and presented along with plans.

KEY POINTS FOR DORMERS & ROOF EXTENSIONS

- Check whether the development needs planning permission, prior approval, or the building is listed/locally listed building or within a conservation.
- Check that the design meets the Building Regulations requirements where applicable.
- Determine the design approach e.g. subservient, seamless, contemporary/contrasting or radical makeover as described in Part 2 of this SPD.
- Review and implement the General Principles set out in Part 2 of this SPD.
- Review the guidance on dormers and roof extensions set out in this part paying particular attention to privacy/aspect distances, the scale of the dormer/roof extension with regard to the character of the area, window dimensions and glazing proportions, the appropriateness of the proposed dormer/extension on the type of property and elevation and ensuring the design respects the host building and its setting.
- Front dormers may not be appropriate if they are an uncommon feature in the locality or would appear out of character on the host dwelling.

3.7 Additional storeys

Where might this approach be acceptable in principle?

3.7.1 Adding an additional storey on top of an existing dwelling, for example to turn a bungalow into a house, or a two storey house into a three storey town house, may be acceptable in certain limited circumstances. Adding an extra storey can sometimes be preferable, both visually and functionally, to adding multiple or overly large dormer windows.

3.7.2 Such an approach would rarely be acceptable on a semi-detached property - unless your neighbour also wanted to undertake a similar project and it would not adversely affect the character of the area or the streetscene.

3.7.3 Adding an additional storey to a detached bungalow is also highly unlikely to be acceptable if is in an area exclusively of bungalows.

3.7.4 Adding an additional storey may be acceptable on some detached properties and in rare cases on an end terraced house or mid terrace where the architecture of the individual buildings in the terrace varies considerably. It would not normally be acceptable on a terrace where the buildings are of a homogeneous design.



Some two storey terraces were built with three story end houses - as here. This approach is relatively rare in Burnley and the vast majority of terraces are entirely two storey and the addition of a third story would not be appropriate.

Where it is, the approach of running the roof at 90° and using matching materials and complementary details

Figure 23: Queens Gate Colne Road, Burnley (Courtesy of Google Street View)

What are the particular considerations involved in adding an additional storey?

3.7.5 Increasing the height of a building can have significant impacts on neighbouring properties and any proposals for additional storeys will be assessed against the guidance set out in Part 2 in relation to the impacts on neighbouring properties.

3.7.6 In terms of architectural design, you should first determine the design approach e.g. subservient, seamless, contemporary/contrasting or radical makeover as described in Part 2 of this SPD. In most cases the seamless approach would be the most acceptable and this would be the correct approach where the building is in a terrace of similar properties or is on an estate with a strong consistent design character. For detached dwellings or terraced buildings where the designs are more varied, there will be more freedom to adopt the contemporary/contrasting or radical

makeover approach. The subservient approach may also be acceptable to limit the visual or amenity impacts of the increase in height or when roof terraces or roof gardens are to be incorporated.

3.7.7 Given the increase in height and therefore prominence within the street scene, high quality design and construction is essential.



Wholly unacceptable upward storey extension on this previously attractive semi-detached house (left) and (right) this upward storey extension, which takes the form of an over-sized dormer, is an unsympathetic addition to the host property and the wider terrace of which it forms part.

Figure 24: Images of upwards extensions (left image Source Alan Stanton - Flickr)

KEY POINTS FOR ADDITIONAL STOREYS

- Check whether the development needs planning permission, prior approval, or the building is listed/locally listed building or within a conservation area.
- Check that the design meets the Building Regulations requirements where applicable.
- Determine the design approach e.g. subservient, seamless, contemporary/contrasting or radical makeover as described in Part 2 of this SPD.
- Review and implement the General Principles set out in Part 2 of this SPD.
- Review the guidance on additional storeys set out in this part paying particular attention to design and effects on daylight.
- This approach is only likely to be acceptable in a very limited set of circumstances as described above
- Adding additional storey to bungalows will not normally be supported

3.8 Garages & outbuildings

New garages and outbuildings

3.8.1 New garages and outbuildings (for storage, home working etc) should be carefully designed so that they form a positive relationship with the property and garden in which they are situated. Garages and outbuildings that are excessively large for the plot or sited unsympathetically can have an unacceptable impact.

3.8.2 Part 2 of this SPD sets out a number of design considerations which must be addressed from the outset for all extensions, including garages and outbuildings, and number of design approaches that can be adopted e.g. subservient, seamless, contemporary/contrasting or radical makeover. Whilst not all these aspects of these approaches will apply to garages and outbuildings, they should still be considered, particularly where the garage or outbuilding is visible from the street.

3.8.3 Outbuildings that are intended for use as independent dwellings or commercial premises are not covered by this SPD. A clear dependency should be retained at all times with the existing dwelling.

3.8.4 Garages and outbuildings are rarely appropriate in front gardens as this would spoil the streetscene and reduce natural surveillance to the detriment of crime prevention.

3.8.5 New garages should provide enough space to store a car, get in and out, and for garage doors to open outwards onto/over a private driveway. They must not open outwards over the public highway (road or footpath). They should be a minimum size of 3m in width x 6m⁶ in length to enable bicycles or other storage at the rear of the garage. (*unless alternative storage is provided) (Burnley Local Plan, Policy IC3, Appendix 9).

3.8.6 Outbuildings can be used to improve visual amenity by concealing bins or garden equipment. If submitting a planning application for a garage or outbuildings, it is a good idea to show the landscaping proposals on your drawings in order to demonstrate a positive relationship with adjacent open areas and gardens, and to show likely access arrangements.

3.8.7 The internal layout of an outbuilding is as important as that of the main house, particularly if it will be inhabited for long periods of time, such as for home working. If the outbuilding is less than 15sqm in area and does not contain sleeping accommodation, it is not normally necessary to apply for Building Regulations approval. However, you should ensure that any outbuilding that is intended to be used as a habitable space (for example as a home office), has a suitable structural design and provides an appropriate level of thermal insulation, damp proofing, daylighting, ventilation and fire proofing.

Garage conversions

3.8.8 Planning permission is not usually required to convert an existing garage to additional living accommodation, providing the work does not involve enlarging the building.

3.8.9 In a number of instances on newer housing estates, these rights have been removed by conditions attached to the original planning permissions for the dwellings/estate meaning planning

⁶ unless alternative storage is provided

permission is required.⁷ This is normally to ensure sufficient on-site private parking and off-site visitor parking storage is retained and/or to avoid the unsightly conversion of garage doors to windows. You should check before planning any works.

3.8.10 Permission may not be granted where the conversion would:

- reduce off-street parking to below the Local Plan standards for the dwelling type; or
- result in an unacceptable loss of garden, boundary walls and trees etc (to provide additional frontage parking); or
- reduce on street visitor parking to below the local plan standards.

3.8.11 Where permission is required and the conversion is considered to be acceptable in principle and in cases where the works do not require planning permission care should be taken, particularly with the replacement of garage doors. More often than not these look very obvious and odd.

3.8.12 The conversion of a garage, or part of a garage, into a habitable space usually requires Building Regulations approval.



Even when done well, as here, the conversion of garage always looks fairly obvious.

Here the curtilage of the dwelling is large enough to accommodate sufficient off-street parking.

Figure 25: Garage conversion (courtesy of Google Street view)

KEY POINTS FOR GARAGES & OUTBUILDINGS

- Check whether the development needs planning permission, prior approval, or the building is listed/locally listed building or within a conservation area.
- Check that the design meets the Building Regulations requirements where applicable.
- Determine the design approach e.g. subservient, seamless, contemporary/contrasting or radical makeover as described in Part 2 of this SPD.
- Review and implement the General Principles set out in Part 2 of this SPD.
- Review the guidance on garages and outbuildings set out in this part paying particular attention to privacy/aspect distances, retaining a clear dependency with the existing building, structural design and ensuring the design respects its setting and the local area.

⁷ Conditions may be worded to withdraw 'permitted development rights' which actually cover the necessary conversion works such as the alteration of the garage door and insertion windows – this effectively prevents the use of the garage as additional living accommodation as well as the external alterations.

3.9 Family Annexes

3.9.1 Creating additional accommodation to provide semi-independent accommodation for a dependant relative may involve adding an extension to the family home or building or converting an existing outbuilding.

3.9.2 Proposals for annexes will be considered on the individual merits of each scheme, having regard in particular to Policy HS5 of the Local Plan and the guidance within this SPD. Fully independent accommodation which creates a new self-contained dwelling is not within the remit of Policy HS5 or this SPD.

3.9.3 Typically, annexe accommodation will be limited to a modest one-bedroom unit and be linked to the host property to allow its conversion to other ancillary accommodation if required in the future. In certain circumstances a slightly larger annexe may be acceptable to provide, for example, any necessary wheelchair access.

3.9.4 As with all extensions there must be no detrimental impact on the amenity reasonably expected to be enjoyed by the occupants of neighbouring properties through overlooking, lack privacy or reduction of outlook or daylight. These requirements are discussed in Part 2 of this SPD.

3.9.5 Various design approaches e.g. subservient, seamless, contemporary/contrasting or radical makeover as described are set out in Part 2 of this SPD. Depending on how the family annex is to be created, the appropriate approach will vary, and you should also read the further guidance relating to the particular type of proposal elsewhere in Part 3 e.g. for a two storey side extension.

3.9.6 With annexes, careful attention needs to be paid to balancing the need for accommodation and retaining functional private amenity space to the host property. Parking impacts are also key, both where the loss of existing spaces or garages is involved as well as the need for additional parking for the new resident(s) and any regular carers.

3.9.7 The conversion of an existing outbuilding to a 'dependant relative annexe' may or may not require planning permission but is likely to require building regulations approval.

KEY POINTS FOR FAMILY ANNEXES

- Check whether the development needs planning permission, prior approval, or the building is listed/locally listed building or within a conservation area.
- Check that the design meets the Building Regulations requirements where applicable.
- Determine the design approach e.g. subservient, seamless, contemporary/contrasting or radical makeover as described in Part 2 of this SPD.
- Review and implement the General Principles set out in Part 2 of this SPD.
- Review the section elsewhere in this Part (Part 3) that related to the type of annex you proposed e.g. two storey side extension, outbuilding etc.
- Review the guidance on family annexes set out in this part paying particular attention to the retention of adequate private amenity spaces and parking.



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