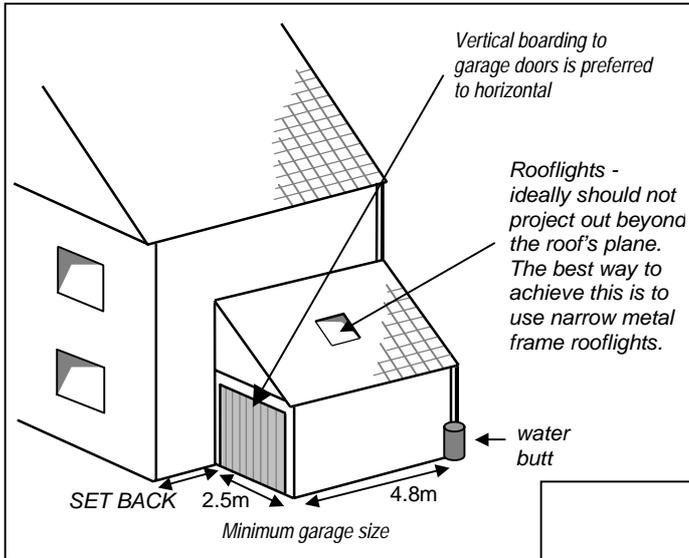


Householder Extensions & Alterations – Single Storey Side Extensions

Key Messages

- The scale of the extension should be proportionate to the size of the property and garden.
- Set Back – This should be proportionate to the width of the extension i.e. the wider the extension the larger the set back. This is at least between 100mm to +1,000mm. This helps to make the “join” better between the property and the extension by visually breaking up the frontage.
- Use the same roof design and where possible the same roof pitch as the main property, see figures below.
- The depth of the garden after the completion of the extension should not be too small for the size of the property.
- Using a flat roof as a balcony will not be permitted if it could result in a loss of privacy for your neighbours.
- Single storey front extensions are rarely acceptable.

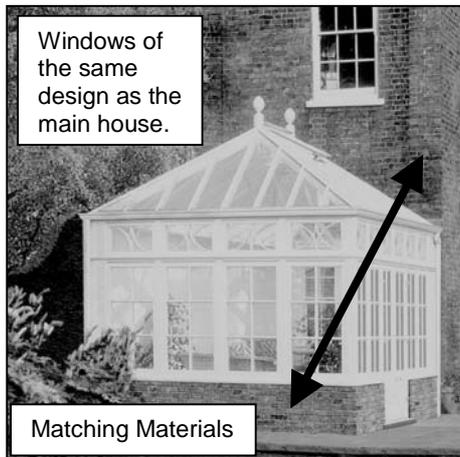
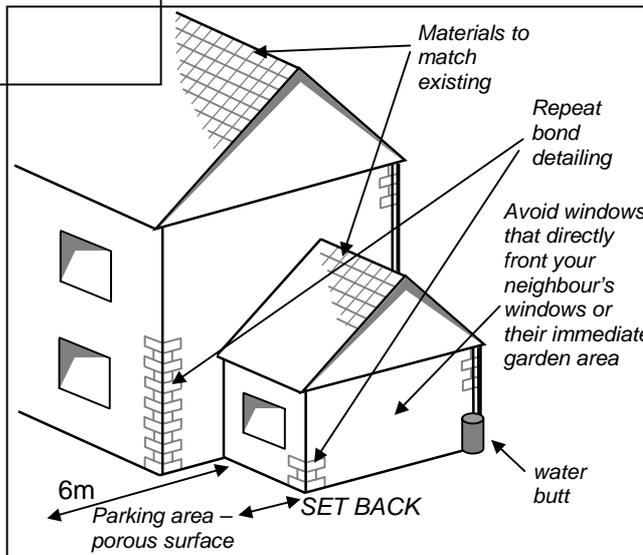


Security
The internal door to the property should have the same security, locks and strength as the property's front and back doors.

Illustrative Single Storey Side Extensions with Gable Roofs

Security
Do not create an opportunity to gain easy access to your property, particularly to first floor windows via drainpipes and the roof of your extension.

Keep access points visible to the street to prevent potential intruders being hidden from view.



Example of a Conservatory

Conservatories Key Messages

- Conservatories are another form of single storey extensions and should follow the same design process.
- Use the same window and roof design as the main property.
- They provide an opportunity for a contemporary approach.

Conservatories should follow the same design approach of a single storey extension. Poor results can occur when a Victorian style of conservatory is used on a non-Victorian property. Conservatories that relate to the general style and design of a property will be preferred. Simple designs are more appropriate on cottages. Often a more appropriate approach can be achieved at no or little additional cost.

Extract adapted from SPG Householder Extensions & Alterations

This is one of a series of leaflets that are all based on extracts from the Supplementary Planning Guidance ***Householder Extensions & Alterations***.

Other leaflets available are:

- Materials and Windows
- Green Design and Lifetime Homes
- Porches and Canopies
- Single Storey Rear Extensions
- Two Storey Side Extensions
- Garages and Outbuildings
- Roof Alterations - Dormers
- Common Questions
- Before and During Building Work

Other information which may be relevant to making a planning application:

- General Advice & How to Apply
- Design Statements
- I've submitted a planning application. What happens now?
- Involving the community
- Appealing against planning decisions
- Supplementary Planning Guidance publications including 'Local Distinctiveness'. For a full list please look at www.reigate-banstead.gov.uk or telephone the Council on 01737 276000

Remember, you may need to seek further specialist advice if you are in a special designation area, such as a Conservation area, or if the property is listed

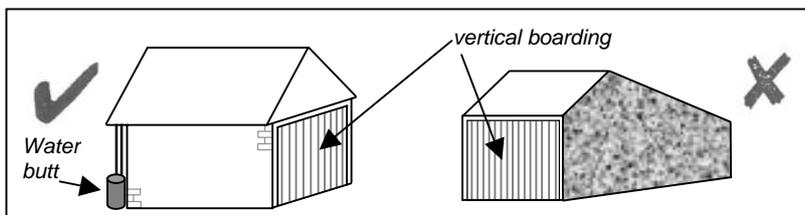
Householder Extensions & Alterations – Garages and Outbuildings

Key Messages

- If your garage proposal is attached to the house use the design approach for a single storey extension.
- Detached garages should be designed to reflect the main property style and its locality, for example, be built of matching materials and have a similar roof pitch.
- Retain adequate distance between the garage and the pavement to park a vehicle and open the garage doors.
- Garages in the front garden of a property tend to look out of place in the streetscene.
- Public highway – Where the garage is accessed directly from a public highway it should be set back 6 metres to allow a vehicle to park in front of the garage while allowing the garage door to be opened.
- Private highway - Where the garage is not accessed directly from a public highway to avoid it's door hitting a pedestrian it should be setback at least 1 metre from the pavement or access point. This is a separate matter from that raised above relating to the 6-metre distance.

Garages in Urban Areas

Traditional pitched roofs are appropriate, but false pitch roofs are awkward if they are too small and/or can be seen from the side; they will be discouraged. Vertical boarding to garage doors is preferred to horizontal, as this is a feature of our locality.



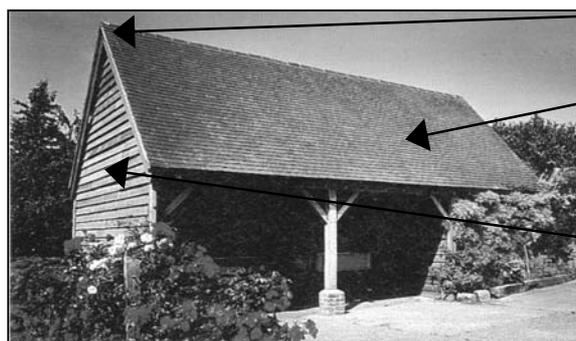
Security

Internal and external garage doors should have the same security, locks and strength as the property's front and back doors.

Examples of Garages

Garages in Rural Areas

These should be designed to look like rural outbuildings. To achieve this:



- Roofs should have 50° steep pitch,
- Use plain tiles, particularly handmade clay ones,
- Slates may be appropriate on lower pitched roofs,
- Use featheredged weatherboarding.

Case of a Garage in a Rural Area

Garage Conversions & Hardstandings

- The conversion of a garage to living accommodation needs to include alternative car parking provision.
- The hard surfacing of the majority of your front garden as a result of your extension/conversion is discouraged because it creates a harsh visual appearance and also increases surface water run off. To overcome this:
 - minimise areas of hard surfacing,
 - planting to screen parking area,
 - keep a separate pedestrian entrance from vehicle access, and/or
 - keep gates and piers to the boundary.

*Extract
adapted from
SPG
Householder
Extensions &
Alterations*

This is one of a series of leaflets that are all based on extracts from the Supplementary Planning Guidance ***Householder Extensions & Alterations***.

Other leaflets available are:

- Materials and Windows
- Green Design and Lifetime Homes
- Porches and Canopies
- Single Storey Rear Extensions
- Single Storey Side Extensions
- Two Storey Side Extensions
- Roof Alterations - Dormers
- Common Questions
- Before and During Building Work

Other information which may be relevant to making a planning application:

- General Advice & How to Apply
- Design Statements
- I've submitted a planning application. What happens now?
- Involving the community
- Appealing against planning decisions
- Supplementary Planning Guidance publications including 'Local Distinctiveness'. For a full list please look at www.reigate-banstead.gov.uk or telephone the Council on 01737 276000

Remember, you may need to seek further specialist advice if you are in a special designation area, such as a Conservation area, or if the property is listed

Householder Extensions & Alterations – Roof Alterations – Dormers

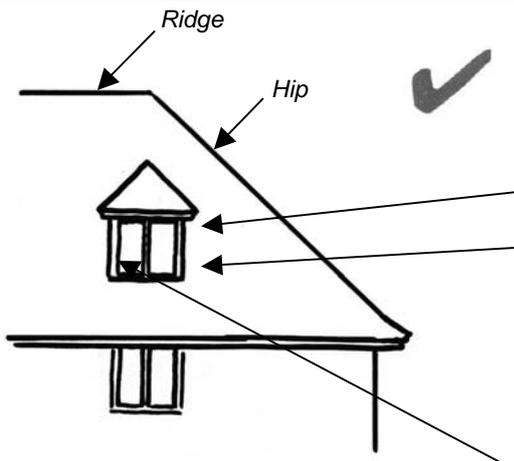
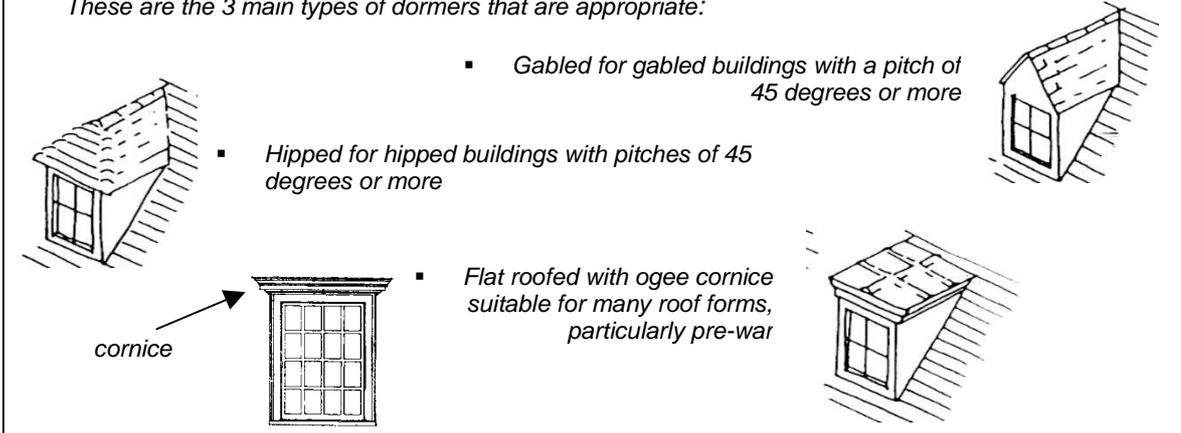
Key Messages

- The design and location of dormers should be in keeping with the appearance of the main property i.e. use a similar roof design.
- Dormer windows should relate in size, proportion and materials to existing windows in your property.
- Consider whether dormers are appropriate in the streetscene.
- Dormers will look out of place, even where they are of good design, if there is an absence of them in the street.
- Rooflights ideally should not project out beyond the roof's plane, especially at the front of the property. The best way to achieve this is to use narrow metal frame or conservation rooflights.
- These design principles should also apply to solar panels.

Dormers

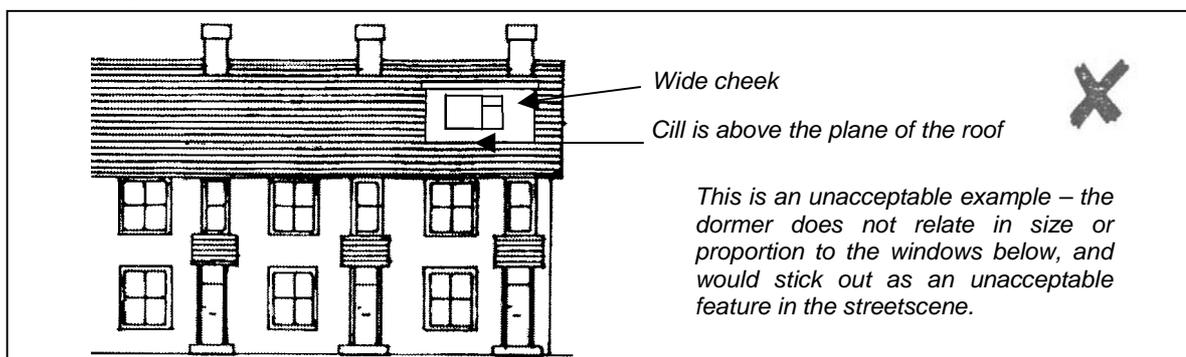
Dormers are often refused planning permission because of poor design and/or being located in a prominent location. In the past planning permission was not required for dormers facing roads. Therefore, sometimes you may be refused planning permission even if there are one or two similar examples in the locality. If you follow the guidelines below you can improve the likelihood of being granted planning permission and also to improve the appearance of your roof alteration. There may be a simple solution to improving the design of a dormer, such as using thin insulation to achieve narrow cheeks on the side, see the diagram below. Building Control Regulations often also affect the size and position of dormers. For example, Building Regulations may require increased headroom and can force the design of a dormer closer to the ridge, therefore all efforts should be made to find a location where the change is not visible within the street scene or from other public viewpoints. However, in some cases, dormers may not be acceptable, for example, some roofs with a low pitch or a short span may not be able to accommodate a dormer in line with the design principles outlined in this guidance.

These are the 3 main types of dormers that are appropriate:



Key Design Issues

- The ideal dormer proportion is for windows to have a vertical emphasis so that two windows together generally form a square
- The top of the window should generally be no higher than the middle of the roof
- The window cill should go down to the plane of roof
- The dormer should be set back from the property's wall
- The dormer should align or relate to windows below
- The dormer should be set below the ridge and away from the hip
- Narrow cheeks on the side



Extract adapted from SPG Householder Extensions & Alterations

This is one of a series of leaflets that are all based on extracts from the Supplementary Planning Guidance ***Householder Extensions & Alterations***.

Other leaflets available are:

- Materials and Windows
- Green Design and Lifetime Homes
- Porches and Canopies
- Single Storey Rear Extensions
- Single Storey Side Extensions
- Two Storey Side Extensions
- Garages and Outbuildings
- Common Questions
- Before and During Building Work

Other information which may be relevant to making a planning application:

- General Advice & How to Apply
- Design Statements
- I've submitted a planning application. What happens now?
- Involving the community
- Appealing against planning decisions
- Supplementary Planning Guidance publications including 'Local Distinctiveness'. For a full list please look at www.reigate-banstead.gov.uk or telephone the Council on 01737 276000

Remember, you may need to seek further specialist advice if you are in a special designation area, such as a Conservation area, or if the property is listed

Householder Extensions & Alterations – Single Storey Rear Extensions

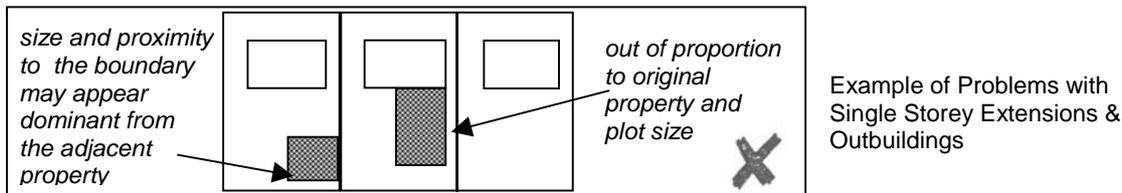
Key Messages

- The scale of the extension should be proportionate to the size of the property and garden.
- Set Back – This should be proportionate to the width of the extension i.e. the wider the extension the larger the set back. This is at least between 100mm to +1,000mm. This helps to make the “join” better between the property and the extension by visually breaking up the frontage.
- Use the same roof design and where possible the same roof pitch as the main property, see figures below.
- The depth of the garden after the completion of the extension should not be too small for the size of the property.
- Using a flat roof as a balcony will not be permitted if it could result in a loss of privacy for your neighbours.
- Single storey front extensions are rarely acceptable.

Single storey rear extensions are acceptable in urban areas provided you have taken account of the appearance, privacy and outlook, and domination. Single storey rear extensions along a boundary, of more than the following depths, are likely to conflict with the assessments of privacy and outlook, domination and overshadowing, and will not be acceptable:

Terraced house 3m ▪ Semi detached 3.3m ▪ Detached 3.5m

The depth of the extension will be effected by whether the extension would be adjacent to a neighbouring property. For further guidance on these design issues please see the full SPG.

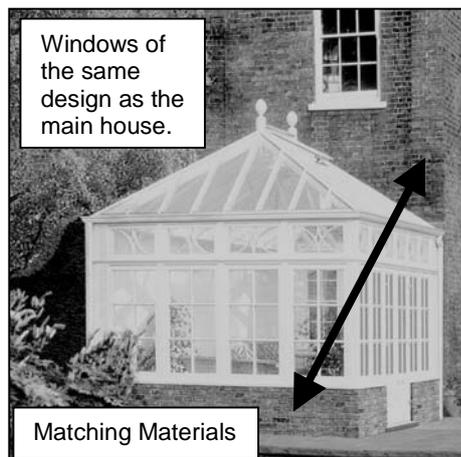


Security

Do not create an opportunity to gain easy access to your property, particularly to first floor windows via drainpipes and the roof of your extension.

Keep access points visible to the street to prevent potential intruders being hidden from view.

The internal door to the property should have the same security, locks and strength as the property's front and back doors.



Example of a Conservatory

Conservatories should follow the same design approach of a single storey extension. Poor results can occur when a Victorian style of conservatory is used on a non-Victorian property. Conservatories that relate to the general style and design of a property will be preferred. Simple designs are more appropriate on cottages. Often a more appropriate approach can be achieved at no or little additional cost.

Conservatories

Key Messages

- Conservatories are another form of single storey extensions and should follow the same design process.
- Use the same window and roof design as the main property.
- They provide an opportunity for a contemporary approach.

This is one of a series of leaflets that are all based on extracts from the Supplementary Planning Guidance ***Householder Extensions & Alterations***.

Other leaflets available are:

- Materials and Windows
- Green Design and Lifetime Homes
- Porches and Canopies
- Single Storey Side Extensions
- Two Storey Side Extensions
- Garages and Outbuildings
- Roof Alterations - Dormers
- Common Questions
- Before and During Building Work

Other information which may be relevant to making a planning application:

- General Advice & How to Apply
- Design Statements
- I've submitted a planning application. What happens now?
- Involving the community
- Appealing against planning decisions
- Supplementary Planning Guidance publications including 'Local Distinctiveness'. For a full list please look at www.reigate-banstead.gov.uk or telephone the Council on 01737 276000

Remember, you may need to seek further specialist advice if you are in a special designation area, such as a Conservation area, or if the property is listed

Householder Extensions & Alterations – Two Storey Side Extensions

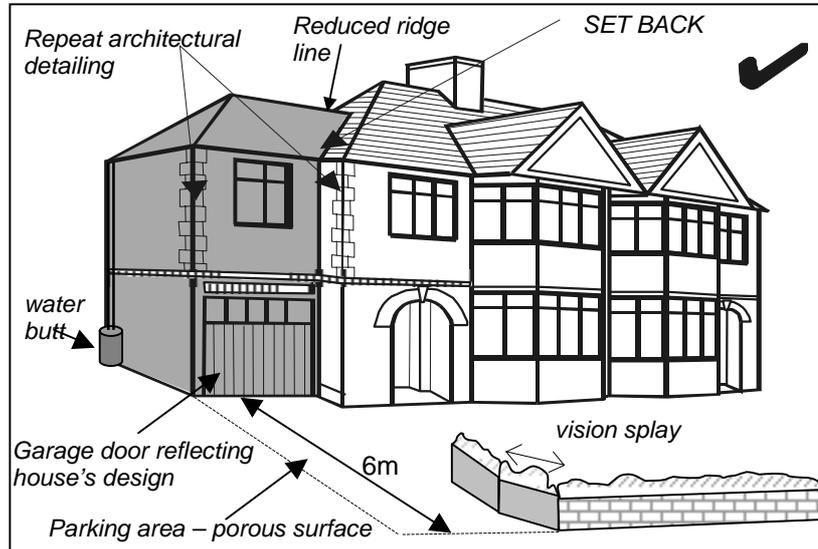
Key Messages

- Retain a one metre gap from the side boundary of the property, but wider gaps may be necessary.
- Face the street like the main property.
- Consider whether there will be a loss of car parking spaces,
- Use the appropriate design approach, outlined below, for the type and size of property,
- Two storey front extensions are rarely acceptable.

Two approaches are outlined below.

To make a two-storey extension appear subservient to the property, it should be significantly set back from the property's main front wall, which also significantly reduces its ridge line. This means that the extension is clearly seen as subservient to the main building when viewed in the wider street scene or from other public viewpoints. The advantages of this approach are:

- It breaks up the frontage,
- Materials do not necessarily need to match,
- It is suitable for all types of property,
- It looks like an extension.



Example of Approach No. 1: The Set Back Approach

Example of Approach No. 2: The No Set Back Approach

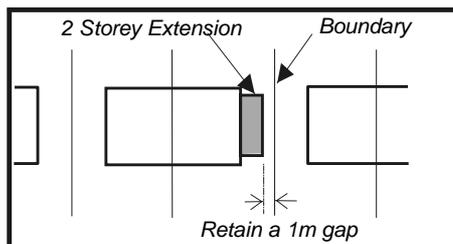
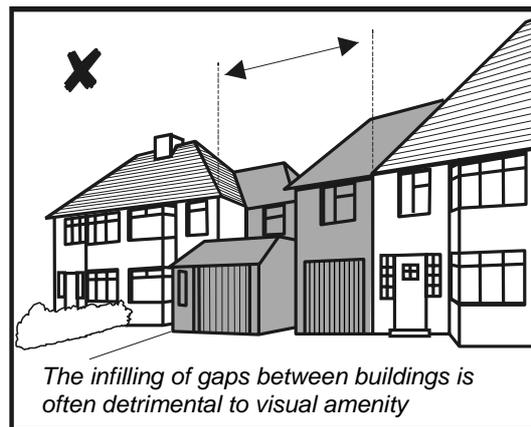


The extension is so integrated with the property that it does not look as though the house has been extended. This is suitable for some detached properties with large gardens to retain symmetry. Potential problems are:

- Materials are very difficult to match exactly with the existing.
- The extension can visually fill the plot, creating a cramped appearance.

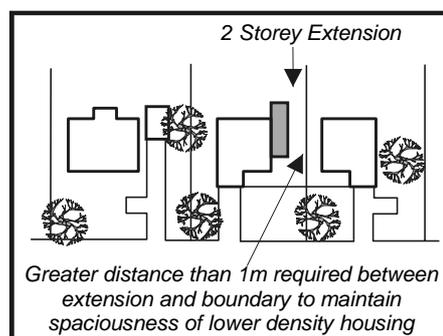
A Case of Visual Terracing

Two storey side extensions to properties often cause problems in terms of maintaining the appearance of the street, and the effects on adjoining properties. To avoid a terracing effect in such cases retaining a one metre gap between the extended property and the boundary of the curtilage will normally be required.



Example of The One Metre Gap

In areas with large plots, where properties have a gap separating them, like Residential Areas of Special Character, greater distances between properties and the boundary will be required.



Greater distance than 1m required between extension and boundary to maintain spaciousness of lower density housing

Illustrating The Need For Bigger Gaps

This is one of a series of leaflets that are all based on extracts from the Supplementary Planning Guidance ***Householder Extensions & Alterations***.

Other leaflets available are:

- Materials and Windows
- Green Design and Lifetime Homes
- Porches and Canopies
- Single Storey Rear Extensions
- Single Storey Side Extensions
- Garages and Outbuildings
- Roof Alterations - Dormers
- Common Questions
- Before and During Building Work

Other information which may be relevant to making a planning application:

- General Advice & How to Apply
- Design Statements
- I've submitted a planning application. What happens now?
- Involving the community
- Appealing against planning decisions
- Supplementary Planning Guidance publications including 'Local Distinctiveness'. For a full list please look at www.reigate-banstead.gov.uk or telephone the Council on 01737 276000

Remember, you may need to seek further specialist advice if you are in a special designation area, such as a Conservation area, or if the property is listed



Policy and
Environment
Department

Householder Extensions & Alterations – Common Questions

Q. How do I find out the permitted development rights for my property?

A. You may have to do some research.

- A booklet 'Planning – A Guide for Householders' is available, which explains "permitted development rights".
- You should also check with the Council whether your property is subject to any of the following designations:
 - Conservation Area,
 - Area of Natural Outstanding Beauty
 - Listed Building
 - An Article 4 direction, for example on locally listed buildings.These restrict your permitted development rights, and also influence the appropriate design.
- Permitted development rights may have been removed by a condition on any implemented planning permission including the one for your property. For greater certainty, you can apply for a Certificate of Lawfulness that will provide you with formal proof that a proposed or existing use of a premises or building works are lawful. For further information contact the Council or visit our website.

Q. Is planning permission all I need to build my extension or make alterations?

A. Unlikely.

- You will probably need Building Regulations approval, which deals with the fire safety, stability and energy efficiency of an extension (a booklet 'Building Regulations' is available). Also check for any covenants or other restrictions on your property's title or lease. You may also need Listed Building Consent for alterations or Conservation Area Consent for demolition.

Q. Does planning permission give me rights to erect scaffolding on my neighbour's land?

A. No. Planning permission does not give you any rights to build on or gain access via land that you do not own. You need separate consent from the landowner.

Q. Can I build up to my boundary?

A. Possibly.

- The guide explains where this is not acceptable
- Although not a planning matter there may be a legal requirement (see Party Wall Act leaflet) to gain consent from your neighbour.
- It is important to agree with your neighbour where the boundary is to avoid a potentially costly and often acrimonious civil dispute.
- The Council cannot become involved in boundary disputes. But be careful where the extension's foundations, eaves and guttering will be. All these should be on land that you own. You are required to complete an **ownership certificate** in submitting your planning application.
- Remember, the Council cannot decide on the merits of any boundary dispute between you and your neighbour.

Q. Do I need an architect to draw my plans?

A. No, but professional help may be advisable. However see what work the professional has previously done. In any event you will need:

- All plans to be at a recognised scale (1:50), **in metric** and clear, with dimensions shown on the plans i.e. so that your neighbour can understand what and where you want to build.
- A location plan outlining the boundary of your property and garden area in red. The plan should show your property's location in the street (These are available from the Council at a cost).
- Plans showing the existing and proposed elevations and floor plans. You will also need to show the distance of the proposal from the boundary and normally your neighbour's property to see how the extension may affect them. It would be helpful to your neighbours to state the measurements on the plan, including the distance to an adjacent property. A block plan is normally prepared for this purpose.
- A Design Statement accompanying your planning application explaining the design principles which you have adopted will be required, see the Borough Council's 'Design Statements' leaflet or the website for further information.

Q. How long does it take to get planning permission?

A. It varies.

- We aim to deal with all householder applications within **8 weeks**. However, your application could be refused and it may take longer if changes are needed.
- The planning permission may require you to do something before starting, for example to submit external building materials. You will have to formally apply to the Council (there is no fee) and we aim to deal with such matters within **28 days**.

Continued over...

*Extract
adapted from
SPG
Householder
Extensions &
Alterations*

March 2004

Q. How do I find out if my property is subject to a special designation?

- A. There are a number of sources of information.
- The Borough Local Plan (which is available to view in libraries and Help Shops in the Borough) shows the designations for countryside locations, Areas of Outstanding Natural Beauty, and Residential Areas of Special Character, on the proposals maps.
 - The Borough Council's Supplementary Planning Guidance 'List of Buildings of Architectural and Historic Interest' contains lists of the Borough's listed and locally listed buildings and summary maps of Conservation Areas.
 - For indicative flood plain maps, contact the Environment Agency.
 - Contact the Borough Council to find out if your property is subject to an Article 4 Direction.
 - If you are in any doubt, to check if your property is subject to any special designation, contact the Borough Council.

This is one of a series of leaflets that are all based on extracts from the Supplementary Planning Guidance **Householder Extensions & Alterations**.

Other leaflets available are:

- Materials and Windows
- Green Design and Lifetime Homes
- Porches and Canopies
- Single Storey Rear Extensions
- Single Storey Side Extensions
- Two Storey Side Extensions
- Garages and Outbuildings
- Roof Alterations - Dormers
- Before and During Building Work

Other information which may be relevant to making a planning application:

- General Advice & How to Apply
- Design Statements
- I've submitted a planning application. What happens now?
- Involving the community
- Appealing against planning decisions
- Supplementary Planning Guidance publications including 'Local Distinctiveness'. For a full list please look at www.reigate-banstead.gov.uk or telephone the Council on 01737 276000

Remember, you may need to seek further specialist advice if you are in a special designation area, such as a Conservation area, or if the property is listed



Policy and
Environment
Department

*Extract
adapted from
SPG
Householder
Extensions &
Alterations*

March 2004

Householder Extensions & Alterations – Before and During Building Work

BEFORE YOU START

- **Covenants** – These or other restrictions on your property's title or conditions in a lease may require you to get someone else's agreement before carrying out any building work. This may be the case even if you do not need planning permission. You can check this yourself or take legal advice.
- **Specialist Advice** - Is your home subject to a special designation? For example if your home is within a Conservation Area or the indicative 1 in 100 year flood plain you may have to take specialist advice.
- **Listed Buildings** – As well as planning permission you will need separate listed building consent. There is no fee to pay for this type of application.
- **Trees** - Are there any trees nearby? Remember tree roots can go beyond a tree's canopy, which means you could affect your neighbour's trees. If a tree is protected by a Tree Preservation Order or is within a Conservation Area, you will need the Council's consent to prune or fell it. You should take specialist advice in these circumstances. There is no fee to pay for this type of application.
- **Neighbours** - Put yourself in their shoes. Would you be concerned about the extension you want to build being next to you? If yes then perhaps you need to think again.
- **Communication** - Speak to your neighbours. How would you feel if the first thing you knew about your neighbour intending to start building works is either a letter from the Council or the builders turning up to start work? Disputes often arise because of a lack of communication or misunderstanding.
- **Design**
 - How will the extension appear from your neighbour's point of view?
 - Is the ground level?
 - Is there a direct or indirect loss of car parking spaces?
 - Does the size of your plot reduce the scope for extending?
 - Could you make your home more environmentally friendly and implement 'green' changes? Are you going to change the boiler or use a water butt?
 - Consider drainage and flood risk, for example reducing the amount of hard surfaced area.
- **Security** - Is this an opportunity to make your property more secure?
 - Are you going to fit better locks on windows and doors?
 - Are you creating an opportunity to gain easier access to your property? For example, are first floor windows and the rear garden now more easily accessed?
 - Are potential access points visible to the street to prevent potential intruders being hidden from view?
- **Wildlife** – Some properties hold roosts of **bats** or provide refuge for other protected species. The law protects bats because of their roosting requirements. For further advice contact English Nature.
- **Make up your mind** – Have you applied for what you actually want and or can physically build? You will be surprised how many people have planning permission and then build something different, which can lead to formal action being taken.

BEFORE AND DURING BUILDING WORK

Before building work starts

- Check your Planning and Building Regulations Notices to see if there are any conditions that require you to do anything before you can start. For example do you need to submit samples of external materials?
- Protect trees with fencing to prevent them being hit or having material stored under their canopy, which can cause damage.
- Do you want to make any changes to your approved plans? For example are you changing the number of windows. If so, check with the Council, as you may need a new planning application.

Remember your neighbours:

- **Noise** - Tell them before your building work starts. Let them know how long the work will take, and try to arrange noisy jobs at a time and on a day that minimises disturbance. For example restrict noisy work to between 8 a.m. and 6 p.m. Mondays to Fridays and 9 a.m. to 1 p.m. on Saturdays.
- **Skips** - Where will any skip or rubble be stored? Can the waste be reused in an extension's foundations or a new patio? If the skip is to be on the road you need to obtain a licence from Surrey County Council.
- **Security** - Scaffolding and openings provide easy access to your and your neighbour's property.
- **Safety** - Any building work creates potential hazards, especially for children.
- **Fires** - When clearing the site to build your extension do not burn waste material such as vegetation. This causes pollution and nuisance for your neighbours.

During building works

- As work progresses check that your builder is working in accordance with your approved plans and any conditions imposed. For example if a window is required to be obscure glazed, make sure it is. Is an approved inspector or Council Building Control Officer regularly inspecting the works?

This is one of a series of leaflets that are all based on extracts from the Supplementary Planning Guidance ***Householder Extensions & Alterations***.

Other leaflets available are:

- Materials and Windows
- Green Design and Lifetime Homes
- Porches and Canopies
- Single Storey Rear Extensions
- Single Storey Side Extensions
- Two Storey Side Extensions
- Garages and Outbuildings
- Roof Alterations - Dormers
- Common Questions

Other information which may be relevant to making a planning application:

- General Advice & How to Apply
- Design Statements
- I've submitted a planning application. What happens now?
- Involving the community
- Appealing against planning decisions
- Supplementary Planning Guidance publications including 'Local Distinctiveness'. For a full list please look at www.reigate-banstead.gov.uk or telephone the Council on 01737 276000

Remember, you may need to seek further specialist advice if you are in a special designation area, such as a Conservation area, or if the property is listed