

# spd 12

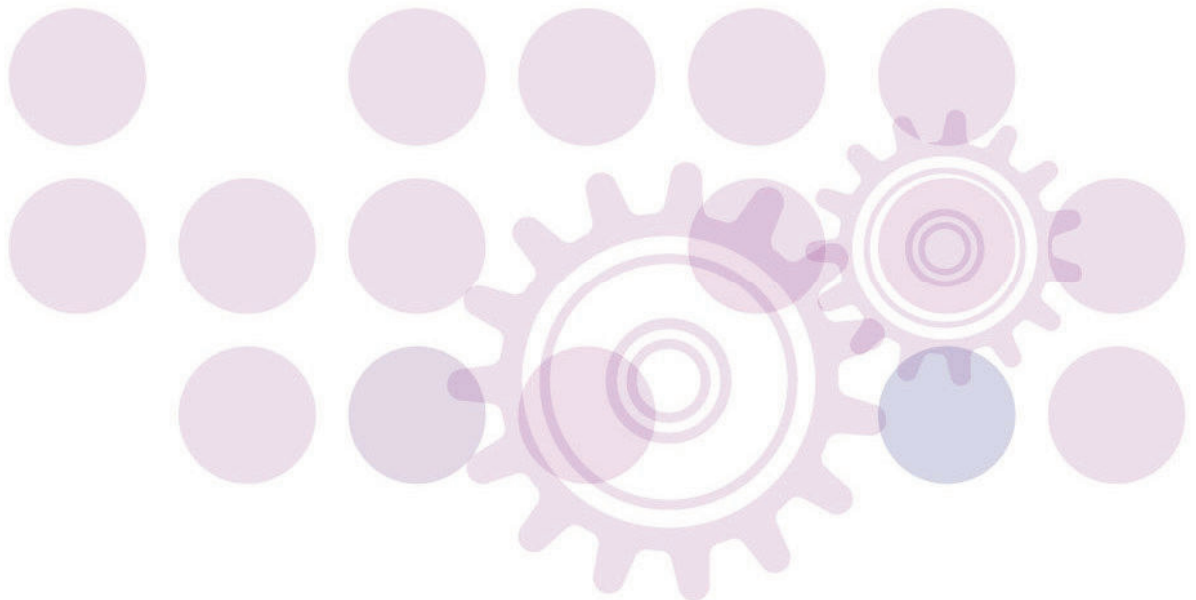
supplementary planning document



*Brighton & Hove City Council Local Development Framework*

Approved for public consultation purposes  
X 2011

# design guide for extensions and alterations





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## 1 Introduction

### What is an SPD?

A Supplementary Planning Document (SPD) is one of the material considerations that can be taken into account when determining a planning application. It is intended to elaborate upon policies in the Development Plan, in this instance the 'saved' policies in the adopted Brighton and Hove Local Plan. This SPD is one of a series produced by Brighton & Hove City Council and **will be** subject to a period of formal consultation prior to adoption as a formal planning document.

This draft SPD was approved for public consultation purposes by the Planning, Employment, Economy and Regeneration Cabinet on xxxxxxx for the purposes of public consultation. It supplements policies QD1, QD2, QD3, QD14, QD27, HE1, HE3, HE6 and HE10 of the saved Brighton & Hove Local Plan 2005.

### What is the purpose of this SPD?

The general purpose of this Supplementary Planning Document is to provide detailed design guidance for extensions and alterations to residential buildings, be it houses, flats or maisonettes. It is also to be used as a design guide for extensions and alterations to commercial buildings of a traditional domestic appearance, but not large scale purpose-built modern commercial buildings<sup>1</sup> - these will instead be considered on a case-by-case basis outside of the guidance contained within this document.

**The design guidance does not detail whether planning permission is required or not** (see Appendix B for more information on where to get advice on whether planning permission is required), but instead sets out broad principles that will be used to guide and assess the most common forms of development. It is not intended to be an exhaustive document therefore if a particular development type is not covered specifically by this guidance, applicants are advised to contact the Council for further pre-application guidance.

The document is intended for use by prospective applicants, agents, architects, members of the public with interest in an application, elected Members of the Council, and other decision-making bodies. For applicants, agents and architects it should be read prior to the submission of a planning application, or prior to seeking more formal pre-application advice from an officer of the Council. For members of the public with an interest in a planning application, this document provides design guidance on the criteria planning applications will be determined against, and should be read prior to the submission of any formal representation.

Nb please note that currently some areas of the Brighton and Hove administrative area fall within the South Downs National Park and may be subject to tighter policy restrictions.

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<sup>1</sup> Purpose-built modern commercial buildings are defined as large modern style buildings constructed after 1945 for the sole purpose of accommodating commercial businesses. This applies to buildings that have subsequently been converted into residential accommodation either part or in full.



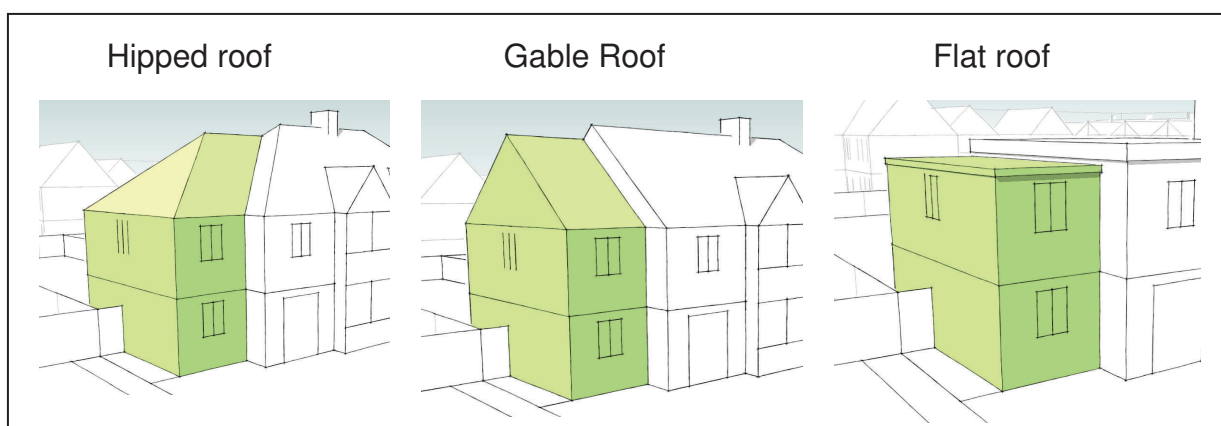
## 2 Core Design Guidance

All planning applications are decided on their own merits, based on policies contained in the current 'development plan', as well as reflecting current government legislation, policy and guidance. The key design principles below underlie the detailed advice found throughout this guide, and are applicable for all forms of extensions and alterations.

### Design and Appearance

The character of the building and its setting should influence the design of any extension or alteration. As a general rule, extensions should not dominate or detract from the original building or the character of an area, but should instead play a subordinate 'supporting role'. All extensions should therefore respect the design, scale and proportions of the host building, and should not normally have a footprint greater than 50% of the original building in order to avoid the overdevelopment of sites. Design elements which should be considered include:

- The materials, design and detailing used for the original property, including window materials and proportions;
- The relationship with adjoining properties, including the building line, orientation, and the slope of the site;
- The pitch, shape and materials of the original roof, including the presence of original dormers and chimneys.



### Impact on neighbours

Inappropriately scaled and designed extensions have the potential to be overbearing and harmful to the amenities of neighbouring properties, by way of overshadowing, loss of daylight, sunlight and privacy, and oppression to outlook. In certain circumstances the addition of a balcony or roof terrace may also result in noise disturbance. In assessing amenity harm, particular consideration will be had to the impact of an extension on light and outlook to the principal windows<sup>2</sup> within neighbouring buildings, and to the private amenity areas directly to the rear of neighbouring properties.

<sup>2</sup> Principal windows are defined as the windows that provide the main source of light and outlook to the main living rooms within a building, including dining rooms, kitchens and bedrooms. Windows to bathrooms, utility rooms, hallways and garages are not considered to be principal windows for the purposes of this document.



- Extensions should not be so large as to result in the excessive overshadowing or overlooking of neighbouring properties; this may include in some cases an increased perception of overlooking. Such harm is particularly likely when the area is formed of residential flats.
- The orientation of a development and/or the topography of the site may result in extensions having a greater than normal impact on the amenity of neighbouring buildings.
- In certain circumstances where the extension proposed is very large or set within a tight urban grain, a daylight/sunlight assessment may need to be submitted with any application.
- Balconies and roof terraces should be discretely located so as to avoid overlooking and noise disturbance to adjacent properties.

### Trees

Trees in close proximity to a proposed extension may be specially protected by Tree Preservation Orders or protected from felling and heavy pruning by virtue of being in a Conservation Area. It is advisable to check with the Council first if you intend to remove or undertake works to a tree to accommodate an extension.

## **Preliminary advice: Conservation Areas, Buildings of Local Interest and Listed Buildings**

### Conservation Areas and Buildings of Local Interest

Within Conservation Areas and on Buildings of Local Interest, greater attention will be had to the scale, form, layout, design and detailing of any extension or alteration and its relationship with the host building and general character of the area. Applicants will be expected to demonstrate through their designs that their proposal would preserve and enhance the appearance of the building and Conservation Area as a whole, utilising high quality materials and finishes to compliment those of the host building. A street directory of all Conservation Areas within the City can be found at <http://www.brighton-hove.gov.uk/index.cfm?request=c1001585>.

### Listed Buildings

Brighton and Hove has over 3,600 buildings listed as being of special architectural or historic interest. The listing applies to the whole property, both inside and out, and includes all facades (even those not visible from the street), its interior, boundary walls or railings and any object or structure fixed to the building or within its grounds. All interior features such as room layouts, staircases, doors, doorcases, wall panelling, fireplaces and decorative ceilings are also listed and therefore cannot be removed or altered without consent. Where a building is listed, formal 'Listed Building Consent' is required from the Council for any works that would affect its special character, alongside an application for planning permission (if required).

Proposals for extensions and/or alterations to listed buildings will be expected to show an exceptional level of design and detailing, and demonstrate that the special architectural or historic interest of the original building would not be harmed. A directory of all Listed Buildings within the City can be found at <http://www.brighton-hove.gov.uk/index.cfm?request=c1001398>



### 3 Design Guidance for Extensions and Alterations

The following chapter is primarily directed towards non-listed buildings outside of Conservation Areas, however its general principles apply to all building types. Chapter 4 provides additional and more detailed guidance for extensions and alterations to Listed Buildings, Buildings of Local Interest, and historic buildings within Conservation Areas, and should be read in conjunction with this chapter.

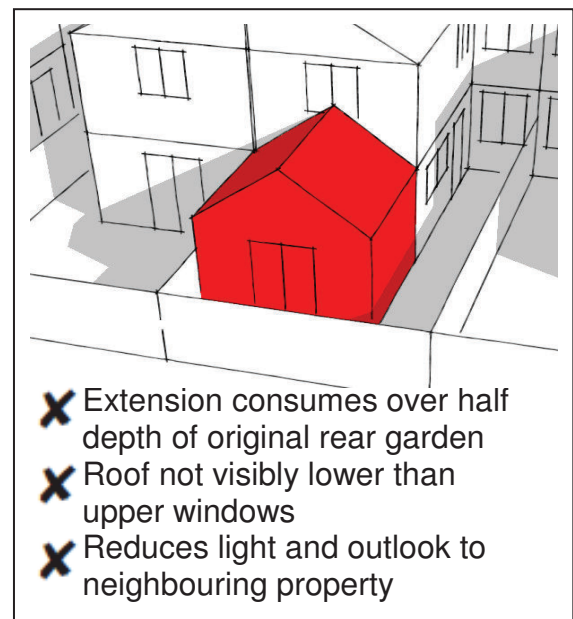
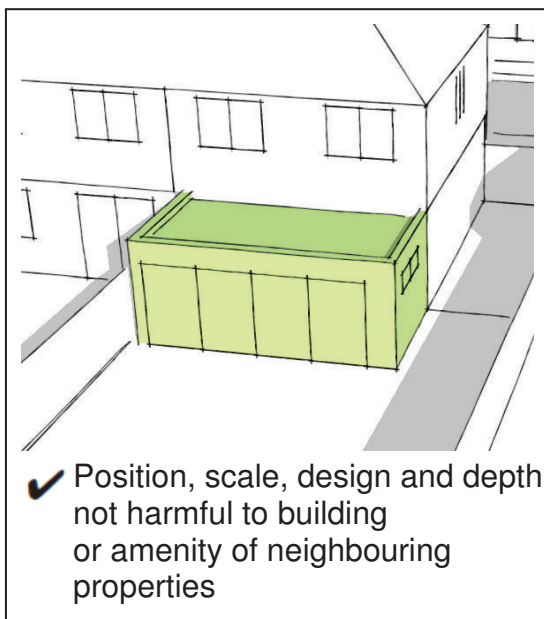
#### 3.1 Rear extensions (including Conservatories)

Rear extensions, if excessively large and poorly designed, can be harmful to the appearance of the building, can reduce useable garden space for existing and future residents, and can be overbearing for neighbours, reducing their daylight and/or outlook.

#### Single Storey Rear Extensions

##### Design principles:

- Extensions should not consume more than half the depth of the original rear garden/yard and should generally be no greater than 3m in depth in the case of semi-detached and terraced properties, and 4m in the case of detached properties. Larger extensions may be acceptable where it can be demonstrated that no harm to amenity would result (the 45° rule will be used to assess this- see Appendix A).
- Materials should compliment those of the main building.
- Where a pitched roof is proposed, the ridge height must be visibly lower than the cill of the first floor windows.
- Extensions should not overshadow or have an overbearing or enclosing affect on adjacent properties by way of their height or depth.
- Where side-facing windows are required for light, they should generally be high level or obscurely glazed to prevent the overlooking of neighbouring properties.



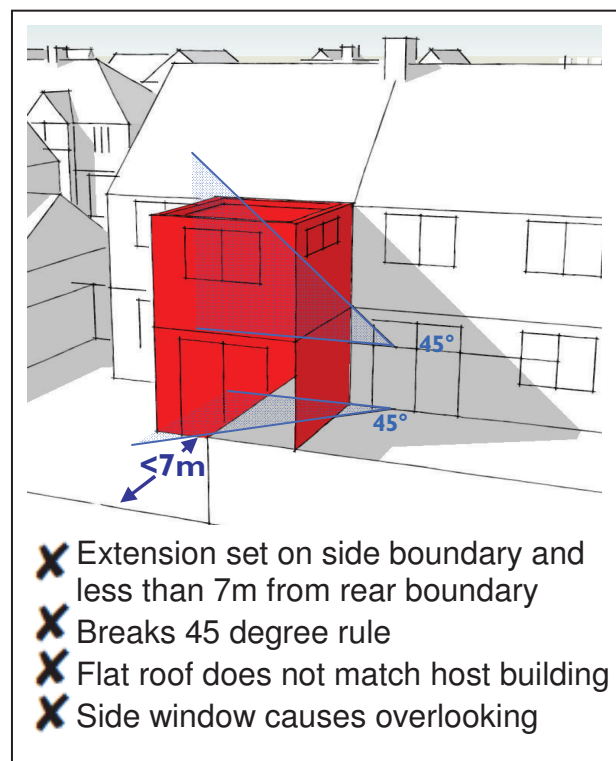
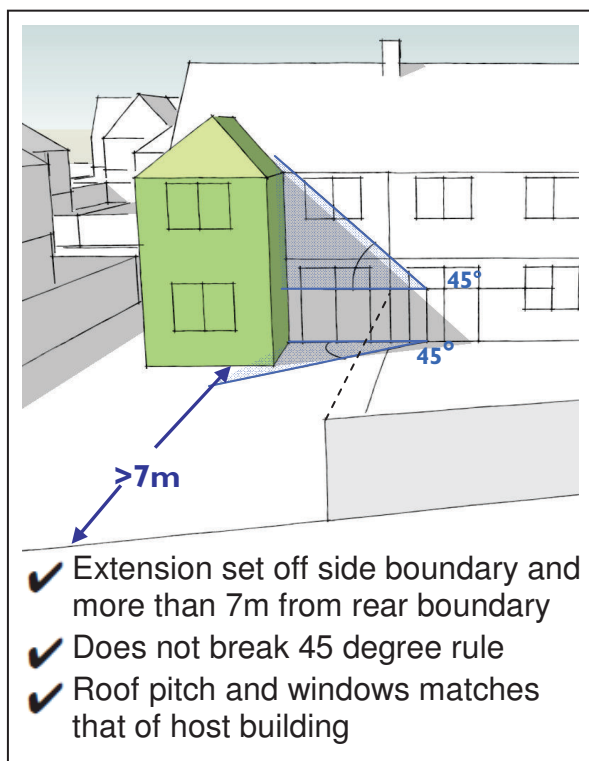


### Two (or more) Storey Rear Extensions

The extra height and bulk of a two or more storey extension compared to a single storey structure can exacerbate problems of overlooking, overshadowing, loss of light and a general sense of enclosure to neighbouring properties. The additional height also gives the extension greater prominence in the neighbourhood and is more likely to look out of place than a single storey extension if not designed correctly.

#### Design principles:

- Two storey (or more) rear extensions should sit within, and not replace, the boundary wall/fence. Two storey (or more) extensions to terraced properties will generally be unacceptable owing to their close proximity to neighbouring properties and windows.
- The roof form and pitch should reflect that of the host building, and should be set lower than the main ridge of the building. Flat roofs are generally unacceptable unless the host building has a flat roof.
- Materials and detailing should match that of the main building.
- Window design positioning and method of opening should match that of the main building. Side-facing windows should generally be avoided however where windows are required for light, they should either be high level or obscurely glazed and fixed shut to prevent overlooking.
- All two storey (or more) extensions should comply with the 45° rule both extending to the rear and upwards (see Appendix A).
- A minimum separation of 7m should normally be retained to the rear boundary of the property, and 14m to the nearest facing residential window.



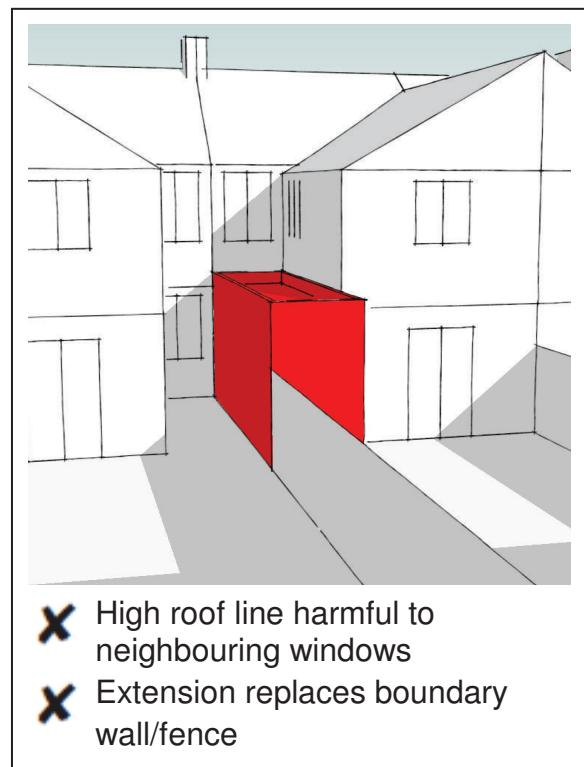
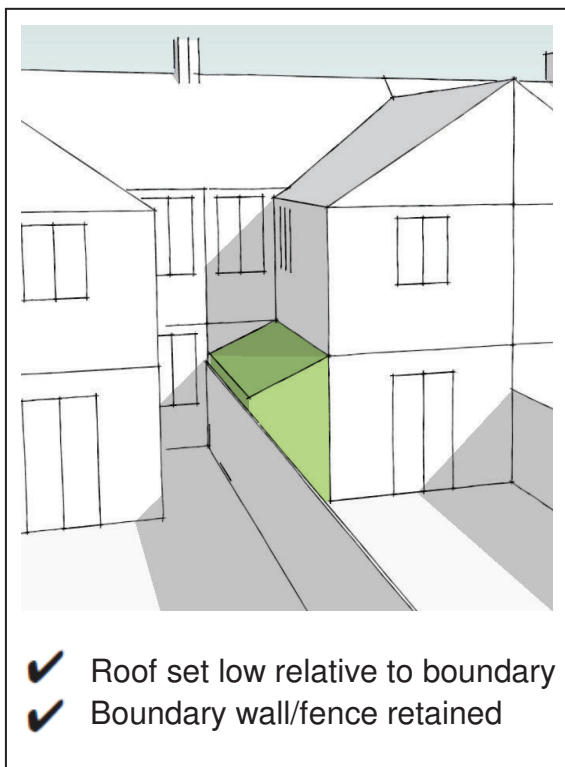


### Infill Extensions

Many terraced and some semi-detached buildings are L shaped, because the main building was originally designed with a rear extension (commonly referred to as an 'outrigger'). For proposals to infill the garden/yard area to one side of the rear extension/outrigger, occupiers of neighbouring properties can be particularly susceptible to an increased sense of enclosure and loss of light.

#### Design Principles

- Materials should compliment those of the main building.
- Infill extensions should sit within, and not replace, the boundary wall/fence.
- Infill extensions should not extend beyond the rear wall of the outrigger, unless it can be demonstrated that it would not harm the amenities of the adjacent building.
- The bulk of the extension alongside the shared boundary should be kept to a minimum. The optimum design solution is for the extension to have a sloping roof, with the eaves alongside the shared boundary kept as low as is possible.
- Extensions with a parapet roof are generally inappropriate and can result in greatest amenity harm due to their additional height.
- An infill extension should not have an overbearing impact or cause adjacent properties to be excessively overshadowed or enclosed.







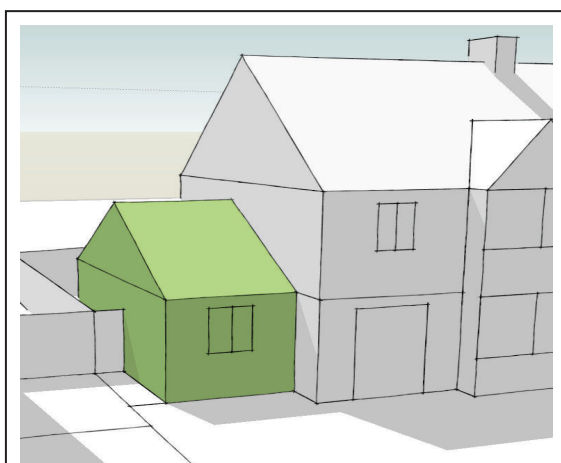
### 3.2 Side Extensions

Side extensions, if poorly designed, can harm the appearance of the streetscene by excessively infilling the rhythm of spaces between buildings to create a 'terracing' effect, removing the continuity within a streetscene, or by over-extending buildings in a disproportionate and unbalanced manner.

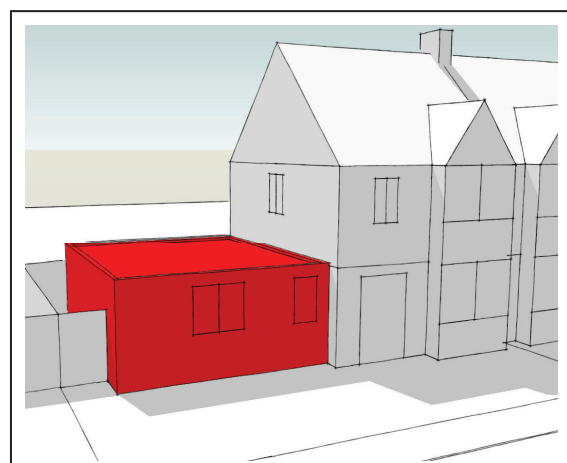
#### Single Storey Side Extensions

##### Design Principles:

- The extension should be no wider than half the frontage width of the host building, in order to avoid dominating the original building and appearing overly prominent within the streetscene.
- Side extensions should be set back from the front of the host building by a minimum 0.5m and reflect the proportions and detailing of the building.
- The design, detailing, window sizes and proportions, style and method of opening, and materials used in the extension should match exactly those of the main building to ensure a continuity of appearance and to avoid harm to the rhythm of the street scene.
- Side windows should generally be avoided unless it can be demonstrated that they would not result in overlooking of neighbouring properties.
- The roof form and pitch of the extension should match that of the main building, however in some cases flat roofs may be permitted on extensions that are recessed considerably from the front elevation of the building. In such cases the flat roof should normally be concealed by a parapet wall.
- Dummy or 'false' pitched roofs, whereby a small pitched roof is placed at the front of the extension concealing a flat roof behind, would only generally be considered appropriate in locations where they are not clearly visible in side views.



- ✓ Side extension subordinate to host building and set off side boundary
- ✓ Roof matches that of host building
- ✓ Window matches those of host building



- ✗ Extension excessively wide in comparison to host building
- ✗ Windows not in keeping with host building
- ✗ Large expanse of wall creates bland frontage



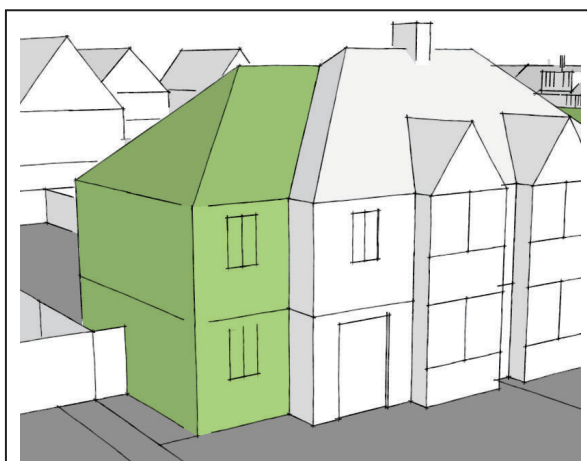
### Two (or more) Storey Side Extensions

Two (or more) storey side extensions can have a greater dominance in the street scene therefore greater care has to be taken to ensure that they assimilate well with the host building and streetscene.

The space between detached or semi-detached buildings in which the extension would sit is usually an important component of the character of the street. The sense of space can be lost if adjacent property owners seek to build two storey extensions which join up, or have an insufficient gap so as to appear joined in longer street views. This can result in a 'terraced' appearance that changes the rhythm of buildings along the street and closes up the spaces. It can be prevented by ensuring sufficient gaps are retained between buildings by both limiting the width of extensions and lowering their height.

#### Design principles:

- Two or more storey side extensions should be subservient to their host building and generally set back from the frontage and main ridge line by at least 0.5 metre with a width no greater than half the frontage width of the main building.
- A minimum 1m gap should be left between the site boundary and the extension. In certain streetscenes a greater separation will be required where the properties are located in more spacious plots.
- The roof form and pitch should reflect that of the host building so that the extension blends with the character of the building. Flat roofs are generally unacceptable unless the host building has a flat roof.
- The design, detailing, window sizes proportions, style and method of opening, and materials should match exactly those of the main building to ensure a continuity of appearance and to avoid harm to the rhythm of the streetscene.
- Side windows should generally be avoided unless it can be demonstrated that they would not result in overlooking of neighbouring properties.



- ✓ Extension subordinate to host building and set 1m off boundary
- ✓ Roof pitch matches host building
- ✓ Eaves line aligns with host building
- ✓ Windows match host building



- ✗ Extension subordinate to host but not set 1m off boundary
- ✗ Roof fails to match host building
- ✗ Windows fail to match those of host building

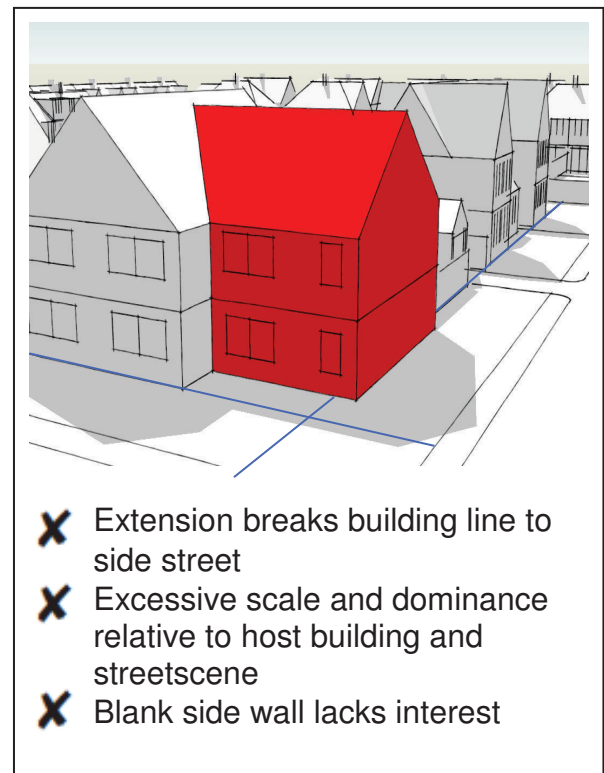
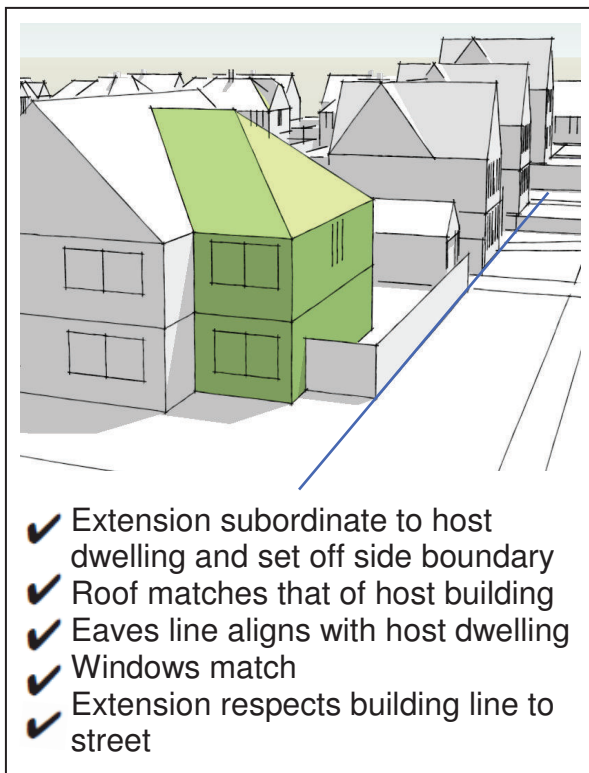


### Extensions on Corner Plots

Extensions to properties on corner plots may be regarded as rear and/or side extensions. It is important to present an interesting frontage to both of the streets

#### Design Principles:

- The general guidance for side extensions set out in section 3.2 remains applicable to corner plot extensions.
- Corner plot extensions should respect the building line to both streets, and be set within existing boundary treatments.
- A sufficient gap should be left between the extension and the boundary of the site so as not to appear intrusive in the street scene. Two storey extensions will be expected to retain a greater separation to the boundary than single storey. extensions to avoid being excessively cramped within the plot and dominant within the streetscene.
- The insertion of windows in the side elevation adds interest to the street scene and can prevent an otherwise featureless elevation.



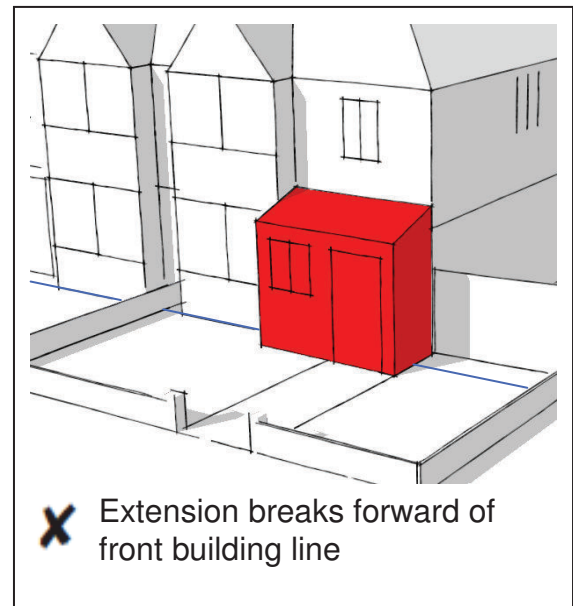
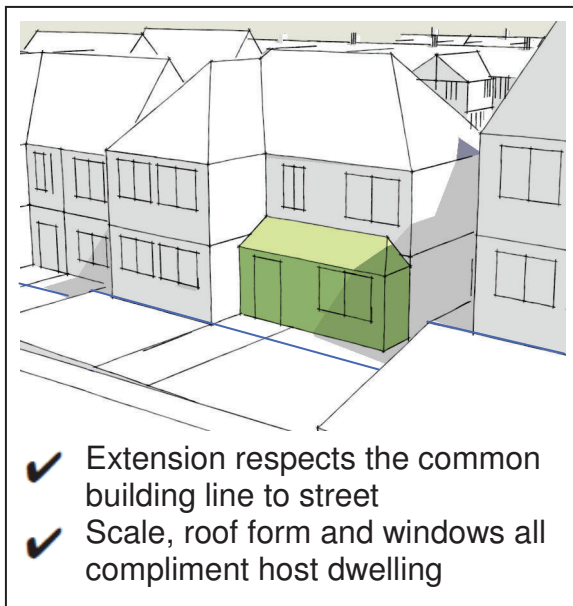


### 3.3 Front Extensions and Porches

All front extensions will be highly visible in the street scene therefore particular care should be taken to ensure they do not detract from the original appearance of the property, or the character of the street.

#### Design principles:

- Front extensions to semi-detached and terraced properties will be considered generally unacceptable as they would disrupt the building line and continuity of the streetscene.
- On detached properties, a front extension should respect the building line of the street and should be of a scale that does not dominate the building.
- The roof pitch of the extension should be at the same pitch as the original building so that the extension blends with the character of the building.
- The design, detailing, windows and materials should match exactly those of the main building to ensure a continuity of appearance and to avoid harm to the rhythm of the streetscene.
- A small porch is generally acceptable provided it does not compete with other architectural features on the building, for example by cutting across an adjacent bay window.







### 3.4 Replacement Windows

Poor window design and placement can disrupt the general appearance of buildings and the rhythm of the streetscene, particularly on larger and more historic buildings where the continuity of fenestration is a key design element. On large blocks of flats, inconsistent window patterns can be harmful to the continuity of the building. The Council will seek to retain continuity and consistency to the appearance of buildings, and return continuity in incidences where previous alterations have been harmful to the appearance of the building.

#### Design principles:

- Outside conservation areas, replacement windows in uniform blocks of flats should match those of the host building in scale, design, material finish and opening arrangement. On terraces and semi-detached buildings, priority may be given to following the predominant window form, opening arrangement and materials within the streetscene.
- Within conservation areas, plastic or aluminium windows will not be acceptable on elevations visible from the street where the original windows were designed to be timber. Further guidance on fenestration within conservation areas can be found within SPD09 Architectural Features, and this will be used to guide decision making.
- New windows should align with other windows on the building where possible, with their scale and proportions relating to the architectural hierarchy of the building.





### 3.5 Roof Extensions and Alterations

#### Roof Extensions, Additional Storeys and Dormer Windows

Poorly designed or excessively bulky additions to the roofs of buildings can seriously harm the appearance of the property and the continuity of streetscapes.

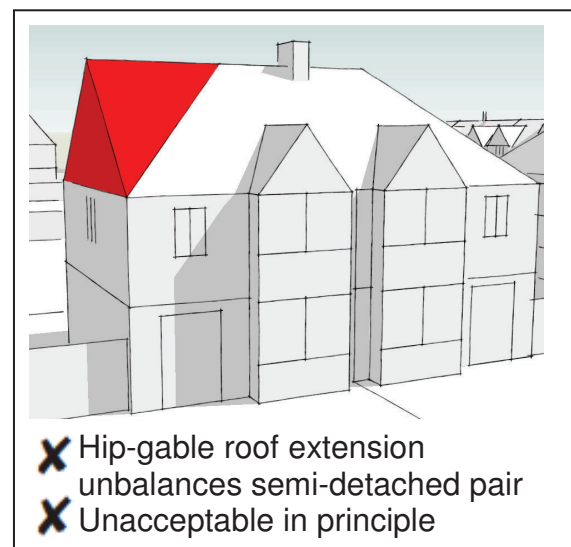
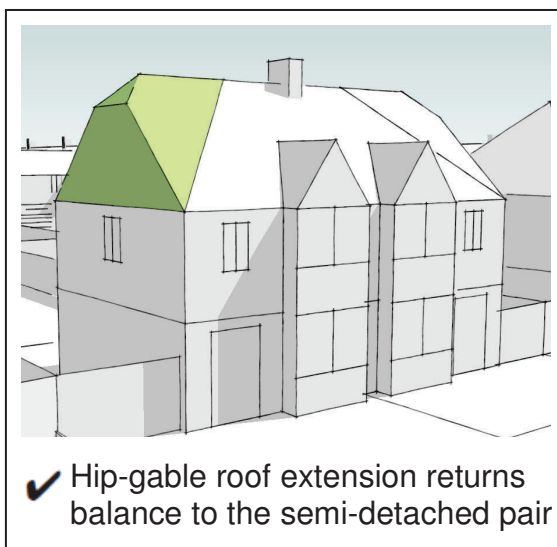
Many streets in Brighton and Hove are composed of uniform terraces where roof alterations would break up the unity of their design. Similarly, where there is a uniform group of semi-detached or detached buildings, alterations to one or two buildings could stand out and spoil the group. The presence of a small number of inappropriate roof alterations in the street will not be accepted as evidence of an established precedent.

Roof extensions, dormers and rooflights must respect the particular character of the building and be carefully related to it. Over-wide dormers or flat roofed extensions built from the walls of the original building can harm the appearance of the building and spoil the look of the whole street. Some roof spaces, because of their shallow pitch, will be unsuitable for conversion to habitable accommodation.

#### Design principles:

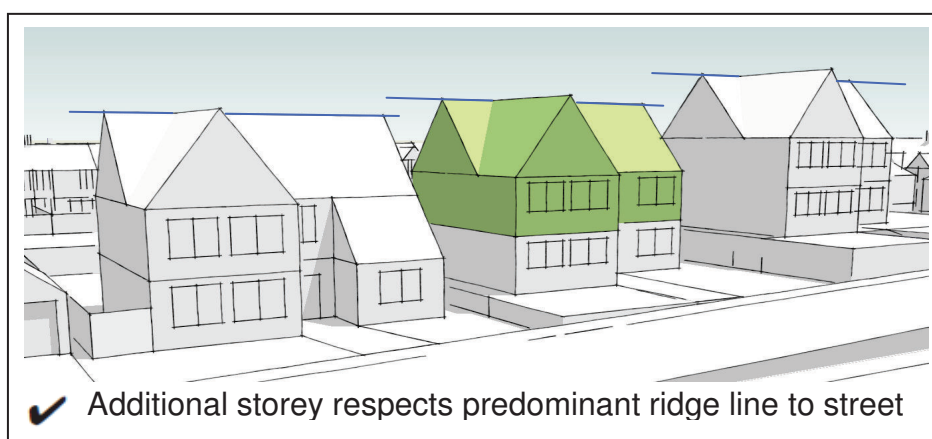
##### Roof extensions and additional storeys:

- Where a street has developed with buildings of varying height and scale, and where a varied roof-line is an important aspect of its character, this should be respected, and any tendency to level up buildings to a uniform height, will be resisted.
- Roof extensions that alter the basic shape of the roof, for example, from a hip to a gable end on a semi-detached house, will be unacceptable where they would result in an imbalance between the semi-detached pair and create a visually heavy roof to one half.
- Where one half of a semi-detached pair of houses has been altered and this has created an imbalance, a well designed alteration that returns a degree of symmetry to the pair may be acceptable. Materials should match exactly those of the main building.





- Additional storeys may be permitted on detached properties where they respect the scale, continuity, roofline and general appearance of the streetscene, including its topography. Additional storeys should respect the design and materials of the host building and should not have a harmful impact on the amenities of adjacent residents. Additional storeys that raise a property above those adjacent will not be permitted.
- Additional storeys will generally be considered unacceptable in conservation areas and on attached properties unless it can be demonstrated that they would not be harmful to the continuity of the streetscene or the appearance of the property.
- For further guidance on major roof enlargements, including how to set out mansard and gambrel roof forms, see Appendix B.



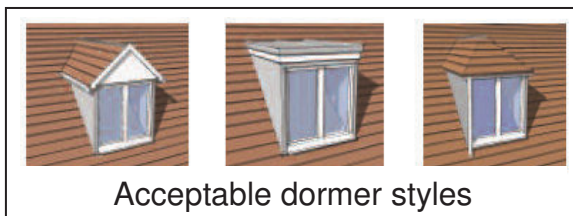
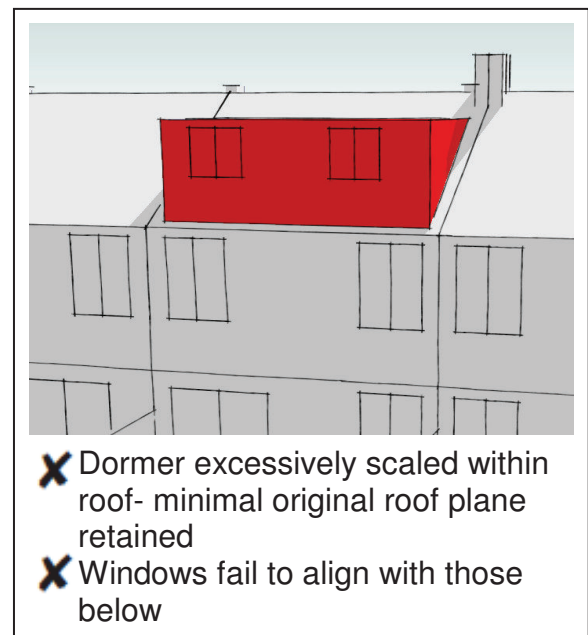
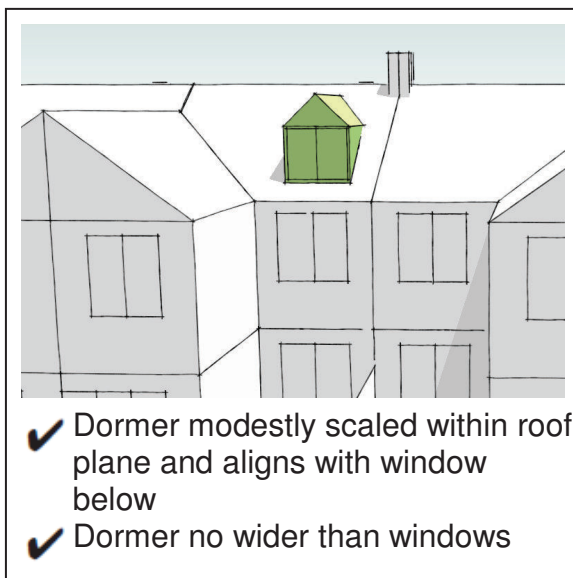
#### Dormers:

- In uniform terraces and streets of uniform character roof extensions or new dormers will not be permitted on front roof slopes, or other prominent elevations of a building in a uniform group. Where the terrace or group was built with dormers, these original features should not be removed or altered.
- Where a terrace or group was originally designed without roof extensions or dormers, but over the years a majority of the buildings now have them, new extensions and dormers may be acceptable. The Council will seek to recreate some sense of unity and coherence to the terrace or group of buildings- this may in isolated instances entail a more flexible approach to the guidance prescribed below.
- Box dormers constructed using the full width of the roof are an inappropriate design solution and will not be permitted as they give the appearance of an extra storey on top of the building.
- Dormer windows should instead appear as a small addition to the roof, set well within the roof space and well off the sides, ridge and eaves of the roof. The supporting structure for the dormer window should be only nominally wider than the window itself to avoid a “heavy” appearance, whilst the dormer itself should generally be no wider than the windows below. There should be no large areas of cladding either side of the window or below it.



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- Dormer windows should normally align with the windows below however in certain cases it may be preferable for dormers to be positioned on the centre line of the building or the centre line of the space between the windows below.
- Materials should generally match those of the existing roof, however in certain incidences on more historic buildings lead lining will be preferable to tile hanging.
- Window placement and style should reflect the character of the original building and should relate to the scale and proportions of the windows below, aligning with the windows on the floor below where possible.
- Dormers should not result in a significant loss of privacy to adjoining premises. Such loss of privacy can result if a dormer is to be inserted into the side of a roof and would directly face windows to the neighbouring property.
- Balconies within dormers will generally not be permitted as they would likely afford significant overlooking concerns.







## Roof lights

Multiple roof lights arranged in a haphazard fashion can clutter a roof and have a harmful impact on a streetscene.

### Design Principles:

- Roof lights should be kept as few and as small as possible and should relate well to the scale and proportions of the elevation below, including aligning with windows where possible or centring on the spaces between them where appropriate. Irregular sizes and positioning should be avoided.
- In Conservation Areas, rooflights should be located discretely such that they are not readily visible from the street. As with dormer windows where the majority of buildings in a terrace or group of buildings in a Conservation Area now have rooflights on the front roof slopes a single small rooflight may be acceptable, provided that it conforms with the detailed design criteria set out in this document.
- Where roof lights are acceptable in Conservation Areas they must:-
  - lie flush with the roof covering;
  - be of traditional proportions, design and construction; and
  - should normally have slim steel or cast iron frames. Aluminium and plastic frames are generally too bulky to be appropriate.



## Satellite Dishes

Satellite dishes add to visual clutter that detracts from the appearance of buildings if located in prominently visible positions. Cumulatively they have a harmful effect on the street scene, especially if located on front elevations. They should be installed in such a way as to minimise their impact on the appearance of the building and the street scene.

### Design Principles:

- Satellite dishes should be sited in the most unobtrusive position possible. They should not be located on walls, chimneys or roofs visible from the street, and should instead be hidden as far as possible on rear facades, and kept as low as possible. The Council will refuse permission for satellite dishes or other aerials where they adversely affect the appearance and character of the building, particularly within Conservation Areas.
- Where it is not possible to find an acceptable location for a satellite antenna or other obtrusive aerial on the building, alternatives such as a separate rear garden ground level, or cable TV and terrestrial services may have to be considered.
- Multiple dishes should be avoided and where more than one connection is needed a communal dish should be installed.
- Dark mesh dishes will usually be preferable on brick buildings rather than solid dishes, whilst on light rendered properties dishes should match the building's paint colour. Connecting cabling should not be run up walls or roof slopes fronting streets but instead should be run internally or up the rear wall in discrete positions and be coloured or painted to match the background or chased into rendered walls.



### Solar Panels

Solar panels generally have a much greater visual impact on a building or street scene than a traditional rooflight as they are bulkier, have a greater area, and often protrude further beyond the plane of a roof. This can have a significantly harmful effect on the character and appearance of the host building. Occasionally solar panels can be installed as an integral part of the roof and lie flush with its roof surface, whilst photovoltaic artificial slates and tiles are available that have a similar reduced impact. Modern roofing membranes are also available with integral photovoltaic cells, which are suited to modern flat roofed buildings in need of reroofing.

#### Design Principles:

- Solar panels on street elevations should be avoided where possible and located in the most unobtrusive manner possible, particularly within Conservation Areas.
- Roof membrane systems incorporating photovoltaic cells laid on flat roofs of buildings are normally acceptable on non-listed buildings, or where it would not result in the loss of visible lead cladding on a building in a Conservation Area.
- Solar panels mounted at an angle on supporting frames on flat roofs should not rise above the level of surrounding parapet walls, particularly within Conservation Areas.

### Balconies, Roof Terraces and Raised Decks

Balconies, roof terraces or raised decks can affect a neighbour's privacy if they are located where it is possible to look into gardens or bedroom windows that were previously largely private. Such alterations may also result in noise disturbance, particularly to nearby bedroom windows, and can be harmful to the appearance of a building. Careful consideration of the location and design of any roof top balcony is needed to avoid this problem.

#### Design principles:

- Roof terraces, balconies and raised decks will generally be considered unacceptable to the front of buildings and other prominent locations visible from the street because of their negative impact on the appearance of the building and streetscape.
- Balconies on terraced and semi-detached properties (including flats) will be generally considered unacceptable as they would result in significant overlooking and noise disturbance issues.
- Excessively large decks or decks that cover the whole of a small rear garden should be avoided. No area of decking should cover more than 50% of the rear garden area.
- The additional height of a deck above the ground should not result in the overlooking of neighbouring gardens and windows.



Balcony has resulted in an unacceptable degree of overlooking



### 3.6 Other Structures: Residential Annexes, Detached Garages, Outbuildings, Boundary Walls, and Hardstandings

Detached outbuildings can have a cluttering and visually harmful affect on a neighbourhood if they are excessively scaled or not sited sympathetically. Such buildings should be located in the rear garden or down the side of the main building where they have less visual impact. Tall boundary walls or gardens covered by hardstandings can be harmful to the streetscene, particularly so in uniform streets and in Conservation Areas.

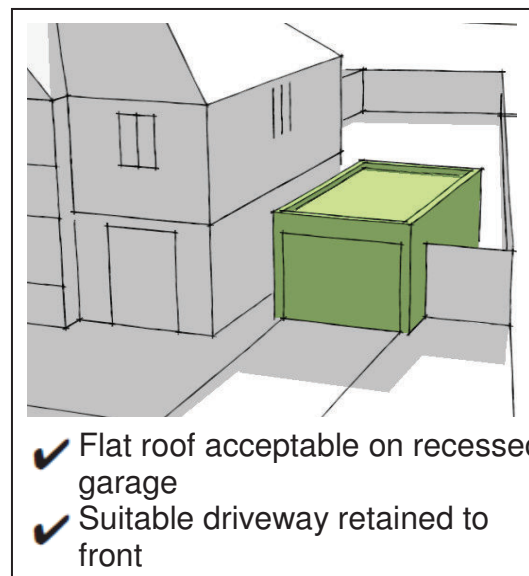
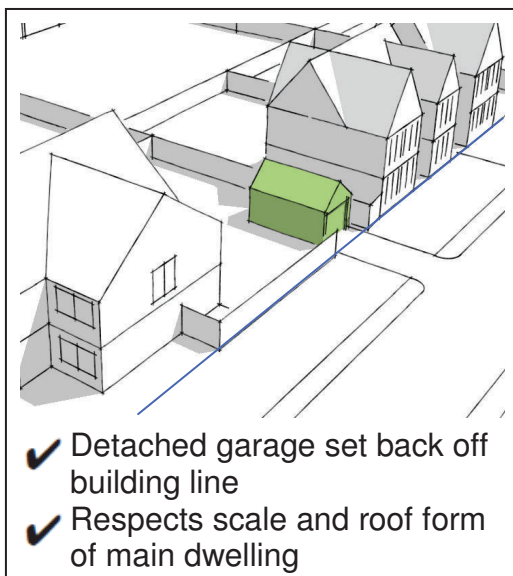
#### Design principles:

##### Residential Annexes

- Detached 'granny' annexes will only be acceptable where the scale and appearance of the building is modest in proportion to the site, and a clear dependency<sup>3</sup> is retained at all times with the main building. Detached annexes will rarely be acceptable within conservation areas, within the curtilage of listed buildings, or where the plot is of insufficient size to comfortably cater for the building
- Attached 'granny' annexes will be acceptable where they follow the general guidance for extensions contained within this document, and a clear dependency is retained at all times with the main building.

##### Detached Garages and Outbuildings

- All outbuildings, including garages, bin stores and cycle stores, should be set behind the front building line of the building to avoid obscuring views of the property or intruding into the wider streetscene.
- Detached garages should be proportionate in scale to the site and be completed in materials to match the appearance of the main building. On very large sites, garages may be acceptable in front gardens if they are appropriately scaled, modestly located to avoid harm to the street scene, do not obscure the property's façade, and are completed in materials that match the main building.



<sup>3</sup> Dependency can be demonstrated through the clear sharing of facilities/links with the main building. This can include the sharing of garden space, kitchen/bathroom facilities, site access, and the retention of internal links.





- Where a front garden is the only option for small storage structures, they should be sited to minimise views from the street and neighbours, be designed attractively in appropriate materials, and be screened by landscape planting.
- In Conservation Areas, structures in front gardens, especially small front gardens, are unlikely to be considered acceptable because of the harm caused to the appearance of the street.

### Boundary Walls

- The design and height of boundary walls (including pillars), railings and gates should relate to the character of the street/surrounding area, particularly if of a uniform character. Details such as railed sections and pillars can reduce the visual impact of a high wall.
- In Conservation Areas, new, altered or replacement boundary walls (including pillars) must be completed in traditional materials in keeping with the building/street scene. The Council will seek and encourage the reinstatement of missing walls, railings and gates. More detailed advice is given in SPD09 – Architectural Features.



### Hardstandings and Dropped Kerbs

- Outside of Conservation Areas, where the ground requires levelling to form a hardstanding, the level should not be raised or lowered by more than 0.5m, or be higher than the cill of the ground floor windows when raised. In exceptional circumstances, greater heights may be considered acceptable where the resultant appearance and amenity impact is deemed acceptable.
- Within Conservation Areas, new hardstandings will generally not be considered acceptable where they replace original front gardens/yards in strongly defined streets. Where acceptable, they should not cover a significant portion of the front garden area, and should not involve the removal of entire front boundary walls. Any boundary pillars removed should be relocated where appropriate and the new vehicular entrances should have gates.
- Dropped kerbs to provide vehicular access onto a property will generally be granted in incidences where they would not result in significant hazard to users of the highway and a significant boundary to the site would be retained. The presence of other dropped kerbs in the vicinity of the site would not set a direct precedent for further such dropped kerbs.





## 4 Additional Design Guidance for Listed Buildings, Buildings of Local Interest and Historic Buildings within Conservation Areas

The following guidance applies to all Listed Buildings, Buildings of Local Interest and historic buildings in Conservation Areas. It is intended to support and build on the guidance contained within chapter 3, and take primacy in the determination of applications pursuant to these building types. Such applications will always be considered on a case-by-case basis and the presence of existing unsympathetic extensions or alterations to the host building or adjacent buildings will not be considered to set a precedent for extensions and alterations that fail to comply with the guidance contained within this section.

It is the Council's policy to preserve the special character of listed buildings therefore proposals to make alterations to listed buildings will not be granted consent where the special architectural or historic interest of the original building would be harmed. There will always be a presumption that the listed building's historic roof structure and form should be retained.

### Side, Rear and Front Extensions

- All extensions and alterations should be completed to a high design standard, with the scale, materials and detailing matching exactly those of the host building. The Planning Authority will expect the submission of material samples and detailed joinery sections where appropriate for approval prior to the commencement of works. Modern design finishes may be acceptable only in very exceptional circumstances where it can be demonstrated the design is of an exceptional standard and would not harm the historic character of the host building.
- Glazed conservatories on historic buildings should be located to the rear of the building and have timber frames with traditional joinery detailing that matches that of the host building. Such conservatories are most appropriate for infill extensions as they allow for the retention of the original external plan form of buildings.
- Side extensions and corner extensions will not normally be acceptable where they would result in the loss of symmetry of a building or symmetrical pair or group of buildings.
- In the case of Listed Buildings, original walls, doors and windows should be retained although it may be acceptable to convert windows to French doors.
- Window design, method of opening and positioning should match exactly those of the main building, as should window sizes and proportions unless the host building's hierarchy requires a change in scale. Plastic or aluminium windows will not be acceptable on front elevations, and to all elevations on Listed Buildings. Further guidance on all fenestration within historic buildings can be found within SPD09 Architectural Features.
- Many historic buildings were designed with 'blind' or 'dummy' windows to provide articulation and definition to blank facades. These will only be permitted to be altered to windows in very exceptional circumstances where it would not harm the appearance and continuity of the building or group of buildings.
- The roof form and pitch of an extension should normally reflect the host building's roof form and pitch, and should be set lower than the main ridge of the building.



- Flat roofs are normally unacceptable unless the host building has a flat roof. In some circumstances historic buildings with pitched roofs have lead or asphalted flat roofed extensions and it may be acceptable to follow this precedent. They should be concealed behind parapet walls and fascia boards avoided or confined to the least visible elevation, except where this would match the original building.
- Front extensions are unacceptable in principle and the original front façade should be retained unaltered. Porches are not acceptable on buildings originally designed without them, especially those where the entrance and its surround are important features or on terraces. Exceptions are where vernacular style buildings can accommodate a traditional porch without harming their character.
- Structures in front gardens, especially small front gardens, are unlikely to be considered acceptable because of the harm caused to the appearance of the street.
- Front gardens should not be fully paved and should remain predominantly under vegetated soft landscaping. Timber decking will not be acceptable as this is not an appropriate traditional local material. (More detailed advice is given in SPD09 – Architectural Features).

### Roof Alterations

On historic buildings the roof is often the ‘crowning glory’ and an integral part of the overall design. Alterations to the shape of the roof, the use of unsympathetic materials and the loss of original features can all have a serious effect on the appearance and character of historic areas. Appendix B provides additional design guidance for major roof alterations to historic buildings, including how to set out mansard and gambrel roofs. Traditional dormers or roof lights were located to provide a small amount of daylight and ventilation to the loft or attic rooms, or to provide access onto a valley roof for maintenance purposes. Larger ones were sometimes used to light a stairwell. Lantern lights were often also used where more light was required to stairwells and other areas.

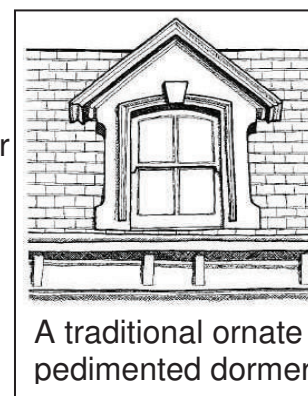
Historically, rooflights were confined to rear roof slopes or hidden roof valleys and were very small. They are not traditional features of roofscapes and were not used to illuminate habitable rooms. Where significant amounts of daylight are needed for rooms in the roofscape, a dormer window is often a more architecturally and historically appropriate solution, however dormer windows that seek to increase accommodation rather than light dark areas are unlikely to be acceptable.

- The original form, shape and fabric of the roof must not be altered and its ridge height must not be raised. Consent will not be granted to remove part of a pitched roof to form a roof terrace or to infill valleys between roof slopes or to create a flat roof between ridges. Front dormers or dormers that are visible from the street will generally be considered unacceptable if they are not part of the character of the building or locality.
- Loft conversions will only be acceptable where the historic roof structure is to remain intact and the new staircase would not harm the proportions or features of an important room or landing/stairway below.
- Interesting features at roof level, for example, stacks, turrets, dormers, lanternlights and decorative stair lights, party wall upstands, decorative ridge tiles etc., which contribute to the building’s character, should not be altered or removed. Where their



condition is so poor that they cannot be repaired, they should be replaced in replica with traditional materials.

- Where acceptable, all new dormer windows should appear as a small addition to the roof, set well within the roof space and well off the sides, ridge and eaves of the roof. The supporting structure for the dormer window should be only nominally wider than the window itself to avoid a “heavy” appearance and there should be no large areas of cladding either side of the window or below it. All dormers should be roofed in lead or possibly zinc or copper, but never in roofing felt.
- Dormer windows should normally align with the windows below however in certain cases it may be preferable for dormers to be positioned on the centre line of the building or the centre line of the space between the windows below.
- One small traditional rooflight unobtrusively sited to light a loft space will normally be permitted. Rooflights are generally only acceptable on street frontages where they are located below a parapet line concealing the roof. Acceptable rooflights should lie flush with the roof covering, be of traditional proportions, design and construction and should normally have slim steel or cast iron frames. In exceptional circumstances additional rooflights may be permitted in instances where they are the only way to give natural light to an unusual building- such as a barn which is to be converted- but only if they are unobtrusively sited, are not on prominent roof slopes, and do not result in the loss of or damage to any historic roof structure.
- Solar panels should not be located on any visible roofslope and should be confined to hidden valley roofs or on roofs completely concealed behind parapet walls. The original roofing cladding should be retained and the panels mounted above it. Panels mounted at an angle on supporting frames on flat roofs should not rise above the level of surrounding parapet walls.
- Balconies, roof terraces and associated railings that result in alterations to the building’s original facade, visible roof profiles or the skyline of a street, or result in the loss of a substantial part of the structure of the roof, will not be acceptable. Exceptions will apply where it is proposed to re-instate an original balcony that has previously been removed.
- Where roof terraces are acceptable in principle on top of flat roofs, any necessary balustrades should not be visible above existing eaves or parapet lines.



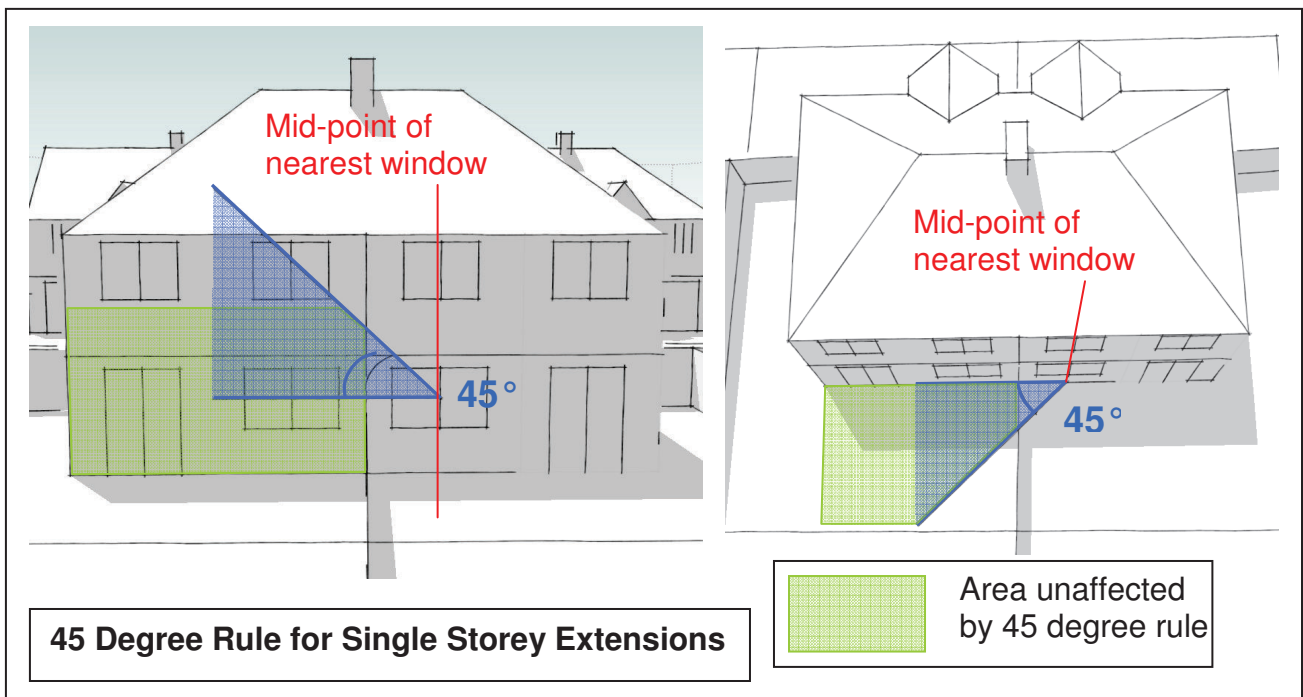
Further information regarding historic building design and detailing, and interior layouts to Listed Buildings, can be found within: **SPD09 ‘Architectural Features’**, **SPG11 ‘Listed Building Interiors’**; and **SPG19 ‘Fire Precaution Works to Historic Buildings’** Applicants are strongly advised to read these documents prior to submitting an application for works to a Listed Building, Buildings of Local Interest, or historic building within a Conservation Area.





## Appendix A- The 45 degree rule

An important guideline when assessing the acceptability of proposed extensions is to check whether the extension would cut a line drawn at 45 degrees (both horizontally and vertically) drawn from the mid point on the nearest ground floor window (of a kitchen or habitable room) on a neighbouring residential property. In the case of two storey extensions the quarter point of the nearest ground floor window is used instead. This is best explained by looking at the drawings below.



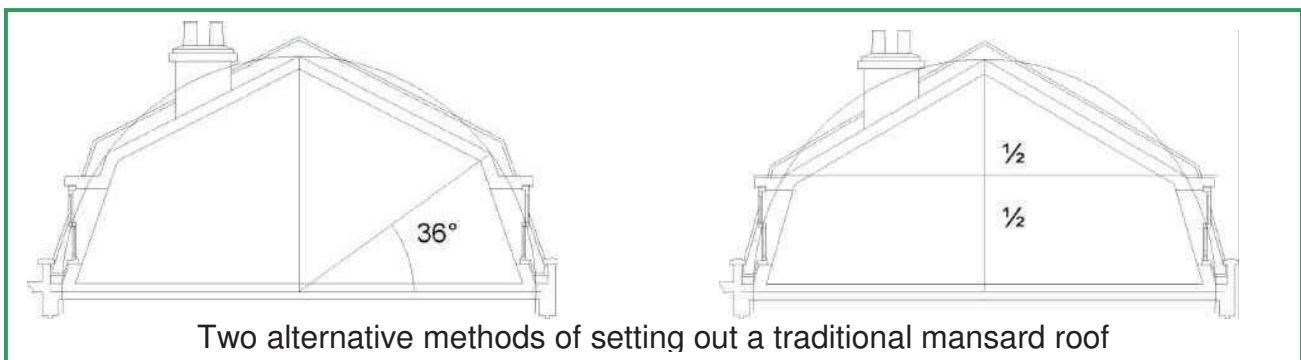




## Appendix B- Major Roof Enlargements- Mansards and Gambrels

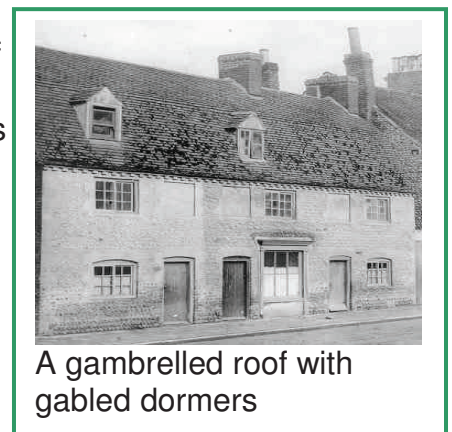
Where the roof space is too small and the ridge too low to create usable space within it, requests are often received to enlarge the roof area by raising the ridge height or reshaping the roof structure. This is a significant change which will be resisted where the existing roof form is an important element of the building's character, contributes to the local street scene or where the extension would harm the amenities of adjacent properties. It would be very unlikely to be acceptable on a Listed Building. In situations where such extensions are acceptable on unlisted buildings, the design should complement the building, for example with a traditional steeper pitched roof, or mansard or gambrelled roof. This amounts to adding an additional storey, and it may be preferable instead to extend the building to the rear in a complementary style.

Traditional 18th and 19th century mansard roofs are normally subdued and subsidiary elements of the building. When building new mansards, care must be taken to ensure that the roofs are well balanced, are not overdominant, and are set behind a parapet and concealed gutter. The lower steeper slope should be about  $72^{\circ}$  -  $75^{\circ}$  from the horizontal and the upper gentler slope normally should be about  $27^{\circ}$  -  $30^{\circ}$  from the horizontal and therefore visible from the ground. (See diagram). Flat topped roofs or those with very shallow upper slopes mimicking mansards are not acceptable. Exceptions to this will need to be justified in terms of benefits to the street scene or appearance of the building. The windows should be set in projecting dormers (see below).



Some styles of buildings draw more from the vernacular tradition and have gambrelled roofs, often with eaves details. Gambrelled roofs have steeper pitches and higher ridges. They have dormer windows and in Sussex are often clad in handmade plain clay tiles.

- New mansard, gambrel or ridged roof extensions should as a rule be clad in the same material as the original roof structure.
- The party wall upstands between buildings and chimneys should be retained, and where necessary, extended.
- The roof should rise from the back edge of the parapet. Flues should be positioned on a rear slope or in an obsolete chimney stack.
- Wherever possible, inline tile or slates vents should be used.



## Appendix C- How to make an Application

### Is Planning Permission Required- Permitted Development

Many alterations and small extensions to single dwellings do not require Planning Permission and may be carried out as '*permitted development*' under the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (as amended). Householder permitted development rights for single dwellings do not apply to flats/maisonettes or to houses occupied by more than 6 unrelated adults living together. It is worth noting that individual properties may have had their permitted development rights limited by a condition attached to a previous planning permission, whilst further limitations apply to properties within the South Downs National Park, Conservation Areas and areas subject to an Article 4 direction, as well as to Listed Buildings.

The '*Planning Portal*' website at [www.planningportal.gov.uk](http://www.planningportal.gov.uk) provides guidance as to whether or not your proposals are likely to need planning permission, however it is always advisable to check with the planning department first as to whether you will need planning permission. The planning authority can give you a formal determination as to whether or not planning permission is needed if you apply for a '*Certificate of Lawfulness*' for a proposed development. Further information on permitted development and how to contact the planning department is available on the Council's website at <http://www.brighton-hove.gov.uk/index.cfm?request=b1154189>

### Making an Application

It is strongly advised that you discuss design proposals with a planning officer before submitting a planning application, since this process may highlight resolvable issues which could otherwise result in a refusal of the application. Details on how to contact the Planning Department are available on the website at <http://www.brighton-hove.gov.uk/index.cfm?request=b1154189>

When submitting an application, the '*Planning Application Check List*' helps to clarify what information needs to be submitted in order for the application to be valid. This will ensure that the application is considered as speedily as possible. The checklist can be found alongside application forms and application fee information on the website at: <http://www.brighton-hove.gov.uk/index.cfm?request=c1182695>.

## Non Planning Matters

### Building Regulations

Please note that even if planning permission is not needed, it is important to check with the building control team since building regulation permission will nearly always be needed. Planning permission and Building Regulations are two very separate requirements. It is advisable to contact the City Council's Building Control team early in the design process to discuss your proposals. Their contact details are at: <http://www.brighton-hove.gov.uk/index.cfm?request=c1117681>

**Important:** Please note that obtaining planning permission does NOT mean that you have obtained Building Regulations Approval and changes sought by building control regulations may mean you having to revise your planning application.

### Party Wall Act

This Act regulates work carried out on or near to a boundary, whether or not the work needs planning permission. It is always advisable to check before you start work, see booklet available at available at:

<http://www.communities.gov.uk/documents/planningandbuilding/pdf/133214.pdf>

## Appendix D- Sustainable Building Design

### Sustainability Advice

The greatest number of planning applications in the city are for householder works, so building in energy efficiency into each small development will result in a significant reduction in energy use for the whole city. Making an extension energy efficient can improve the energy rating of the whole home and save on running costs therefore measures to improve the environmental sustainability of buildings will be encouraged at all times. The Council's policy is to encourage the use of renewable energy where it will not have a significantly detrimental impact on the environment, the amenities of nearby occupiers and the general character of the area.

Applicants should be mindful that:

- Proposals incorporating renewable energy technologies should not have an excessively harmful impact on neighbouring properties or the character of a streetscene by virtue of their scale and positioning. Solar panels, solar photovoltaics and turbines should therefore be located where possible on roofslopes that are out of sight from public viewpoints, especially within conservation areas.
- On listed buildings and on historic buildings within conservation areas, the opportunities for improving the sustainability of buildings may be limited by virtue of their designation, especially if it would have an impact on the frontage appearance and/or historic integrity of the building. Applicants are advised to contact the Planning Department to discuss how to improve the sustainability of their homes in an acceptable manner prior to submitting a formal application.

Supplementary Planning Document SPD08 gives further planning guidance on minimum recommended standards for new development. The following links provide further useful information:

- For information on home energy efficiency please visit the following webpage on the council's website:  
<http://www.brighton-hove.gov.uk/index.cfm?request=c1164027#top>
- For information and advice on renewable energy technologies and planning application requirements please visit the Microgeneration Planning Advice Note (PAN02) web page on the council's website  
[http://www.brighton-hove.gov.uk/downloads/bhcc/planning/Microgeneration\\_PAN.pdf](http://www.brighton-hove.gov.uk/downloads/bhcc/planning/Microgeneration_PAN.pdf)
- Guidance on developing a green roof as well as other measures that could be of benefit to biodiversity can be found in the Nature Conservation and Development SPD11:  
[http://www.brighton-hove.gov.uk/downloads/bhcc/ldf/SPD11\\_Nature\\_Conservation\\_and\\_Development\\_adopted.pdf](http://www.brighton-hove.gov.uk/downloads/bhcc/ldf/SPD11_Nature_Conservation_and_Development_adopted.pdf)





- For the latest sustainability information, please visit the City's Council Sustainability website: <http://www.brighton-hove.gov.uk/index.cfm?request=b1114905>
- Guidance notes on energy saving are available from the Energy Saving Trust [www.energysavingtrust.org.uk](http://www.energysavingtrust.org.uk)
- For guidance on reducing waste going to landfill, see [www.brighton-hove.gov.uk/swmp](http://www.brighton-hove.gov.uk/swmp)
- For guidance on storage and collection of recyclables and waste, see PAN05: Design Guidance for the Storage and Collection of Recyclable Materials and Waste ([http://www.brighton-hove.gov.uk/downloads/bhcc/local\\_plan\\_2005/PAN05 Design Guidance for the Storage and Collection of Recyclable Materials and Waste Sept 07.pdf](http://www.brighton-hove.gov.uk/downloads/bhcc/local_plan_2005/PAN05_Design_Guidance_for_the_Storage_and_Collection_of_Recyclable_Materials_and_Waste_Sept_07.pdf))
- For guidance on Sustainable Timber, see the Forest Stewardship Council's advice at: [www.fsc-uk.org/](http://www.fsc-uk.org/)
- Information on wind energy is available at [www.bwea.com](http://www.bwea.com) and [www.dti.gov.uk/energy/sources/renewables/renewables-explained/wind-energy/onshore-wind/what-can-i-do/page16108.html](http://www.dti.gov.uk/energy/sources/renewables/renewables-explained/wind-energy/onshore-wind/what-can-i-do/page16108.html)

For further advice on improving energy efficiency in your home and the availability of grants contact your local Energy Efficiency Advice Centre on 0800 512 512.

### Lifetime Homes

To help improve the long-term sustainability of homes, applicants are advised to consider incorporating Lifetime Homes Standards into their designs for residential extensions where possible. The Lifetime Homes Standards are a long established and nationally tested set of principles that should be implicit in sustainable housing design. The incorporation of the Standards into the general housing stock has the benefit of allowing older people to stay in their own homes for longer whilst reducing the need for costly home adaptations to meet the differing and evolving needs of households. The additional functionality, adaptability and accessibility it provides can be helpful to a wide range of households, including families with push chairs and wheelchair users, and can assist everyone in ordinary daily life. For more information and advice please see Planning Advice Note 03 'Affordable Housing and Lifetimes Homes' and the Lifetimes Homes website:

<http://www.lifetimehomes.org.uk/index.php>

### Secured by Design

Secured by Design focuses on crime prevention at the design, layout and construction stages of homes and commercial premises and promotes the use of security standards for a wide range of applications and products. For more information and advice please see the Secured By Design website: <http://www.securedbydesign.com/>

## Appendix E- Useful contacts and references

### Brighton and Hove City Council Planning Department

Switchboard: 01273 292222 or <http://www.brighton-hove.gov.uk>

#### Supplementary Planning Documents

SPD03 - Construction and Demolition Waste

SPD06 - Trees and Development Sites

SPD08 - Sustainable Building Design

SPD09 - Architectural Details

SPD11- Nature Conservation and Development

SPG11- Listed Building Interiors

SPG19- Fire Precaution works to Historic Buildings

#### Planning Advice Notes

PAN02- Microgeneration

PAN03- Affordable Housing and Lifetimes Homes

### South Downs National Park Authority

Switchboard: 0300 303 1053 or <http://www.southdowns.gov.uk/>

### Planning Portal

For general Planning information and the submission of planning applications.

[www.planningportal.gov.uk](http://www.planningportal.gov.uk)

### Party Wall Act

The Party Wall etc Act 1995 (booklet available at Built Environment Reception) or online

[www.communities.gov.uk/publications/planningandbuilding/partywall](http://www.communities.gov.uk/publications/planningandbuilding/partywall)