

**Hertsmere Local Development Framework**  
Supplementary Planning Document

# Planning and Design Guide



## **Part E: Guidelines for Residential Extensions and Alterations**

November 2006

## Large print and languages

The Hertsmere Planning and Design Guide can be made available in large print, braille and audio-tape on request. If you require any of these services or you have difficulty understanding this leaflet because English is not your first language, please contact the Planning Policy Department on 020 8207 2277 and we will do our best to assist.

Please allow sufficient time for the Hertsmere Planning and Design Guide to be made available in the format requested.

اگر آپ کو یہ ڈاکومنٹ (دستاویز) سمجھنے میں یا اس پر رائے دینے میں مشکل پیش آتی ہے کیونکہ انگریزی آپ کی پہلی زبان نہیں ہے تو کوئٹل کی کارپوریشن کیوٹلینٹر ٹیم کو 020 8207 2277 پر فون کریں۔ ہم مدد کرنے کی پوری کوشش کریں گے۔ یہ ڈاکومنٹ درخواست کرنے پر بلاے حروف، بریل (بصارت سے محروم افراد کے لیے ابھرے ہوئے حروف) اور آڈیو ٹیپ پر بھی فراہم کیا جاسکتا ہے۔ برائے مہربانی مناسب وقت دیں تاکہ یہ ڈاکومنٹ مطلوبہ شکل میں فراہم کیا جاسکے۔

ইংরেজি যদি আপনার মাতৃভাষা না হয় এবং সেই কারণে যদি আপনার এই লেখাটি বুঝতে বা এর বিষয়ে কোন মন্তব্য করতে অস্বীকার হয়, তাহলে দয়া করে কাউন্সিলের করপোরেট কমিউনিকেশন টিমের সঙ্গে 020 8207 2277 নম্বরে টেলিফোন করে যোগাযোগ করবেন। আমরা আপনাকে সাহায্য করার জন্য যথাসাধ্য চেষ্টা করব। অনুরোধ করলে এই লেখাটি বড় হরফে, ব্রেইলে এবং অডিও-টেপেও পাওয়া যাবে। আপনি ঠিক যে ভাবে লেখাটি চাইছেন সেইভাবে এটিকে প্রস্তুত করে আপনারদের দেবার জন্য আমাদের দয়া করে যথেষ্ট সময় দেবেন।

ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਹ ਦਸਤਾਵੇਜ਼ ਨੂੰ ਸਮਝਣ ਵਿੱਚ ਜਾਂ ਇਸ ਤੇ ਟਿੱਪਣੀ ਕਰਨ ਵਿੱਚ ਤੰਗਲੀਠ ਹੋਏ ਕਿਉਂਕਿ ਅੰਗਰੇਜ਼ੀ ਤੁਹਾਡੀ ਮਾਤਰੀ ਭਾਸ਼ਾ ਨਹੀਂ ਹੈ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਕਾਊਂਸਿਲ ਦੇ ਕਾਰਪੋਰੇਟ ਸੂਚਨਾ ਦਲ ਨੂੰ 0208 207 2277 ਤੇ ਸੰਪਰਕ ਕਰੋ ਅਤੇ ਅਸੀਂ ਮਦਦ ਕਰਨ ਲਈ ਅਪਣੀ ਪੂਰੀ ਕੋਸ਼ਿਸ਼ ਕਰਾਂਗੇ। ਨਿਵੇਦਨ ਕਰਨ ਤੇ ਇਹ ਦਸਤਾਵੇਜ਼ ਵੱਡੇ ਫਿੰਟ, ਬ੍ਰੇਲ ਅਤੇ ਅਡਿਓ-ਟੇਪ ਵਿੱਚ ਵੀ ਪੇਸ਼ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ ਮੰਗੀ ਗਈ ਪੂਰਵ ਵਿੱਚ ਦਸਤਾਵੇਜ਼ ਨੂੰ ਉਪਲਬਧ ਕਰਵਾਉਣ ਲਈ ਪਰਯਾਪਤ ਸਮੇਂ ਦਿਓ।

如果英文不是你的母語，你不明白這份傳單的內容，或你想以中文表達你的見，請致電02082072277聯絡公關組。我們會盡力協助。這份傳單另有放大寫，凸字和錄音帶版本提供給有需要人士。但因預備需時，如有需要盡早跟我們聯絡。

જો તમારી માતૃભાષા અંગ્રેજી ન હોવાને કારણે તમને આ પત્રિકાને સમજવામાં કે તેના વિશે વાત કરવામાં તકલીફ પડતી હોય તો 020 8207 2277 પર કાઉન્સિલની કોર્પોરેટ કમ્યુનિકેશન્સ ટીમને ફોન કરો અને અમે તમને મદદ કરવા માટે શક્ય તે બધા જ પ્રયાનો કરીશું. આપ માંગણી કરશો તો આ પત્રિકા મોટા અક્ષરમાં, બ્રેઇલમાં કે ઓડિયો ટેપ પર ઉપલબ્ધ કરાવી શકાશે. મહેરબાની કરીને આપે માંગેલ સ્વરૂપમાં આ પત્રિકા ઉપલબ્ધ કરાવવા માટે અમને પૂરતો સમય આપો.

Ukoliko imate poteškoca u razumjevanju ovog dokumenta, jer englski jezik nije vas maternji jezik, molimo vas da kontaktirate tim Council Corporate Communications na telefon 020 8207 2277 i mi ćemo uciniti sve da vam budemo od pomoci. Na vas zahtjev dokument je takodjer dostupan u vidu publikacije, braila ili na audio traci U tom slucaju vas molimo da nam ostavite dovoljno vremena da pripremimo dokument u zahtjevanom formatu.

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This document forms part of the Hertsmere Planning and Design Guide. The full guide consists of this document and the following sections:

Part A: Overview and Context

Part B: Permitted Development

Part C: Site Appraisal: Design and Access Statements

Part D: Guidelines for Development

The above sections can be obtained either individually or as a whole from our website ([www.hertsmere.gov.uk](http://www.hertsmere.gov.uk)) or by contacting the Planning Policy Team on 020 8207 2277.

# Part E. Guidance for residential extensions and alterations

Part E sets out specific additional guidance for residential extensions where planning permission is required. All examples of extensions and alterations set out in this section require planning permission; if you are unsure as to whether your proposals require planning permission, please refer in the first instance to Part B of this Guide on Permitted Development.

Any numerical standards are the minimum requirements that should be adhered to in order for an extension to be considered acceptable. Where appropriate the Local Planning Authority (LPA) will seek a higher level of control than set out below. Each case will be judged on its merits having regard to the circumstances of the site and the prevailing character of the area. Where new housing is permitted that just meets the minimum standards set out in Part D of this Guide, the Council will assess whether it is appropriate to remove permitted development rights on the property. This will enable the Council to manage the form of any future development and therefore protect the character of the property and the surrounding area.

## Key principles for extensions

### **EKP-1 45-Degree Line**

All extensions (to the rear, front and side) should be set comfortably within the line drawn at 45 degrees from the nearest edge of the neighbouring front or rear facing windows. Only windows to habitable rooms or kitchens will be taken into consideration. Flank windows will not normally be taken into consideration. Where extensions breach this 45-degree line the Council is likely to refuse the application (see paragraph 1.c and 3.f).

### **EKP-2 Roof Design**

Flat roofs on single storey rear extensions will normally be allowed except where a pitched or hipped roof is considered appropriate to complement the existing building and street scene and where the extension is visible from the street scene. All front and most side extensions should have a pitched roof to match those of the existing building. Single storey extensions should not be greater than 3 metres (for a flat roof) or 4 metres (for a pitched roof) from ground level. In all cases the height of an extension will be assessed on its impact on light, outlook and over-dominance (see paragraph 1.k to 1.m).

### **EKP-3 Hip to Gable Conversions**

The conversion of a sloped hip-end roof into a flat gable-end roof will normally be refused. Some houses may already have this type of extension as a result of permitted development legislation. Where this sort of conversion has already occurred on the neighbouring semi-detached or opposite end of terrace built under permitted development rights, then it may be possible to re-balance the appearance of the pair by building a similar extension. Any assessment will take into account the impact of the extension on the street scene and character of the property.

### **EKP-4 Dormers**

Dormer windows should be as small as possible, providing light for the room rather than enabling a large amount of floorspace in the roof to be used. In most cases, the dormer should take up no more than 60% of the roof slope. Dormers should be located within the rear roof slope. The Council will normally resist dormers within the front roof unless they are an established part of the street scene. In large roof slopes two small dormers may be preferable to one large dormer.

### **EKP-5 Crown Roofs**

The Council will normally resist extensions that result in crown roofs, as they tend to add considerable bulk and are out of keeping with the character of a street scene. Crown roofs are often the result of extensions that are also too bulky and as such the extension may have to be redesigned to create a more sympathetic and subordinate roof design.

### **EKP-6 Window and Door Design**

The design, position and size of windows and doors on front and rear extensions should reflect the existing windows and doors. To avoid direct overlooking of neighbouring properties, windows and doors should only be placed in the rear wall of the extension. If windows are proposed in the side wall, they should be at a high level and non-opening or fitted with obscured glass.

### **EKP-7 Significant Separation Between Buildings**

In those locations in the Borough where there is a significant separation between buildings, this must be retained. Most parts of the Borough including parts of Radlett, Bushey, Elstree and Potters Bar, for example, include these types of areas. In such locations the street scene is likely to be characterised by spacious plots, clear visual breaks between houses and a low density of development. In some locations, such as in Conservation Areas and those areas where large separations are an established feature of the street scene, a greater distance may be more appropriate. The purpose of requiring separation between buildings is to retain views, openness (sky gaps), and to prevent extensions creating a terracing effect and resulting in a cramped form of development (see paragraph 2.e to 2.f and 4.j to 4.m).

### **EKP-8 Private Amenity Space**

The construction of extensions should not result in the significant loss of rear garden space. The Council will expect properties to retain the majority of their garden area following the construction of an extension. In all cases, the relative size of the extension to the existing garden size, in context of the established character of the area, will be taken into account.

### **EKP-9 Garages**

In order to enable the long-term use of a garage extension it should be large enough to accommodate a large car plus some storage. The internal dimensions of garages should be at least 3 x 4.8 metres and exceeded wherever possible, given the prevalence of larger cars within many households. Where garages are of an insufficient size, they will not be counted towards the off-street parking requirements.

### **EKP-10 Car Parking Requirements**

Extensions that significantly increase the number of bedrooms may also require a commensurate increase in parking provision, depending on existing levels of off-street parking.

### **EKP-11 Trees and Extensions**

Planning permission is likely to be refused for developments that would result in the loss or likely loss of any healthy trees or hedgerows, which make a contribution to the amenity of the area. Where extensions result in the loss of healthy trees and hedgerows replacement planting will be required. Where extensions detrimentally affect trees in Conservation Areas and those subject to a Tree Preservation Order the extension will normally be refused.

### **EKP-12 Extensions in the Green Belt**

Whilst proposed extensions and alterations to properties within the Green Belt may meet the guidance set out in this Part E, they may not be acceptable within the Green Belt. Planning Policy Guidance Note 2 on Green Belts states that extensions should not result in disproportionate additions over and above the size of the original building. As such, it is important to discuss your proposal with a Planning Officer at an early stage.

## 1. Single storey rear extensions and conservatories

*This type of extension is the most common type of extension to houses in the Borough. It is often the easiest and most obvious way to extend a house and provide the additional living space required.*

*Your need for space must be balanced against the need to prevent your extension adversely affecting adjoining residents or the character of the house and local area. This can be achieved through careful attention to the depth, height and design of the extension.*

### Rear Projection

- a. It is important that this type of extension is secondary to the original house. Large rear extensions may block daylight and sunlight received by neighbouring properties or impact on privacy. They may also reduce light within the existing property.
- b. Rear extensions should be set comfortably within the line drawn at 45 degrees from the nearest edge of the neighbouring front or rear facing windows. Only windows to a habitable room or kitchen will be taken into consideration. Flank windows will not be taken into consideration.
- c. **Where extensions either breach this 45 degree line or extend more than 3.35 metres beyond the original rear building line, the Council is likely to refuse the application.**

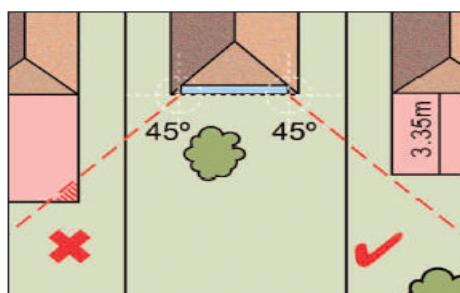


Figure 25: Breaching the 45° line

- d. In some cases, even a projection of 3.35 metres may be considered excessive. This may occur particularly in terraced properties and those newer properties which have their permitted development rights removed. In all cases, the Council will take into account ground level differences, staggered building lines, the proximity of neighbouring properties and the extent to which neighbouring properties have been extended. Daylight / sunlight assessments of the type developed by the Building Research Establishment

(BRE) may be required to assess and/or support the application.

#### ① Further Information:

*The BRE assessments calculate the amount of daylight and sunlight entering into a property at different times of the day and during different times of the year. They can also calculate the extent of shadow an extension creates to assess the potential impact on neighbouring windows.*

- e. The construction of rear extensions should not result in a significant loss of rear garden space. As a guide, the Council would expect properties to retain the vast majority of their rear garden area. In all cases, the relative size of the extension to the existing garden size, in context of the established character of the area, will be taken into account having regard to the following table.

	Dwelling Size	Garden Area
House Bungalow	2/3 bedrooms	60 m <sup>2</sup>
House Bungalow	4 bedrooms	80 m <sup>2</sup>
House Bungalow	5 + bedrooms	100 m <sup>2</sup>

- f. Where side and rear extensions are proposed, or where a rear extension would be joined to an existing side extension, it should meet the criteria for both rear and side extensions. Where large extensions wrap around the buildings these are likely to have a greater impact on the design of the building and on the outlook, privacy and daylight enjoyed by neighbouring properties. As such they may be refused permission.

Some flexibility may be acceptable where:

- a 45 degree line to the edge of neighbouring habitable or kitchen windows is comfortably maintained,
- where houses are detached on one or more side, or
- where the building line of houses varies and your neighbour's property projects well beyond your proposed extension.

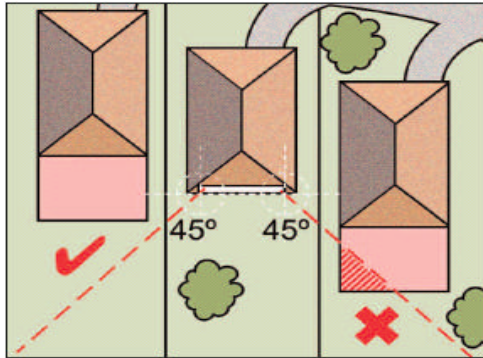


Figure 26: Breaching the 45° line where buildings are staggered

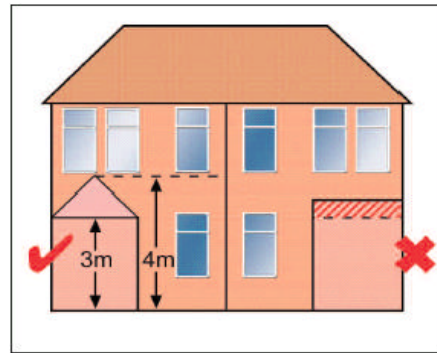


Figure 27: Roof designs on single storey rear extensions

### Conservatories/Pergolas

- g. A glazed conservatory or open sided 'pergola' to the rear of the house is considered as an extension. The criteria that apply to solid (i.e. brick) extensions will also apply to conservatories and pergolas.
- h. Some conservatories will not be permitted up to a shared boundary where there is a likelihood of overlooking because of a low boundary fence or substantial differences in ground levels. In these instances, a fence of between 1.5 and 2 metres may be required along the depth of the conservatory. Alternatively, the side elevations of a conservatory may need to be built using obscured glass or solid materials to prevent any overlooking and where high level windows are proposed, they may need to be non-opening and obscured.
- i. Where you are proposing to add a conservatory or pergola to the rear of an existing extension, planning permission will be refused.
- j. Conservatories should be confined to rear and side gardens at ground floor level only.

### Roof Heights and Design

- k. A flat roof may be acceptable for a single storey rear extension in most circumstances. However, for some types of houses a pitched or hipped roof will be more appropriate so that it complements the existing building and streetscape if the extension is visible from the street.
- l. **The Council will resist single storey rear extensions that are greater than 3 metres high if they have a flat roof and 4 metres high if they have a pitched roof.** In all cases the height of a rear extension will be assessed on its impact on light, outlook and over-dominance.

- m. No roof should be so high that it blocks all sunlight and daylight to a neighbouring house and garden. To help prevent this, the angle of the roof pitch should be as shallow as possible. If your roof pitch is too steep the scheme is likely to be refused.
- n. If any roof includes hanging gutters, they should not overhang into the neighbouring property. A set in will also allow easy access for maintenance. Should a parapet wall be required, it should not exceed 0.3 metres (30cm) in height over and above the height of main flat roof.
- o. **The use of a flat roof as a balcony, roof terrace or garden is likely to harm the privacy and amenity of neighbours and will normally be refused permission or controlled by a planning condition.**

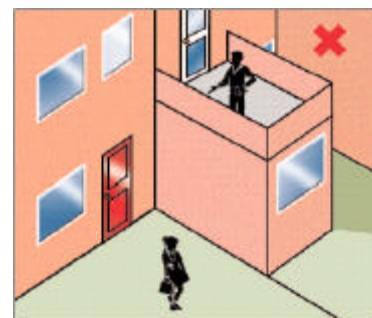


Figure 28: Use of flat roof as a balcony

### Windows, doors and materials

- p. The design, position and size of windows and doors on rear extensions should reflect the existing windows and doors.

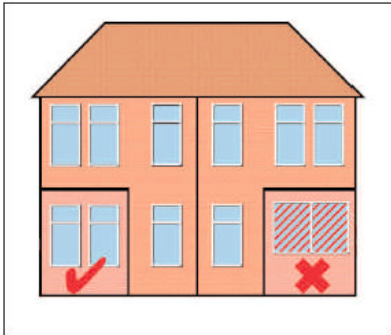


Figure 29: Matching new windows to existing windows

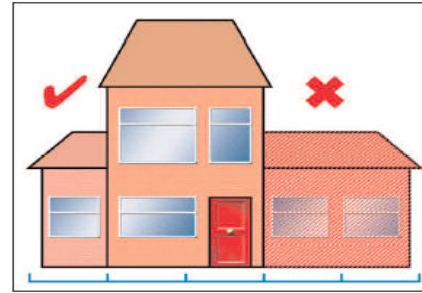


Figure 30: Side extensions should be significantly less than half the width of the main building

- q. To avoid direct overlooking of neighbouring properties, windows and doors should only be placed in the rear wall of the extension. If windows are proposed in the side wall, they should be at a high level and non-opening or fitted with obscured glass.
- r. The finished appearance of the extension should use materials that match or complement the materials used in the original house. Where appropriate, detailed design features from the existing house should be followed through into the proposed extension.

- b. **The width should be significantly less than the width of the main house and should not exceed half the width of the main building, when viewed from the front. The side wall of the extension should be parallel to the original house and where the boundary is at an angle to the house, the side wall should not follow the boundary line.**

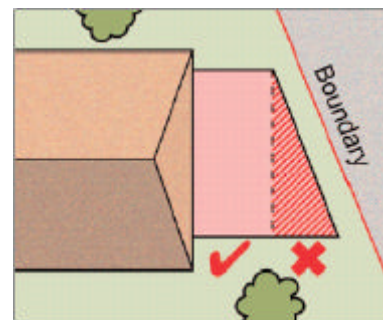


Figure 31: Extensions parallel to building

## 2. Single storey side extensions

*These types of extension are very common in the Borough. Like a rear extension, it is an easy way to extend a house and provide additional space, although this must be balanced against the need to prevent your extension adversely affecting adjoining residents or the character of the house and local area. This can be achieved through careful attention to the depth, position, height and design of the extension and the arrangements you make for off-street parking.*

*It is very important that side extensions accurately reflect the design of the main house and remain secondary in their size and appearance.*

### Proportion

- a. The height and width of side extensions should be proportionate to the dimensions of the main house. Extensions to provide car ports will also be assessed using the following guidance.

### Set-back and set-in

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

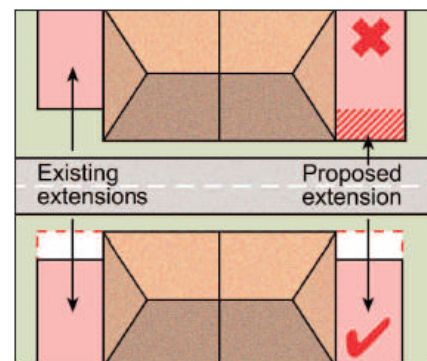


Figure 32: Set backs from front building line

- d. A front set-back may be required where houses are staggered back from the road and the extension would breach the line drawn at



45 degrees from the nearest edge of neighbouring habitable or kitchen windows.

- e. **In locations where there is a significant separation between buildings this should be retained. As such single storey side extensions should be located a minimum of 1 metre away from the side boundary. In some locations, such as in Conservation Areas and those areas where large separations are an established feature of the street scene, a greater distance may be more appropriate.** The purpose of requiring separation between buildings is to retain views, openness (sky gaps), and to prevent extensions creating a terracing effect and resulting in a cramped form of development.
- f. **In locations where buildings have little separation between them it may be acceptable for single storey side extensions to be built up closer to the side boundary. However, these extensions should be set in from the side boundary to allow a hanging gutter to be used.** In most cases a greater distance will be more appropriate in order to enable easier maintenance and to provide access to the rear of properties.

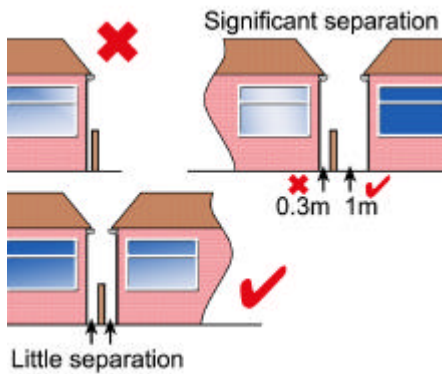


Figure 33: Distance from side boundary

- g. Unless they are a feature of the original house, parapet walls will be refused permission where they are visible from the street and where they do not reflect the prevailing design of the street scene.
- h. Where side and rear extensions are proposed or where a side extension would join an existing rear extension, it should meet the criteria for both rear and side extensions. Where large extensions wrap around the buildings these are likely to have a greater impact on the design of the building and on the outlook, privacy and daylight enjoyed by neighbouring properties. As such they may be refused permission although some flexibility may be acceptable where:

- a 45 degree line to the edge of neighbouring habitable or kitchen windows is comfortably maintained
- where houses are detached on one or more side.
- where the building line of houses varies and your neighbour's property projects well beyond your extension

**Design**

- i. To help the extension blend in with the house and street, the design and style of the roof should match that of the main roof to the original house. On the front elevation, the angle of the roof should match that of the main roof of the house.

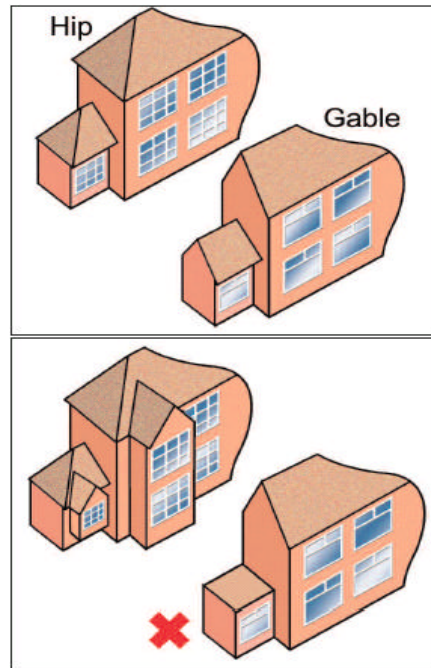


Figure 34: Matching the design of an extension to the existing building

- j. Where appropriate, you should follow detailed design features from the existing house into the extension. A separate front entrance door will not be acceptable in the new extension.

**Windows, doors and materials**

- k. The design, position and size of windows and doors on the extension must reflect the existing windows and doors.
- l. Where there is a risk of overlooking of neighbouring properties, windows and doors should only be placed in the front and rear walls of the extension. If windows are proposed in the side wall, they should be at a

high level and non-opening or fitted with obscured glazing. An alternative means of providing daylight to an extension is via the insertion of roof lights.

- m. The finished appearance of the extension should use materials that match or complement the materials used in the original house.

### 3. Two storey and first floor rear extensions

*Two storey and first floor rear extensions can provide additional accommodation for some properties but are capable of having a more negative impact on the neighbouring houses than single storey extensions. The double height of these extensions can lead to much more overshadowing and blocking-in of adjoining houses and gardens.*

- a. If the Council considers it possible to extend the house above ground floor level, the design may have to include significant set-ins and set-backs from the boundaries and extension below.
- b. First floor rear extensions are unlikely to be approved on terraced properties because of their impact on neighbouring properties.
- c. Extensions that significantly increase the number of bedrooms may also require a commensurate increase in parking provision, depending on existing levels of off-street parking. (see section 9.7 on Garages and Parking Provision)

#### Rear projection

- d. It is important that this type of extension is secondary to the original house. Large two storey and first floor rear extensions may block daylight and sunlight received by neighbouring properties or impact on privacy.
- e. The Council is likely to resist ground floor rear extensions that are deeper than 3.35 metres unless a 45 degree line to the edge of rear neighbouring habitable windows can be comfortably maintained. However, in order to reduce the impact of the extension at first floor level, it may be appropriate for the rear wall to be set in from the rear building line of the ground floor extension. This is so that any extension will have as little impact as possible on the outlook, privacy and daylight enjoyed

neighbouring properties, as well as the character and appearance of the area.

- f. **Two storey and first floor rear extensions should be sensitively positioned and designed. In all cases, the first floor of a rear extension should be set comfortably within a line drawn at 45 degrees from the nearest edge of any first floor neighbouring window (except bathroom or landing windows). At first floor level, the extension should not be greater than half the width of the main house, and the rear depth should be kept to the minimum required. The outlook from the adjoining properties needs to be carefully considered.**

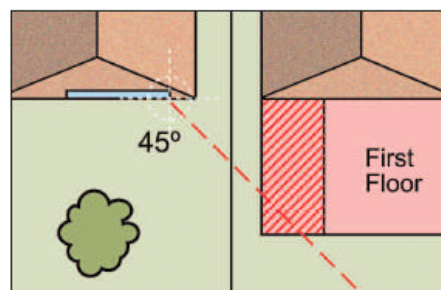


Figure 35: First floor rear extension breach of 45° line

- g. The scope to extend properties at first floor level will be increased where:
  - two storey/first floor extensions to neighbouring properties already exist;
  - where houses are detached
  - where houses are staggered back from the road and your neighbour's property projects well behind your extension.
- f. The construction of rear extensions should not result in a significant loss of rear garden space. As a guide, the Council would expect properties to retain the vast majority of their rear garden area. In all cases, the relative size of the extension to the existing garden size, in context of the established character of the area, will be taken into account having regard to the following table.

	Dwelling Size	Garden Area
House Bungalow	2/3 bedrooms	60 m <sup>2</sup>
House Bungalow	4 bedrooms	80 m <sup>2</sup>
House Bungalow	5 + bedrooms	100 m <sup>2</sup>

**Roof size and design**

- g. In most cases the Council will require first floor extensions to have pitched or hipped roofs to blend the new extension with the existing building. This will also make sure that the extension does not detract from the character of the building or the street scene.

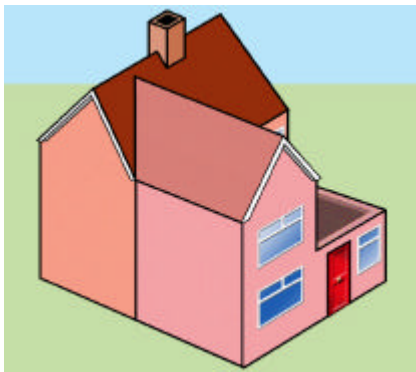


Figure 36: Matching new roof to existing building

- h. Roofs should not be so high that they block sunlight and daylight to your neighbour's house and garden. The angle of the roof pitch should generally reflect the angle of the main roof slope; if the roof pitch is too steep the scheme is likely to be refused.
- i. **First floor roofs on terraced, semi-detached and (unless on more spacious plots) detached houses should be designed to make sure that the extension remains a subservient feature of the existing house.** In some cases the Council will expect the ridge height to be set lower than the existing ridge to ensure the extension appears subservient.
- j. Crown or mansard roofs on large extensions will be rejected by the Council, as they often detract from the design and character of the existing house.
- k. If the roof includes hanging gutters, they should not overhang into the neighbouring property. A set in will also allow easy access for maintenance. Parapet walls will be refused permission unless they are a feature of the original house.
- l. **The use of a flat roof (or section of roof) as a balcony, roof terrace or garden is likely to harm the privacy and amenity of neighbours and will be refused permission or controlled by a planning condition.**

**Windows, doors and materials**

- m. The design, position and size of windows and doors on rear extensions must reflect the existing windows and doors.



Figure 37: Matching new windows to existing building

- n. To avoid direct overlooking of neighbouring properties, windows should only be placed in the rear wall of the extension. If windows are proposed in the side wall, they should be at a high level and non-opening or fitted with obscured glass.
- o. In order to prevent extensions having a negative impact on the privacy of neighbouring buildings, the Council will resist the addition of balconies to first floor windows.
- p. The finished appearance of the extension should use materials that match or complement the materials used in the original house. Where appropriate, you should follow detailed design features from the existing house into the proposed extension.

## 4. Two storey and first floor side extensions

*Two storey and first floor side extensions can provide additional accommodation for some properties but are capable of having a more negative impact on the neighbouring houses than single storey extensions. The double height of these extensions make them highly visible and therefore have a greater impact on the quality and character of the street scene.*

*The need for additional living accommodation must be balanced against the need to prevent an extension harming the outlook, privacy and daylight enjoyed by neighbouring properties, the character of the house and the appearance of the street. This can be achieved through careful attention to the depth, position, height and design of the extension and the arrangements made for off-street parking.*

### Proportion

- It is very important that two storey and first floor side extensions accurately reflect the design of the main house and remain secondary in their size and appearance.
- The height and width of these side extensions should be proportionate to the dimensions of the main house.

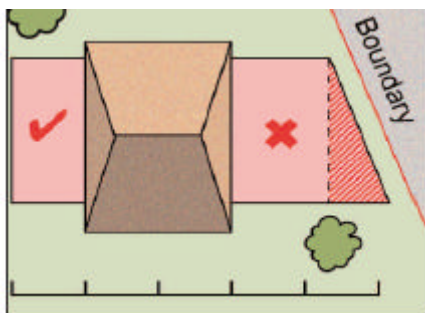


Figure 38: Side extensions should be less than the width of the main building.

- The width should be significantly less than the width of the main house. The side wall of the extension should be parallel to the original house and where the boundary is at an angle to the house, the side wall should not follow the boundary line.
- Extensions which significantly increase the number of bedrooms may also require a commensurate increase in parking provision, depending on existing levels of off-street parking. (see section 7 of the Guide on Garages and Parking Provision)

### Set-back

- Large two storey and first floor side extensions can reduce the separation between buildings so much that the site appears cramped or creates a terraced effect. They can also prevent neighbours from extending their property in a similar manner.
- The extension should be set back at least 1 metre from the main front wall of the house to allow the original proportions of the building to remain the prominent feature.
- A front set-back may not be required where houses are staggered back from the road and a neighbouring property projects well in front of the proposed extension.

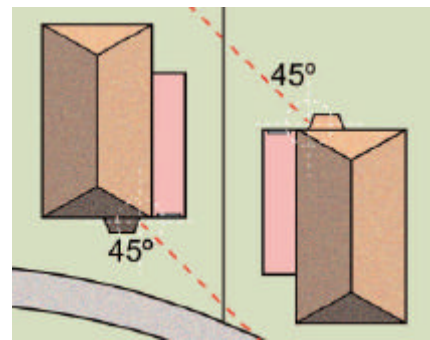


Figure 39: Set backs where buildings are staggered.

- In the case of end of terrace or semi-detached houses, where there is an existing side extension without a front set-back on the other end of the terrace/adjoining house, planning permission may be granted for a matching extension without a set-back. In cases such as this, the Council will expect to see that the symmetry of a pair of semis or the opposite ends of a terrace would be kept. The extension should be positioned behind any front bay window.

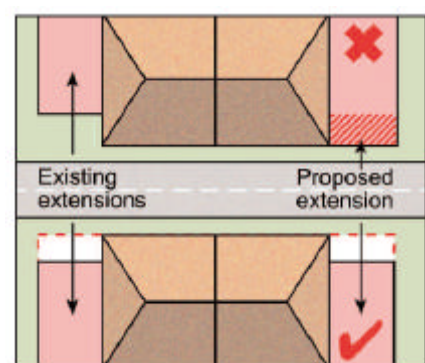


Figure 40: Set backs from front building line

- i. To stop an extension from blocking light to the neighbouring house, it should include a corresponding setback from the rear wall where a 45 degree line to the edge of rear neighbouring habitable or kitchen windows cannot be maintained.

**Set-in**

- j. In those locations in the Borough where there is a significant separation between buildings, this must be retained. Most parts of the Borough including parts of Radlett, Bushey, Elstree and Potters Bar, for example, include these types of areas. In such locations the street scene is likely to be characterised by spacious plots, clear visual breaks between houses and a low density of development.
- k. **Proposals in these areas should ensure that two storey side extensions should be located a minimum of 2 metres away from the side boundary – regardless of the position of any existing ground floor extension or garage to be replaced.** In some locations a greater distance may be more appropriate. The purpose of requiring separation between buildings is to retain views, openness (sky gaps), and to prevent extensions creating a terracing effect and resulting in a cramped form of development.
- l. In these locations, where a first floor extension is proposed over an existing ground floor side extension which has been built closer than 2 metres to the boundary, an assessment will be made of the visual impact of having a greater set-in at first floor. There will be a presumption in favour of maintaining the widest possible gap between properties and a minimum of a 2 metre set-in is likely to be required at first floor level.
- m. **In those locations where buildings have little separation between them, first floor side extensions should be a minimum of 1 metre away from the side boundary.** In some cases a greater distance will be more appropriate.

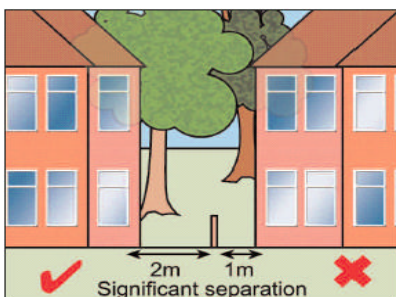


Figure 41: Distances from boundary with significant separation

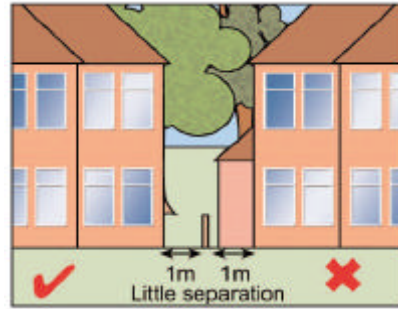


Figure 42: Distances from boundary with little separation.

- n. Parapet walls will be refused permission unless they are a feature of the original house

**Design**

- o. To help the extension blend in with the house and street, the design and style of the roof should match that of the main roof to the original house. On the front elevation, the angle of the roof should match that of the main roof of the house.
- p. Where appropriate, you should copy detailed design features from the existing house into the extension.

**Windows, doors and materials**

- q. The design, position and size of windows and doors on the extension must reflect the design, position and size of the ones used in the main house.
- r. To avoid overlooking of neighbouring properties, windows and doors should only be placed in the front and rear walls of the extension. If windows are proposed in the side wall, they should be at a high level and non-opening or fitted with obscured glazing. An alternative means of providing daylight to an extension is via the insertion of roof lights.
- s. The finished appearance of the extension should use materials that match or complement the materials used in the original house.

## 5. Front extensions and porches

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

### Front extensions

- a. Front extensions that are larger than a porch will be refused if they stand out as bulky, out of character or adversely change the appearance of house and street.
- b. However, where the front elevation of an individual house is staggered (for example, an L-shaped frontage) so that part of the front is positioned behind the main building line of the street - a larger front extension may be possible. The extension should be set well back from the part of the house nearest the road and not be higher than single-storey. Windows must not face adjoining properties.
- c. Front extensions and their roof canopies should not cross the line drawn at 45 degrees from the nearest edge of the neighbouring front facing windows. Only windows to a habitable room or kitchen will be taken into consideration.
- d. The roof design, windows and finishing materials should match the original house. Crown roofs on front extensions are not likely to be approved as they tend to be bulky and do not reflect the design of the existing or neighbouring properties.
- e. The creation of two separate entrances to a house will not be permitted.

### Porches

- f. A porch must only be built in front of the original doorway to the house. Permission will be refused for porches that extend sideways and are linked to a side extension or attached to a bay window. The depth of any porch or canopy must not extend out past the line of any windows.
- g. The design of the porch is very important. It should be built from the same materials used in the house and any windows should not overlook neighbouring properties. If windows are considered to increase overlooking they should contain obscured glass, particularly on the side elevations. Unless they are a feature of the original house, pillars will be refused. Overhanging canopies are not acceptable on

front extensions - except where they are used as an alternative to a porch.

## 6. Roof extensions, roof lights, roof terraces and balconies

*Any roof extension will have a big impact on the appearance of a house and the surrounding area. It is important to make the size of the extension secondary to the size of the roof face within which it will be set.*

### Roof extensions/loft conversions

- a. Roof extensions that would be as wide as the house and create the appearance of a large box will be refused permission. Where the roof can be extended, the Council will recommend that you build a small dormer window extension set well within the roof slope.

### Hip to gable-end conversions

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

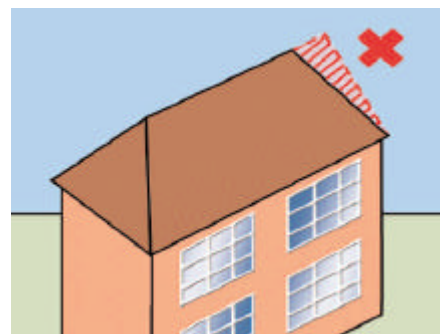


Figure 43: Maintaining the symmetry of hipped roofs.

- c. Some houses may already have this type of extension as a result of permitted development legislation. If your house is a semi-detached house and the attached house has a permitted development extension of this sort, then it may be possible to re-balance the appearance of the pair by building a similar extension. Any assessment will take into account the impact of the extension on the street scene and character of the property.
- d. The same may apply to an end of terrace house where the terrace at the other end of

the same row has been extended in this way. As these situations are rare, the Council recommends that proposals are discussed with a planning officer at an early stage.

**Dormer windows**

- e. Dormer windows are an easy way of providing additional living accommodation with minimal impact on the structure of the house. However, if the dormer is not designed sensitively, it can harm the integrity of the building and the character of the street scene. Dormers should provide the natural light for a room and not the room itself.
- f. **Dormers should be as small as possible and should generally be located within the rear roof slope. As a general rule, the Council will resist dormers that take up more than 60% of the roof face.**
- g. **The Council will resist dormers within the front roof face unless they are a dominant or original feature of the street scene.**
- h. The presence of nearby large and unsightly dormers built through permitted development legislation will not be considered as an acceptable reason to build similarly large dormers.
- i. Two smaller dormers in a rear roof face will in some cases be more acceptable than one large dormer.
- j. If dormers are required on both the side and rear roof slopes, they must remain independent from each other and not wrap around to create one large extension.



Figure 44: Dormers

- k. If your house has an existing two storey rear extension, any dormers on it should remain separate from dormers on the main roof.
- l. A dormer window or roof extension must be constructed in the centre of the roof face. The

size of each roof face will vary from one house to the next. Measured vertically, dormers should be set at least 0.3 metres (30 cm) from the main roof ridge and eaves to remain a subservient feature of the roof. To avoid being highly visible from the street scene, the dormer should also be set in from the side or boundary walls by at least 0.5 metres (50 cm). On larger roof slopes, in particular, the Council will expect dormer set-ins to significantly exceed these minimum distances.



Figure 45: Position of dormer within the roof slope.

- m. To help the dormer blend in with the character of the house and street, the design and style of the dormer roof should match that of the main roof of the original house. However, a flat roof may sometimes be acceptable for a rear dormer.
- n. The glazing design of the main house should be followed through into the dormer. However, large planes of flat glass will not be considered acceptable on large dormers.
- o. The bricks, tiles and window frames used must match those used in the original house. The Council will expect to see high quality workmanship in dormer and roof extensions in order maintain the quality of the street scene.

### Side dormers

- p. Dormer window extensions on the side roof face will normally be resisted. However, where exceptionally considered acceptable, the Council will require side dormers to be as small as possible, be centrally located within the roof face and have a hipped roof at the same angle of the main roof slope. Flat roofs on side dormers will not be acceptable.

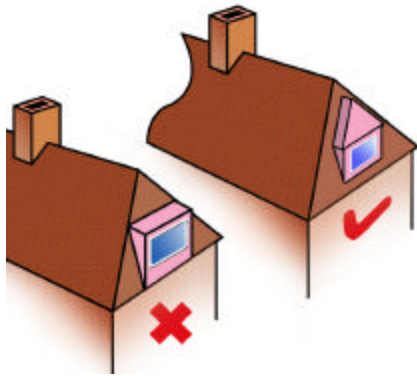


Figure 46: Design of dormer windows on the side roof slope.

- q. The internal layout of the roof extension should ensure that the side dormer does not provide a window for a bed/living room and thereby cause overlooking.
- r. Where a conventional dormer cannot be used, a roof light may represent an alternative solution.

### Roof lights

- s. **Where several roof lights are proposed in the front roof face, these may require planning permission. The number of roof lights should be kept to a minimum and limited to rear elevations.**
- t. Any roof lights should have regard for the size and position of the windows in the main house.
- u. The glazing and materials used for the roof light should be designed to blend into the roof face.

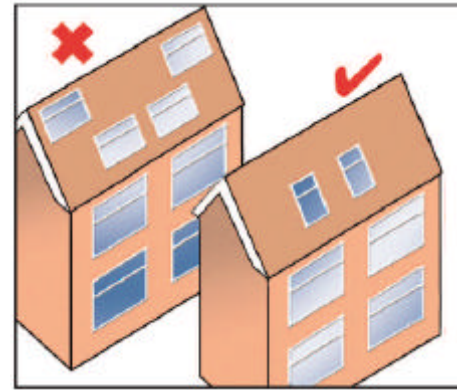


Figure 47: the fewer the better

- v. Where roof lights are constructed into single storey rear or side extensions consideration should be given to the potential impact on the residential amenity and privacy of neighbouring properties. Where domed roof lights or sun pipes are proposed in flat roofs these may cause an overspill of light, particularly at night. Building a short parapet wall could reduce the effects of this. Alternative methods such as requiring the use of blackout blinds internally after certain hours could also be implemented.

### Solar Panels

- w. Solar panels are likely to require planning permission where sited on a front roof slope. The Council wishes to promote sustainable forms of energy generation but will apply the following constraints:
- On listed buildings solar panels will not normally be permitted.
  - Within conservation areas, solar panels will not be permitted on any conspicuous elevations.
  - In other cases, where solar panels would be visible from public streets and areas, they must be designed and laid out as part of an overall architectural treatment.

### Balconies and roof terraces

- x. While balconies and roof terraces can replace garden space lost through the construction of an extension, the use of these roofs for recreational purposes requires planning permission.
- y. The Council will refuse such proposals where they lead to overlooking and loss of privacy for neighbouring properties.



## 7. Garages and parking provision

- a. If you are proposing an attached garage, then it should be designed with the guidance set out elsewhere in this document in mind.
- b. In order to enable the long term use of a garage extension it should be large enough to accommodate a large car plus some storage. **The internal dimensions of garages should be at least 3 x 4.8 metres and exceeded wherever possible, given the prevalence of larger cars within many households. Where garages do not meet the above dimensions, they will not be counted towards the off-street parking requirements.**
- c. You should leave a 6 metre deep driveway in front of the garage to allow you to open the doors and park a second car. Garage doors should only open outwards.

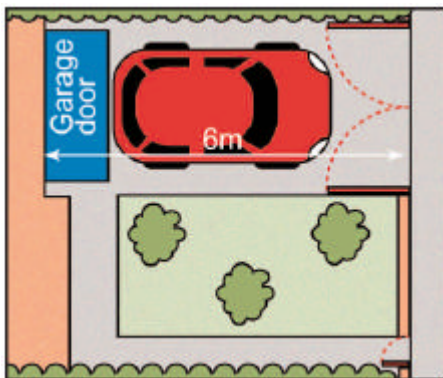


Figure 48: 6 metre distance in front of garage

- d. Garages should not dominate the streetscape. Where garaging access forms part of the main front wall of a house it should generally be:
  - less than half the width of the building; and
  - subordinate in appearance to the main elevational detail.
- e. Where garage extensions have a roof these should be designed to reduce the bulk of the extension and should reflect the roof shape of the existing property.
- f. Hiding a flat roof behind a dummy-pitched roof will only be considered acceptable where this is a common feature in the street scene or where the flat roof is not visible when viewed from the street.

### Parking provision

- g. If you propose to demolish or convert a garage, or build on a side driveway/parking area, you must provide details of how you

intend to provide replacement off-street parking. Depending on the size of your house, you will be required to provide two off-street spaces either to the rear, or within your front garden. Each space should measure 4.8 metres deep by 2.4 metres wide.

- h. Extensions that significantly increase the number of bedrooms may also require a commensurate increase in parking provision, depending on existing levels of off-street parking.

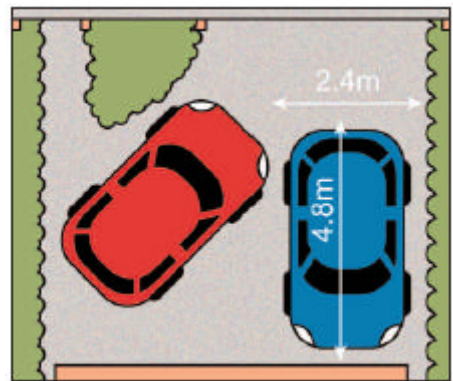


Figure 49: Adequate space for two cars

- i. The Council's current requirements for residential off-street parking are set out in a separate Supplementary Planning Guidance note, published in October 1999. The standards primarily relate to minimum average levels of parking across new housing schemes, as follows:

Studio flat/bedsit	1.75 spaces/unit
1 bed flat/house	1.75 spaces/unit
2/3 bed house/flat	2.25 spaces/unit
4+ bed house/flat	3.25 spaces/unit

- j. The Council intends to review these standards in 2007 and will need to take account of any more recent national or regional policy in the interim period.

### Landscaping, gates and access

- k. Where off-street parking is provided within front gardens this should be done as part of an overall landscaping scheme that retains as much of the garden planting as possible, together with safe independent pedestrian access to the house and a sturdy low wall or fence alongside the pavement or road. A single access point, rather than a double frontage entrance to the driveway will be preferred. The installation of high security gates can create a sense of segregation, can increase fear and perception of crime and will be resisted by the Council. Where planning

permission is granted exceptionally for gates because of the particular circumstances of an individual property, they should be set back from the street, modest in scale, well screened, capable of closing quietly and should not dominate the street scene in any way. The same principles will apply to piers, columns and walls adjoining the gates.

- l. Trees in Conservation Areas and those protected by Tree Preservation Orders will normally need to remain. The Council encourages the retention of all healthy trees and hedgerows. Replacement planting should be provided where such vegetation is removed.
- m. Front fences may be used where they are already a feature of the street. The design should complement the existing pattern of boundary treatment and should be integrated with hard and soft planting.
- n. In areas dominated by green front and side boundary treatments, changes to front and side boundaries should reflect this in their designs, and should not use hard features such as railings, walls and fences to define boundaries.
- o. If a new dropped kerb is required to access this parking space, you may need to apply for planning permission before the Council can build it. This is most likely when your driveway will access a main road. For more information on this, please contact the Council's Highways Section. If your proposal would alter the parking provision on your property and the property lies within a Controlled Parking Zone (CPZ), it is recommended that you contact the Council's Transport Planner or CPZ Unit.
- p. Large areas of impermeable paving should be avoided. The Council encourages the use of porous or open block paving and driveway materials to facilitate natural drainage and absorption by vegetation. Where new driveways are proposed, there may be scope for providing purpose built storage areas for recycling and refuse bins. More information on this can be found in Part D of this Planning and Design Guide.

#### Conversion of garage to habitable room

- q. The conversion of a garage extension to a habitable room (used for living/sleeping) may require planning permission. Depending on when the garage was originally granted planning permission, a condition may have

been attached to the permission that only allows it to be used for parking a car.

- r. The Council's statutory register of planning decision notices will help you find out if such a condition exists for your property. If the use of the garage is conditioned, you will need planning permission to convert it. As part of the application, the Council will take into account the amount of off-street parking available on your property. If the use of the garage is not conditioned, you may still need permission if your proposal includes extending the garage wall to create a bay window, or extending beyond the front most part of the existing house.

## 8. Corner plots

- a. If your house is on a corner plot with a road or footpath alongside it, extensions are likely to be visible from the public highway, particularly side extensions. In these circumstances, the extension should be set back from the building lines in each street.
- b. The impact of the extension on the character and appearance of the street will be assessed. Proposals that would result in an unsympathetic or bulky extension to the street scene will be refused. For corner properties, side extensions that wrap around to meet a rear extension will be refused.
- c. Extensions on corner plots will be subject to the guidance contained in the relevant sections of this guide.

## 9. Granny annexes and staff accommodation

- a. If the purpose of any extension is to provide accommodation for a relative, au pair, carer, housekeeper or domestic staff, it must be modest in size and scale and should not have a separate entrance or staircase. The extension should be internally connected to the rest of the house and can include a small, kitchen area. **The development of large, self-contained flats as granny annexe or staff accommodation extensions will not be permitted.**
- b. All the design guidance contained in Part E is applicable to all granny annex extensions.

- c. In determining an application for an annexe, the Council will wherever possible expect the development to be subservient / subordinate to the main house, share vehicular access with the main house, and have adequate parking and amenity facilities for the occupants of the annexe and the main building.
- d. The annexe should be in the same ownership as the main house, and there should be a functional link with the main house (i.e the occupants should be a dependent relative or be employed at the main house).
- e. There should be no boundary demarcation or sub-division of garden areas between the annexe and the main building, and the annexe should be designed in a manner that easily enables the annexe to be used at a later date as an integral part of the main house.
- f. Detached annexes will not normally be permitted, although in some cases, the

conversion of existing detached buildings within the curtilage of the main building may be acceptable as long as they do not become a separate self-contained unit.

**① Information**

*Please note that the information given in this section is only a guide and cannot be held to be a definitive interpretation of case law on this subject. Planning law is complex and often changes. You are advised to contact the Planning Unit well in advance of any proposed extension for annexe accommodation so that an officer can advise on the need for planning permission and discuss details about the intended use of the extension.*