

## SUPPLEMENTARY PLANNING DOCUMENT

The adopted (2004) Plan for the Environment, Ealing’s unitary development plan, provides the policy context for decisions on planning applications and other proposals concerning development and transport in the London Borough of Ealing.

Supplementary Planning Documents (SPD) supplement the adopted development plan policies. They can be regarded as ‘material considerations’, which the local planning authority is entitled to take into account in making planning decisions.

This supplementary planning document will be valid as long as the relevant policies in the Plan for the Environment remain in place. The policies and the SPD will not last beyond October 2007, unless the Secretary of State approves an extension to the period.

*Ultimately, the Plan for the Environment will be replaced by new development plan documents in a Local Development Framework. Ealing Council has an approved “Local Development Scheme” which sets out a programme for this work.*

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# SPD 4

# RESIDENTIAL EXTENSIONS

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There are many reasons why people extend their homes. Growing families, running a home business, renovations and changes in personal circumstances can all mean that extra space is needed.

If you're thinking about extending your home, making use of the roof space or basement, or constructing an outbuilding, you'll need to think about how this will affect your home and the houses around you. A badly designed extension can lead to problems such as overlooking, loss of character, dominance in the neighbourhood and loss of daylight.

This guide covers a range of options for extending your home and provides advice to help you through the planning process. This guide seeks to help householders minimise the visual and physical impact of extensions to residential dwellings.

## 1.0 Introduction

The Adopted 2004 Plan for the Environment, Ealing's Unitary Development Plan (UDP) sets out the policies on how development should take place in Ealing. If you want to extend your house, the policies in the UDP and this document will guide you on the appropriate size, scale and design of your extension. This document shows examples of good practice and what is considered acceptable for extensions in this borough.

Anyone wanting to build a residential extension is required to show that the extension will meet the standards in Table 5G of the UDP. These standards relate to the scale of extensions, loss of daylight, overlooking, the loss of amenity or character, building materials, and the shape of roofs. In addition there are also policies and guidance on urban design in the UDP that encourage good design, appropriate height and scale and the use of appropriate materials.

For example, if you want to build an extension, you will need to consider the effect of the proposal on the living conditions of neighbouring residents, the architectural quality of the proposal, the streetscape and the existing character of the area.

In Ealing the quality and character of our residential areas is important. The UDP policies and this document seek to ensure that our residential areas remain good places to live and are not adversely affected by inappropriate extensions. For example, a large roof extension to a bungalow can cause overshadowing to neighbouring properties and result in a loss of daylight. In addition, such an extension may look out of character with the original dwelling and adversely affect the overall appearance of your house and even the street. Extensions to your property can have positive and negative effects on both your property and the surrounding area and residents.

Extensions also include alterations and additions such as conservatories, porches, dormer windows and basements (all of which may require planning permission).

If you live in a single-family house, you may have 'permitted development rights' that allow you to erect garden sheds and small extensions without planning permission. It is recommended that you apply for a lawful development certificate from Ealing Council to check whether the building works are lawful. If you live in a Conservation Area, or a listed building, these permitted development rights may not apply. Permitted development rights are explained in the booklet, 'Planning - A guide for Householders' published by the Office for the Deputy Prime Minister (ODPM). Copies are available from the Council's Customer Service Centre in Perceval House

You should also note that the Council may have removed some of your permitted development rights by issuing an Article 4 direction. Article 4 directions are made when the character of an area of acknowledged importance would be threatened. In addition, some new developments are granted planning permission without any subsequent permitted development rights, due to the density of the development. This will mean that you have to submit a planning application for work which would normally benefit from 'permitted development' rights. For further information on permitted development, Conservation Areas and Article 4 directions, refer to Section 14.0 for relevant contact details in Planning Services (Development Control).

## 2.0 Planning Permission

This guide will help you to decide the best options for extending your home and considering the impact of extensions to other houses in your neighbourhood. The advice on design issues should be taken into account even if the extension you propose does not require planning permission.

### **Pre-application Advice**

A Duty Planner is available at the Customer Service Centre (Perceval House, 14/16 Uxbridge Road, Ealing) to answer your questions and offer informal advice on your proposals every weekday (Mon-Fri) from 8.30am until 5pm.

Please note that Ealing Council is happy to provide pre-application advice based on sketch drawings. However, we require accurate, scaled metric drawings to be submitted with formal planning applications.

### **Professional advice**

If you do need to apply for planning permission, listed building consent or a certificate of lawful development, it is recommended that you take professional advice from an architect and/or planning professional. They will be able to help you with your application and produce scaled drawings of your proposed extension that you can submit to the Development Control section of the Council.

### **Building Regulations**

Most extensions that involve structural work to your home will also require Building Regulations approval from the Council. Building Control assesses the structural safety of an extension. A Building Surveyor is available at the Council's Customer Service Centre to discuss technical matters.

### **Submitting your planning application**

When you are ready to submit your application, make sure you have completed the appropriate application form and supplied all the required information and the fee. Help is available at the Customer Service Centre and online to complete the application forms.

Application drawings should include:

- Location plan/ordnance survey extract at scale 1:1250 with the application site outlined in red (and any additional land owned by the applicant outlined in blue)
- Site layout plan showing the position of adjoining properties and position of any trees on the site/adjacent
- Existing and proposed elevations and floorplans, preferably at a scale of 1:100 or 1:50.
- Elevation drawings should be annotated with details of existing and proposed external materials
- Plan drawings should be labelled with existing and proposed room uses

Photographs of the site/property can also be useful.

In respect of Conservation Areas and listed buildings, the submission of a supporting statement may be appropriate to confirm the reasoning and justification for your proposed design. This may be particularly appropriate in relation to extensions to properties within Conservation Areas and to listed buildings.

Once your application is received by the Council, an acknowledgement letter will be sent to you, giving the name and telephone number of the planning officer handling your application. It should also state a target date by which we hope to make a decision. If you appoint an architect/planning professional to act on your behalf, all correspondence will be sent to them.

### **Consultation**

Before you apply for planning permission, it is a good idea to talk with your neighbours about your proposed extension, so that they are aware of your plans.

When Ealing Council receives your planning application, the Development Control section will send a letter to your immediate neighbours and other interested parties, advising them that you have applied for permission. Your neighbours will have 21 days to comment on the application. For applications in Conservation Areas, for Listed Buildings and in some other cases, a notice is put up on or near the site and in certain cases applications are also advertised in the local newspaper. Plans of the proposed development are held at the Council offices and are available for public viewing.

Most applications for residential extensions are determined by Council officers under delegated powers. If an application is to be decided by the Council's Planning Committee, neighbours have the right to speak at the meeting. For any application, only one speaker may be heard in objection and one on behalf of the applicant. Members of the public are welcome to attend and observe the Committee meeting.

## 3.0 General Principles

It is important you know about the policies in Ealing's Unitary Development Plan (UDP). Below are a few pointers of what to look out for. These comments are not a substitute for the policies but help explain what is meant by them. If you are considering any extension, talk with an Ealing Council Duty Planner about the policies before you make firm plans. That way the policies won't come as a surprise, requiring a major rethink and a more costly application process.

### What are the key Policies?

This Supplementary Planning Document supplements Policies 4.1 (Design of Development), 5.5 (Residential Design), and 5.9 (Extensions and Alterations to Private Houses and Gardens) of the UDP. Reference to Policies 4.5 (Landscaping, Tree Protection and Planting, 4.6 (Statutory Listed Buildings), 4.7 (Locally Listed buildings) and 4.8 (Conservation Areas) should also be made where relevant. See Section 12.0 of this SPD for further specific guidance in relation to Conservation Areas.

### Policy 4.1 Design of Development

1. The design of development should be guided by the following principles:

- **Good Layout**  
*This relates to the location and position of the house and the proposed extension. The internal layout is also important. Consider sunlight and daylight, the position of neighbours, garden access and what you will use your extension for.*
- **Appropriate Height and Scale**  
*This means the height of the proposed extension, the dimensions and the relationship of the extension to the original dwelling.*
- **High Quality Architecture and Character**  
*For extensions this means that extensions to existing dwellings should fit in with, or complement, the architectural style and character of the original dwelling in terms of size, design and materials.*
- **Appropriate Materials**  
*This relates to the need to use building materials appropriate to the use and in keeping with the original house.*
- **Sustainability**  
*This means incorporating energy and water efficiency features into the design of your extension, and providing for the storage of waste to be recycled or collected for disposal.*
- **Inclusive Design - Access for All**

*This relates to considering access requirements for all people, including people in wheelchairs, with children, with guide dogs, the elderly and people with other disabilities.*

- **Community Safety**  
*This principle relates to creating safe and secure environments where the design is based on maximising natural surveillance of public spaces.*
- **Legibility**  
*Legibility within an environment helps to make a place that has a clear image and is easy to understand.*
- **Appropriate Hard and Soft Landscaping**  
*Erecting an extension can mean that landscaping and/or garden space is removed or reduced. Appropriate landscaping can help to minimise the visual impact of an extension.*
- **Adaptability**  
*Adaptability relates to the function of a building and the degree to which it could adapt to contain another use.*

(In terms of residential extensions, the first four principles are particularly important to consider when designing an extension to your home.)

2. The Council will only approve development that respects current standards of safety, natural light, health, privacy and freedom from traffic nuisance, disturbance or visual intrusion in relation to neighbouring land uses.

#### **Policy 5.5 Residential Design**

Residential development should provide good living conditions for residents and good architectural quality; it should relate well to its setting, and incorporate sustainability principles.

#### **Policy 5.9 Extensions and Alterations to Private Houses and Gardens**

Ealing Council will consider proposals to extend or alter houses and gardens, taking into account:

- the effect of the proposal on the living conditions of neighbouring residents;
- the architectural quality of the proposal and its relationship with the design of the existing property;
- the streetscape, and the character of the area;
- highway safety issues.

#### **Policy 4.5 Landscaping, Tree Protection and Planting**

The Council will require well designed landscaping schemes with new applications, including protection of existing vegetation of value and planting of new trees and shrubs where appropriate. Tree Preservation Orders will be made where required.



**Policy 4.6 Statutory Listed Buildings**

The Council will protect and enhance the character of Statutory Listed Buildings and will seek to preserve and enhance their settings through careful assessment of proposals. Proposals involving demolitions are unlikely to be acceptable.

**Policy 4.7 Locally Listed Buildings with Façade Value and Incidental Features**

The Council will protect and enhance the character of locally Listed Buildings. Proposals involving significant alterations or demolition of properties will be resisted.

**Policy 4.8 Conservation Areas**

The Council will preserve and enhance the character and appearance of Conservation Areas and their settings. Proposed extensions must relate well to the existing character of the area and comply with the specific Conservation Area Guidelines.

**What will be considered?**

The following factors will be considered when determining planning applications for extensions to residential dwellings:

- Design
- Scale, bulk and location
- Height, depth and width
- Prominence (how much a building stands out compared with others)
- Proximity to site boundaries
- Potential for overlooking
- Window location in neighbouring properties - especially location of windows in habitable rooms. (Habitable rooms include all rooms suitable for living in, including bedrooms, dining rooms and kitchens over 11 m<sup>2</sup>. Large rooms over 20m<sup>2</sup> that are capable of being divided are counted as two or more habitable rooms.)
- Ground levels (especially if this changes between neighbouring properties)
- Level of physical integration with the original dwelling; extensions shouldn't be easily capable of subdivision from the original dwelling
- Boundary treatments, landscaping and screening (however screening does not mean an inappropriate development will be acceptable)
- Impact on trees (especially trees which are subject to a Tree Protection Order and those in Conservation Areas)

Design includes the following aspects:

- Architectural detail, including design features and roof forms
- Window detail (including type, proportion, materials, and vertical and horizontal alignment)
- Materials, including main bricks, feature bricks, tiles and other materials

**Garden Space**

If you are increasing the number of habitable rooms in your house you may increase the need for residential garden space. Houses with under five habitable rooms require at least 50 sqm of private usable garden space, while larger houses, or groups of up to 5 flats, require 75 sqm of residential garden space. Also refer to the Council's Supplementary Planning Guidance on Garden Space (SPG 13).

**Parking Standards**

If you are increasing the number of habitable rooms in your house you may increase the need for car parking space. If you increase the number of habitable rooms to six or more you will need to be able to demonstrate how parking will be accommodated. Also refer to the Council's Supplementary Planning Document 8 on Crossovers.

**Insulation**

Use plenty of insulation in walls, roofs and floors. Going beyond the minimum requirements of the building regulations could mean that you won't need to install expensive heating in your extension or loft conversion. For conservatories, using double glazing and insulating the floor and any side walls will lengthen the time in the day and year in which it is comfortable to use without heating. As well as conserving energy, and saving on heating costs, insulation also acts to minimise noise. Refer to the Council's Draft Supplementary Planning Guidance on Greening your home (SPD 12) for further guidance and advice on insulation.

## 4.0 Side Extensions

Side extensions are often very visible from the street, so it is important to make sure these extensions do not detract from the original dwelling, or from the character of the area as a whole. Side extensions usually result in development being closer to a boundary shared with another property, so it is important that the new extension does not adversely affect the living conditions of that property.

Single-storey side extensions tend to be less contentious or problematic than two-storey extensions. However, single-storey side extensions should still reflect the design features, window detail and materials of the original house.

Roof terraces or balconies are unacceptable in most cases, due to the potential for overlooking of neighbouring properties.

It is very important that side extensions reflect the design of the main house and remain secondary in their size and appearance. Here are some general guidelines to remember for side extensions:

### Dimensions

Single storey side extensions should generally follow the depth of the house and be set back from the building frontage (see section on setbacks below), with a height of not more than 3 metres.

### Design

In terms of appearance and design, the extension should harmonise with, and reflect the architectural form of the main dwelling. The extension should be constructed from materials that match the main dwelling, including banding detail and window surrounds (see figure 4.1).



Fig. 4.1 Single storey side extension

### Roofs

The roof of a single-storey extension should be in keeping with the roof of the original dwelling (see figure 4.1). It may be appropriate to consider a pitched roof, a lean-to roof, or a flat-roof finished with a parapet; this will depend on the design of the original dwelling.



Fig. 4.2 Two storey side extension

Two-storey extensions are not encouraged. However, if you are considering a two-storey side extension, it should generally be roofed at the same pitch as the main roof with the same eaves detail and profile. The extensions should appear subordinate to the original house (see figure 4.2).

Flat roofs are not normally appropriate for two-storey extensions.

The roof ridge line of an extension should be set below the ridgeline of the main dwelling by at least 0.5m (see figure 4.2). This will help to ensure that the extension appears subordinate to the original house.

### Windows

Windows should match the existing windows in design, proportion and materials. Window heads (the brickwork detail at the top of the window) and other detail around the windows should reflect that of the original dwelling.

Try to avoid windows on the side of the extension, position windows on the front and rear walls of the extension. If windows are proposed in the side wall, you should consider windows at a high level, non-opening and fitted with obscured glazing to prevent overlooking of neighbouring properties.

### Set Backs

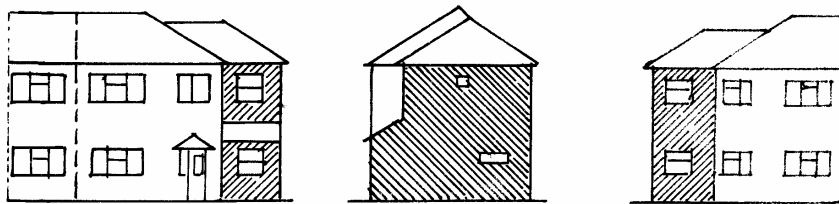


Fig. 4.3 Set backs

The front wall of a side extension should be set back at least one metre from the front wall of the main house at the first floor and above (see figure 4.3). In Conservation Areas, you will be required to set both the ground **and** first floor back from the front wall of the main house. This is to help ensure the extension appears subordinate to the main dwelling, and so the shape of the original house can be preserved.

Side extensions should be set in at least one metre from the side boundary at first floor level. This is to ensure that the proposed extension will not result in a terracing effect and often also has the benefit of slightly reducing the impact on the neighbouring property. By setting the entire extension back from the boundary, you will allow room for maintenance and access to the rear garden without going through the house. This will also allow a hanging gutter to be used (see figure 4.4). Parapet walls may be refused unless they are a feature of the original house.

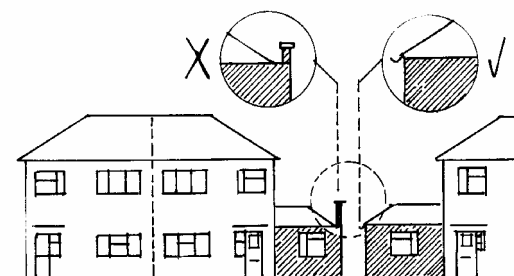


Fig. 4.4 Style of roof guttering

### Position

The side extension should not project significantly beyond the rear of the neighbouring dwelling (see section 5.0 on Rear Extensions).

Make sure you consider the neighbouring property to see how your proposal might affect the amenity of that property. In particular, try to ensure that your extension will not adversely affect habitable rooms or any private amenity space through dominance or overlooking. It can be possible to rearrange the internal layout of a proposed extension to make sure that it will not result in overlooking. Further, side extensions should not significantly affect daylight/sunlight to neighbouring properties.

### Examples of poorly and well-designed extensions/alterations:



- × Different roof design
- × Different materials
- × Different style windows
- × Loft conversion alters roof shape
- × Side extension does not relate well

Fig. 4.5 Poorly designed extension

- ✓ Strong simple basic form
- ✓ Shared window pattern
- ✓ Dormer window does not spoil appearance of property
- ✓ Side extension uses same design features



Fig. 4.6 Well-designed extension

### Parking

If your extension removes car-parking spaces (including garage space) you will need to be able to demonstrate how displaced parking will be accommodated. You may wish to refer to separate SPD8 which relates to Crossovers.

## 5.0 Rear Extensions

There is often scope to extend houses at the rear, particularly at ground floor level. However, it is very important to ensure that the extension fits in with the original dwelling in terms of design, scale, materials and window detail.

The following principles apply to rear extensions:

### Dimensions

Rear extensions should be subordinate to the original dwelling. In most cases, a single-storey extension with a maximum depth of 3 metres and a maximum height of 3 metres will be acceptable, as long as the dwelling has not been extended in the past and is aligned with the neighbouring dwelling. If the house is detached, or there is a large separation distance between it and the neighbouring property, a larger extension may be allowed.

Two-storey rear extensions can be contentious and can pose problems due to the potential impact on neighbouring properties and more complex design issues. Two-storey rear extensions should appear subordinate to the original house and, if possible, should be set back from boundaries shared with neighbouring properties to minimise the potential impact.

In Conservation Areas, extensions should not extend across the full width of the original dwelling, obscuring the original ground floor of the house or important features of the original design. Extensions that wrap around the side and rear are discouraged and will usually be refused in Conservation Areas.

### Design

Rear extensions should respect the original form of the house and be a logical addition to the shape of the house. Make sure that the design fits in with the original building and that matching materials (including bricks, tiles and window frames) are used. Windows should also align horizontally and vertically with those in the main house (see figure 5.1).

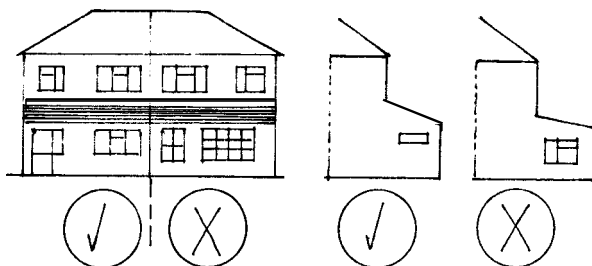


Fig. 5.1 Rear extension

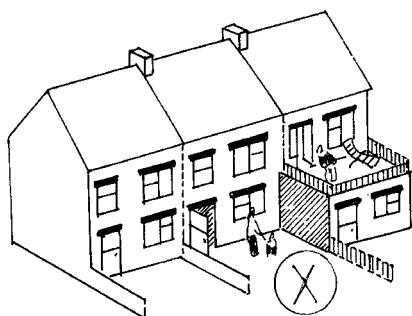
Two-storey rear extensions to semi-detached and terraced dwellings can appear very prominent from adjoining dwellings and, in particular, can dominate outward views from adjoining ground floor windows. They can also appear overbearing and dominant when viewed from the private garden space of neighbouring dwellings.

Rear extensions should be designed so problems of dominant or overbearing appearance and overlooking or unacceptable loss of daylight or sunlight do not arise. Extensions that negatively affect the residential amenity of neighbouring properties in these ways will not be permitted.

### Roofs

The roof of a rear extension should generally reflect that of the main dwelling, including the pitch of the roof. If the roof pitch of the extension is shallow, it may not be possible to cover it in tiles to match the existing house. A flat roof may be acceptable if a pitched roof cannot be easily constructed and the design of the original house lends itself to a flat roof. These should be finished with a brick-on-edge parapet in most cases.

### Roof terraces



Roof terraces or balconies are unacceptable in most cases, due to the potential for overlooking of neighbouring properties (see Figure 5.2).

Fig. 5.2 Rear extension roof balcony

### Garden Space

A proposed extension should not result in the loss of garden space to a level below the amount set out in Table 5D in the UDP and the Council's Supplementary Planning Guidance on Garden Space (SPG13). Table 5D requires no less than 50 m<sup>2</sup> for a house with under 5 habitable rooms and at least 75 m<sup>2</sup> for a larger house or group of up to 5 flats. This space should be in a form that is adequate to accommodate children's play without the loss of amenity to other residents.

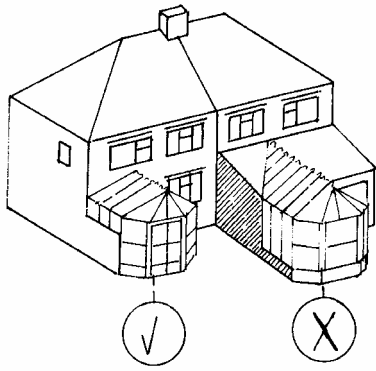


Fig. 5.3 Rear extension conservatory

### Conservatories

The design principles that apply to brick extensions also apply to conservatories and pergolas. The relationship with neighbouring properties must be acceptable, and the materials and design of the conservatory should fit in with the existing house.

If there is potential for overlooking of neighbouring properties, consider building the sides of the rear extension conservatory from solid materials to prevent overlooking. Where high level windows on the sides close to neighbours are proposed, they should be fixed closed. Conservatories should be confined to rear and side gardens at ground floor level only.



## 6.0 Roof Extensions

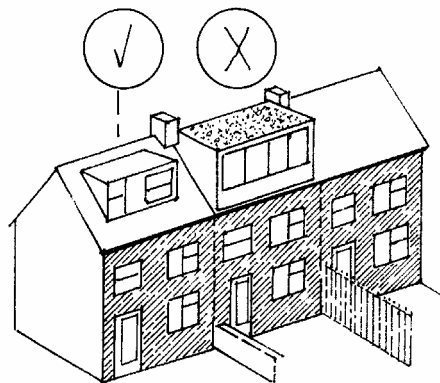
Where roof extensions require planning permission, the following guidance should be taken into account. Roof extensions to properties within Conservation Areas or to listed buildings will need to be particularly sensitively designed. Even where roof extensions are proposed under the 'Permitted Development' allowance, the following design guidance may assist you.

Roof extensions, because of their prominence and impact on the profile of a house and the roofscape, can often significantly affect the character and living conditions of an area. The roofscape is an important element of the character of an area and the visual features including chimneys and ridgelines form patterns and silhouettes in the roofscape. Their retention of such features can be particularly important for Listed buildings and in Conservation Areas, where their removal will generally be resisted.

There are two main options for roof extensions, the use of dormer windows and rooflights/skylight windows.

### Dormer Windows

A dormer window is a window placed vertically in a sloping roof and with a roof of its own. Dormer windows can provide a useful way of providing additional accommodation in an existing dwelling, using the floorspace available in the loft.

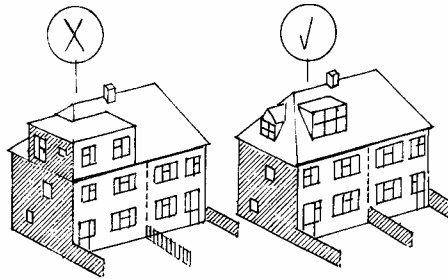


Dormer windows should be designed so they do not appear unduly obtrusive or dominant (see Figure 6.1). They should respect the character of the original dwelling and should not take up the entire area of a roof slope.

Fig. 6.1 Rear Dormer window design

There are a number of different styles of dormer windows. Some designs are more suitable for the side of the roof, while others are better suited to the rear of the roof. Rear dormers are generally more acceptable than side dormers which may appear more prominent in the streetscene.

Dormer windows are rarely acceptable on front roof slopes. Dormer windows on the front of dwellings are likely to interfere with both the original design of the house and be visually intrusive in the streetscene.



Roof extensions comprising dormer windows should not wrap around two roof slopes or exceed the height of the existing roof ridge (see Figure 6.2).

Fig. 6.2 Dormer window design

Dormer windows should be located:

- at least 0.5m down from the ridge of the roof;
- at least 0.5m from the edges/sides of the roof; and
- at least 0.5m above the eaves of the roof.

The impact that dormer windows extensions have on a roof will be assessed in terms of the scale, bulk, and visual impact of the design. In Conservation Areas, traditional designs (in terms of size, detailing and materials) of dormer windows are required.

The ridge of a dwelling should not be raised to provide greater headroom, as this will alter the proportion of a house, and can also spoil the character and uniformity of the streetscene. Additional storeys to existing residential buildings will not normally be permitted for these reasons.

Mansard roof extensions which change the slope of the roof will not usually be acceptable.

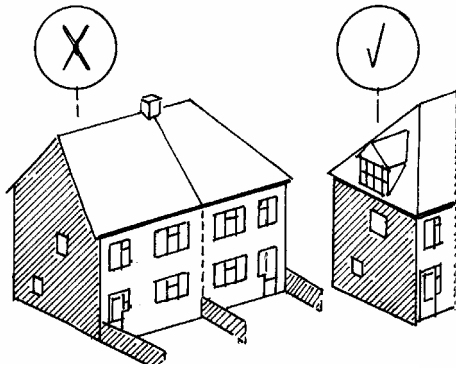


Fig. 6.3 Loft conversions

If you are proposing to change a hipped roof into a gable-end roof and your house is a semi-detached or terraced property, planning permission, if required, will normally be refused. This is because it is likely to unbalance the symmetry of semi-detached or terraced dwellings and adversely affect the character of the area as a whole (see Figure 6.3).

### Roof lights/Skylight Windows

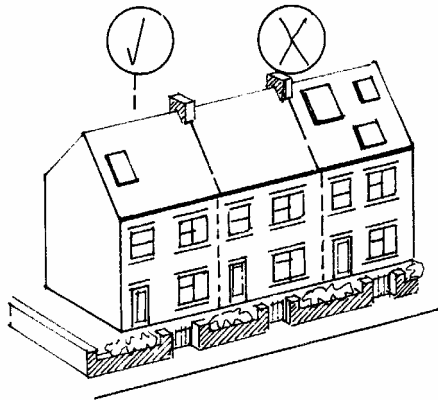


Fig. 6.4 Roof lights

Roof lights may be a good alternative to roof extensions or dormer windows, as they allow the conversion of loftspace with minimum disruption to the physical structure and shape of the house. Roof lights may not require formal planning permission if the building is a single-family dwelling.

Any roof light should have regard for the size and position of the windows in the main house. Multiple roof lights in the front roof face are not encouraged (see Figure 6.4)

If you are thinking about a roof extension consider:

- the character and design of your home (e.g. is it part of a terrace or semi-detached - i.e. is there a need to maintain symmetry?); and
- the type of houses next to your property, and fronting the same road as your home.

In most cases, this will help you to decide if your proposal would be in keeping with the character of the area and therefore likely to be acceptable.

The design of all roof extensions should respect the design of the original dwelling, and materials should match or complement those of the original house. Any windows proposed should also reflect the detail, proportion, alignment and materials of those of the main dwelling.

### **Balconies**

Balconies associated with roof extensions and dormer windows are not encouraged, due to the potential for overlooking neighbouring properties and because of their visual impact.

## 7.0 Front Extensions and Porches

Extensions to the front of houses can have a big impact on the appearance of the house and the character of the street. Where they are acceptable, permission will only be given for small front porch entrances that respect the character of the existing house.

You will need to apply for planning permission if the porch:

- would have a ground area (measured externally) of more than 3 square metres; or
- would be higher than 3 metres above the ground level; or
- would be less than 2 metres away from the boundary of a house with a highway (which includes all public roads, footpaths, bridleways and byways)

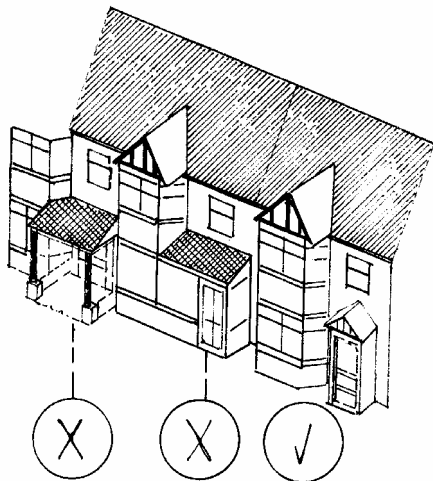


Fig. 7.1 Front porch design

## 8.0 Outbuildings

If your property is a single family dwelling you may be able to use your permitted development rights to build an outbuilding without needing to apply for full planning permission. For permitted development rights to apply the proposed building must be used for normal residential activities associated with the main house on the site (e.g. parking, storage of garden equipment, as play or leisure space etc.) Proposals to provide separate accommodation or a commercial use (unless it constitutes 'working from home') in an outbuilding are unlikely to be permitted.

If planning permission is required, additional buildings on a residential site (such as garages, sheds and greenhouses) will only be permitted where the outbuilding would be subordinate in scale to the existing dwelling and to the site. In assessing proposals for outbuildings, Ealing Council will take account of factors such as the scale, height, proximity to boundaries, design, materials and prominence in the streetscene. As with extensions, outbuildings should not detract from the character of the area through overdominance or obtrusiveness. As such, in most cases, it is appropriate to locate proposed outbuildings to the side or rear of the existing dwelling.

Outbuildings in front gardens tend to be more visible and prominent in the streetscene, and can be incompatible and out of keeping. Outbuildings in front of a dwelling would also need to be of an appropriate scale and design, and will not be acceptable if unduly prominent or out of keeping with the character of the area.

The design of outbuildings should reflect their intended use. Outbuildings should not cause a loss of light to neighbouring properties or adversely affect the living conditions of neighbours.

The allowances for Conservation areas are more restrictive; planning permission is required for any outbuilding over 10 cubic metres. Permitted development rights generally allow outbuildings elsewhere to be built up to 4 metres high with a ridged roof or 3 metres high with a flat roof, as long as 50% of the area of the curtilage of the property is retained. If outbuildings are located within 5 metres of the main house, they will be regarded as an extension for purposes of calculating permitted development allowances.

In the case of garages, in order to ensure the adjacent highway is not blocked while the door of a garage is being opened, it is advisable to provide a 5 metre distance between the garage and the boundary of the site.

## 9.0 Bungalows

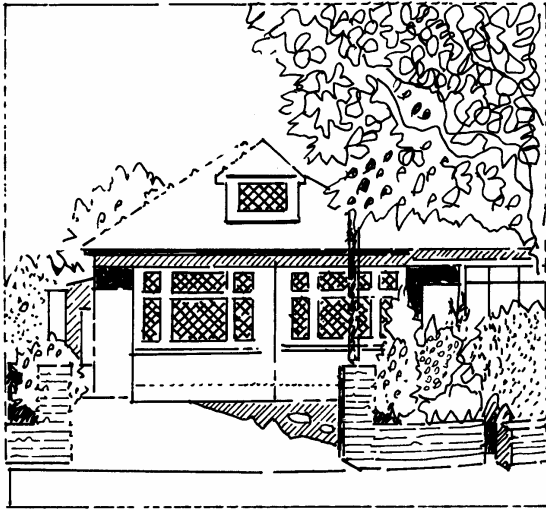


Fig. 9.1 Appropriate Roof Extension

Alterations to bungalows should respect the character of the dwelling and its surroundings as well as the original structure of the house. You can alter your bungalow while protecting and enhancing the character and appearance of your property.

- ✓ Appropriate size
- ✓ Complementary design
- ✓ Good window location
- ✓ Similar materials

As with other types of extensions, the size, location, materials and design should complement those of the existing dwelling. Overlooking should be avoided and the extension should not adversely affect the living conditions of surrounding neighbours.

The two examples of successful roof extensions show how the use of dormer windows can create more useable space within a bungalow, while respecting the original design of the dwelling. Dormer windows in the front of the roof facing the road do not usually create overlooking problems.

- ✓ Appropriate size
- ✓ Complementary design
- ✓ Good window location
- ✓ Similar materials

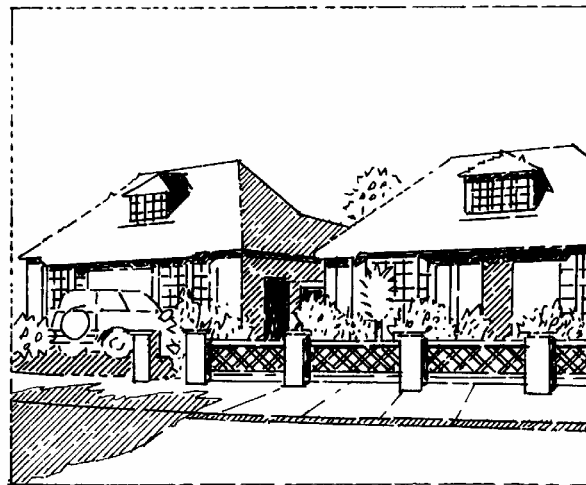


Fig. 9.2 Appropriate Roof Extension

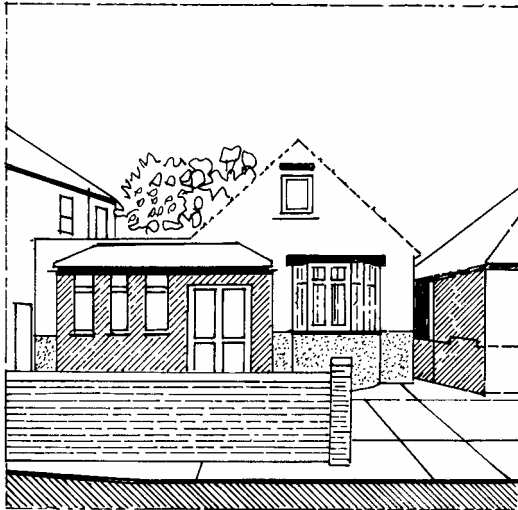


Fig. 9.3 Inappropriate Roof Extension

The following examples of other extensions made to bungalows show what not to do. Figure 9.3 shows how mismatched building styles can detract from the original house.

- × Large front porch extension
- × Different materials
- × Different building style
- × Different window detail

This has resulted in a mismatch of building styles, with an inappropriate front extension that has a negative effect on the streetscape.

Figure 9.4 shows the conversion of a bungalow to create a two-storey dwelling. This roof extension takes up most of the roof space, distorting the shape of the roof.

- × Very large roof extension
- × Different materials
- × Different building style
- × Different window detail
- × Overlooking

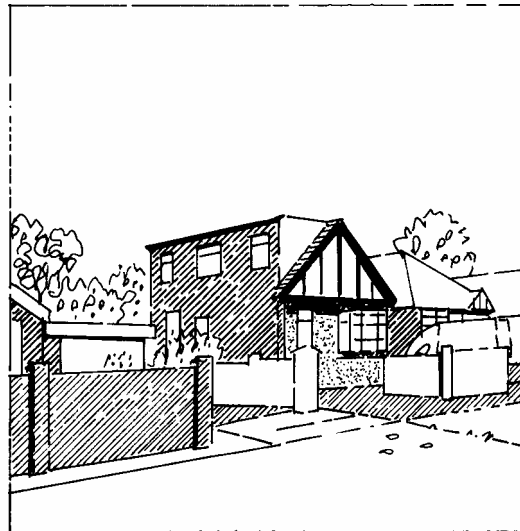


Fig. 9.4 Inappropriate Roof Extension

Figure 9.5 shows a large roof extension to a bungalow that detracts from the original dwelling.

- × Very large roof extension
- × Different materials
- × Different building style
- × Overlooking
- × Destroys roof profile



Fig. 9.5 Inappropriate Roof Extension



## 10.0 Basements

Some houses in Ealing have existing basement space as part of the original living space, while others have cellars under part of the house. Due to the lack of natural light underground, lightwells are often a feature of houses with basements. In streets where basements and lightwells are not a traditional feature, the excavation of a basement can have a significant impact on the appearance of the house and the street scene. The front of the house is often enlarged and part of the front garden may need to be excavated to provide a lightwell.

Proposals to extend dwellings by adding a basement will be assessed in the same way as other extensions. The proposed form and design of the original house will be considered, along with the impact of adding a basement on neighbouring properties and on the structure the house. It is important to consider the design, materials and windows of the basement extension, as well as the details of any associated lightwell, railings, staircase etc.

It is important that there is no loss of garden space below the amount required by the Council's garden space standards. See Table 5D in the UDP and the Council's Supplementary Planning Guidance on Garden Space.

You will need Building Regulations approval for the excavation or enlargement of a basement. In addition, if permission is granted, Ealing Council will require a method statement, providing information about structural and construction matters.

Special consideration will be given to any proposal for a basement in a Conservation Area. Such proposals will be resisted where they would harm the character or appearance of the Conservation Area.

## 11.0 Boundary Walls and Satellite Dishes

### **Boundary Walls**

Although many boundary walls and fences do not need planning permission the Council hopes care will be taken in their location and choice of materials, as they can have a significant effect on neighbours' properties and are often a prominent feature in the streetscene. If you are considering a boundary wall think about the following points:

- Whilst generally front walls of up to 1m in height do not need planning permission, do check whether planning permission is required for your proposal as certain restrictions apply in some parts of the borough, such those covered by Article 4 Directions.
- Visibility at the entrance to a drive is important in road safety terms, especially for pedestrians passing your house. A fence or wall on a side boundary can easily obstruct visibility to your drive, or your neighbours;
- The use of good-quality materials will greatly improve the appearance of the fence or wall. A structure of utilitarian appearance, especially at the front, will spoil the look of the house;
- The height of a wall or fence or existing walls or fences can affect whether planning permission is required. You should seek to ensure any boundary treatment reflects that existing in the vicinity of the site. Walls and fences that are higher than those in the locality, or constructed of different materials, tend to appear more prominent and incompatible in the streetscene, and can affect the character of the area.
- Hedges are very attractive garden features if properly cared for. If they are allowed to get out of control they can become unsightly and a nuisance to neighbours and passers-by on the street. Neighbours can cut back growth overhanging their land, and the Council can take action against a householder under the Highways Act, 1980, if a highway (including a footpath) is obstructed by an overgrown hedge.

In some cases, property owners may wish to remove sections of boundary walls and create vehicle crossovers from the road to create more parking space. Further advice on the creation of crossovers is available within a separate Supplementary Planning Document, SPD8 – Crossovers.

### **Satellite Dishes and Other Antennas**

For residential houses outside Conservation areas, the following installations are generally permitted without the need for planning permission. In all cases the installation should seek to minimise the effect on the external appearance of the building.

- Only 1 antenna is permitted on the house or within its grounds
- The size of the antennas is restricted to :

- up to 45cm in any dimension on a chimney
  - up to 90cm in any dimension within the grounds of a house on Article 1(4) land, other than on a chimney
  - up to 70cm in any other case
- The height/location of antennas is restricted:
    - no antenna should protrude above the height of the roof, if to be installed on the roof,
    - if the premises has a protruding chimney, no antenna may protrude higher than any part of the chimney

In Conservation Areas, there are further restrictions. No antenna should be installed:

- on a chimney
- on a building which exceeds 15m in height
- on a wall/roof slope which fronts a highway

You are advised to seek further advice from Development Control (see Section 14) relating to your detailed proposal if you wish to progress with the installation of a satellite dish/antenna.

## 12.0 Development in Conservation Areas

Development in Conservation Areas is subject to greater control than other development. For extensions to houses and flats within Conservation Areas, areas covered by an Article 4 Direction, or Listed Buildings, a higher standard of design will be required. In these cases, it is essential that any extension is designed in accordance with the requirements of this SPD and policies 4.6, (Statutory Listed Buildings), 4.7 (Locally Listed Buildings, Buildings with Façade Value and Incidental Features), and 4.8 (Conservation Areas) of the UDP.

Please contact a Conservation Officer on 020 8825 6600 to find out whether your property is Listed or Locally Listed, or in a Conservation Area, or for further advice.

A Conservation Area is an area “of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance”. (Planning (Listed Buildings and Conservation Areas) Act 1990). Applications for extensions in Conservation Areas will be judged against whether or not the character or appearance of that building, front or back, will be improved or at least preserved.

There are 29 Conservation Areas in the Borough. Three of these - Brentham Garden Estate, Hanger Hill Garden Estate and the Hanger Hill (Haymills) Estate - have had extra controls applied to them, called Article 4 Directions. These mean that most types of work to a house in one of these areas will require planning permission, and detailed guidelines have been published indicating what is likely to be given permission.

In most cases it will be possible to extend or alter houses in Conservation Areas, though what is allowed may be more restricted. Firstly, the size and design of the property will dictate the size and scale of extensions to the rear, side or roof, because they will need to form a logical extension of the existing house. Secondly, the new development will need to reflect the character of the surrounding area in terms of its detailed design and materials.

The following are general guidelines to consider when planning an extension to a house in a Conservation Area:

### **Side Extensions**

- Ground *and* first floor side extensions should be set back a metre or so from the front of the original house, sometimes more depending on the design of the side elevation.
- In most cases there should be a gap of about a metre between a side extension and the side boundary.

- The width of a side extension should be in proportion to the width of the main house, usually no more than about a half or a third of the width, depending on the design.

### **Rear Extensions**

- If the house is rectangular in shape, extensions should not usually be built across the full width of the house, or wrap around the back and side.
- If it is 'L' shaped, it may be possible to infill the shape with a conservatory, depending on the relationship with the neighbouring property. It should, however, be set back around 500mm from the end of the projecting wing, and not involve the total removal of the back or side walls of the house.
- Three metres depth is normally appropriate for rear extensions. It may be possible to extend further out, depending on the size of the existing house, its relationship with the neighbouring property, and the acceptability of the roof pitch.
- It will usually be appropriate to build a pitched roof. The angle of the slope will be dictated by the requirements of the tile or slate needed to match the main roof. It is very important to copy the eaves details of the main house, for example if they have boxed gutters, open rafter ends, splays, etc.
- Sometimes flat roofed extensions can be appropriate, again depending on the character of the main house. Flat roofs should be completed with parapets on all sides, finished with tile creasing and brick on edge. Good modern designs may be acceptable, examples that have been approved include glazed, or frameless structures, which allow a view through to the rear of the house from behind.
- Window detail in new extensions should match original window detail in their proportions, design and materials. If sliding sashes are part of the character of the building, then sliding sashes will usually be appropriate for side, rear or roof extensions. Window frames were traditionally painted white rather than dark-stained.
- The materials used in extensions should match, and tie in with the main house, including brick window heads, sill details, brick plinths, red brick quoins on the corners, etc.

### **Roof Extensions**

- Tiles/slates should match the original roof in type, material and colour. Interlocking tiles are not usually appropriate. Chimneys, particularly on the side walls, are very important to the overall character of a house, and should be retained.
- Dormer windows will usually be acceptable on the rear roof slopes, but only very rarely on the front or side.

- Dormer windows should be of traditional design. Usually flat roofed dormers will be most appropriate in smaller or shallower roofs, to allow 500mm to the ridge, valleys and hips.
- Roof lights will usually also be acceptable on the rear roof slopes, and may also be acceptable on the sides. They should be 'conservation roof lights' (double or single glazed) which lie flat in the roof.

### **Windows and Doors**

- Planning permission is only needed for window and door replacements in the three conservation areas with Article 4 Directions. However, it can greatly enhance a house to repair, or re-instate, traditional timber window frames and doors. Poor replacements can seriously harm the character and appearance of the house, and the Conservation Area as a whole.
- In some Conservation Areas, the original window frames were metal, sometimes with leaded lights. These can be replaced with metal windows, and some companies offer good double-glazed replacement windows.

### **Porches**

- Porches are difficult to add successfully. In some Conservation Areas, it is difficult to add one at all, particularly where there are recessed doorways, door hoods, or open tiled canopies. In other situations, the design of the porch will need to reflect the character and appearance of the house.

### **Garden Buildings**

- Garden buildings should be small scale, and sited discreetly. Take care not to locate them too near trees. Garden buildings should be appropriate for garden uses, and comprise a single modest-sized room. Timber is the most appropriate construction material to ensure that the building blends into the landscape.

### **Front Boundary Walls**

- Front boundaries are generally very important to the character and appearance of the Conservation Area. Where hedges and fences are part of the original streetscene they should be retained to maintain the local character. Many walls and piers survive from original Victorian developments and need to be maintained.
- If the front garden is sufficiently large, and it is safe to allow an access, it may be possible to have an off street parking space. This will depend on whether it is possible to retain most of the front boundary, together with at least part of the front garden, in order to maintain the setting of the building and to permit rainwater drainage.

## **Satellite Dishes**

These should be under 90cm in diameter, of a colour to blend in with the house, and sited at the rear of the property and as discreetly as possible.

## **Further Advice**

Detailed advice on Conservation Areas can be found in the relevant Conservation Area Design Guides and Appraisals. These are available from the main reception at Perceval House and on the Council website [www.ealing.gov.uk](http://www.ealing.gov.uk).

You will require a separate application for Listed Building Consent if you are proposing any works to a Listed Building. Separate Conservation Area Consent may also be required if your proposal involves demolition.

Further detailed advice on Conservation Areas and Listed Buildings is set out in National Planning Policy Guidance, PPG 15 - Planning and the Historic Environment.

## 13.0 Where to get further information

Further information on the planning process is available from Ealing Council at the Perceval House Customer Service Centre. The following documents may be helpful if you are planning an extension or alteration to your home:

- Planning - A guide for Householders (ODPM)
- SPG 7 - Accessible Ealing (Ealing Council)
- SPG 8 - Safer Ealing (Ealing Council)
- SPG 12 - Greening your home (draft) (Ealing Council)
- SPG 13 - Garden Space (Ealing Council)
- SPD 8 - Crossovers (Ealing Council)

A Duty Planner is available from 8.30am to 5pm every week day to answer questions and provide informal advice in the Customer Service Centre at Perceval House.

## 14.0 Ealing Council Planning Contacts

### **Planning Policy and Development Advice**

Ealing Council  
Perceval House  
14/16 Uxbridge Road  
London  
W5 2HL

020 8825 5428

[planpol@ealing.gov.uk](mailto:planpol@ealing.gov.uk)

[www.ealing.gov.uk/planpol](http://www.ealing.gov.uk/planpol)

### **Planning Services (Development Control)**

Ealing Council  
PO Box 14941  
London  
W5 2YP

020 8825 6600

[planning@ealing.gov.uk](mailto:planning@ealing.gov.uk)

### **Customer Service Centre (Duty Planner)**

Perceval House  
14/16 Uxbridge Road  
Ealing  
W5 2HL

020 8825 5109