



town planning division

HOME EXTENSIONS

A Companion Guide to the Elmbridge Residential Design Guidance

This guide is a companion to the Elmbridge Residential Design Guidance adopted by the Council on 10th July 2002. It is aimed at people wishing to extend or improve their home and explains the planning standards that should be achieved in the Borough of Elmbridge. It offers useful and practical advice for home owners.

policy

The Replacement Elmbridge Borough Local Plan 2000 contains many policies designed to protect and enhance both the natural and built environment. In the context of home extensions, Policy HSG20 is particularly relevant. (note : 'Habitable rooms' include all rooms except bathroom, toilet and small kitchen less than 13 sq. metres in area)

Policy HSG20 Extensions and Alterations to Existing Dwellings

THE COUNCIL WILL REQUIRE ALL EXTENSIONS AND ALTERATIONS TO EXISTING DWELLINGS TO COMPLY WITH THE FOLLOWING PRINCIPLES OF GOOD NEIGHBOURLINESS :-

- (i) A reasonable amount of daylight and sunlight should reach the habitable rooms of each dwelling;
- (ii) A reasonable distance between any two-storey part of a dwelling and the plot boundary should be provided in order to avoid a terracing effect on detached or semi-detached dwellings;
- (iii) A suitable rear garden amenity space with adequate screening, where appropriate or necessary, should be provided;
- (iv) Regard will be paid to the relationship between the depth of a proposed extension and the edge of the nearest neighbouring habitable room; and
- (v) An acceptable level of privacy to habitable rooms and recognised sitting out areas should be maintained commensurate with the prevailing circumstances of the surrounding area.



introduction

The principles contained in this guidance are relevant whether planning permission is required or not. They should therefore be followed in all cases in order to achieve the most suitable extension and/or alterations to your home.

For properties within designated Conservation Areas, additional guidance is contained in a separate leaflet on 'Conservation Areas'.

The Office of the Deputy Prime Minister (ODPM) has produced a booklet entitled 'Planning - A Guide for Householders'. This booklet explains the size and types of development that do not require planning permission, and which are referred to as 'permitted development rights', and is available at the Civic Centre Town Planning Reception. Permitted development rights extend only to houses and not to flats. In addition, it may be that permitted development rights might already have been used up by previous extensions, or removed by a condition on a planning permission.

This Residential Design Guidance does not seek to impose detailed design control but gives general advice and sets out design principles. If followed these will ensure good neighbourliness, an extension that is sympathetic to the existing house and one that is in keeping with the character of the locality. An extension that accords with the guidance is therefore more likely to receive planning permission than one that does not. As such, the guidance is a material consideration that will be taken into account when determining planning applications for extensions and alterations.

Good design does not necessarily add to the cost of a proposed extension. In some cases, the best design and use of the most appropriate materials may increase initial costs. However these will be amply paid back in reduced maintenance and increased resale value of your house. You also have the satisfaction of having an extension that blends in with both your property and the street scene.

Accurate plans are essential before commencing work even if planning permission is not required.

Though not essential in every case, employing a suitably qualified professional person to draw up your plans can avoid the many pitfalls that await those not experienced in such work. Experience has shown that it is sensible to consult your neighbours at an early stage. This can avoid misunderstanding during the process of the planning application.

general principles

The two most important objectives in the design of an extension are to achieve an appropriate relationship with the existing house, and to harmonise with the streetscape in general. It should not overwhelm the existing or neighbouring properties. Similar detailing and materials to the existing house should be used. It should harmonise in scale, design, details and texture.

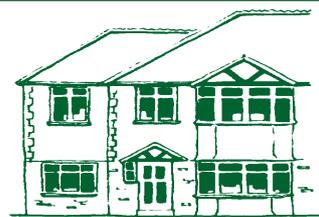
Single or two-storey extensions at the side of a house should either be fully integrated with the house or clearly be shown to be extensions. The fully integrated extension is usually only successful where it does not affect symmetry. This

is possible on a detached house or occasionally on the end of a terrace. On a house which is symmetrical or semi-detached, however, an extension which is subordinate to the existing building is advisable. In such cases it is preferable to set it back from the front wall of the house, which helps to reflect the secondary role of the extension and can also stop any awkward bonding of brickwork appearing on the front elevation.

Special attention should be paid to existing proportions and, in particular, to the relationship of walls to openings such as windows and doors and the shape of those openings. The vertical or horizontal emphasis of the house should be repeated on the extension. Windows should always be of the same style as the original and new lintels and sills should line up with the existing. The only exception to this would be where there is a significant change in levels across a site.



- Unsightly extension, ignores style and character of original house would adversely effect the appearance of the street scene.
- Flat roof clashes with existing pitched roof and gable.
- Clumsy junction between roofs.
- Inappropriate windows differ in shape, alignment and materials.



- New extension harmonises with original appearance of house and is not detrimental to the street scene.
- Pitched roof compatible with existing.
- Roof and ridge tiles match existing.
- Eaves line up with existing.
- Style and proportions of new windows match existing.
- Windows line through with existing.
- Extension set back from main wall.
- Materials and detailing match existing house.

The roof of an extension should be similar to that of an existing house. In particular, houses with a pitched roof should not have flat roofed extensions. The eaves level of a two storey extension should preferably line through from the house, and should not be higher than on the existing house.

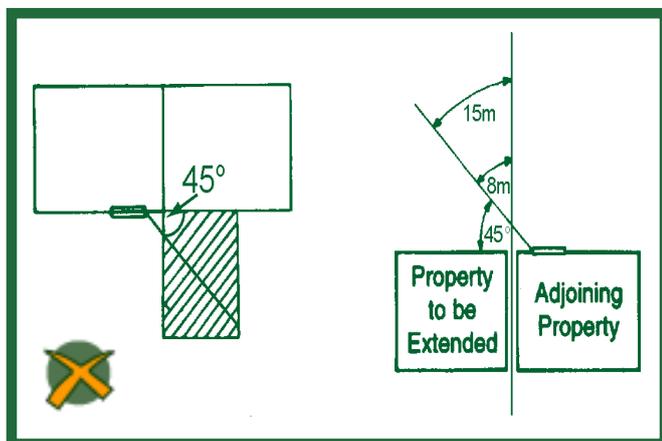
Where a glazed conservatory is proposed, care should be

taken to match its style to that of the existing dwelling, and to site it so as to avoid overlooking adjacent properties or undue light spillage from internal lighting.

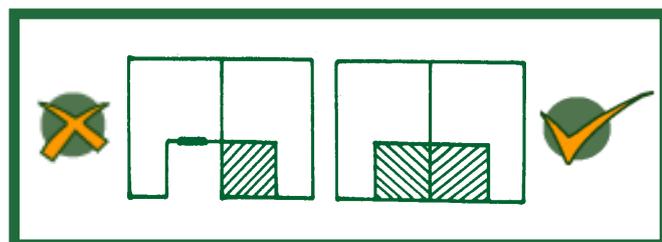
daylight and sunlight

Extensions to the house can easily rob the windows of the adjoining house(s) of daylight and sunlight. Whilst each application is treated on its own merits, experience has shown that if a single storey extension does not project more than 3 metres rearwards, the effect on natural light is minimal. Beyond that distance the extension should be less than an angle of 45° from the edge of the nearest adjoining neighbour's window.

The '45° angle' test applies to two-storey extensions which are closer than 15m measured along that sight line from the neighbour's window, or 8m in the case of single storey extensions unless the latter do not project more than 3 metres. The loss of light to an adjoining dwelling can be more noticeable where an extension is to be directly to the south, warranting sensitivity in siting and design. Two-storey rear extensions must be very carefully sited and designed. Their acceptability will depend on site specific circumstances and their relationship to adjoining houses. The test should also apply to side facing windows of adjoining houses which serve habitable rooms, particularly if these windows are the only natural light source to the room.



Remember that any extension in these circumstances will probably take away light from your existing rooms as well as those of your neighbour. If, however, there is a scheme including both houses, many lighting problems can usually be overcome.



privacy

An extension should not result in any significant loss of privacy

to adjoining houses and gardens. To prevent overlooking, windows should either be high level or omitted from any wall directly facing a neighbouring house or garden, particularly that part close to the house and having the most activity, e.g. patios. The use of a flat roof of an extension as a balcony will rarely be acceptable unless well screened or within substantial plots where overlooking would not occur. Balconies can indeed have an adverse effect on the appearance of a house as well as reducing the privacy of nearby properties.

materials

The facing materials of any extension should ideally match as closely as possible those on the existing house. This is particularly important on pitched roofs. It may be possible to re-use some tiles from where the roof connection is made. Alternatively tiles could be removed from the back of the house to use at the front of the extension and then all new materials could be used at the rear.

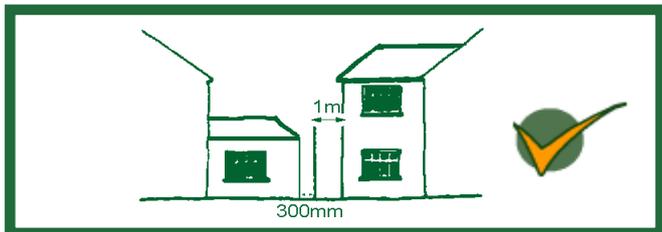
With terraced or semi-detached houses avoid refacing the existing house to match the new materials of the extension. The use of different materials can often create visual disharmony and impact adversely on the street scene.



side extensions

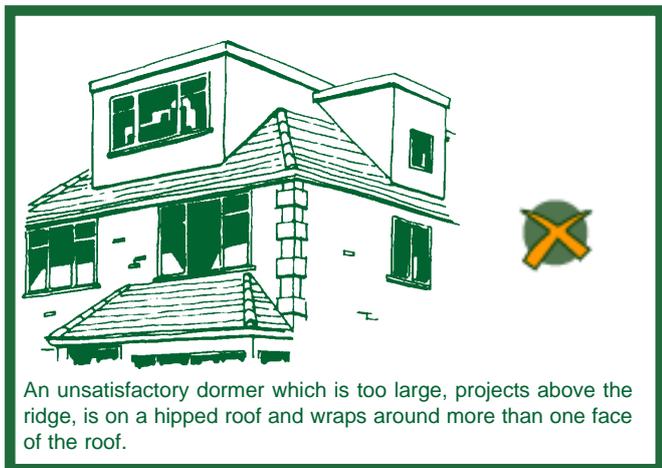
Side extensions can sometimes lead to a terracing effect where the fronts of the houses are the same distance from the edge of the highway. To prevent this and in order to retain the rhythm and character of the street, the spaces between houses should never be infilled completely. A minimum of one metre should be maintained between any extension above ground floor level and the boundary. This will also have the benefit of leaving room for maintenance. Where space will allow, more than one metre should be left at the boundary. This will in particular be needed in areas characterised by a spacious, low density layout where existing houses are sited a good distance from side boundaries. In such areas the minimum of one metre between boundaries and two storey extensions may be inadequate, and significantly more space should be provided to avoid a detrimental impact on the visual amenity of the street scene. Again, the minimum requirement of a one metre gap will be acceptable only where appropriate to the character of the area.

Where single-storey extensions are concerned, problems caused by the encroachment of foundations or guttering can arise if the extension is too close to the boundary. A minimum of 300mm between the side wall of a single-storey extension and the property boundary should therefore be aimed for wherever possible.



roof extensions & dormers

Roof extensions and dormers are very often the most difficult to add successfully to a house. In particular they should never be allowed to dominate the roof by being over large or higher than two or more sides of a hipped roof. Normally the main wall of the house should not be extended up to the dormer, i.e. some existing roof should remain beneath the new dormer. Where possible the dormer should follow the vertical lines of existing doors and windows.



Hipped roof or gable ended dormers are often preferable to those with flat roofs. Their sides should be covered in materials which match or complement the main roof. In some cases a roof light may form a more suitable alternative to a dormer.



garages & parking spaces

As with other extensions, a garage is usually better set back from the face of the existing house especially if it is to be

attached. The siting of large garages in front of houses in particular should normally be avoided. Where possible a garage should follow the same roof shape and be in the same materials as the existing building. Existing parking provision should not normally be lost as a result of extending a dwelling. If loss is inevitable, appropriate replacement provision should be made. Where front garden areas are used for parking, it is important to maintain a balance between hard and soft surfaces.

gardens

The surroundings of houses are as much a part of the character of the residential neighbourhoods as the buildings themselves. Gardens should not be reduced to such an extent that they are out of scale with the house, and adequate amenity space must be retained. Normally the Council will expect the minimum length of a private garden for a house to be 11 metres. Exceptions may be considered in town and village centres. Normally a greater distance of 15 metres will be expected for larger family dwellings. Extensions to dwellings should not normally infringe or reduce this and retention of an adequate width of garden will be required.

planting/landscaping

Side boundaries to gardens are frequently lined with trees and shrubs which are attractive in themselves and enhance privacy. When extensions are to be built it is important to keep as much of the existing planting as possible, and it will often be necessary to protect root systems during construction. In the interest of providing adequate screening, additional landscaping may also be required to soften the impact of the new building and help integrate it into its setting. It will usually be necessary to site extensions to maintain an adequate distance from side boundaries to provide space for the retention of existing planting and allow for new planting. Indicative planting should be shown on application drawings.

remember

1. **Do not let the extension dominate.**
2. **Make the extension belong to the house.**
3. **Continue existing details into the extension.**
4. **Keep the same horizontal and vertical emphasis.**
5. **Make sure windows match.**
6. **Always use similar materials to the house.**
7. **Always consider :**
 - a) what would be my first impression if I was buying the house with this extension, and
 - b) what would the extension look like from my neighbour's property?

This Guide was adopted as Supplementary Planning Guidance (SPG) by the Council on the 25th February 2004 after full public consultation. It supplements Policy HSG20 of the Replacement Elmbridge Borough Local Plan 2000. A copy of the statement of consultations and representations received is available from the Head of Town Planning

If you would like this information translated, please contact the address below :

आपनि यदि हई कथार अनुवाक जान ताबटल भन्ना करे योग्यावधान यलम् ।

您若需要這份資料的中文翻譯，
請聯系：

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If you would like a copy of this document in Braille, **large print**, on audiotape or in a community language, please contact

Office Manager
Town Planning Division
Elmbridge Borough Council
Civic Centre, High Street,
Esher, Surrey KT10 9SD
tel : 01372 474781
fax : 01372 474910
e-mail : tplan@elmbridge.gov.uk



Further advice can be obtained by telephoning the Town Planning Division on 01372 474474 or visiting the Town Planning Reception at the Civic Centre during normal office hours.

D.R. Wiltshire, B.Sc., Dip.TP, DMS, MRTPI, MCMI
Strategic Director - Services.

Heather Thwaites, B.Sc., Dip EP, MRTPI
Head of Town Planning.

Elmbridge Borough Council
Directorate of Town Planning & Environmental Services,
Town Planning Division, Civic Centre, High Street, Esher,
SURREY KT10 9SD

Phone : 01372 474783/4784

Fax: 01372 474910

email : tplan@elmbridge.gov.uk

website : www.elmbridge.gov.uk

