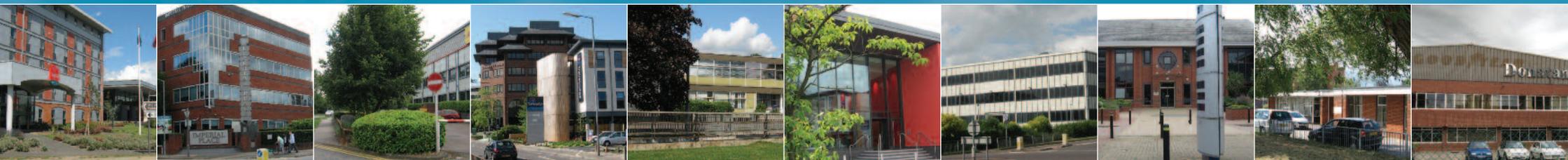


Elstree Way

Local Development Order

Design Guide



January 2011

Large print and languages

Hertsmere Borough Council aims to provide information in alternative formats where possible.

If you would like a document in a different language or format please call 020 8207 7445 or email customer.services@hertsmere.gov.uk and we will do our best to help.

Please allow sufficient time for any document to be translated.

تهدف بلدية منطقة هارتسمير (Hertsmere Borough Council) إلى توفير المعلومات بصيغ بديلة إذا كان ذلك ممكناً.

إذا اردت أي وثيقة بلغة أو بصيغة أخرى يرجى الاتصال برقم الهاتف 020 8207 7445 أو إرسال بريد الكتروني customer.services@hertsmere.gov.uk وسنبذل قصارى جهدنا لمساعدتك. يرجى منحنا وقتاً كافياً لترجمة أي وثيقة مطلوبة.

Hertsmere 自治区政府旨在可能的情况下提供信息的其它格式版本。

如果你想得到以简体中文或其它格式制作的版本，请致电 020 8207 7445，或发送电邮至 customer.services@hertsmere.gov.uk，我们将尽力提供帮助。请预留足够的时间，以便让我们完成有关文件的翻译。

Rada miejska Hertsmere Borough Council zamierza dostarczać wszelkie informacje, tam gdzie jest to możliwe, w różnych formatach.

Jeżeli ktoś chciałby otrzymać dokument w innym języku lub formacie proszony jest zatelefonować na numer 020 8207 7445 lub przesłać e-mail do customer.services@hertsmere.gov.uk a my zrobimy wszystko by pomóc. Prosimy uwzględnić czas na przetłumaczenie każdego dokumentu.

ਹਰਟਸਮੀਅਰ ਬੋਰੋ ਕੌਂਸਿਲ ਜਿੱਥੇ ਵੀ ਹੋ ਸਕੇ, ਜਾਣਕਾਰੀ ਹੋਰ ਰੂਪਾਂ ਵਿੱਚ ਦੇਣ ਦਾ ਯਤਨ ਕਰਦੀ ਹੈ।

ਜੇ ਤੁਹਾਨੂੰ ਕੋਈ ਦਸਤਾਵੇਜ਼ ਕਿਸੇ ਹੋਰ ਬੋਲੀ ਵਿੱਚ, ਜਾਂ ਕਿਸੇ ਹੋਰ ਰੂਪ ਵਿੱਚ ਚਾਹੀਦਾ ਹੈ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਨੰਬਰ 020 8207 7445 'ਤੇ ਫ਼ਨ ਕਰੋ, ਜਾਂ ਇਸ ਪਤਾ customer.services@hertsmere.gov.uk 'ਤੇ ਈਮੇਲ ਭੇਜੋ। ਅਸੀਂ ਤੁਹਾਡੀ ਮਦਦ ਕਰਨ ਦੀ ਪੂਰੀ ਕੋਸ਼ਿਸ਼ ਕਰਾਂਗੇ। ਕਿਰਪਾ ਕਰਕੇ ਇਹ ਯਾਦ ਰੱਖੋ ਕਿ ਦਸਤਾਵੇਜ਼ ਦਾ ਤਰਜਮਾ ਹੋਣ ਨੂੰ ਕੁਝ ਸਮਾਂ ਲਗਦਾ ਹੈ।

Contents	Page
1. Introduction.....	3
1.1. <i>The Elstree Way Local Development Order</i>	3
1.2. <i>The purpose of this document</i>	3
2. The permitted development rights issued through the LDO	4
3. General principles	5
3.1. <i>Side extensions</i>	5
3.2. <i>Rear extensions</i>	6
3.3. <i>Side and rear extensions</i>	7
3.4. <i>Front extensions</i>	7
3.5. <i>Solar panels</i>	8
3.6. <i>Fences</i>	9
3.7. <i>Independent entrance feature structures</i>	9
4. Appropriate development in the special character zones	10
5. Appendices	17
<i>Appendix 1: LDO boundary</i>	19
<i>Appendix 2: Elstree Way LDO special character zones</i>	20

1. Introduction

1.1. The Elstree Way Local Development Order

Part 4 of the 2004 Planning and Compulsorily Purchase Act introduced the right for Local Authorities to create and apply Local Development Orders (hereafter LDOs) to any area within their jurisdiction.

The purpose of an LDO is to extend the amount and type of development (within defined limits set by the individual Local Authority) that can be undertaken by business and landowners without the need to submit a planning application. The removal of planning delay and costs for an identified area, for certain types of development area should encourage physical improvements within the built environment, thereby improving the attractiveness and facilitating investment by existing and potential businesses.

Elstree Way has been identified as an area that would benefit from the application of an LDO for certain types of improvements including that would enhance the appearance of the area including small scale alterations and extensions with a view that the LDO would:

- Attract new investment and retaining existing business along Elstree Way by removing the need to secure planning permission for limited extensions, improvements and for certain changes of use.
- Support the Council's Elstree Way Development Brief and its aim of attracting additional commercial investment.

1.2. The purpose of this document

The purpose of this document therefore, is to support the application of the LDO and offer clarification and guidance to business and landowners regarding the parameters of LDO as set by Hertsmere Borough Council.

The type(s) of development that is allowed without the submission of a planning application has been set by Hertsmere Borough Council and is outlined in chapter 2 of this document.

Chapter 3 of this document provides detailed guidance and diagrams of the types of development that could be undertaken through the LDO. Chapter 4 of this document addresses the issue of LDO development within the special character zones in Elstree Way. It is important that this chapter is read thoroughly before any works are undertaken.



Figure 1: A view of Elstree Way looking eastward

2. The permitted development rights issued through the LDO

The Elstree Way LDO extends the permitted development rights for buildings located within the Elstree Way LDO boundary (see appendix 1) to carry out the following types of development (over and above what is allowed through the General Permitted Development Order) without the prior submission of a planning application:

- **Extensions** up to (for rear extensions) 5 metres deep or (for side extensions) 5 metres wide beyond any development allowed under the General Permitted Development Order and:
 - At least 10 metres away from a residential curtilage and 5 metres from any other boundary
 - A width no greater than the original building
 - Using similar materials to the existing building
 - A height no greater than the existing building and if within 20 metres a public highway, a height no greater than 5 metres
 - No loss of turning/manoeuvring/parking space for vehicles.
- Within 5 metres of the boundary, a **front lobby**/reception/canopy no greater than the height of the existing building, a base area of 20 sq m and a height no greater than 5 metres. Beyond 5 metres of the boundary, front extensions will be covered by the GDPO.
- The creation of new **permeable surfaces** for car parking at least 20 metres from a residential dwelling (or alternatively provision shall be made to direct run-off water from the hard standing to a permeable or porous surface within the curtilage). Where there is a risk of groundwater contamination the hard surface shall not be made of porous materials.
- Installation of **smoking shelters** not forward of the existing building or within 20 metres of a dwelling house, playground, school or nursery.
- **Recladding** of building exteriors.
- The use of up to 300 sq metres or 10% of floorspace (whichever is greatest) within existing buildings for B1(a) **office accommodation** to support the main use of the site.
- **Boundary walls** and fences no greater than 4 metres in height and if within 20 metres from a residential curtilage and public highway no greater than 2 metres (of which at least the top half must provide through visibility and so not be constructed entirely out of solid materials when facing a public highway).
- **Solar Panels** mounted on pitched roofs of non-domestic buildings, subject to the following:
 - Panels should not extend beyond the limits of the roof
 - Should not be more than 200 millimetres beyond the roofline
 - Should be removed as soon as reasonably practicable if no longer needed for microgeneration.
- **Solar Panels** attached to flat roofs or the walls of non-domestic buildings, subject to the following conditions and thresholds:
 - No higher than 1 metre (this would provide for panels to be raised at an angle for attracting sunlight and moveable panels)
 - Not less than 1 metre from the edge of the building
 - Should be removed as soon as reasonably practicable if no longer needed for microgeneration.
- **Independent entrance feature structures** located at the entrance to buildings to identify the vehicular and pedestrian points of access and the identity of the occupiers will be permitted subject to them having a footprint not exceeding 2m x 2m and a height not exceeding 4m from ground level.
- **Replacement windows.** The use of windows that enhance the buildings energy efficiency is especially encouraged.

3. General principles

3.1. Side extensions

Side extensions of **up to 5 metres wide** on buildings in will be permitted through the LDO in Elstree Way provided that the extension:

- A. Is at least 10 metres away from a residential curtilage and 5 metres from any other boundary.
 - When measured in a straight line in any direction.
- B. Has a width no greater than that of the original building.
 - If a building were only 4 metres in width then only an extension up to 4 metres wide would be allowed.
- C. Uses similar materials to that of the existing building.
 - E.g. if the building is finished in white render, then the extension should also be finished in white render as opposed to brick. However, if it is not possible to build or finish a side extension in a similar material, then consideration should be given to re-cladding the entire building and extension which can be undertaken through the LDO.
- D. Has a height no greater than that of the existing building and if within 20 metres a public highway, a height no greater than 5 metres.
 - A public highway can include public pathways as well as a public road and it is important that the side extension is no higher than 5 metres when measured from the natural level of the ground **externally** if within 20 metres.
- E. Does not result in **any** loss of turning/manoeuvring/parking space for vehicles.

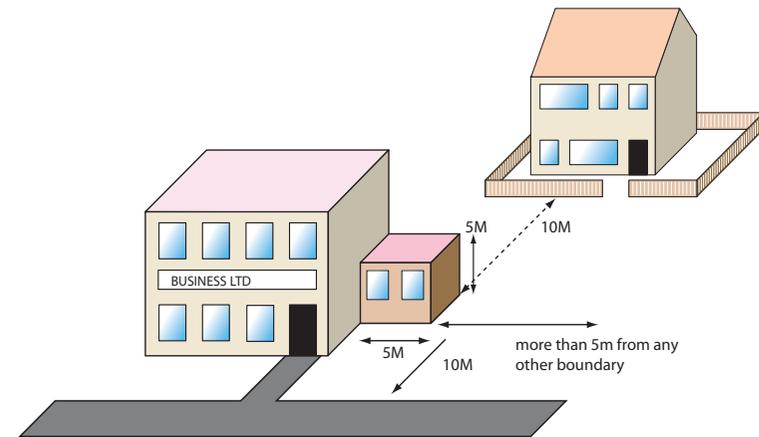


Figure 2: A typical side extension

A 'side' extension should be attached to a 'side' elevation. A side elevation is normally the elevation at a right angle to the 'front' elevation and does not usually include the main entrance to the building. If you are unsure which elevation is the side elevation on your building you should discuss this with a planning officer at Hertsmere.

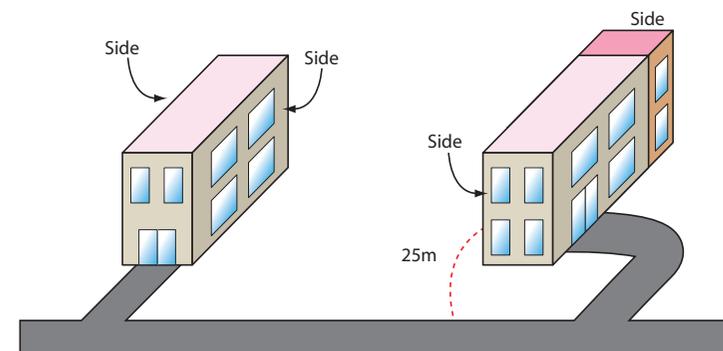


Figure 3: Examples of typical 'side' elevations

3.2. Rear extensions

Rear extensions of **up to 5 metres deep** on buildings in will be permitted through the LDO in Elstree Way provided that the extension:

- A. Is at least 10 metres away from a residential curtilage.
 - When measured in a straight line in any direction.
- B. Has a width no greater than that of the original building.
 - If a building were only 6 metres in width then only an extension up to 6 metres in width would be allowed at the rear.
- C. Uses similar materials to that of the existing building.
 - E.g. if the building is finished in white render, then the extension should also be finished in white render as opposed to brick. However, if it is not possible to build or finish a side extension in a similar material, then consideration should be given to re-cladding the entire building and extension which can be undertaken through the LDO.
- D. Has a height no greater than that of the existing building and if within 20 metres a public highway, a height no greater than 5 metres.
 - A public highway can include public pathways as well as a public road and it is important that the side extension is no higher than 5 metres when measured from the natural level of the ground **externally** if within 20 metres.
- E. Does not result in **any** loss of turning/manoeuvring/parking space for vehicles.

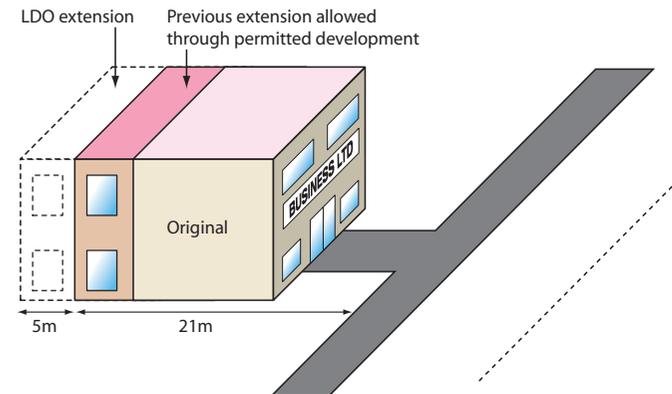


Figure 4: A typical rear extension

A 'rear' extension should be attached to the 'rear' elevation. A rear elevation usually forms the wall of the building directly to the rear of the front elevation. If you are unsure which elevation is the side elevation on your building you should discuss this with a planning officer in Hertsmere.

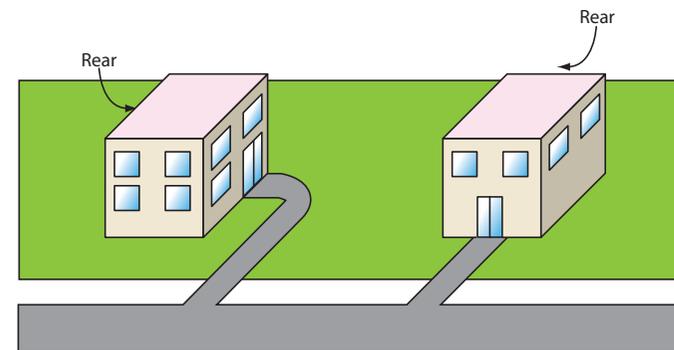


Figure 5: Examples of typical 'rear' elevations

3.3. Side and rear extensions

Both side and rear extensions are permitted through the LDO provided that both the side and rear extensions individually meet the criteria set out in section 3.1 and 3.2 of this design guide.

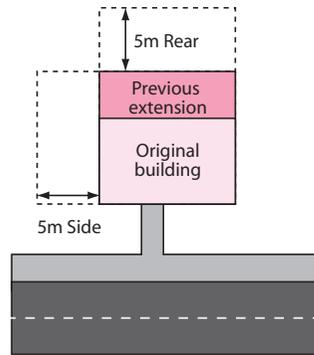


Figure 6: A typical side and rear extension

Many buildings located within the Elstree Way LDO area will already have extensions to the original building. Figure 7 shows what the Council consider to constitute as side and rear extensions. Please note that 'wrap-around' extensions are not permitted.

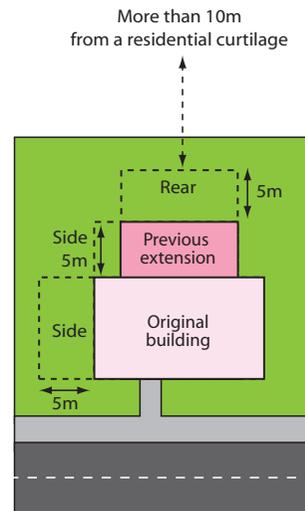


Figure 7: A typical side and rear extension

3.4. Front extensions

Front extensions can provide useful space for client and visitor waiting areas and security surveillance rooms. Front extensions to provide a front lobby/reception/canopy will be permitted through the LDO provide that the front extension is no greater than the height of the existing building or greater than 5 metres, with a base area of 20 sq m or less within 5 metres of the boundary. Beyond the boundary, front extensions are covered by the GDPO.

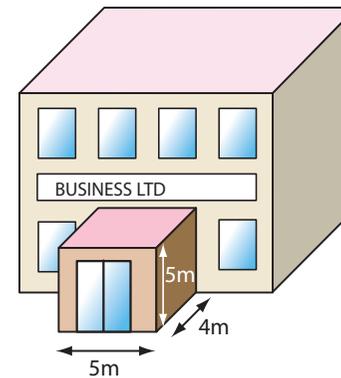


Figure 8: A typical front extension

Care must be taken with the design of front extensions as they are often highly visible in the street scene. Well-designed front extensions to form lobbies or reception areas can leave a positive first impression of the area and your business to visitors and clients.

The materials used to construct front extensions do not have to match the materials that have been used to construct the building. In fact, glass is an excellent material to use in front extensions (especially the front elevation) as it lets lots of natural light into the original building behind and has a less bulky appearance due to its transparent quality.

3.5. Solar panels

The installation of Solar Panels is an excellent way to reduce buildings carbon footprint and can lower the cost of heating water and producing energy over time. Hertsmere Borough Council supports energy efficient buildings and as such Solar Panels mounted on **pitched roofs** is permitted through the LDO, provided that:

- A. The solar panels does not extend beyond the limits of the roof.
 - The Solar Panels will not be permitted if they overhang the roof.
- B. Is more than 200 millimetres beyond the roofline.
- C. Should be removed as soon as reasonably practicable if no longer needed for microgeneration.

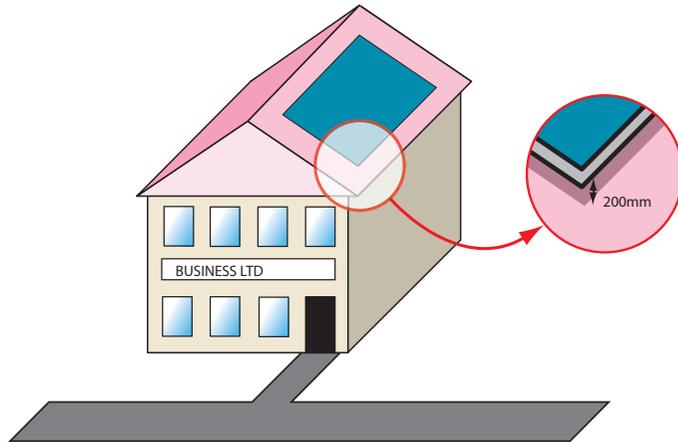


Figure 9: Typical Solar Panel installation on pitched roofs

Solar Panels attached to **flat roofs** will be permitted through the LDO provided that:

- D. They are not higher than 1 metre from the roof (this would provide for panels to be raised at an angle for attracting sunlight and moveable panels).
- E. Not less than 1 metre from the edge of the building.
 - When measured in a straight line in any direction.
- F. Should be removed as soon as reasonably practicable if no longer needed for microgeneration.

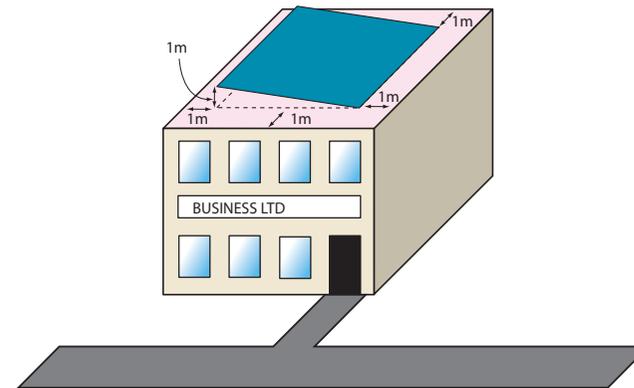


Figure 10: Typical Solar Panel Installation on flats roofs

3.6. Boundary walls and fences

Boundary walls and fences are a good way for businesses to separate the public realm from the private realm. They are also used to provide added boundary security. However, large expanses of blank walls running adjacent to public highways can be intimidating to pedestrians and therefore boundary walls and fences will be permitted through the LDO up to 2 metres in height if located within 20 metres from a residential dwelling and/or a public highway and up to 4 metres in height any other case.

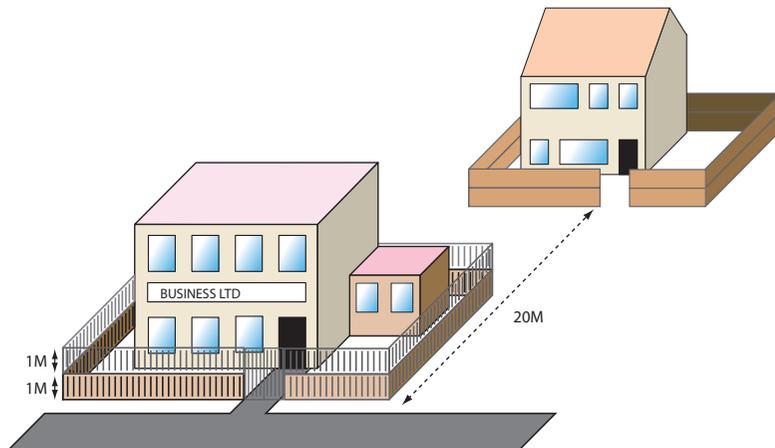


Figure 11: Typical fence

Fences and boundaries are permitted up to 2 metres are permitted through the LDO if sited within 20 metre to a public highway or residential dwelling. Care should be taken to ensure that the type of boundary treatment that is chosen does not impact negatively on the surrounding area.

Fences and boundary treatments when facing a public highway should ensure a good level of visibility through the second metre of the fence or wall. Railings are an excellent way to achieve this.

Fencing and boundary walls are permitted up to 4 metres in any other case although these should be well maintained in order provide a positive image of the area. Hard boundary treatments such as fencing panels and brick walls here, can also be softened by vegetation.

3.7. Independent entrance feature structures.

Independent entrance feature structures that are located at the entrance to buildings and used to identify the vehicular and pedestrian points of access and the identity of the occupiers will be permitted through the provisions of the LDO subject to them having a footprint not exceeding 2 metres by 2 metres and a height not exceeding 4.6 metres from ground level.

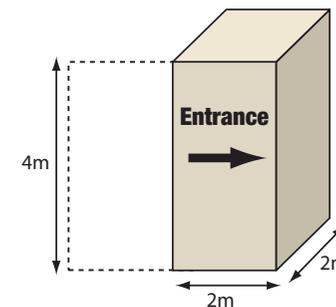


Figure 12: Typical independent structure feature

The lettering and illumination of the actual advert to be applied to these structures is controlled by Schedule 3 of The Town and Country Planning (Control of Advertisements) (England) Regulations 2007. If you wish to use larger characters or another type of illumination than is allowed in these regulations, you will have submit an application for Advertisement consent to the Hertsmere Borough Council.

It is important to ensure that a proliferation of independent structure features does not occur as this could result in a cluttered an undesirable street scene.

4. Appropriate development in the special character zones

Through the production of the LDO, the Council has highlighted a number of different character zones in the Elstree Way employment area. Businesses and landowners should be aware of these character zones (which are based on defining characteristics and/or land-uses, a map of which can be found in appendix 2) in order to undertake development that would be sensitive to and improve these areas.

One of the aims of the LDO is to improve the physical environment by increasing the similarities in characteristics between the different character zones in order to create a more unified feel to the piecemeal development that currently exists.

Elstree Way can be loosely split into two areas, the west of Studio Way and Manor Way and the east of these two roads that run from north to south through the centre of Elstree Way. The western end of Elstree Way is broadly characterised by civic and leisure uses with the eastern end largely characterised by warehousing and office land uses. These areas have been further divided into 19 character zones. It must be noted that not all development that is permitted through the Elstree Way LDO will be appropriate within all character zones. Therefore, it is important that this section of the design guide is read thoroughly before any works are undertaken.

Character Zone 1

Character Zone 1 is located at the very western end of Elstree Way and comprises of the Civic offices on the northern side and Imperial Place to the south. These buildings can be seen as 'gateway buildings' to Elstree Way when approached from Shenley Road from the West. Appropriate development within this character zone could include:

- Independent entrance feature structures.
- New permeable surfaces for car parking.
- Front extensions.
- Smoking shelters.
- Recladding.
- Solar panels.



Character Zone 2

Character Zone 2 is located in the middle of the western section of Elstree Way. This character zone comprises of several civic buildings and, due to the piecemeal nature of the development does not have a strong architectural character. Appropriate development within this character zone could include:

- New permeable surfaces for car parking.
- Smoking shelters (at the rear of the buildings).
- Recladding (in a contemporary style like Foster House).
- Side extensions.
- Rear extensions.
- Front extensions.
- Solar panels.



Character Zone 3

Character Zone 3 is located in the middle of the western end of Elstree Way at the northern side of the road and is comprised of two buildings; The Ibis Hotel and The Venue leisure building. Appropriate development within this character zone could include:

- New permeable surfaces for car parking.
- Independent entrance feature structures.
- Smoking shelters.
- Solar panels.
- Front extensions.



Character Zone 5

Character Zone 5 is located on the north side of Elstree Way next to character zone 3 and comprises the Oaklands College building and the pedestrian crossing at the front of the site. Appropriate development within this character zone could include:

- Independent entrance feature structures.
- New permeable surfaces for car parking.
- Smoking shelters.
- Recladding.
- Solar panels.
- Side extensions.
- Rear extensions.
- Front extensions.



Character Zone 4

Character Zone 4 is located on the southern side of Elstree Way and comprises the Shell petrol station and Kwik-Fit. Due to the look and use of the buildings it is considered that the buildings do not contribute to any surrounding character zones. Appropriate development within this character zone could include:

- New permeable surfaces for car parking.
- Independent feature structures.
- Front extensions.
- Recladding.
- Solar panels.



Character Zone 6

Character Zone 6 is located on the south side of the Elstree Way, just west of Manor Way and comprises the S di GPX building and Impex House. Appropriate development within this character zone could include:

- New permeable surfaces for car parking.
- Ancillary office accommodation.
- Side extensions.
- Rear extensions.
- Front extensions.
- Smoking shelters.
- Recladding.
- Solar panels.
- New boundary wall/ fencing



Character Zone 8

Character Zone 8 comprises of the Cardiff Pinnacle building is located on the southern side of Elstree Way with vehicular traffic accessing the building via the slip road at the front or the car parking area the rear. Appropriate development within this character zone could include:

- New permeable surfaces for car parking.
- Rear extensions.
- Front extensions.
- Smoking shelters.
- Solar panels.
- New boundary wall/ fencing



Character Zone 7

Character Zone 7 is located on the north of Elstree and is separated by Studio Way. This character zone comprises of the ICL House building and the Adecco and Thorn/IBS buildings which are in a visually prominent place in the middle of Elstree Way and Brasilia House and New horizons along Studio Way. Appropriate development within this character zone could include:

- Front extensions.
- New permeable surfaces for car parking.
- Independent entrance feature structures.
- Smoking shelters.
- Solar panels.
- New boundary wall/fencing.



Character Zone 9

Character Zone 9 is located on the northern side, towards the western end of Elstree Way and comprises of the Donatantonio and the North London Gas alliance building. Appropriate development within this character zone could include:

- Ancillary office accommodation.
- Recladding (in neutral colours).
- New permeable surfaces for car parking.
- Independent structure features.
- Side extensions.
- Rear extensions.
- Front extensions.
- Smoking shelters.
- Solar panels.
- New boundary wall/fencing.



Character Zone 10

Character zone 10 comprises of several buildings located on the south side of Elstree Way. These buildings are Babock and Wanson UK, Merchandise Mania, 4 - 5 Elstree Way and Evelyn House. **It must be noted here that the office buildings of 4 - 5 Elstree Way appear on Hertsmere's list of locally important buildings. As such no development is permitted through the LDO on these buildings.** This does not apply to the rear of these buildings. Nevertheless, appropriate development within this character zone (excluding the office buildings of 4 - 5 Elstree Way) could include:

- Front extensions (excluding 4-5 Elstree Way).
- New permeable surfaces for car parking.
- Front extensions (excluding 4-5 Elstree Way).
- New permeable surfaces for car parking.
- Rear extensions.
- Smoking shelters.
- Ancillary office accommodation.
- Solar panels.
- Independent entrance feature structures.



Character Zone 11

Character zone 11 extends to both the north and south side of Elstree Way and encompasses the all of the buildings that are used as offices within this locality. The buildings are named as Elstree Gate, Elstree House, Elstree Tower, Premier House and Oaks Court. Appropriate development within this character zone could include:

- New permeable surfaces for car parking.
- Independent entrance feature structures.
- Front extensions.
- Smoking shelters.
- Solar panels.
- Boundary walls/fencing.



Character Zone 13

Character zone 13 is located at the very eastern end of Elstree Way on the north side of the road. It is comprised solely of the BP petrol station, which incorporates a small Marks and Spencers food retail outlet. Appropriate development within this character zone could include:

- Front extensions.
- Recladding.
- Solar panels.
- Independent entrance feature structures.
- New permeable surfaces for car parking.



Character Zone 12

Character zone 12 extends to the north and south of Elstree Way and comprises the Travelodge and the Premier Inn hotels. These are relatively new buildings with contemporary exteriors. Appropriate development within this character zone could include:

- New permeable surfaces for car parking.
- Independent entrance feature structures.
- Front extensions.
- Solar panels.



Character Zone 14

Character zone 14 comprises the DHL buildings. These buildings are the first set of buildings that can be seen when entering Elstree Way from the A1. Therefore, special care must be taken to maintain these gateway buildings. Appropriate development could include:

- New boundary wall/fencing within the site.
- Side extension.
- Front extension.
- Solar panels.



Character Zone 15

Character zone 15 is situated at the very eastern end of Elstree Way, on the southern side of the road, and can be considered to be part of the gateway to the rest of Elstree Way when approached from the A1. This character zone is comprised of Elstree Business Centre and GEC Marconi. Appropriate development within this character zone could include:

- Independent entrance feature structures.
- Ancillary office accommodation.
- New permeable surfaces for car parking.
- Side extensions.
- Rear extensions.
- Front extensions.
- Smoking shelters.
- Recladding.
- Solar panels.
- Boundary wall/fencing.



Character Zone 16

Character zone 16 is situated to the rear of character zones 12 and 14 and comprises WEP Ltd to the east of Warwick Road and Dayson House to the west of Warwick Road. Appropriate development here could include:

- New boundary walls/fencing.
- New side extensions.
- New rear extensions.
- Smoking shelter.
- Recladding.
- Solar panels.



Character Zone 17

Character zone 17 comprises a majority of the buildings along the north side of Chester Road. This includes, Devonshire Business Park, Warwick Place, Unit 2 Chester Road, 12 Chester Road and Evans Halshaw Manor Way. Many of the building here have been recently developed in a contemporary style although there appear to be some older looking buildings.

Appropriate development here could include:

- Independent feature structures.
- Front extensions.
- Boundary wall/fencing.
- Solar panels.
- Recladding.



Character Zone 18

Character zone 18 comprises many of the buildings located on the south side of Chester road, namely: The buildings that make up Hertsmere Industrial Park and BSS. Appropriate development here, could include:

- New boundary wall/fencing.
- Smoking shelters.
- Front extensions.
- Recladding.
- Solar panels.



Character Zone 19

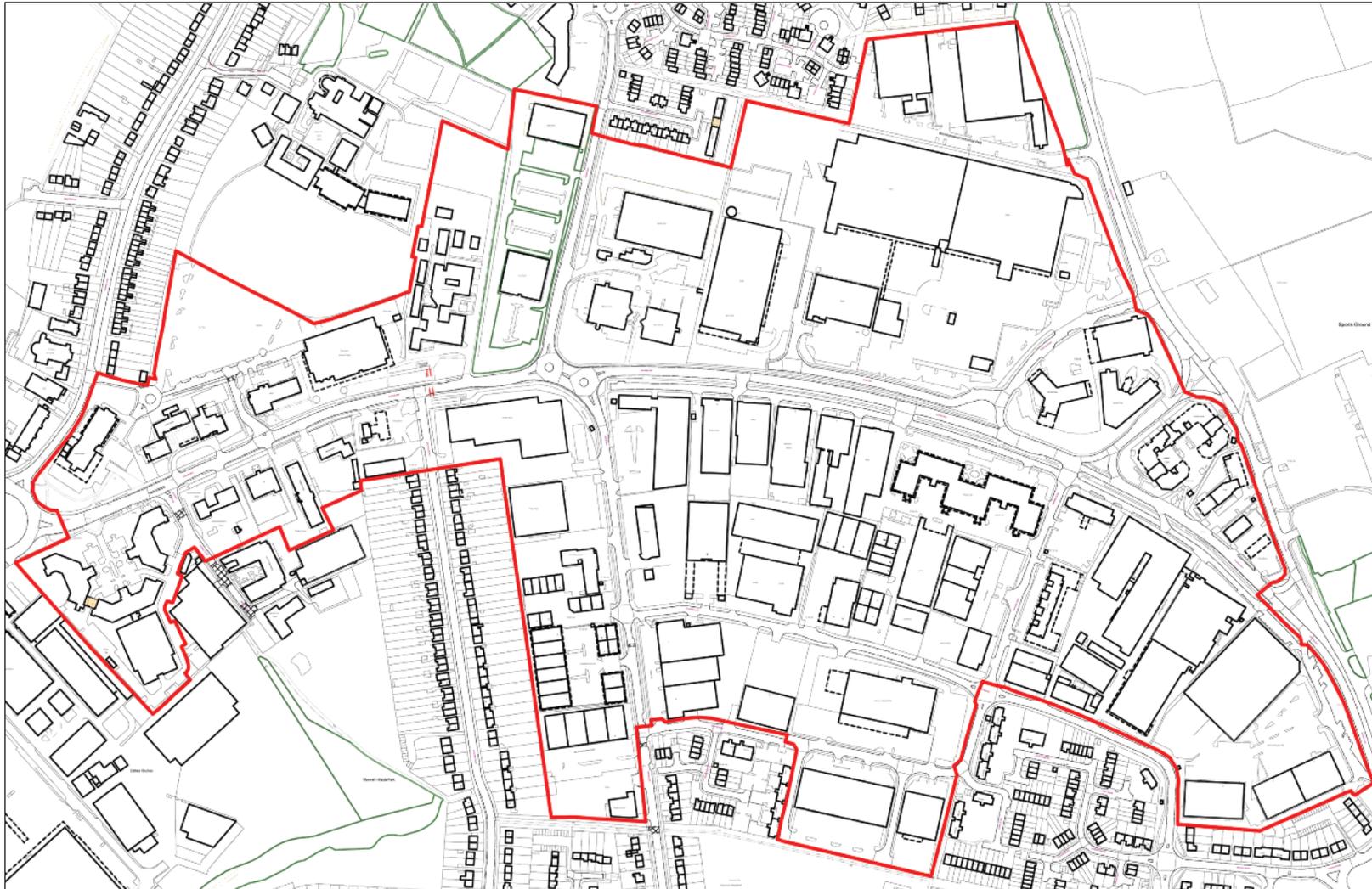
Character Zone 19 comprises mostly office buildings, namely: Manor point, Instalcom Place, Capital Business Park and Devonshire House, Manor Place. It is noted that many of the buildings have been recently redeveloped. Appropriate development here, could include:

- New boundary wall/fencing.
- Smoking shelters.
- Front extensions.
- Solar panels.
- Recladding.



5. Appendices

Appendix 1: LDO Boundary



This map is based upon Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Licence No: 100017428 2008.

Appendix 2: Elstree Way LDO Special Character Zones (C.Z)



This map is based upon Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Licence No: 100017428 2008.