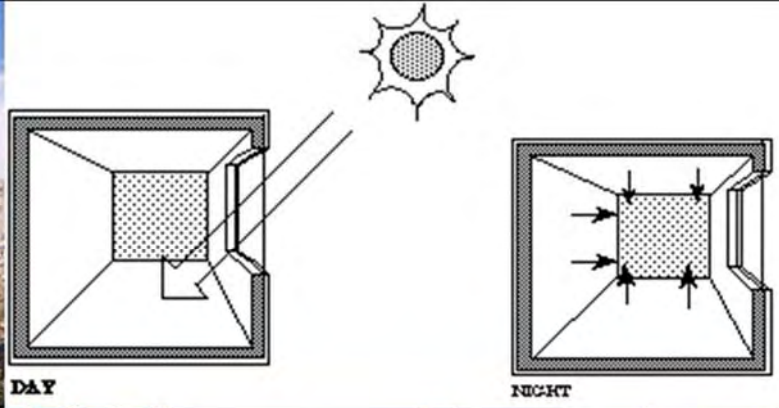

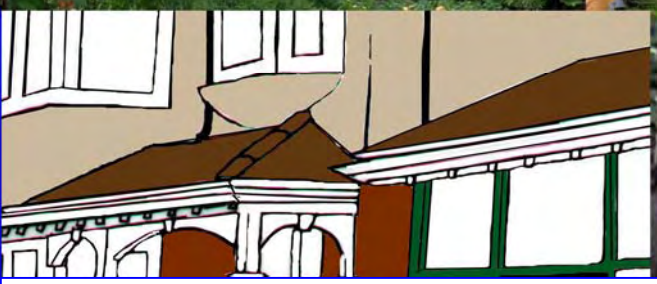

RESIDENTIAL EXTENSIONS AND ALTERATIONS

Supplementary Planning Document No. 2

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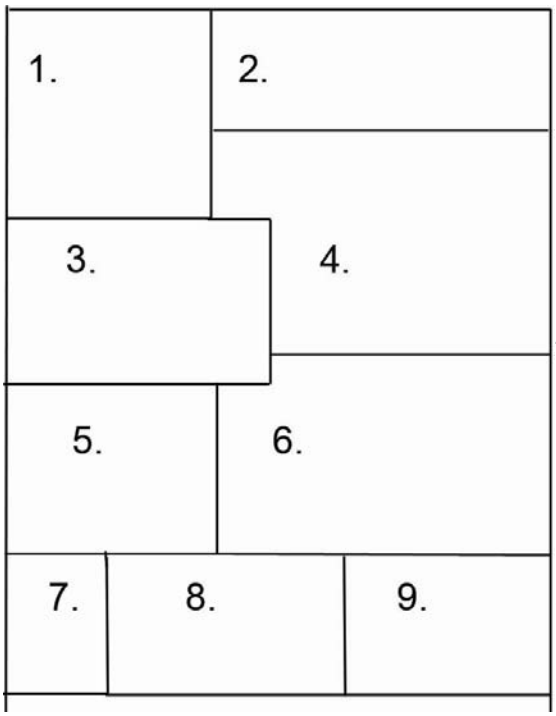


Key from front Page

1.Contemporary Extension (Robert Dye Associates) (p20)

2.Thermal mass diagram (p16)

3.Contemporary extension on a 450 building (Urban Salon Architects - p25)

4. An extension on a Locally Listed building (13)

5. A porch filled in with glass (p31)

6. An extensive green roof (Sall Cullinan and Buck Architects - p18)

7.Photovoltaic tiles compared to regular tiles (p17)

8. the laying of an extensive green roof (p19)

9. Micro wind turbine (p17)

This Report / information can be made available in large print or other format / language accessible to you.

Please contact the Urban Design team on 0208 686 4433 ext 61980

Prepared by the Urban Design Team, London Borough of Croydon

For a large print version of this document or any other enquiries please contact the Urban Design Team on 020 8686 4433 ext 61980

This document is non-statutory planning guidance and is supplementary to the Croydon Replacement Unitary Development Plan (UDP) which sets out the policies and proposals for the use of landing the Borough. The Replacement UDP was adopted on the 13th July 2006 and includes relevant policies SP1, SP2, SP3, UD1, UD2, UD3, UD6, UD7, UD8, UD9, UD11, UD13, UD14, UD15, UC2, UC3, UC5, UC6, UC7, UC9, UC11, H14

RESIDENTIAL EXTENSIONS AND ALTERATIONS

Supplementary Planning Document No. 2

Contents Page

1.0 Introduction

1.1 This Supplementary Planning Document (SPD) is intended for the use of any person considering extending or making external alterations to their property. It also provides guidance for agents and assists local authority officers in making decisions on planning applications.

1.2 SPDs form part of the Local Development Framework (LDF). They are produced to provide additional information or clarification on Local Plan or LDF policies. SPDs do not carry as much weight as development plan documents but can be used as a material consideration in assessing planning applications.

1.3 The main reason for producing this document is to ensure that extensions and alterations made to residential buildings in Croydon are of the very highest design quality. Good design is the result of a careful and thorough process that starts at a project's inception and should be expected of all development, whatever its scale, importance or complexity. (Please refer to Croydon's Design Statements Advice Note, available via the Council's website)

1.4 This document not only sets out guidelines on how to achieve an acceptable design; but aims to encourage the highest quality of design through promoting a well thought-through design process. It is the intention of the Council to encourage innovation and creativity.

1.5 This document aims to take you through the design process using a clear, logical, step-by-step approach covering:

***Step 1*:** Does your proposal need planning permission?

Step 2: How to get started

Step 3: Addressing constraints – are your aspirations feasible?

Step 4: Integrating long term benefits (Sustainable Design).

Step 5: Does your proposal meet minimum standards

1.6 This document is intended to:

- ***Encourage thought at an early stage***.

The key to a good design solution that meets your requirements, makes the most out of the existing situation, responds intelligently to its surroundings and satisfies the requirements of the local authority, is a clear and thorough design process. Careful thought given at an early stage will enable you to consider the wider opportunities and benefits that your project may offer.

- ***Encourage good quality design.***

This document provides guidelines on dimensions as a way of helping you achieve a minimum 'acceptable' standard of design. However the Council's aspiration is to encourage the very highest quality of design.

The solutions, guidelines and examples offered in this document are not exhaustive and may not be appropriate or relevant in all cases. We would encourage you to challenge them if you believe that your proposal demonstrates an innovative, contemporary design solution which is appropriate to the surrounding area and the particular context of your proposal.

In this case, your planning application must justify and explain in detail the reasons for not conforming to these SPD guidelines. Your application will be

considered on its own merits and will be tested against the planning policies outlined in the UDP.

- ***Encourage sustainability***

This document sets the standards expected to help home owners to minimise their energy bills and address the important issues of climate change and sustainability when making a proposal for an extension or alteration in order to protect the quality of Croydon's residential environment and to improve the performance and efficiency of your home.

Fig 1 The Beddington Zero Energy Development (Bedzed) in Beddington, Sutton is a good example of an energy efficient housing development.

- ***Help you to prepare a successful planning application***.

This document encourages you to follow a clear design process and indicates guidelines that, if followed, will help you achieve planning permission. It demonstrates the type of issues that the local authority will expect you to consider in producing your planning application and the basis on which their decisions will be made. The guidance will also assist council officers in assessing your application.

1.7 There may also be cases where other factors may be taken into account over and above the general guidelines contained in this guidance, for instance: trees protected by a Tree Preservation Order, a building listed as being of Special Architectural or Historic Interest and Conservation Areas. Although good design is expected of all developments in the Borough, generally, the more sensitive the building or area, the higher the standard of design that will be sought as a minimum.

2.0 Do you need Planning Permission

2.1 Some minor building work may not require planning permission. This is known as 'Permitted Development'. [redacted]

2.2 It is always advisable to check with the Council's Planning Department at an early stage to determine whether or not planning permission is required, or if there is any other relevant legislation or statutory requirements to take in to account (for instance The Party Wall etc Act 1996). Relevant contact numbers can be found at the end of this document.

2.3 Permitted development does not apply in all instances. For example: residential buildings which are not single dwelling houses, such as buildings constructed as or converted into flats; some Listed Buildings; or where there are conditions in place relating to original planning permissions.

2.4 [redacted]

2.5 If your single family dwelling is covered by any of the following designations, your 'Permitted Development' rights will be affected.

- Conservation Area
- Area of Natural Outstanding Beauty
- Green Belt
- Listed building
- An Article 4 Direction, for example on locally listed buildings.

To find out whether your property is subject to such designations contact the Planning Department (See Useful Contacts at end of document):

2.6 For absolute certainty that the alteration or extension that you are proposing is Permitted Development, you can apply for a Certificate of Lawful Development that will enable you to prove that a proposed or existing use of a premises or building works are lawful.

2.7 If your proposals are not Permitted Development, or Permitted Development rights have been affected by the designations above, then it is likely that you will need full Planning Permission. Again, it is always advisable to contact the Council's Planning Department for guidance.

2.8 The following are some common examples of circumstances in which you will probably need to apply for planning permission:

- You want to make additions or extensions to a flat or maisonette (including those converted from houses). (NB you do not need planning permission to carry out internal alterations or work which does not affect the external appearance of the building.)
- You want to divide off part of your house for use as a separate home (for example, a self-contained flat or bed-sit) or use a caravan in your garden as a home for someone else.
- You want to divide off part of your home for business or commercial use (for example, a workshop) or you want to form a parking place for a commercial vehicle at your home.

- You want to build something which goes against the terms of the original planning permission for your house - for example, your house may have been built with a restriction or limiting works such as fences in front gardens because it is on an "open plan" estate. Your council has a record of all planning permissions in its area.

- More than half the area of land around the “original house” ‘would be covered by additions or other buildings.

2.9 If planning permission from the Council is not required for the development; the design principles set out in this guidance note will still be of use, as the enhancement of the appearance of your property will increase your enjoyment and potentially increase its value. A well designed extension or alteration will also potentially be more efficient, more functional and provide you with a great deal more pleasure.

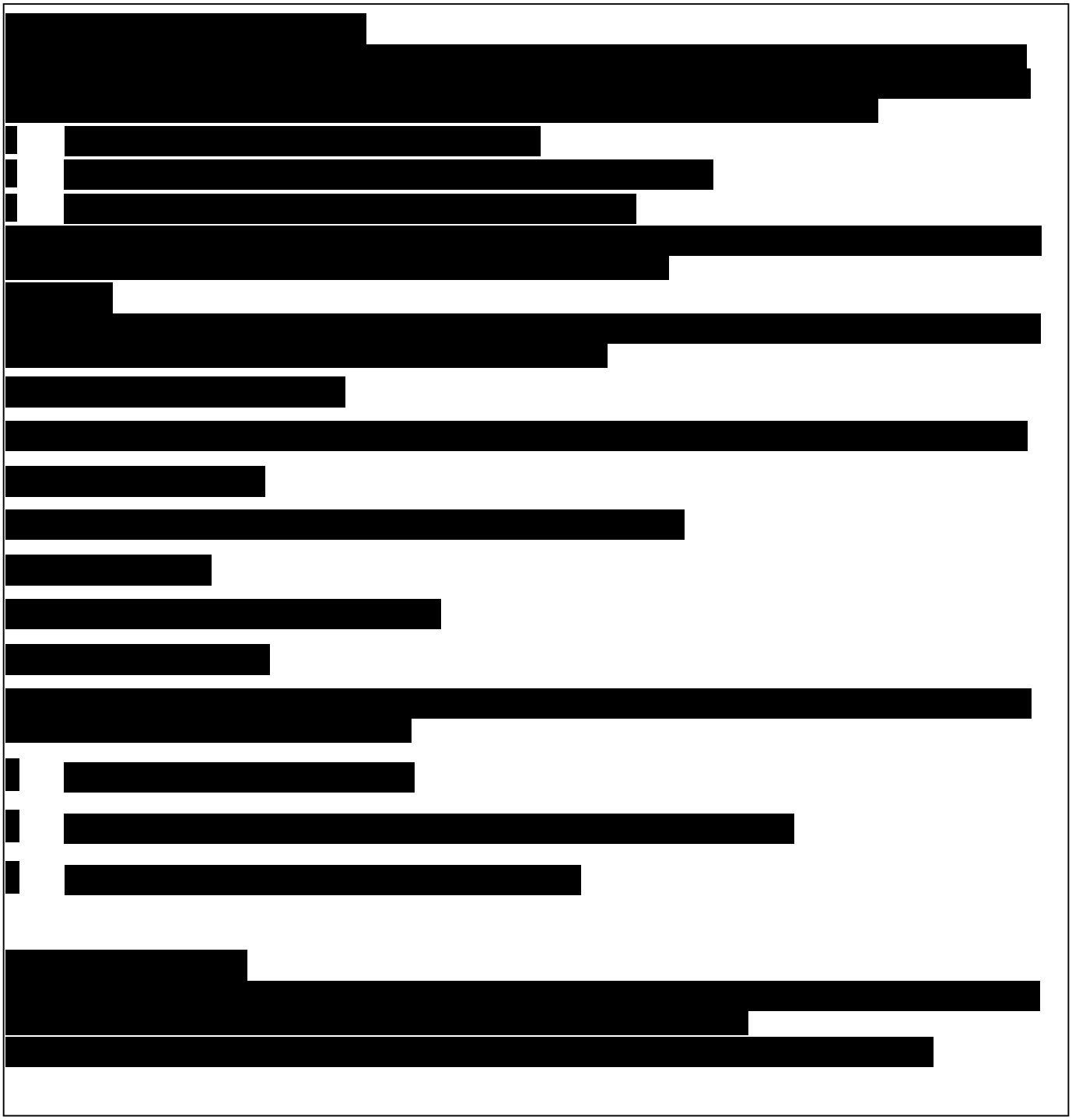
2.10 Still confused?

If you are still confused about Permitted Development Rights, for more detailed information you can access either the Planning Portal for additional advice: http://www.planningportal.gov.uk/

[redacted]

Alternatively you could contact the planning division on 020 86864433 ext 61980 (between the hours 9am - 4.30pm)

[redacted]



3.0 Getting Started

3.1 Design Statements

It is always a good idea to submit a Design Statement to justify your proposal. It is compulsory to accompany your proposal with a Design Statement if the dwelling you wish to extend is in a Conservation Area or is a Listed Building. Design Statements would also be preferable, but not compulsory, for Locally Listed Buildings and in Local Areas of Special Character. For further information on how to prepare a design statement see:

http://www.croydon.gov.uk/environment/dcande/planning/pladvice/

3.2 Working out your brief

Before embarking on your design, it is a good idea to think in detail about what your aspirations and requirements are and what kind of internal spaces you need. Think about how big you want spaces to be and what they will be used for and if there are any opportunities to make any further improvements at the same time.

You should gather some points together which will explain what you require. This will be the brief. It is always advisable to have a good idea about what you want and whether your plans are feasible from an early stage.

3.3 Making a brief

When writing your brief, ask yourself as many questions about your project as you can. For instance:

- What are your particular aspirations and requirements? (e.g. a kitchen that can be opened up in the summer to become part of the garden)
- How big do the spaces need to be?
- What kind of materials do you want to use?
- How will your proposal benefit the environment?
- How light or dark do the spaces need to be?
- How low or high do spaces need to be?
- Do certain spaces need to be placed next to each other? (Kitchen door next to garden for instance)
- How will the spaces be accessed?
- How much money do you have to spend?
- How can you best minimise your energy bills through the construction work? (e.g. what parts of the house could benefit from improved insulation or more efficient heating systems).
- Are there things that your project could do that could save you money in the long term?

See section 4.0 for some constraints that you should consider which should affect your brief.

3.4 Designing your project

Once you have a clear brief, it is strongly advisable that you employ a registered architect or competent agent to design your extension or alterations for you. They will use your brief as a basis for coming up with designs that meet your requirements and respond to constraints, but will also be able to use their professional expertise to provide new ideas that develop the brief that you gave them. They should discuss and develop the design with you

through sketches, models, plans and sections. They will also ensure that the proposed works will also be in accordance with the building regulations.

These drawings and models are also a useful basis for having 'pre-application' discussions with the Council. Such pre-application advice is provided on a 'without prejudice' basis but can be useful in identifying potential problems and abortive time and cost avoided.

The Royal Institute of British Architects (RIBA) website offers a service to help you find the right architect for your project:

http://www.architecture.com/go/Architecture/Using/Finding_291.html

You may also need to take advice from other consultants including Structural Engineers and Quantity Surveyors.

3.5 Drawing up plans and making a planning application

Once your architect / agent has developed a design with you, they will be able to draw up plans suitable for making a planning application. These plans need to be of a high quality, accurate and scaled and should include:

- A location plan at 1:1250 with the site outlined in red
- A block plan at 1:500m or 1:200 (depending on the density of area) depicting the dwelling, relationship with its boundaries, including existing trees and hedges
- Floor plans at 1:50 and elevations at 1:100
- Where land levels vary, existing and proposed levels will be required
- The existing dwelling, floor plans, elevations and sections
- Proposed changes to floor plans arrangements, elevations and sections
- Relationship with adjacent dwellings/buildings and the street scene
- Notes to support the drawings including an indication of materials being used.
- Dimensions in metric and not imperial
- Screening, including fencing, and existing or proposed planting
- We will always encourage you to submit a Design Statement as part of your application which explains and justifies your proposal. The amount of detail will be dependent on the nature of the proposals, the type of dwelling and the particular context (please see our Design Statements Advice Note).

Figure 3 - It is important to draw up high quality, accurate and scaled plans to help assessment of proposals.

Photographs often prove useful and it is advisable to include them with your application.

If your dwelling is listed or in a Conservation Area, then drawings will be required at a minimum scale of 1:50 and a much greater detail required for particular elements. In addition to or part of a Design Statement, applicants will be required to submit a Conservation Area and/or Listed Building Statement. The content of these depends very much on the particular case.

Providing a good quality submission will reduce the amount of time taken to register and process a planning application with the Council.

3.6 Neighbours

Out of common courtesy and to avoid dispute it is very important that you talk to your neighbours and anyone else who may be affected by your proposals at as early a stage as possible. You should also take note of the requirements of the Party Wall etc Act (1996)

Once the Council has formally registered your planning application, it is a legal requirement that we consult with your neighbours. If the property is Listed or lies within a Conservation Area, we will erect a site notice and advertise the proposal in the local press. Any member of the public is permitted to view the planning application file at the Council during normal office hours.

Figure 4 - It is always a good idea to discuss with your neighbours any plans you might have.

4.0 Constraints to consider

4.1 Once you have a clear brief and have engaged an architect / agent; you should both consider possible constraints that may affect and inform your proposal.

The importance of the following issues will vary according to the location and size of the proposed extension, and the type of property involved.

4.2 Site and building survey

There are a number of physical attributes to a site and your existing building which must be considered, including:

Site:

- Level of ground
- Orientation
- Building line
- Tree Preservation Orders
- Root spread
- Street scene
- Existing nature conservation features
- Existing structures
- Ground condition/soil type
- Adjacent buildings, boundaries and other features
- Position and run of any services (for instance gas, electricity and drainage)

Existing Building:

- Type of construction
- Type of materials
- Position, size and run of services (gas, electricity, water and drainage etc.) including positions of boilers, water tanks, meters etc.
- Position and size of load-bearing walls and structure
- Dimensions of existing rooms and spaces
- Dimensions of existing windows and doors
- Possible overlooking

The best way to identify these constraints is to undertake full detailed surveys.

4.3 Townscape, Street Scene and Character

You should consider the wider context surrounding your property and it is also useful to take photographs and consider the style, character, age, height, materials, massing of surrounding buildings.

4.4 Other Constraints

There are a number of other possible constraints which require further consideration. Some of the points below apply whether you need to apply for planning permission or not:

- ***Covenants and Private Rights***

There may be a possibility that your property has a restriction of some kind such as a covenant or a historic right. If this is the case you will need to get agreement from the relevant source before you are legally permitted to carry out alterations to your property. This may also be the case even if you do not need to apply for planning permission. You must check this yourself or through a lawyer or by viewing your property's deeds as the Council has no involvement in checking or enforcing your private rights.

- ***Rights of Light***

Your right to light is protected in England and Wales under common law. If a new building (or changes to an existing one) limits the amount of light coming in through a window and the level of light inside falls below the accepted level, then this constitutes an obstruction. Unless you waive your rights, you may be entitled to take legal action against

your neighbour. However, this right to light across other land must have been formally registered and been in existence for 20 years or more, without threat or interruption of more than a year, prior to the new development taking place.

- ***Building Regulations***

If your proposal does need planning permission it will sometimes need Building Regulations approval. This will cover fire safety, energy efficiency, sound and thermal insulation and structural stability of an extension amongst other things. It is advisable that you contact the Building Control section at the Council for particular advice on how to meet the Building Regulations. A registered architect, will have knowledge of the current regulations and will be able to ensure that your proposal meets their requirements.

- ***Listed Buildings and Conservation Areas***

The Council has a statutory duty to protect Listed Buildings including their setting through their preservation and enhancement. If you intend to demolish, alter (internally or externally) or extend a listed building, you will need to apply for Listed Building Consent, and would be advised to employ an architect who specialised in conservation to carry out the designs. It could be a criminal offence to make changes to a Listed Building without Listed Building Consent. All applications affecting Listed Buildings should be supported by a full Listed Buildings Statement.

The Council also has a statutory duty to preserve or enhance the character and appearance of Conservation Areas. If your proposals involve demolition within a Conservation Area you will need to obtain Conservation Area Consent and need to fully justify the loss of the building or structure. Any proposals which effect a Conservation Area will be expected to be of the highest quality and will be required to respect the established character, appearance, materials, boundary details, street scene and trees. The Council will normally oppose the loss of notable walls, railings, significant trees and other features that form part of the physical landscape and visual amenity. Most trees are protected from removal and if not related to an application, applicants are required to provide six weeks written notice to the Council before any tree felling or pruning work is carried out. All applications effecting Conservation Areas should be supported by a full Conservation Area Statement.

Fig 5 - a good example of a carefully considered extension to a Locally Listed building

- ***Privacy and visual intrusion***

An extension should be designed to ensure that it will not unduly affect the privacy of neighbouring dwellings and gardens. Generally there should be no windows in any side wall directly facing a neighbouring property, other than windows serving bathrooms, WCs and landings. In some cases high level or obscure glazed windows with restricted opening may be acceptable. At ground floor level, side windows may be acceptable where there is a fence or other boundary screen. It might be considered inappropriate to install windows on or adjacent to a boundary where they might prejudice the development potential of adjoining land. A balcony on the roof of an extension

would usually be unacceptable for reasons of overlooking and the effect on the privacy of occupiers of adjoining properties. It is important to note, however, that every case must be treated on its own merits. If it can be demonstrated that a roof terrace or balcony has no detrimental effects on adjoining occupiers' privacy then it may be acceptable.

An extension should not be designed to have an overbearing effect on the amenities of the occupiers of surrounding properties by reason of its size, siting, height and design.

Fig 6 - Examples of extensions which have not made allowances for eaves and gutter overhang

- ***Overshadowing***

Your extension should not overshadow neighbouring habitable rooms' windows or private gardens to an unreasonable degree. If your extension is likely to significantly reduce the amount of daylight or sunlight entering a habitable room window or result in significant overshadowing of a major part of a neighbours garden your planning application could be refused.

- ***Relationship to Boundary***

If the boundary is at an angle to the house this might affect the design and siting of the proposed building. Similarly, if the roof slopes towards the boundary care should be taken to ensure that eaves and gutters would not extend over the boundary or foundations. Where a proposed first floor at the side of a house would extend above an existing ground floor, care should be taken in relation to the design of the roof.

5.0 Designing for Long Term Benefits

5.1 When altering or extending your property, there will be opportunities to carry out other improvements which could have a beneficial impact on the environment, performance and efficiency of your home as well as improving its function and useability and increasing your enjoyment. It is worth considering these other potential benefits at an early stage; ideally when you are developing your brief. As well as delivering a better environment and quality of life for you and your neighbours, these benefits could result in a financial gain for you e.g. through reduced energy bills. These measures could enhance the value of your property.

5.2 Sustainable Design

It is of utmost importance when designing your extension or alteration to take into account the environmental impacts and the long term sustainability of the proposals. Diminishing natural resources, climate change and rising fuel prices all drive the need to minimise energy consumption and ensure your building is adaptable. The Council takes a particularly positive approach to ensuring new buildings meet standards which address the needs of the future as well as the present.

Adaptable, sustainable buildings will better respond to the changing needs of society, but also provide you with more flexibility to change your own home as and when your need.

You should attempt to design your proposal so that it anticipates the future and intelligently integrates sustainable 'passive' design. This means designing systems that don't rely on as much energy; for instance utilising natural day lighting, natural ventilation and avoiding overheating.

If considered at an early stage, insulation, heating, ventilation systems and lighting can all be integrated with the building design to work together in harmony. Integrated design ensures that comfort and conditions are optimised at minimum cost and minimum energy consumption.

There are a variety of ideas that you should consider when preparing a design for an alteration or extension which could deliver a variety of long-term benefits.

5.3 Passive design elements

- ***Natural day-light***

Where appropriate it may be possible to reconfigure windows and introduce roof lights or atria to bring in more daylight. You should try to ensure that the largest windows are on the south side and / or the east of the extension for rooms used more in the morning (this is most important for habitable rooms). Doing this can maximise natural light and in turn reduce your lighting bills. It may also be possible (for large extensions) to re-organise the layout of rooms to make the most of sunlight.

- ***Solar Gain***

Solar gain is about designing buildings to make best natural use of the sun's energy for building comfort, thereby minimising the need for heating.

Passive Solar heating of buildings occurs when sunlight passes through a window, hits an object, is absorbed and is converted into heat through natural convection and radiation.

It is important to be able to control solar gain in the summer, through shading from e.g. brie soleils or trees which lose their leaves in the winter and therefore

give less shade when solar gain is more beneficial.

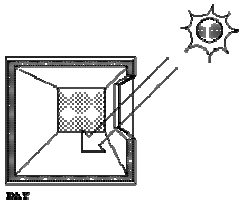


Figure 7 - Thermal mass in the interior absorbs heat from the sun and radiates the heat at night

Simple features can be incorporated at the design stage such as:

- Large south facing windows and solar shading.
- Building materials (thermal mass) that absorb and slowly release the suns heat e.g. dark stone or concrete floor or tiles.
- The most habitable rooms requiring the most heating should be placed on the south side.
- Appropriately placed closable apertures.

- ***Natural ventilation***

Natural ventilation is the use of outdoor airflow into buildings to provide ventilation and space cooling.

Ventilation can be increased by having vents near ground level and near or at the roof. Air inside tends to be warmer and will rise, so air will flow in the vents near to the ground and out to the higher vents. (This is known as passive stack ventilation - see fig 8)

5.4 Renewable Energy

Residents can find out more about how to install renewable energy in Croydon by calling the green advice centre on 020 8686 6683

Renewable energy refers to sources that occur naturally in the environment and can be harnessed for human benefit. This energy comes from inexhaustible sources, unlike fossil fuels for which there is a finite supply. The following are some examples which can be incorporated into the design of extensions / alterations.

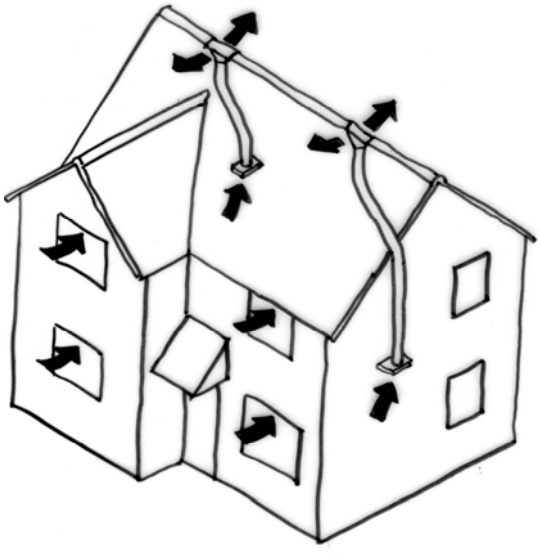


Fig 8 - Passive Stack Ventilation replaces the need for energy hungry extract fans.

- ***Solar Water Heating***

Solar water heaters use the sun to heat either water or a heat transferred fluid in collectors. That water is then stored for use as needed. A typical system under good operating conditions can reduce the need for conventional water by up to two thirds, minimising the cost of electricity and the depletion of fossil fuels and associated environmental impacts.

The main benefit derived from solar heating systems is that less direct energy input is required to heat the already warm water, to the desired temperature, saving energy and money.

A typical solar water heater for a panel requires about 3m² of southerly facing roof area (on a flat roof they can easily be orientated to maximise solar gain.) They also require pipe-work to a hot water storage tank.

Figure 9 - Solar water heating panels.

- ***Photovoltaic Cells***

Photovoltaics is the direct conversion of light into electricity. The cells need to be mounted on a reasonably un-shaded, south facing aspect of a building. They are silent and can be designed to look like other building components such as roof tiles or glass (See fig 10 and 11). You should talk to your electricity supplier about their metering and billing requirements and they should be informed that you have fitted a device.

There are a range of types of photovoltaic technology. Standard domestic installations will produce about £850 units of electricity per year - giving a saving of about £85 on annual electricity bills. Although more expensive than water heaters they have the advantage of not requiring pipe-work and storage

Figure 10 - Photovoltaic roof tiles compared to regular roof tiles

Fig11– Photovoltaic panels on a terraced house

- ***Micro Wind Turbines***

Micro-wind turbines are one of the fastest-growing methods of renewable power generation for households. Small turbines can supply power direct to single users, such as dwellings. Noise and visual impact are important considerations in the location of turbines and the suitability of the technology will depend on the site context and space available

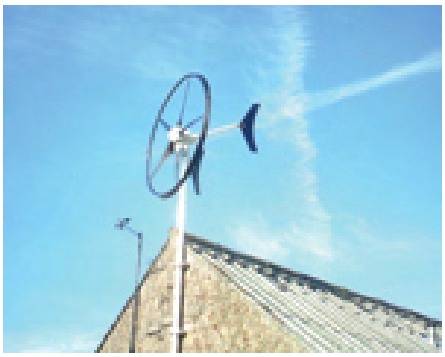


Figure12 - Micro wind turbine attached to residential dwelling

- ***Micro Combined Heat and Power Generators***

A micro combined heat and power (CHP) unit is a boiler that generates electricity, and can be used to replace a conventional boiler.

CHP generators are based upon internal or external combustion technology. CHP is the simultaneous generation of heat and electrical power in a cost efficient and environmentally responsible way. CHP uses heat which is otherwise discarded from conventional power generation to produce thermal energy. By generating electricity as well as heat, the inefficiencies of power generation in large, remote power stations are avoided, where most energy is lost through cooling towers.

Other benefits include cheaper fuel bills, increased power reliability, reductions in the use of fossil fuels and emissions of pollutants and greenhouse gases. Reliable Micro-CHP units for individual households are expected to be commercially available by 2008.

- ***Biomass Heating***

Biomass involves using plant material (usually wood) as fuel. Biomass is only considered a renewable energy if the wood comes from a sustainable source or involves the use of wood which would otherwise be a waste product. Energy from biomass is produced from organic matter of recent origin. The CO2 released during the generation of energy from biomass is balanced by the CO2 absorbed during the fuels production. This is called a carbon neutral process.

Biomass can be used as an alternative to or can complement conventional heating systems. It can be applied on a small scale, such as single households, by using fuel which usually takes the form of wood pellets, wood chips and wood logs. Biomass is a particularly inexpensive form of renewable energy. *Bioregional* is a local non-profit making organisation who can provide further information: www.bioregional.com

Figure 13 CHP installations can be compact and attractive

Figure 14 - A Biomass Heater

5.5 Green Roofs and living walls

Green roofs, also referred to as 'living roofs,' or 'eco-roofs,' are layers of living plants that are installed on top of conventional roofs. Properly designed, they are stable, living ecosystems that replicate many of the processes found in nature. They can benefit the environment by enhancing biodiversity, reducing flood risk (by absorbing heavy rainfall and reducing or slowing down run-off) and providing high standards of insulation. Similarly, with the development of new technology, green walls can be used to provide additional environmental benefits.

Figure 15: An example of a green walll.

Figure 16: An extensive green roof Courtesy of Sall, Cullinan and Buck Architects Ltd.

The ideal time to consider a green roof is either during re-roofing or the construction of a new building or extension. The initial capital cost of a green roof could be perceived to be a barrier but short and long term benefits are numerous. Some of these benefits

include:

- Provision of extra insulation
- Reduction of heating and cooling bills
- Provides a habitat for native bird and insect populations
- Providing a link in the urban network of green spaces
- Creation of a new space for relaxation
- Improving the view from nearby buildings
- Extending roof life by protecting it from weather conditions.

Figure 17 - The laying of an extensive green roof. Sedum Blankets rolled on top of a felt roof.

There are two main types of green roofs. The first are extensive green roofs which are lightweight and not intended for human traffic. The second are intensive green roofs which are designed to be used as a recreational space and often involve features similar to traditional gardens such as lawns, shrubs, trees and paving.

5.6 Sustainable Materials

- ***The reuse of materials on site***

  It may be possible to reuse bricks, stone, slates and timber, especially if you have some from an existing extension or building that you have demolished.

- ***Use of locally sourced materials or materials from sustainable sources***

  Using a locally distinctive product adds character to a development; whilst creating a demand for locally grown and manufactured products, such as timber, brings neglected UK woodlands into economically viable management.

  Using timber with FSC (Forestry Stewardship Council) certification ensures that you are using timber from well—managed and sustainable forests. It is available through many timber merchants and is competitively priced.

5.7 Better Use of Resources

- ***Installation of rainwater recycling systems***

  By using water butts to collect rainwater from drainpipes, this water can then be used rather than tap water to wash the car or water garden.

- ***Dual flush or low flush toilets***

  They will reduce the amount of treated water used. (40% of drinking quality water is flushed down toilets.)

- ***Use of porous surfacing materials*** e.g. on patios and driveways For more information please refer to Croydon's SPG17 'Renewable Energy'

5.8 Cutting the Energy Bill for the rest of your house

Gas and electricity prices are rising quickly and the trend looks likely to continue. There is often much that can be done to reduce energy consumption and cut energy bills in

the existing parts of houses, for example, through improved insulation in lofts or cavity walls, and more efficient heating systems.

There are grants or discounts available for improving the energy efficiency of housing. It is often the ideal time to make these improvements when having an extension built. To find out more information about grants and to get improvements done by accredited, reliable installers with reasonable rates call Croydon Energy Network on 020 8683 6633, or visit www.cen.org.uk

5.9 Contemporary Design and materials

Figure 18- A contemporary glass box extension Courtesy of Charles Barclay Architects

Figure 18- A sleek modern addition to a Georgian building Courtesy of Robert Dye Associates

Croydon seeks to encourage the highest quality of design. In some situations it is appropriate to be sensitive and aim to 'blend in' with surroundings, but this should not be an excuse for bland, pastiche design. In most circumstances, innovative, intelligent and contemporary design is appropriate and will be encouraged. The use of high quality contemporary materials and forms which provide elegant contrasts to existing properties and townscape is to be encouraged if done well.

Good quality contemporary design allows the borough to develop a further layer of townscape which complements rather than competes with the past and enhances the general quality and interest of our built environment.

5.10 Secure Design

It is recommended that the security of your extension is in line with the recommended window and door locks. These are BS7950 rated windows and PAS23/24 Entrance, French and rear doors. For further information on residential security issues contact the Crime Prevention Design Advisor (full details in 'useful contacts' at end of document)

5.11 Adaptability

Today's society is subject to unpredictable changing social, environmental and technological needs which are extremely difficult to predict over a long period of time. It is therefore useful to ensure that your dwelling is adaptable. Adaptability can often spare the cost and trauma of demolition and can ensure that buildings can adapt to the complexities of urban life in order to meet changing needs and aspirations as the Borough matures.

- ***Lifetime Homes***

When altering or extending your property it may be a good opportunity to consider your potential future in your home. All new homes are now being built to lifetime homes standards, (ref London plan) which involves following a set of 16 standards, making your home flexible through accessibility and design features so that it could potentially comfortably accommodate you and your family throughout your lives. These alterations are intended to equip you for any changing

circumstances that may result in reduced mobility (e.g. new baby, becoming disabled, frail or infirm) You should aim to incorporate some of these standards into the design of your extension with minimal effort while you have the chance instead of leaving it until later in life when the changes you need may end up costing more.

For More information on lifetime homes see:

http://www.lifetimehomes.org.uk/

- ***Home working***

When altering or extending your property it may be worth considering if you or any members of your family will ever need or want to work from home. You should think about your extension in practical terms such as where best to accommodate a home office and space for children to do home work.

It is also important to note that running a business from home can in some circumstances constitute development requiring planning permission.

Figure 20 - A Lifetime home adapted for easy access for disabled, elderly, infirm and mothers with pushchairs.

6.0 Extensions and Alterations

6.1 General comments for all extensions

"Good design should contribute positively to making places better for people. Design which is inappropriate in its context, or which fails to take the opportunities available for improving the character and quality of an area and the way it functions should not be accepted"

Planning Policy Statement (PPS)1

If you are planning any sort of extension you should first read sections 1-5 and then read the relevant section below.

As Croydon encourages and welcomes innovative and creative design solutions, there may be occasions where applications do not follow all of these guidelines. In these circumstances, applications must justify and explain in detail the reasons for not following the guidelines. Each application will be considered on its planning merits.

Given the objective to improve and achieve the overall design quality of the environment, cases of existing extensions built under guidance will not necessarily be accepted as justification for poor design.

6.2 Single Storey Rear Extensions

Single storey rear extensions are often the most obvious way to provide a decent increase in the amount of living space you have. However, this kind of extension often raises contentious issues regarding privacy, visual intrusion, sunlight and daylight. Therefore, it must be assessed against any possible detrimental effect to surrounding neighbours and the appearance and character of the original house.

In most cases, for rear extensions and conservatories, the following guidelines should be applied:

- The extension should normally be designed so that it is subordinate to the original house
- The maximum acceptable projection beyond the rear of the neighbouring building for terraced and semi-detached dwellings is generally 3 metres, although on well separated detached dwellings, a larger extension may be permissible.

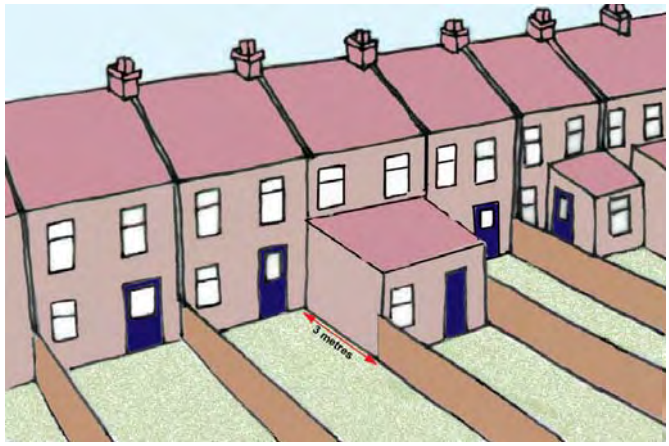


Figure 21 - Maximum 3 metre rear extension for terraced and semi-detached houses.

- Larger extensions may also be acceptable when two adjoining semi detached dwellings are being extended at the same time and depending on distances to other affected properties.
- If the property already has an existing extension, then planning permission for a glass conservatory or pergola may be required. You are advised to obtain further advice from a planning officer as this type of extension is not usually acceptable.

"Although visual appearance and the architecture of individual buildings are clearly factors in achieving these objectives, securing high quality and inclusive design goes far beyond aesthetic considerations." PPS1

Roof Design

In most cases, flat roofs should not normally be used as terraces or balconies. This is to protect the privacy of adjoining occupiers. However, in some cases it may be possible if it is demonstrated that adjoining occupiers privacy is not affected and no visual harm would arise.

- If a pitched roof is chosen, greater care is needed at the front or side of dwellings where they front a highway in terms of complementing the materials and design with the rest of the house. (N.B Complementing doesn't necessarily mean copying)

- The shape or form of the roof needs to be appropriate to the particular house and its context.

- Care should be taken to minimise detrimental effects on neighbouring properties including causing visual intrusion and avoiding blocking sunlight and daylight to your neighbours' house.

Figure 22 - To show how overlooking could affect privacy of neighbours. This is not acceptable.

6.3 Single Storey Side extensions

- It should be noted that where a single storey side extension projects beyond the rear building line of the house, the guidelines for single storey rear extensions (as set out above) will also apply to that portion of the extension.

- A side extension should not normally project in front of the existing house except where it is combined with a new porch, or linked to an existing one. It should not project in front of the line of an existing bay window. Where there is no bay, the projection of the side extension and porch should not normally exceed 1.2 metres.

- To prevent overlooking of neighbouring properties, windows and doors should normally be placed in the front and rear walls of the extension. If windows are proposed on side walls they should be at high level, non-opening and fitted with obscured glass and should not prejudice the development potential of adjoining land.

- Single storey side extensions should normally be set back by at least 215mm (1 brick) from the main front wall of the dwelling house. This helps to retain the visual character of the original dwelling and also assists in detailing the junction between the old and new

Figure 23 - A side extension which projects in front of the house and is combined with a front porch

Roof Design

- The design of a roof to a single storey side extension is usually more successful when the pitch is the same as that of the existing dwelling. However, in some cases, windows on the flank wall above ground floor level are awkwardly placed and careful detailing is required.

- There are many possibilities in roof design and all should be considered. E.g. opportunities for green roofs, solar panels etc (See section 5.0)

6.4 Single Storey Front extension and porches

- Large front extensions can radically change the character of the original building and appearance of the street scene. Where the change in character is perceived as detrimental, the application will be refused.

- Changes to the front of the house can alter the overall appearance of the house. These changes should not dominate the character of the street.

- Porches should normally be made to appear to be part of the original property, and not as an obvious addition unless it is deemed appropriate. On certain modern buildings, a flat roof may be acceptable, but on older or more traditional buildings, a gable or lean-to roof would normally be more appropriate.

- Great care is required in choosing materials that are complimentary and appropriate to the particular project and its context, especially at the front or side or wherever visible from the highway.

- Front extensions the full width of the house would not normally be acceptable

6.5 Two Storey Rear extensions

- These are not usually permitted at the rear of a house because of the dominance, visual intrusion and overshadowing which would be caused to neighbouring properties. However, each case will be considered on its merits, where it can be demonstrated that there is no harm.

6.6 Two Storey Side extensions

- These can often be accommodated at the side of a house but sometimes there is insufficient space. The most important considerations are the effect on the street scene and on the neighbouring property. Thus, extensions of this type must respect not only the amenities of the adjoining occupiers, but also the character of the street and in particular, the architectural rhythm of the houses and the spaces between them.

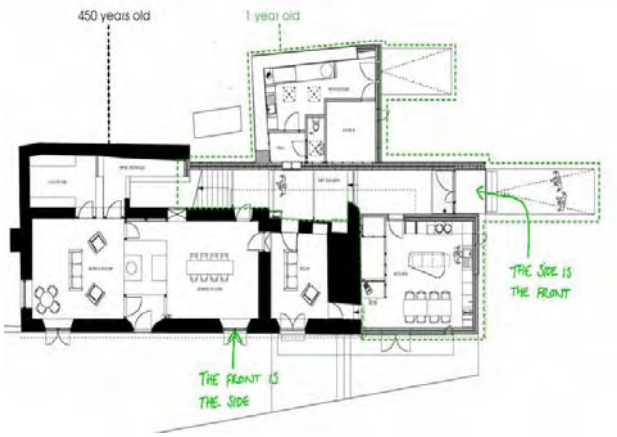
Figure 24 - An example of a two storey side extension which effects both the street scene and the architectural rhythm of the houses on the street negatively.

- The original integrity of the design of the dwelling should normally be maintained. However, in some cases the character of a building might have been defined by it slowly being added to over time. Usually, retaining integrity can be achieved by setting extensions back from the main front wall so that they become subordinate elements in the street

elevation and a “terracing” effect is avoided. (see also figure 24)

- The setback employed depends to some extent on the pitch of the roof (a shallow pitch calls for a larger set back) but should usually be about 1.5 metres measured from the main front wall of the dwelling. In most instances this will ensure that the ridge line of the extension would be reduced, helping the subordinate appearance of the extension. In some special circumstances there may be a case that this setback can be reduced. If you consider this to be the case for your proposal you are encouraged to justify why.

Figure 25 - An example of a 450 year old farm house with a contemporary extension - To show that in some special circumstances a setback is not always needed - Courtesy of Urban Salon Architects.



- Where the extension is at least 2 metres from the boundary, the “terracing” effect is not so evident because of the distance between the houses. However, a setback may still be required to ensure that the extension remains subservient to the original house. On extensions to semi-detached properties, this may be necessary to respect the form of the original building and the rhythm of buildings and spaces between them in the street scene.

- Ideally, the setback should be at both floors, but it is particularly important at first floor level. Sometimes the extra space desired calls for a garage or other ground floor accommodation that projects in front of the upper floor of the two storey section. Various designs are possible, but the ground floor element should normally be set back one brick from the main front wall of the house, as in a single storey extension.

- If there is a view through the houses to the rear of the curtilage these will be protected where appropriate. For example, where there is a series of two storey extensions on link-attached dwellings, the “terracing” effect can result in these views being lost. In these circumstances, regardless of the 1.5m set-back, planning permission may still be refused.

- Two storey side extensions should normally be no wider than half of the width of the original house or a maximum of two-thirds.

Figure 26 - First floor set back by 1 brick and first floor set back by 1.5m)

6.6 Corner Plots

If your house is on a corner plot with a road or footpath alongside it, a two storey or first floor side extension will be visible from the public highway. It will also be forward of a building line for the rest of the houses in that side road. This might not be a problem where the rear gardens are long but where they are short the projection forward of the adjoining side road houses will be more apparent.

Properties with gables (end walls) facing towards a public road or footpath can also be a problem as they are particularly prominent from both streets meeting at that corner. If either of the above is the case, your extension must be carefully designed and should not appear more dominant in either street scene than your existing property.

Figure 28 - Extensions on corner buildings should respect the established building lines and not encroach beyond them.

A two storey side extension in front of the building line might be acceptable but If you believe that this is the case for your property – a fully comprehensive justification must be provided and accepted before permission is granted.

6.7 Roof Extensions

The use of loft space to provide additional accommodation can often provide more space for relatively little cost. The best and most sustainable solution is to use the existing space efficiently before you consider enlarging and if possible avoid any enlargement of the roof volume at all, with natural light being provided by roof lights, parallel with the roof slope. Roof extensions such as dormer windows which project out from the roof slope should be used where there is a need to enlarge the useable floor space.

- Roof extensions should ideally be located on the rear elevation of a dwelling and are not normally acceptable on the front elevation. When providing additional accommodation in the roof space which involves the construction of a roof extension, it is essential that it should not dominate the original building. The extension should not normally be more than two thirds the width of the existing roof. The extension should not be higher than the existing ridge line and any new window should relate to the shape, size, position, and design of the existing doors and windows on the lower floor.

Figure 29 - This roof extension completely dominates the original building.

- Where planning permission is required a change from a hipped roof to a gable roof is not normally permitted as it can often be incongruous and can be detrimental

to the townscape.

- At the front of the dwelling, the design of the dormer should be appropriate to the character of the building to be extended. Dormer extensions often look better if they are no wider than the windows in the main façade below, and they should not normally be wider than they are high unless such a form is appropriate to the architecture of the building.

- Dormer windows should normally be located directly above the centreline of windows in the main façade of the building below. In some cases, the architectural style of the building does allow this principle to be relaxed.

- In the case of side sloping roof extensions, for instance, chalet bungalows, the dormer should not dominate the roof and should not normally be more than two thirds of the depth of the roof. It should also normally be set in from the side wall and should not compromise the integrity of the original roof. The siting of habitable room windows in the side elevation facing an adjoining dwelling would not normally be acceptable.

- Roof extensions should not normally wrap around two sides of a hipped roof and interrupt the original form of the roof.

- Roof extensions should be covered in materials which complement the main building. (N.B Complement does not necessarily mean copy.)

- Roof forms and pitches should complement and respect those on the existing dwelling.

6.9 Eaves and Boundaries

If the roof of your proposal slopes towards the site boundary, it is necessary to consider setting the wall in from the boundary to allow for eaves and gutter overhang

When designing a single storey side extension, thought should be given to the possibility of a first floor extension at some time in the future. A single storey side extension up to the boundary could limit the design at first floor if eaves and guttering were to extend over the building.

A design solution that incorporates a parapet next to the boundary to avoid an eaves and gutter overhang would not normally be considered acceptable. (See Below)

Fig 30 - An example of a parapet built to avoid an eaves and gutter overhang. This should be avoided.

6.10 Detailed Design

General

Extensions or alterations to a property will be more successful if the detailing of the original dwelling is taken into careful consideration before the changes are planned. If inappropriate design detailing is proposed the building is likely to be refused planning permission. Special care must be taken in Conservation Areas, LASCs, for Listed Buildings and Locally Listed Buildings.

Windows and doors

Windows or doors to be used in an extension should generally be of a style and material and proportion to compliment those existing on the main house. Care should be taken to study the characteristics of the original building i.e. symmetrical window composition or recessed windows and respond in a complimentary and appropriate way.

Materials

It is important that if possible sustainable materials are used. This could involve the re-use of spoil and using recycled materials etc (see Section 5)

In areas where there is a strong sense of character through the use of particular materials, new development should use similar materials. There may, however, be some opportunity to introduce other materials, and even in historic environments, contemporary materials may be used to offer a contrast to the appearance of traditional materials. If done well, this can enhance the qualities of the original fabric. Whatever the scope for introducing different materials, it is important that there is a harmony between new and existing.

External materials on any extension should be complimentary to the appearance of the original dwelling. Innovation / use of new materials will be encouraged unless it detracts from the character of an area. Use of new / contrasting materials requires extra care in Conservation Areas / LASCs / Listed Buildings etc

Extensions to recently built dwellings should normally be constructed in materials which compliment those originally used. It is important with brick extensions to aim to compliment as far as possible the bonding, mortar mix, colour and pointing.

Detailing

Architectural detailing on existing properties should be complimented, where appropriate on any extension. Existing features which are part of the original design should be considered and responded to intelligently in the detailing of the extension where possible. The continuations of plinths, string courses, decorative brickwork, barge boards and fascias should all be considered if appropriate.

Special architectural and historic considerations

There are many historic areas and buildings in the borough where the design of extensions is particularly sensitive. The Council will therefore require extensions to be designed with particular care in order to complement the character of the existing buildings

Within Conservation Areas the demolition of a building is unlawful without first obtaining Conservation Area Consent from the Council. There are proposals statements from each of the Borough's eleven conservation areas. To check if your property is in a Conservation Area and to get a copy of the relevant statement, contact the Council's Urban Design team (see contact details on page 36)

7.0 Minor Alterations

Planning permission

Many minor Alterations do not constitute "development" or are classified as "permitted development" so therefore do not require planning permission. You may be unsure as to whether the alteration you wish to make will require planning permission or listed building consent. If you are in any doubt, it is advisable to contact Croydon's Planning Department to make sure. It is also advisable to check whether there is any other relevant legislation or possible restrictions which may effect your proposals (see end of document for contact details)

Walls

The covering of facing bricks by paint, render or stone cladding can be a particularly damaging alteration which can both alter the character and original qualities of the building concerned and spoil the setting of neighbouring properties resulting in properties standing out for all the wrong reasons. (See below)

Figure 31 - Shows houses which have been rendered or clad having a detrimental effect on the character and original qualities of the buildings.

Re-facing involves the loss of colour and texture of original brickwork and can destroy the unified appearance of a terrace or the balance of a pair of semi-detached houses. While the addition of render etc. is often considered as a way of brightening up the appearance of dirty of decayed brickwork, the first option should be the cleaning and re-pointing of original facing bricks.

Figure 32 - Where a re-cladding scheme is combined with the removal of decorative features e.g. around the door or window openings it may result in the loss of the original character.

When rebuilding external walls or enlarging an existing building it is important to study the building's existing brickwork so that any new work complements the old, in terms of brick type, bond pattern, mortar colour and type of pointing. As part of an alteration scheme there may be scope to restore the condition of original brickwork by removing later unsympathetic surface treatment.

Surface feature such as stucco, pebbledash, roughcast or smooth render and others which were part of the original design of the building should be retained wherever possible as they are probably among the distinguishing characteristics of the building.

Features such as terracotta panels, carved bricks, glazed tiles or plaques were often used as decorative elements on the walls of late nineteenth century houses in Croydon. It is particularly important that these features are retained, as they generally will be very difficult and expensive to replace once removed and they constitute part of the heritage of the Croydon.

Meter boxes should be placed if possible in the ground as they can damage the appearance of a building, especially when placed in prominent locations such as next to main entrance doors. If they are to be positioned on the wall, an inconspicuous location should be found

Windows

The architectural treatment of windows is enormously varied. The walls above nineteenth Century window openings were supported by means of elegant brick lintels whereas the window openings on later nineteenth century houses are often heavily decorated with prominent stone mullions, lintels, cills and cement capitals featuring foliage and animal forms. The features described, which are generally difficult and expensive to replicate, should be retained because of their importance both in terms of the structural unity of the building and the part they play in giving character, variety and individuality.

It is also important to consider the structural implications of altering windows. For example some windows may support facing brickwork. Where new window openings are constructed, it is important to study carefully the details of existing window openings so that new openings can be sympathetically detailed.

Bay windows are, visually, the most striking feature of many dwellings within the Borough whether on typical inter-war semis or late Victorian Terraces. The shape, height and spacing of the bays often establish the basic rhythm of the street scene. It is important that the form and shape are retained as part of any improvement scheme. The removal of a bay window from one pair of semi-detached properties or from one house within a terrace will seriously undermine the character of the whole terrace.

Where original frames, either sash or casements, survive, they are an important part of the building fabric. It may be cheaper to repair existing timber window frames than to install replacement windows. It is possible to install secondary glazing behind original timber windows which will provide the benefits of double glazing without the loss of architectural character. Leaded and coloured glass windows are a particularly attractive feature and should be retained wherever possible.

Figure - 33 The original timber sash windows have been removed from the mid-nineteenth century house on the left and replaced by inappropriate window frames without glazing bars.

The installation of U.PVC, hardwood or aluminium window systems can destroy much of the original character and so are discouraged. U.PVC is also an unsus-tainable material.

Doors

Wherever possible, it is important that original doors are retained. The appearance and substantial feel of older doors are expensive to replicate. They are often an important design feature, reflecting the architecture and details of the house.

Where the replacement of an unsympathetic door is being considered, it may be beneficial to study neighbouring properties of a similar date in order to ascertain the original style of the door. Aluminium and U.PVC replacement doors are as well as unsustainable, generally unsympathetic to the design, materials and character of most dwellings within the borough

Fig 34 - The replacement U.PVC white door fails to reflect the architectural details of the house. The photograph on the right shows original Edwardian front doors.

Door openings are often accentuated by means of elaborate architectural decoration. It is essential that such surrounds are retained as part of any improvement scheme.

Porches

In cases where the porch is an important part of the original design of a house, it is essential that the porch is retained as its removal will tend to result in the entrance appearing as a weak, under-scaled element. Where a porch or a canopy is a feature of each house on a terrace, the removal of one porch or canopy will damage the unified appearance of the terrace and spoil its architectural rhythm.

Fig 35 - Removing decorative timber trellis from the house on the left has upset the balance of this pair of doorways

If a porch is to be added to a dwelling, full account should be taken of the style of the building. For example the addition of projecting porch to one terraced house can radically alter the appearance of the terrace as a whole. On many terraces, an open porch is formed by a roof running over or between projecting bay windows. The enclosure of the area between the bays by glazing can damage the rhythm of the terrace by creating a continuous wall of glazing and therefore should normally be avoided. If, however, care is taken to preserve the original features, in some cases it may be acceptable.

Figure 36 - to show a porch which has been filled in with glass

Roofs

Most houses in Croydon were built with either natural slate or clay tile roofs. The failure of roofs is often due to the rusting of nails used for fixing. If tiles are removed carefully it is often possible to reuse them. Many building and roofing contractors stock second hand slates and tiles which can be used to replace any broken ones. If there are insufficient slates or tiles to cover the entire roof, it is advisable to reuse the originals on the front slopes supplemented by second hand or alternative materials matching as closely as possible on the rear slopes.

Photovoltaic slates are also available *(see fig 10).* These can be made to look very similar to exiting tile materials and also provide a way of producing renewable energy *(see para 5.4)*

New slates and tiles should be used as a last resort if second hand ones are not available and the existing tiles have come to the end of their useful life. If clay tiles are the only feasible replacement material, they should be chosen to blend in colour, size and profile with the existing roof material. It is important to ensure that a similar colour, texture and size is used to those of the original roof covering. This is particularly important on terraced and semi-detached houses.

The original roof form and details are essential aspects of the design of the house. Any major alterations should be avoided. *(fig 37)* Where there are decorative ridge tiles, finials or roof tile/ slate patterns, they should be retained where possible, restored if damaged, or replaced if missing.

Not only is the Chimney a feature of a house, it also offers a good location for fixing a mini wind turbine. *(Fig 38)*

Green Roofs

When repairing or renewing a roof, options for introducing green roofs are encouraged (see 5.5)

Fig 37 - The sloping roof has been removed from over the bay window disrupting the architectural rhythm of the terrace

Chimney Stacks and Pots

Chimneys are important features, particularly on semi-detached and terraced housing where their regular spacing contributes to the rhythm of the street. In long distance views chimney stack and pots can be especially prominent.

The installation of central heating in dwellings often results in chimneys no longer serving their original purpose. If unused fire places are fitted with panels and grilles, and the pots with ventilating top cowels, chimneys can remain useful by providing controllable ventilation, and thereby reducing condensation.

If a chimney falls into a state of disrepair, there is often a temptation to avoid future expense by removing the top half or demolishing the stack completely. The reduction in height or removal of prominent chimney stacks has a seriously detrimental effect on the character of a building. *(Fig 26)* It is therefore important to retain all chimney stacks and pots, and where necessary, carry out repairs such as re-pointing, in a style and materials which reflect the original. Any decorative courses of brickwork around the chimney should be retained.

Not only is a chimney a feature of a house, it also offers a good location for fixing a mini wind turbine (fig 38)

Fig 38 - Each pair of houses in this street was built with a single chimney stack . The upper part of the chimney stack in the foreground has been removed creating a stunted appearance and disrupting the regular appearance of the street scene.

Garden Walls, fences and hedges

Garden walls, fences, railings and hedges are all important elements in the street scene. They provide the boundary enclosure between the private space of your front door, and the public space of the pavement and street. As they are an integral part of the design of the dwelling, if you plan to repair or replace the front boundary enclosure, it is important to consider carefully the appropriate treatment. Different front boundary treatment along a street result in a cluttered, disordered appearance. This effect is particularly noticeable in streets of terraced or semidetached houses.

Applications for boundary enclosure alterations or repairs will need to:

- Be simple in design and constructed from materials in sympathy with the dwelling.
- Respect the height of other enclosures in the road so that it does not appear unduly conspicuous and out of character.
- Reinforce any type of dominant boundary enclosure, as long as it is in keeping with the style and age of the properties.
- Where there is no dominant type, simple brick walls constructed of bricks should match the original building or timber picket or close boarded fences are the proffered treatment.
- Alternatively, well maintained planting is an attractive and green solution.
- Retain any hedgerow which forms a strong characteristic boundary enclosure in the road.
- Repair or restore any original decorative tiled paths that were a feature of many turn of the century gardens.
- Incorporate visibility splays and possibly sight lines to safeguard pedestrian and vehicular safety.

Parking in Front Gardens

If you are considering the creation of an off street parking area, it is important to have regard to the setting of the house and the surrounding street. The general aims in the design of a forecourt parking area should be to retain as much sense of enclosure as is practical by the retention, or introduction of boundary features, the provision of gates and by generous planting. If gates are to be provided they must not open out onto the pavement and the forecourt must be deep enough to allow them to be opened and closed when the vehicle is parked on the forecourt.

When considering creating a car-parking space in The front garden, the area should:

- Be large enough to allow a car to be parked without overhanging the footway.
- Have sufficient space allowance between the parked car and the building to avoid the obstruction of daylight to the ground floor rooms and the possible harmful impact of excessive fumes.
- Have sufficient space to allow easy

- access to the front door and any side gates.

- In some circumstances incorporate a turning area where road conditions dictate this might be necessary. Be wide enough to allow access to both sides of the parked car. Normally a parking space should be 3 metres width.

- Retain, where possible a separate entrance path to the front door and separate this from the parking space by a planted border.

- Minimise the disturbance of any existing trees or established plants or hedges by thoughtfully laying out the hard surface for car parking.

- separate entrance path to the front door and separate this from the parking space by a planted border

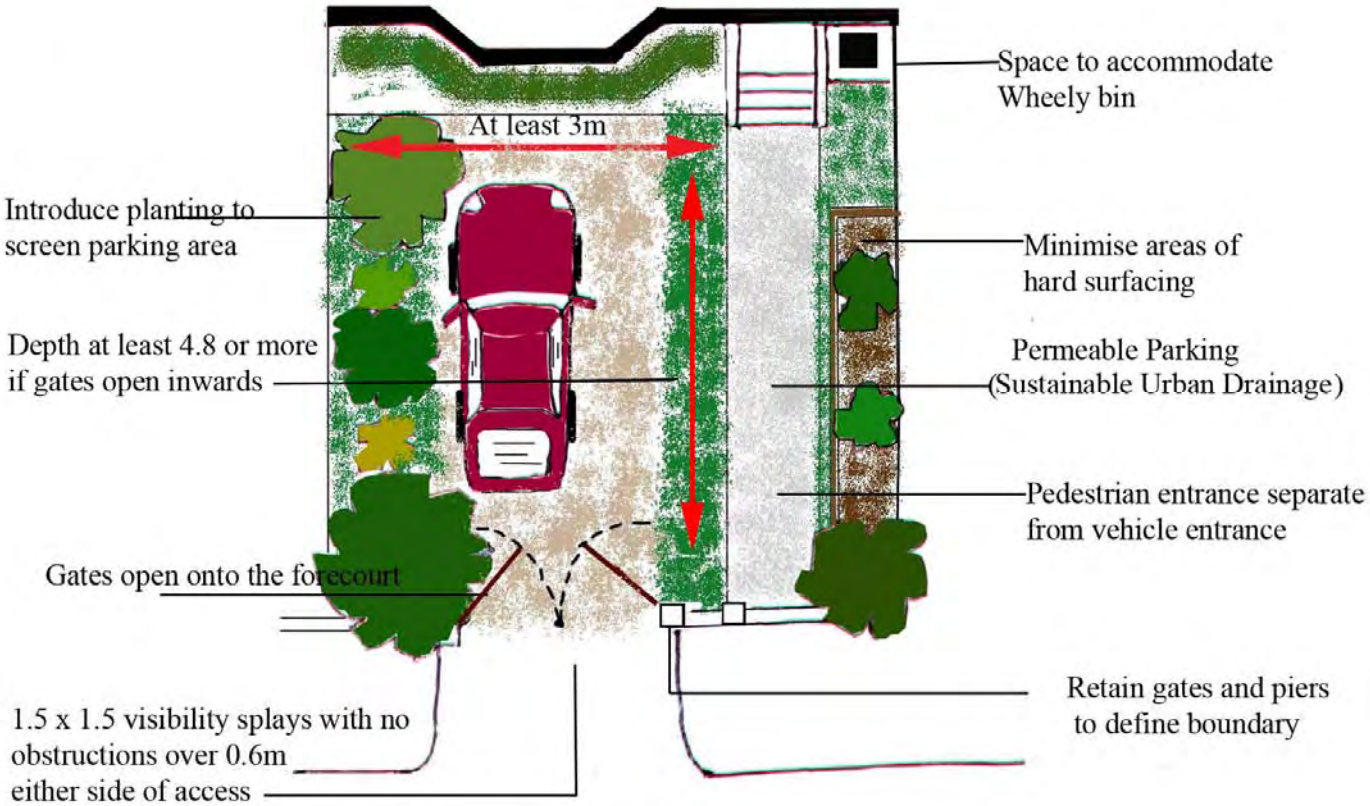
The materials chosen for surfacing a hard-standing should be chosen with care, so that they compliment the building. The emphasis should be on reducing the amount of hard surfacing and maximising the amount of soft landscaping. Thought should be given to the arrangement of the materials. This treatment reduces the impact of the parked car on the front elevation of the property as well as the street in general. In the interests of pedestrian safety, the Borough maintains standards for visibility, the dimensions of which are shown on the following diagrams. These vary according to the width of the importance of road.

Refuse Storage

When considering the provision of a forecourt parking space , it is also important to consider the location of your refuse storage bins. If possible, bins should also be located behind the building line. However, if this is not possible, a screened bin store could be provided as part of the forecourt layout.

For more advice on landscape design see SPG 12 (available to download from Croydon's website)

Fig 39 - Possible Forecourt Layout to accommodate parking space



Appendices

A Glossary

Article 4 Directions

Some small scale alterations/extensions to properties are classed as 'permitted development' and can be carried out without Planning Permission. However, in order to keep control over development in Conservation Areas the Council is able to make an 'Article 4 Direction', the effect of which is to take away 'permitted development' rights, meaning that Planning Permission will be required.

Curtilage

Curtilage is a legal term describing the area of land associated with a dwelling within the property boundaries. It is distinct from the dwelling by virtue of lacking a roof, but distinct from the area outside the enclosure in that it is enclosed within a wall or barrier of some sort. This area may include garages or stand-alone workshops etc.

Habitable Room

Any room used or intended to be used for sleeping, cooking, living or eating purposes. Enclosed spaces such as bath or toilet facilities, service rooms, corridors, laundries, hallways, utility rooms or similar spaces are excluded from this definition.

Highway

A road, together with footways and verges

Original Dwelling

The term “Original Dwelling” means the house as it was first built or as it stood on 1July 1948 (if it was built before that date)

The Party Wall etc Act (1996)

The party Wall etc Act came into force in 1996. It gives you rights and responsibilities

whichever the side of the ‘wall’ you are on i.e. whether you are planning/doing work on a relevant structure or if your neighbour is.

Planning Policy Statements (PPS)

are statements of the British Government’s national policy and principles towards certain aspects of the town planning framework. They are legally binding and may be treated as material considerations in the determination of planning applications. They were introduced under the provisions of the Planning and Compulsory Purchase Act (2004), and are gradually replacing the old style Planning Policy Guidance Notes (PPG).

Sustainable Development

Sustainable Development was defined in 1987 by the World Commission on Environment and Development as “*Development that meets the needs of the present without compromising the ability of future generations to meet their own needs*”. This remains the most commonly used definition. However, many alternative definitions have since been proposed. For example, the former Department of the Environment in PPG1 stated that “Sustainable Development seeks to deliver the objective of achieving, now and in the future, economic development to secure higher living standards while protecting and enhancing the environment”.

UDP

Unitary Development Plan. Borough-wide statutory development plan, prepared by all London Boroughs comprising both Strategic (Part I) and Detailed Planning Policies (Part II), which sets out the Council’s policies for the development and use of land including measures for the improvement of the physical environment and the management of traffic over the plan period. It is prepared in accordance with the Town and Country Planning Act 1990.

B Further Reading

The Government has produced the following booklets, which go into more detail on a number of subjects, they are available for viewing at the Department for Communities and Local Government's website (DCLG) - Formally ODPM) www.communities.gov.uk These include:

Ministerial Guidance in the form of Planning Policy Guidance Notes and Statements, set out the Government's objectives in respect of detailed subjects. Where adopted these documents are 'material' to the determination of applications and appeals. Planning Policy Statement PPS1 'Creating Sustainable Communities' (ODPM 2005)
Planning Policy Guidance PPG3 'Housing' (DETR)
Planning Policy Guidance PPG15 'Planning and the Historic Environment' (DETR 1990)

Development Plans set out the overarching Policies for their administrative area.
The current Croydon Unitary Development Plan is development and land-use led and indicates the main criteria that development involving design, character and appearance should adhere to. Over the next three years, this Plan will be replaced by a Local Development Framework (LDF) which is a series of Development Plan Documents including Area Action Plans. The London Plan sets the scene for London-wide issues and takes precedence over the UDP.
The London Plan (Feb 2004) – Mayor of London
The Croydon Unitary Development Plan (2006) – London Borough of Croydon
London Borough of Croydon has produced a number of **SPG's and SPD's** that have been the subject of formal public consultation and are also material considerations. See website for up-dated lists.

Additional Good Practice Guides and Regulations

Better Places to Live – DTLR(2000)
Better Places to Live: A Companion Guide to PPG3: By Design DETR (2000)
BS 5837: Guide to Trees in Relation to Construction (1991)
Planning - A Guide for Householders DETR (2002)
The Party Wall Act 1996 Building Regulations – Explanatory Booklet
The Green Guide to Housing Specification - available through www.brebookshop.com

C Useful Contacts

General Enquiries

For General enquiries as to the need for Planning Permission etc please contact:

Planning Control 020 8686 4433 ext 62299

Urban Design Team

Planning and Transportation Department

18th Floor North East Corner

Taberner House

Park Lane

Croydon

CR9 1JT

Tel: 020 8686 4433 ext 61980

E-mail: urbandesign@croydon.gov.uk

Building Regulations

For queries regarding Building regulations please contact the Building Control Team on:

020 8760 5637 or building.control@croydon.gov.uk or www.croydonbuildingcontrol.gov.uk

Green issues

www.cen.org.uk - For local energy efficiency and renewable energy advice

www.bre.co.uk/Ecohomes - About the national Ecohomes scheme

www.livingroofs.co.uk

www.saveenergy.co.uk

www.breeam.co.uk

www.bioregional.co.uk

020 8683 6683 For local renewable energy advice

020 8686 6633 For local energy efficiency advice

Location Plans

Ordnance Survey map extracts for planning or building regulation applications can be obtained from the Council who can make arrangements for purchase and payment. *Contact Planning on the number provided above.*

Lifetime Homes

For more information look at the Joseph Rowntree Foundation website

www.jrf.org.uk

Reclaimed Materials

www.salvomie.co.uk

Security

Crime Prevention Office

Addington Village Road

New Addington

Croydon

CR0 5AQ

Tel: 020 8649 0797

Email: Croydon.police@met.police.uk

Secure by Design

www.london.gov.uk

www.securebydesign.com

More Planning Services and Guidance

www.odpm.gov.uk

www. planningportal.gov.uk

Other Useful Contacts:

www.rtpi.org.uk - Royal Town Planning Institute

www.riba.org.uk – Royal Institute of British Architects

www.rics.org.uk - Royal Institute of Chartered Surveyors

www.english-heritage.org.uk – English Heritage

www.ihbc.org.uk – Institute of Historic Buildings & Conservation