

No 15

Altering and Extending Your Home



'The Council is currently carrying out a partial Review of the Unitary Development Plan. Please note that some of the UDP policies mentioned in Supplementary Planning Guidance Notes may be affected by the Review and that you should contact a Planning Officer for further information.'

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INTRODUCTION

The Council's Unitary Development Plan (UDP) is the statutory planning framework for the future of the whole Borough.

To help you when you apply for planning permission, and give the background to both the UDP and other Council policies, the Planning Division has produced a number of Supplementary Planning Guidance Notes (SPGs).

Although not a formal part of the UDP, the guidance is a material consideration, when the Council is dealing with planning applications.

These Guidance Notes:

- Identify the relevant UDP policy; (for a full statement of the policy, the UDP itself should be consulted);
- Give planning guidance on design and standards;
- Provide general advice as well as some information on non-town planning matters such as Building Regulations and Highways, which may need separate approvals from the Council.

This Guidance does not prescribe inflexible standards or standard solutions, but instead describes the design principles and performance criteria to be aimed for.

The word 'normally' is implied in much the of what follows, but has been omitted to keep the text short.

Most design principles will be well known to architects and other qualified designers, who can use the document as a checklist.

This guidance has also been prepared as a practical tool to help those who submit planning applications.

This guidance is updated more frequently than the plan itself, and you are encouraged to discuss your proposals with planning staff before you make a formal application.

Please remember that this is guidance only, and that your application will always be considered on its merits.

ALTERING AND EXTENDING YOUR HOME

1.1 This guidance note sets out the principles you should consider when planning to extend or alter your home. They are based upon the principles of good design and are intended to be applied to all forms of home improvements, including those that do not require the grant of planning permission.

1.2 Poorly-designed alterations which detract from the appearance of your property can often reduce its value. Good design can be achieved at good comparative cost and avoids future expenditure associated with the problems and maintenance resulting from poor design.

1.3 The advice in this document does not apply to the Borough's Conservation Areas, or listed buildings. Specific guidance notes are available which cover the Woodgrange Conservation Area.

1.4 For the sake of clarity this document has been divided into types of home improvement. Each section explains the need for planning permission and general design considerations.

THE NEED FOR PLANNING PERMISSION

2.1 Under the Town and Country Planning (General Permitted Development) Order 1995, various developments fall within the category of 'permitted development'. These do not require the grant of planning permission from the local planning authority. These permitted development rights (excepting those relating to "Gates, Walls and Fences") apply to dwelling houses only and not to other forms of residential property, e.g. flats.

2.2 General advice on whether or not planning permission is required for a particular improvement is given at the beginning of each individual section.

2.3 The regulations governing 'permitted development' are, however, complicated and householders should first check with the Council's Planning Division to confirm whether or not planning permission is required for your proposal. No work should be undertaken or contracts signed before you have either confirmed that planning permission is not required, or, if it is required, you have received a planning decision notice giving you planning permission.

2.4 There are three notable exceptions where 'permitted development' does not apply and the grant of planning permission is always required. These are:

- (a) If 'permitted development rights' have been removed by the Council under an Article 4 Direction. (This currently applies to the whole of the Woodgrange Estate Conservation Area);

- (b) If the property is subject to a planning permission which contains a restrictive planning condition removing such rights (such conditions have increasingly been attached to new housing developments during the last 15 years). Large parts of Beckton are the subject of such restrictions. Please refer to the Planning Division for further details; and
- (c) For the enlargement of a dwelling house consisting of an addition or alteration to it's roof (e.g. loft conversions, dormers, etc.) in Conservation Areas.

In addition certain permitted development rights do not apply in Conservation Areas as they do in other areas, in respect of satellite dishes, stone cladding and other similar wall treatment, sheds and the scale of permitted extensions.

2.5 Planning permission (or in Conservation Areas, Conservation Area Consent) is also required for demolition of all, or in some cases part, of a dwelling house or a building adjoining a dwelling house.

2.6 Listed Building Consent is required for any alteration or extension of a Listed Building inside and out, and for works involving demolition, irrespective of whether planning permission is required.

2.7 If permission is required, it is important that accurate scaled drawings are prepared, for which you are advised to consult a qualified architect or surveyor.

2.8 As part of its procedures for determining planning applications, the Council will seek the views of your neighbours, so you may wish to discuss your plans with them first.

2.9 Planning application forms, along with Supplementary Planning Guidance Note No.1 'Making a Planning Application', are available from the Council's Planning Division.

GENERAL DESIGN CONSIDERATIONS

3.1 When extending or altering your house, two main considerations need to be given particular attention. These are:

- (1) **Amenity**
The effect your proposals have upon your neighbour's enjoyment of the amenity of his/her property and upon your property.
- (2) **Design**
The appearance of your proposal.

Amenity

3.2 In a densely built-up area such as Newham particular care is needed when altering or extending your home in order to avoid adversely affecting neighbouring properties by:

- overshadowing;
- loss of sunlight and daylight;
- loss of outlook;
- loss of privacy.

3.3 The size (i.e. height, depth and mass) position and orientation of extensions are important considerations in determining their physical impact.

3.4 To ensure privacy between opposing dwellings, the Council's minimum overlooking distance of 21m between the windows of habitable rooms located opposite each other should be maintained.

Design

3.5 This is important as it determines how well your alterations/extension respect the design of the original house and fit in with the street scene. The main considerations are:

- the size/shape and proportions of the extensions;
- roof style;
- the type of doors and windows and their relative positioning;
- the materials to be used;
- architectural character and detailing.

When designing an extension all of these features should reflect the character of your existing house.

3.6 Good design need not be expensive. Although matching materials and the use of pitched roofs may result in a slightly higher cost initially, in the longer term they should result in lower maintenance costs and make your property more attractive to potential purchasers.

ADVICE ON SPECIFIC TYPES OF HOME ALTERATIONS

Introductory Notes

- 4.1 As indicated earlier, a guide to your 'permitted development' rights is given at the beginning of each individual section, but you are still advised to confirm these details with the Planning Division.
- 4.2 Where measurements are stated these should be derived from the external dimensions of your property.
- 4.3 With the exception of the section on "Gates, Walls and Fences", these rules on 'permitted development' only relate to houses with their own private gardens and do not apply to flats, maisonettes or bedsitters.

EXTENSIONS

Permitted Development Rights (Schedule 2, Part 1, Class A, of the Town and Country Planning (General Permitted Development) Order 1995

Homes may be extended by up to 50m³ or 10% of the volume of the original house (whichever is the greater) if terraced or in a Conservation Area and 70m³ or 15% of the volume if detached or semi-detached. End of terrace houses count as terraced houses. However, in either case:

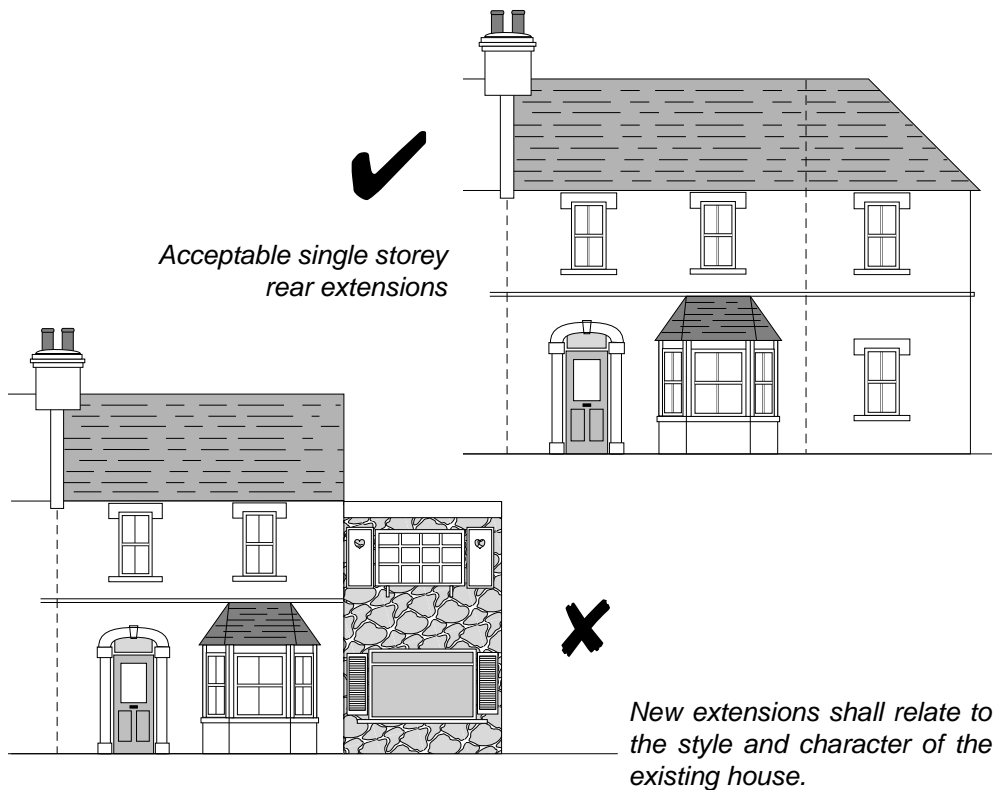
- (a) The extension must not exceed 115m³;
- (b) No part of the resulting extension may project beyond any part of the existing house that faces a highway, or be less than 20m from the highway;
- (c) No part of the extension that is within 2m of a boundary may be more than 4m high. Extensions that are more than 2m from any boundary must not exceed the height of the highest part of the roof of the original house;
- (d) The extension must not result in more than half the original garden area being covered by building. (Original in this sense means the garden area as it was when the house was built and includes the front garden).

Design Guidelines

General

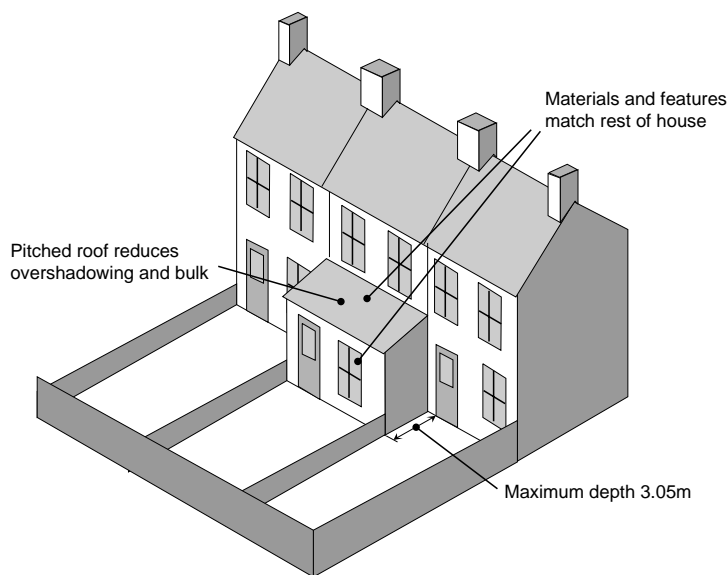
- (a) New extensions shall relate to the style and character of the existing house;

- (b) They should be constructed with a pitched roof to match the design and appearance of the existing house. The use of flat roofs will normally only be acceptable where their visual impact would not be unacceptably significant and where they are appropriately designed i.e. with a parapet wall treatment;
- (c) Materials shall be chosen to match the existing house;
- (d) Windows shall have the same glazing pattern and shall be aligned to and match the existing ones in terms of size and type;
- (e) Adequate private amenity space shall be retained to serve the reasonable needs of the occupiers and to prevent overshadowing of the adjoining house/s and garden/s;
- (f) Side windows will not normally be permitted unless they serve bathrooms, wc's, halls, landings or stairways and are obscure glazed;
- (g) Extensions undertaken jointly with an adjoining owner may give greater flexibility in terms of design, depth, and height and may produce a more pleasing solution.



Single Storey Rear Extensions/Conservatories

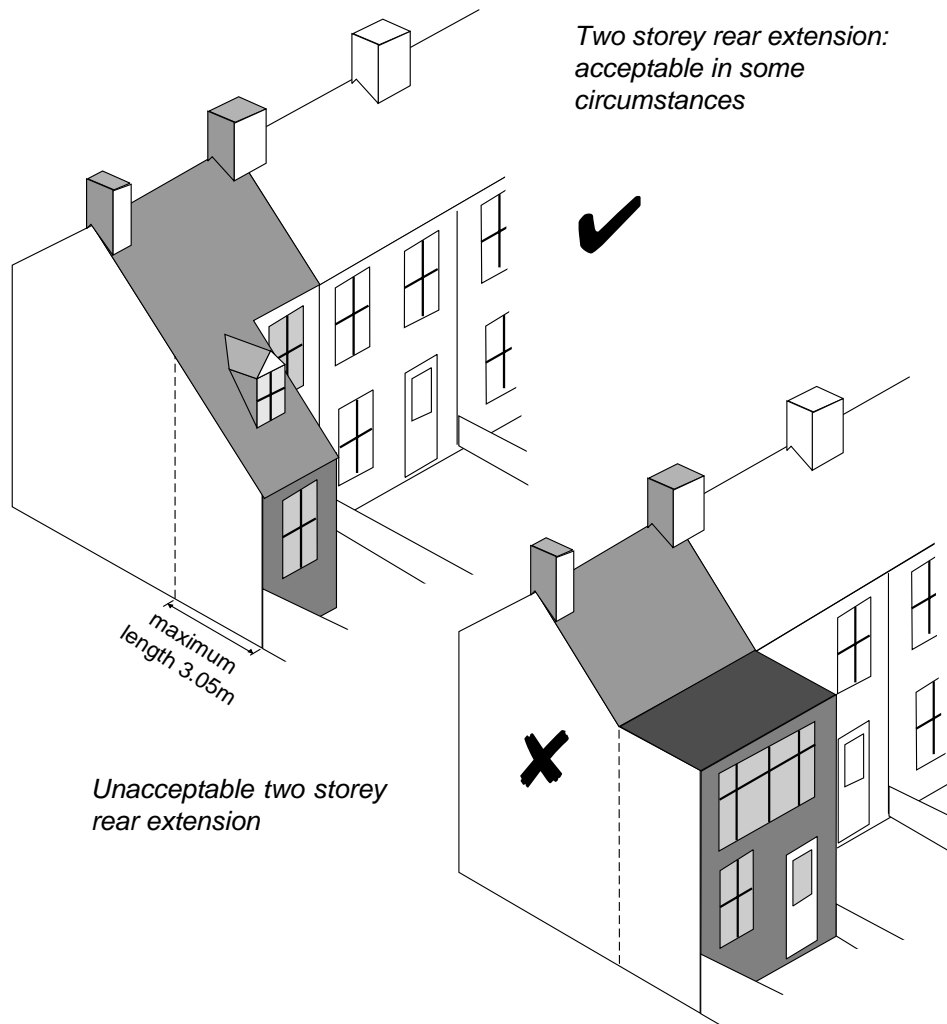
- (a) These shall not normally exceed 3.05m in depth to avoid overshadowing of neighbouring properties.
- (b) Conservatories - care should be taken with siting to avoid loss of privacy to adjoining occupants; 1.8m high fencing should be erected along side boundaries to avoid overlooking.



Acceptable single storey rear extensions

Two Storey Extensions

- (a) Two storey extensions will not normally be acceptable on terraced properties unless it can be shown that the extension does not adversely affect the adjoining occupants by reason of overshadowing, overlooking and loss of privacy - they may however be acceptable on a semi-detached or detached house.
- (b) The provision of a first floor dormer window set within a mono-pitch roof structure, can in certain instances, provide the format for designing a first floor extension on an existing rear addition. This has the benefit of limiting the impact of extension impact upon adjoining properties. (See diagram).



Side extensions

These may be designed as follows:

either

a) Set the extension back from the front of the existing house. This makes any difference in materials or colour less noticeable and controls cracking resulting from differential movement;

or

(b) make the extension indistinguishable from the original house by careful matching of materials, features and lines.

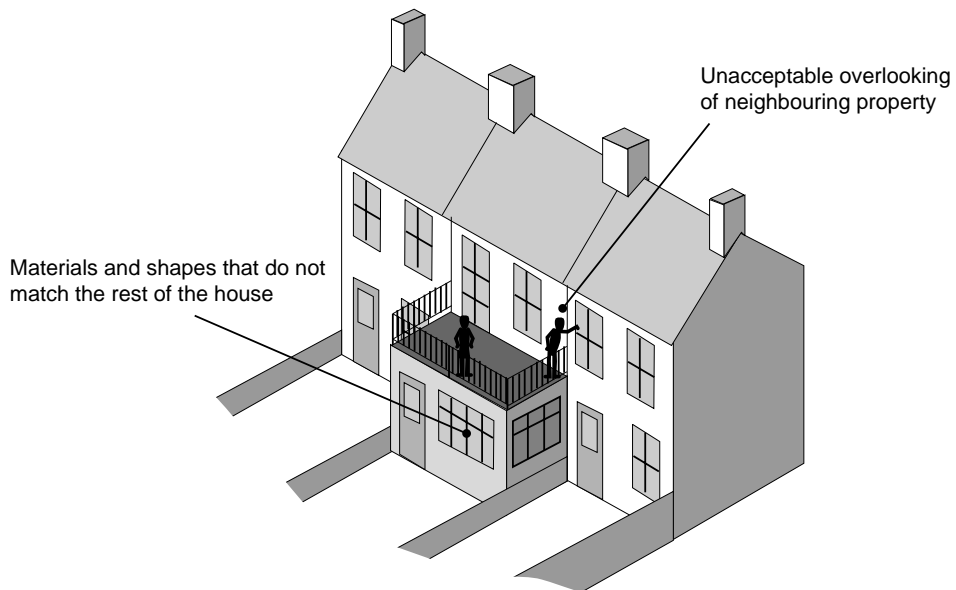


Careful matching of materials and details makes the extension indistinguishable from the original house

Balconies and Roof Gardens

Generally, in densely populated areas such as Newham, these can present overlooking problems; the Council will therefore consider each case on its merits - their design will always need careful consideration.

Unacceptable rear extensions and use of the extension roof

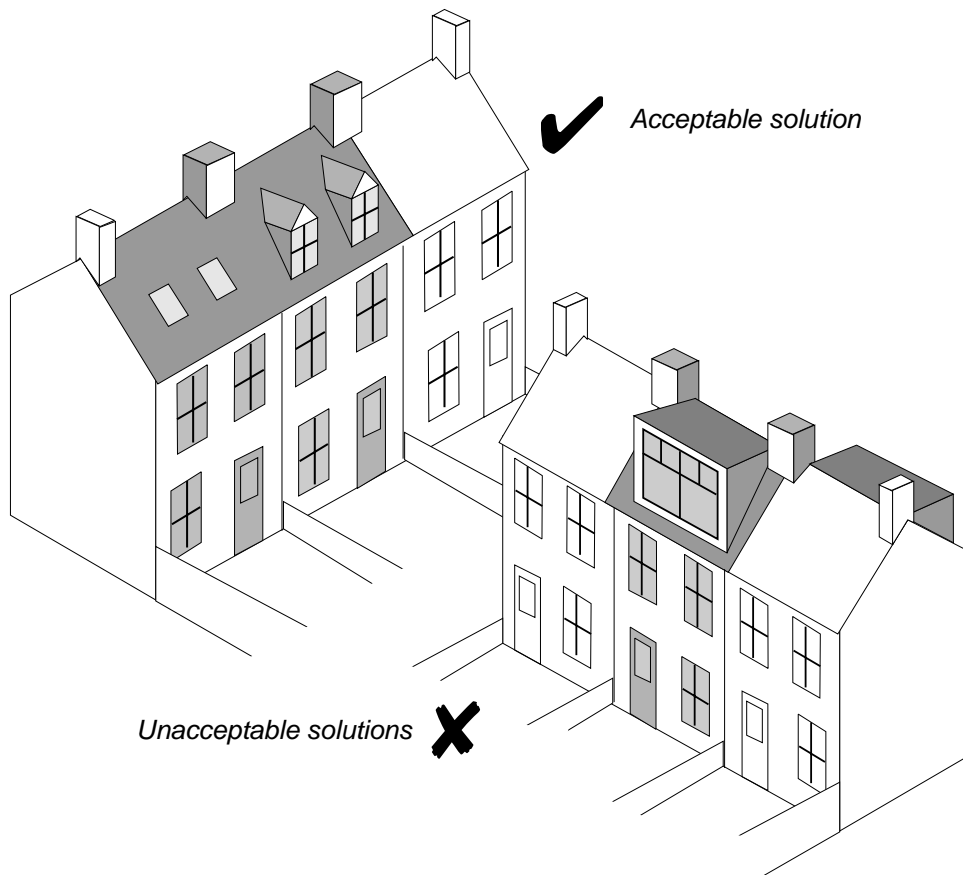


ROOF ALTERATIONS/DORMER WINDOWS/LOFT CONVERSIONS

Permitted Development Rights (Schedule 2, Part 1 Classes B AND C)

The above changes do not require planning permission provided:

- (a) The dormer does not exceed the height of the highest part of the roof;
- (b) Dormers are not constructed on any part of a roof fronting a highway;
- (c) The area taken up by the dormer extension (this does not include the original loft/attic space), does not exceed 40m³ for a terraced house or 50m³ for any other house. These additions count towards the permissible allowance for extensions mentioned earlier on page 4;
- (d) The proposed development does not make a material alteration to the shape of the house.



Design Guidelines

- (a) Velux type roof lights or similar are normally preferable to dormer windows because they are less obtrusive and do not interfere with the line of the roof slope.
- (b) Dormers are normally only acceptable at the rear and should not be visible from the front of the house. Preference will be given to the use of pitched roof dormers.
- (c) Positioning: The dormer should have a substantial proportion of the existing roof around it. It should not give the impression of being of full width or full height. (see diagram)
- (d) Consideration should be given to its relationship to existing windows and other features below it.
- (e) Proportions: The dormer should not give the impression of being bulky and out of proportion to the existing house.
- (f) Dormers should be clad with materials to match the roof of the existing house.
- (g) Overlooking - the effect of this will be considered in the context of each proposal.
- (h) Proposals to change flat roofs to pitched roofs will be welcomed. However, the effect on neighbouring property will affect the acceptability of individual proposals.

PORCHES

Permitted Development Rights (Schedule 2, Part 1 Class D)

A porch can be erected outside any external door of your house provided all the following criteria are met:

- (a) The area of the porch (measured externally) does not exceed 3m²;
- (b) The height of the porch does not exceed 3m;
- (c) The porch is at least 2m away from any boundary with the highway.



Design Guidelines

Most older terraced properties in Newham are not suitable for front porch extensions without radically altering their design, character and appearance.

Many properties have recessed front doors often with ornate or featured doorways. To hide such detail behind a modern porch detracts from the appearance of the dwelling and the terrace generally (see above):

Porches are often installed to reduce draughts, improve security or create a lobby. The cheapest and easiest way to do this is to create a lobby behind the existing front door. Alternatively a wrought iron gate may be used to enclose a recessed porch. Both avoid harming the external fabric of the building and can be reversed at a later date if desired.

However, if a porch is to be created by utilising the original recess, doorway features should be preserved. A porch which has glazed sides will often relate better to the existing house and will enable restoration to the original at a later date.

Not all properties have such recessed doorways and on more modern properties the following design guidance should be borne in mind:

- (a) Keep in proportion to the size of the house;
- (b) Use materials which match the existing house;
- (c) Construct the porch with a pitched roof using tiles which are of a smaller size than those of the main house;
- (d) Where there is a bay, care should be taken to avoid creating a bulky and insensitive structure not in sympathy with the bay. Avoid damage to mouldings around doors and windows;
- (e) Choose a door which has a style compatible with the age/styling of the property;
- (f) Front extensions other than porches will not normally be permitted.

GARAGES, GARDEN SHEDS & OTHER BUILDINGS

Permitted Development Rights (Schedule 2, Part 1 Class E)

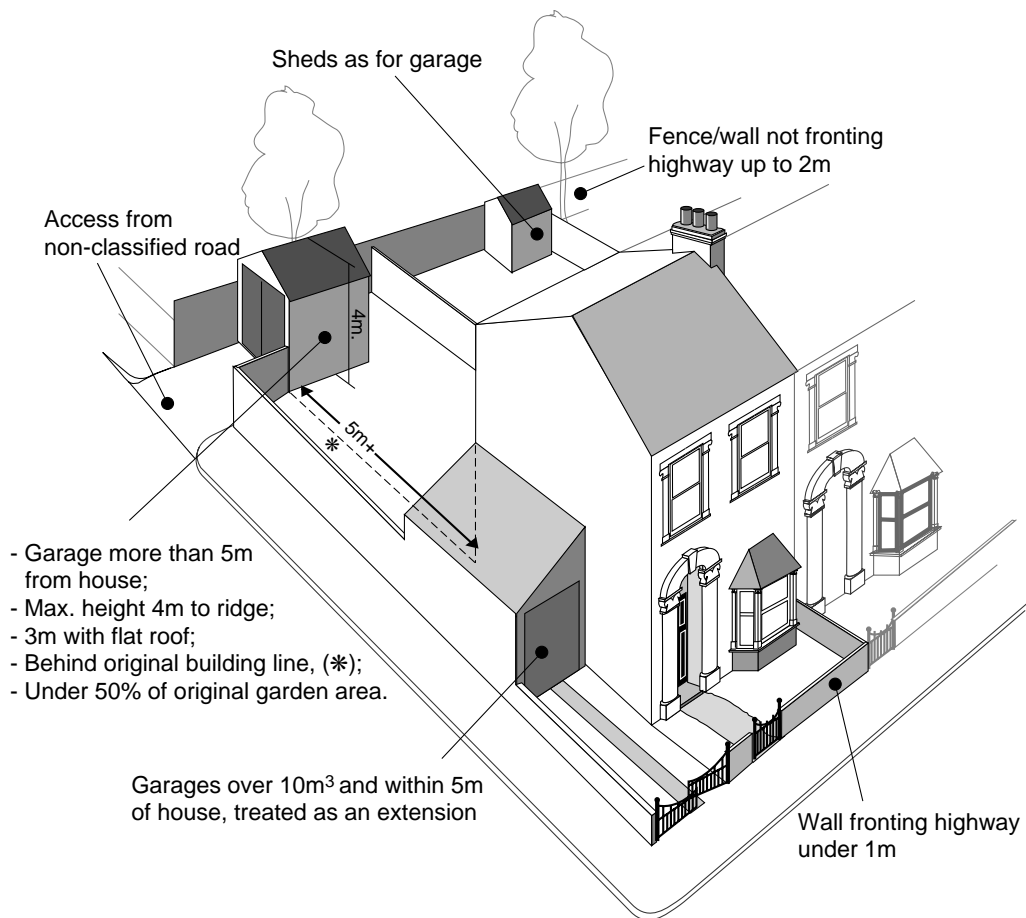
Most garages, sheds and other buildings within your garden do not require permission, provided:

- (a) The height of the building does not exceed 4m with a pitched roof or 3m in any other case;
- (b) The building does not cover more than half the original garden area;
- (c) The building is no closer to the highway than any part of the original house, unless the highway is more than 20m away from the completed new building;
- (d) If any part of the proposed building is within 5m of the house and exceeds 10m³ in volume, it will count as an extension for the purposes of calculating whether or not permission is required.

Design Guidelines

Garages

- (a) At the side of the house should be set back at least 1m from the front of the house.



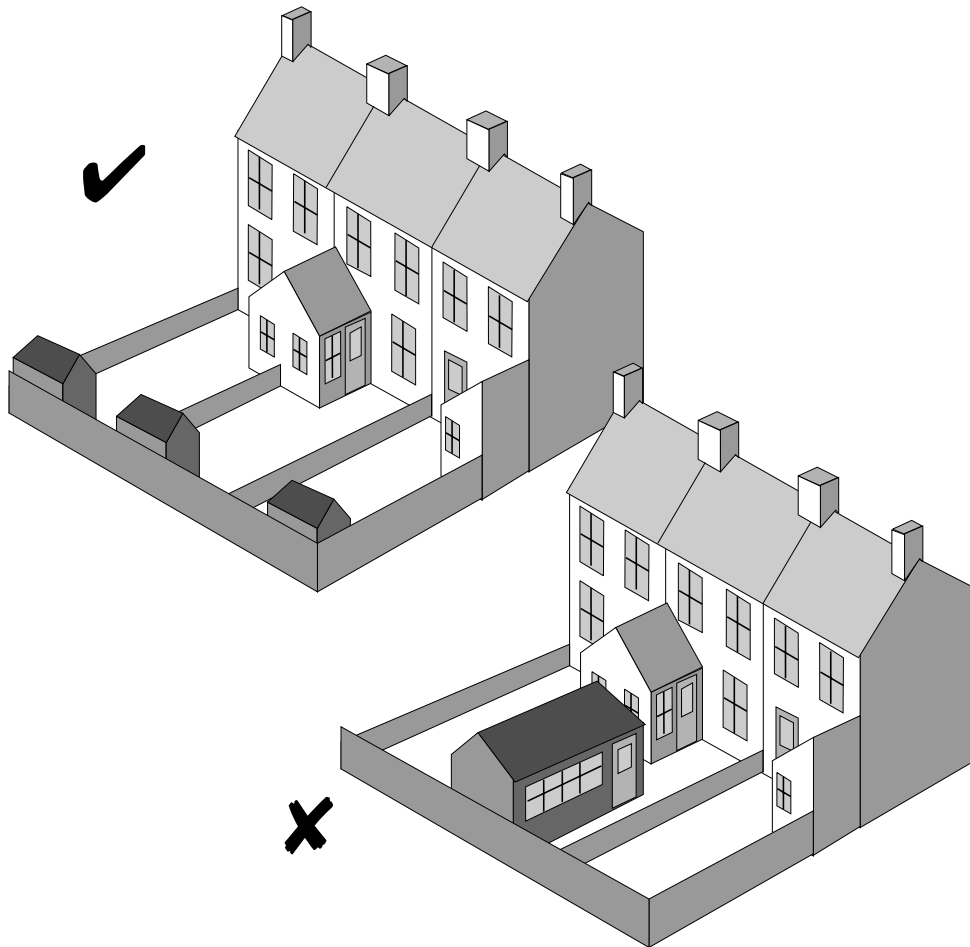
Garage, sheds and walls: permitted development.

- (b) Match materials to those used on the house.
- (c) Pitched roof or same style as house.
- (d) Garage doors should reflect the original style of the front door of the house.
- (e) Minimum internal dimensions of length and breadth should be 4.9m x 2.4m internally, with a clear opening of 2.3m min. A standard garage for wheelchair users is 5.2m x 3.3m (internal).
- (f) Keep width height and bulk in proportion to the existing house.
- (g) Consider the adverse impact on neighbours of over-shadowing.

- (h) Consider how difficult or easy it will be to manoeuvre a car in and out of the proposed garage.
- (i) There should always be room for a car to stand in front of the garage. A minimum distance of 6m is normally required between the garage door and back of the footpath, to avoid cars overhanging the pavement and to enable the garage door to be opened whilst a car is parked on the drive.

Sheds and Other Garden Buildings

- (a) Keep buildings in proportion to the size of the garden - these structures should not be visually intrusive upon public areas.
- (b) The predominant use of wood and glass has normally resulted in structures sympathetic to the garden environment, however, more modern materials with similar characteristics to wood and glass may be appropriate.



- (c) Consider any adverse effect on neighbours of overshadowing and overlooking. These structures should always be for recreational use and not used as habitable rooms or for business purposes.
- (d) Unacceptable garden sheds are those which take up too much garden area; overshadow neighbouring gardens or have flank windows which overlook neighbouring garden.

VEHICLE HARDSTANDINGS

Permitted Development Rights (Schedule 2, Part 1, Class F)

These do not normally require planning permission if used for domestic purposes for the parking of cars, trailers, caravans or boats.

Design Guidelines

(a) Parking in front gardens generally destroys those elements (soft landscaping and enclosing walls) which create an attractive street scene. It rarely results in additional car parking space since the access from the road reduces the available length of kerbside parking. It also introduces a visually intrusive feature which can adversely affect the amenity of neighbours. It should thus be avoided wherever possible. If a hardstanding is built it must be connected to the highway via a carriage crossover across the pavement. This must only be constructed by the Council. Current charges can be ascertained from the Director of Technical Services who will also consider whether access is acceptable on traffic safety grounds. (see Appendix 1 for addresses).

If a hardstanding is installed the following points should be noted:

- The hardstanding should be set at least 1m from the front of the house, soft landscaping should be put in this 1m strip;
- The hardstanding should be constructed in materials and to a specification which will take the weight of your vehicle otherwise the area will become damaged and ill-drained;
- Small element materials (brick pavers) or gravel look more attractive than a sheet of concrete which will also show up marks of oil spills etc. and soon spoil;
- The standard car parking space is 2.4m (width) x 4.8m (length);
- The width of the access into the garden through the front boundary should not exceed 2.4m and should be enclosed by inward opening gates (this normally requires 1.2m per gate);



- Overall the depth of a front garden must thus be a minimum of $1\text{m} + 4.8\text{m} + 1.2\text{m} = 7\text{m}$ (soft landscaping, minimum car space length plus gate clearance), to enable the incorporation of a car parking space at right angles to the property;
- No vehicle must project out over the pavement. This is dangerous to passers-by and could be an offence;
- A clearly defined footpath to the front door of the house should be retained. This should be a minimum of 600mm wide or 700mm wide if it adjoins a building.

(b) While it may be possible to park a vehicle parallel with the house this is rarely satisfactory as it generally results in manoeuvring across the pavement (potentially dangerous to pedestrians) and requires a much wider opening in the front boundary wall or hedge to the detriment of the street scene.

(c) If you plan to park a caravan, large boat or high sided vehicle in your front garden please consider the adverse effect that could be caused to your neighbour's home and to the appearance of the street. It is not permissible to park any caravan or vehicle for permanent occupation or non - residential use.

VEHICULAR ACCESS

Permitted Development Rights (Schedule 2, Part 2, Class B)

Permission is not required for the formation, laying out and construction of an access to a highway which is not a trunk or classified road. If in doubt please contact the Planning Division.

Design Guidelines

- (a) The proposed access to a garden shall be no greater than 2.4m in width and enclosed with gates that should open inwards to prevent obstruction of the pavement/public highway.
- (b) Separate consent for the construction of all new carriage crossovers needs to be obtained from the Director of Technical Services. Please see the contact page in Appendix 1.

SATELLITE DISHES

Permitted Development Rights (Schedule 2, Part 1 Class H)

One satellite dish may be erected without permission provided that the following dimensions are not exceeded:

- (a) 45cm diameter if installed on a chimney.
- (b) 90cm diameter if installed elsewhere on the house or in the garden.
- (c) 70cm diameter in any other case.

and that the dish does not project above the highest part of the roof or, if installed on a chimney, the highest part of the chimney.

NB

1. Within Conservation Areas permission is required to install satellite dishes on chimneys, on buildings exceeding 15.0m in height, or on a wall or roof slope which fronts on a highway.
2. In any area any satellite dish proposed to be installed must be sited to minimise its effect on the external appearance of the building.

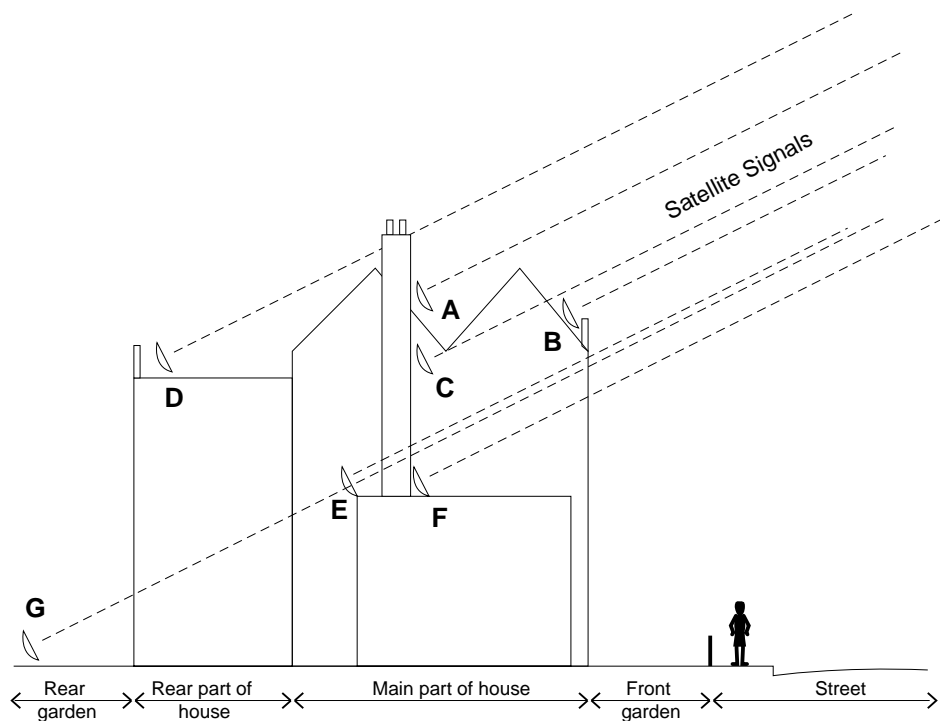
Design Guidelines

- (a) It is essential to provide a clear line of sight from your dish to the satellite, avoiding trees or other solid objects. However, if not carefully sited, dishes can spoil the look of a property and the street in which it stands.
- (b) So when siting your dish:

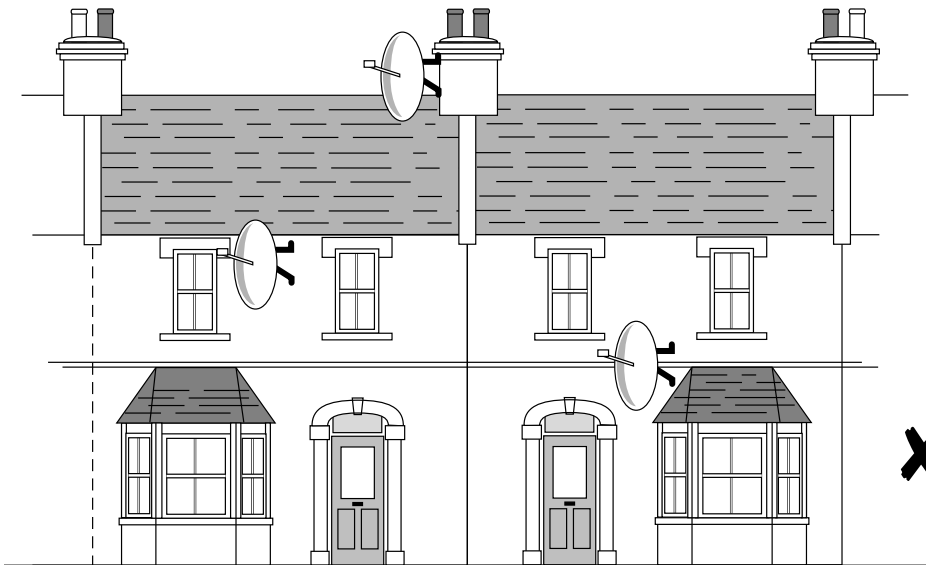
Respect the views from streets, local parks, and neighbours' properties, and keep the dish out of sight as much as possible. Try to place the dish where it won't be seen against the sky.

Consider placing it:

- A. within roof slopes
- B. behind roof parapets
- C. on side walls
- D. on rear extension roofs
- E. where the dish is shielded from public view by chimney stacks or other projections
- F. on lower roofs or garages
- G. in the rear garden, if a good line of sight can be obtained via the gaps between buildings



- (c) Try to choose a colour for the dish that blends with the background, and choose the smallest practicable size.
- (d) Consider having a single dish shared between several properties if this improves the appearance.
- (e) In Conservation Areas, and other defined areas of special character, dishes will not usually be acceptable where they are in front of the main house wall facing the street, or where they are visually prominent from the street or other public areas.



- (f) In relation to listed and historic buildings, dishes will not be acceptable where they adversely affect the building or its setting. You will need listed building consent before any dish is installed on a listed building.

“A Householder’s Planning Guide for the Installation of Satellite Television Dishes” contains more detailed advice and is available from the Department of the Environment, Telephone 0181 691 9191 Ref. 91 PLA 0297.

GATES, WALLS, AND FENCES

Permitted Development Rights (Schedule 2, Part 2 Class A)

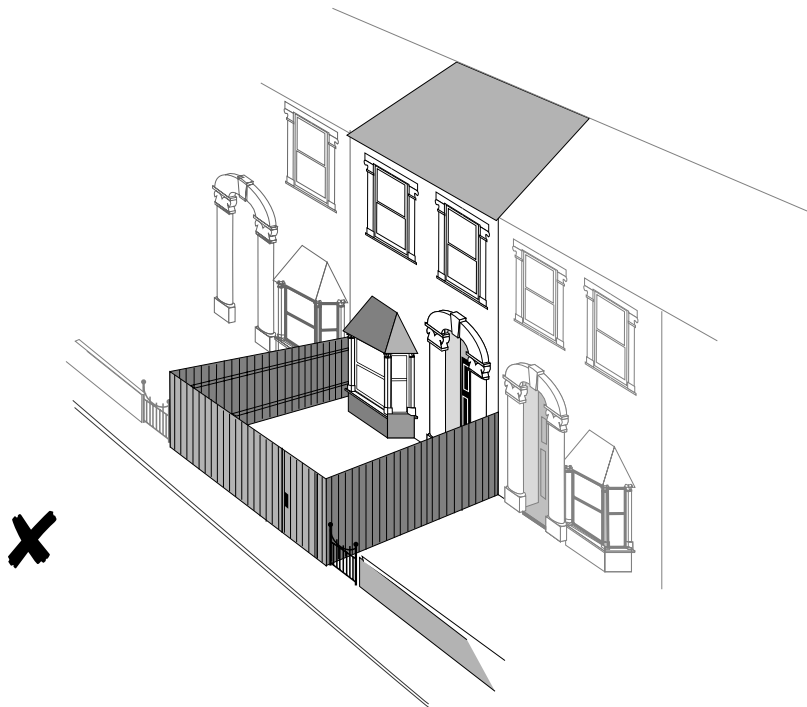
Planning permission is not required provided:

- (a) A height of 1m is not exceeded adjacent to a highway (used by vehicular traffic) or 2m in height in any other case.
- (b) The height of the existing gate, fence or wall it replaces is not exceeded.

Design Guidelines

Rear garden:

- (a) Walls and fences should normally not exceed a height of 2m. Where gardens are very narrow, a lower wall or fence may be more appropriate with perhaps a trellis above if privacy is important. Hedges, trees and shrubs can also improve privacy.
- (b) Where adjoining a public area, a brick wall in materials to match the existing house, rather than a fence, is required. As well as being more attractive it is less likely to be damaged and is more secure.





- (c) It is important to remember that whilst high walls and fences afford privacy, they do not enable natural surveillance to occur. In some situations the use of railings as a boundary treatment is preferable on community safety grounds.

Front garden:

- (d) Walls, fences and railings should be in proportion to the area of the front garden, but normally no higher than 1m. Bear in mind a solid wall or fence over a certain height may prevent light reaching plants.
- (e) Walls should be of a brick which suits the house. Low walls of stock brick with copings were the common boundary treatment to Victorian terrace front gardens. Modern decorative blocks and artificial stone are out of character and so not appropriate for walls to older Victorian and Edwardian properties.
- (f) Original gates, railings and walls should be retained, restored and repaired. This adds character and value to a property.
- (g) Match replacement or new boundary walls, railings and fencing with those original features existing in the area and/or to the materials of the existing house.

STONE CLADDING, PEBBLE-DASHING, RENDERING AND PAINTING BRICKWORK

Permitted Development Rights (Schedule 2, Part 1, Class A2 and Schedule 2, Part 2, Class C)

Planning permission is normally not required for the above alterations.



External alterations can substantially affect not only the character of the individual property. They may also harm the environment enjoyed by others and reduce property values.

Design Guidelines

The above external treatments are almost invariably inadvisable. If you are thinking of carrying them out please consider the following points first:

- (a) Will the treatment have an adverse effect on the structure of the house? For example stone cladding requires anchorage points in the existing brickwork and can give rise to long term maintenance problems.
- (b) External treatments can bridge damp courses and block air bricks. Rainwater/ice can be trapped behind them. This may result in condensation and timber rot and cause pieces of the covering to unexpectedly fall off.
- (c) Painted and pebble dashed surfaces can weather badly. Also it is difficult to match new pebble-dash with the old if you alter or extend your home or patches need repair.
- (d) Rendered surfaces require regular painting and are often subject to cracking. This can allow the ingress of water which is difficult to detect.

- (e) If brickwork needs attention repointing is normally sufficient; this is a maintenance free and long lasting remedy.
- (f) What will potential purchasers of the house think of the style created - one which would be difficult if not impossible to alter?
- (g) Will it look out of place in the street scene. Will it alter the character of the dwelling and indeed the terrace in an unwelcome way?

NB: Cladding of properties in a Conservation Area in stone, artificial stone, timber, plastic, or tiles does require planning permission.

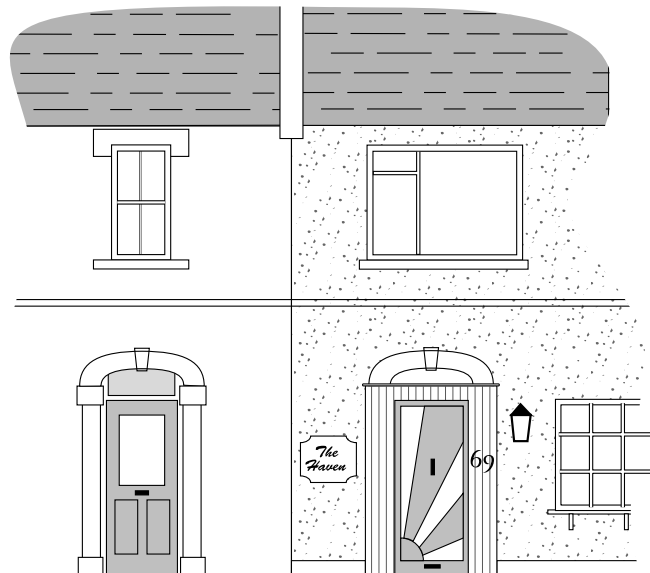
REPLACEMENT WINDOWS AND DOORS

Permitted Development Rights (Schedule 2, Part 1, Class A)

These alterations do not normally require planning permission.

Design Guidelines

Altering door or window openings, or replacing windows and doors, can radically change the character and appearance of your home and damage the appearance of the area. This is particularly the case where the property forms part of a terrace or is one of a pair of semi-detached houses.



Alterations, besides affecting the appearance of the street, can quickly look out-of-date, cause maintenance problems and make your property difficult to sell.

Bear in mind that :

- (a) The original size and style ensures the visual balance and character of the house is retained;
- (b) Using traditional materials for replacement windows and doors e.g. wood is often cheaper and a more attractive alternative than UPVC or aluminium;
- (c) Silver aluminium replacements with hardwood frames should be avoided - a white or cream finish is usually preferable since it harmonises better with paintwork;
- (d) Wooden sash windows can be repaired/restored and secondary glazed to minimise heat loss - purpose made double glazed units are now also available.

CONVERSION OF A GARAGE TO LIVING ACCOMMODATION

Permitted Development Right (Schedule 2, Part 1, Class A)

Planning permission is often required to convert an existing garage to additional living accommodation. Additionally the Council may have imposed a planning condition requiring the garage be permanently retained for the parking of cars. It is therefore essential to check with the Planning Division before carrying out such a conversion to ensure that permission is required. If permission is required the following points apply:

Design Guidelines

- (a) Planning permission will not normally be granted for conversion of a garage unless satisfactory alternative parking provision can be achieved elsewhere.
- (b) The resulting external appearance should match the existing house in terms of size, style, pattern, colour and materials.
- (c) Conversion of a garage to a separate dwelling, commercial or business use will need permission and such a use will not normally be permitted.

OTHER CONSENTS YOU MAY NEED

Whether or not you require planning permission you will need to consider the following:

(a) Building Regulations

Many improvements to your house will need to meet the requirements of the Building Regulations. This is a separate consideration from the planning requirements and relates primarily to details of construction. Guidance on the need for Building Regulations Approval can be obtained by writing or telephoning the Council's Building Control Division, (see page 26).

(b) Covenants, Leases, Party Wall Agreements etc.

Prior to undertaking any form of development with or without planning permission you should check your deeds, lease or tenancy agreement to make sure that you do not infringe any covenants. You are also advised to give notice of your plans to your landlord and neighbours who may wish to comment on your proposals. If you are in doubt please contact a solicitor.

(c) Trees

Trees within your garden may be protected by a Preservation Order in which case permission will be required from the Planning Division before they are lopped, topped or felled. The same protection is also given to trees within Conservation Areas.

Even if not subject to such protection, trees contribute greatly towards the attractiveness of an area and provide a welcome natural habitat. They soften and improve our hard urban surroundings and should be kept wherever possible. They should be carefully protected during any construction period. If removal of a tree is unavoidable a suitable replacement should be planted in the next planting season (October to March). Further advice and guidance on trees is available from the Planning Division. See page 27 for the contact number.

USEFUL CONTACTS

Planning Division

Environment Department
Town Hall Annexe
Barking Road, London E6 2RP
Telephone: 020 8430 8000 ext.22282

Please contact the Planning Division either by telephone or in person between 9am and 5pm. Please note that planning officers may not be available without a prior appointment.

Building Control,

Environment Department
Town Hall, High Street South
East Ham E6
Telephone: 020 8552 0831

Building Control Officers are available between 9.00 a.m. and 10.00 a.m., Monday to Friday, at the Town Hall, East Ham, London E6. Telephone enquiries can be made between 9.00 and 10.00 a.m and 3.30 p.m to 4.30 p.m. For areas E6, E13 and E16 Telephone: [0181] 470 1351. For E7, E12 and E15 the number is [0181] 472 1323 and for Administration is [0181] 552 0831.

Highways and Environment Division,

Environment Department
25 Nelson Street, East Ham, E6 4EH
Telephone: 020 8430 2000 Ext. 22352

Royal Institute of British Architects,

66 Portland Place, London W1N 4AD
Telephone: 020 7580 5533

Professional body for architects - a Clients' Advisory Service will suggest suitable architects for specific jobs.

Planning Aid for London,

Calvert House
5 Calvert Avenue, London E2 7JP
Telephone: 020 7702 0051

A free and independent source of professional advice on town planning, especially for those who cannot afford to employ their own planning consultant.

Parks Client Unit

Leisure Services Department
Balaam Street Park
Greengate Street
Plaistow E13 0AS

Telephone: 020 8430 2000 ext 23659

for other trees:

British Trust for Conservation Volunteers

80 York Way
London N1 9AG

Telephone: 020 7278 4293

Monday - Friday
9.00am - 5.00pm



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