



*Basingstoke  
and Deane*



## Appendix 13 – Extending your Home and Replacement Dwellings



September 2008

# Appendix 13

## Design and Sustainability SPD

### Extending Your Home and Replacement Dwellings

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## Introduction

The first section of this leaflet offers guidance on the design of domestic extensions. It shows how to extend your home by means of erecting an extension or outbuilding while improving its appearance, and adding to the character of the area in which you live, without adversely affecting neighbouring properties. The second section offers advice on the key planning issues to be addressed when considering the replacement of a dwelling with a new dwelling. The guidance sets out the different issues to be considered and the type of information that will need to be submitted in support of such planning applications dependent on location. The leaflet has been prepared by officers in the Borough Council's Planning and Transport Department, and is based upon past experience of giving advice on domestic extensions. The guidance can be applied also to conservatories, particularly with regard to basic shape, size and siting.

It is hoped that home owners will follow the advice offered for all extensions, regardless of whether or not they require planning permission. In some cases an alternative approach may be acceptable. Officers welcome discussions of sketch proposals with home owners and will confirm whether planning permission, listed building consent, or building regulations approval is required.

It should be noted that more rigorous design criteria will be applied in all Conservation Areas, and on all listed buildings. Additional advice on conservation areas and listed buildings is available from the Conservation Officers at the Civic Offices. Applicants should be aware of the Police initiative, Secured by Design which gives advice on crime prevention measures in domestic premises. For further advice, do not hesitate to contact the Architectural Liaison Officer at Hampshire Constabulary, Tel (01256) 405028.

A further consideration is the impact of a new development upon the water cycle. Development within a floodplain (as defined by the Proposals Maps) will require a Flood Risk Assessment to accompany the planning application, to identify any flood risks arising from a new development. Guidance on the requirements for undertaking a Flood Risk Assessment is set out in the Government Guidance - Planning Policy Statement 25: Development and Flood Risk - Appendix E.

*Please refer to the following policies from the Basingstoke and Deane Borough Local Plan - Adopted July 2006 when using this design guide: E1, E2, E3, E6, D6 and E8.*

## Extending Your Home

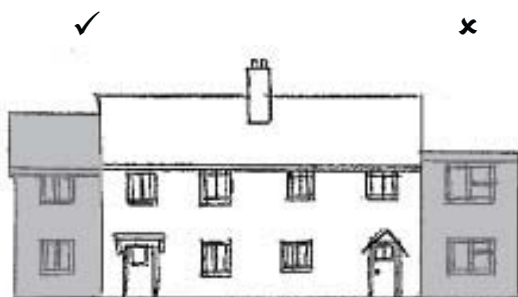
### The Street Scene

Any extension to your home should be designed in relation to the whole street or particular group of surrounding buildings. When extending your property you should consider the effect your proposal could have on the existing street scene. A good design can enhance the area and the desirability of your property. Factors to consider when deciding how to position your extension are:

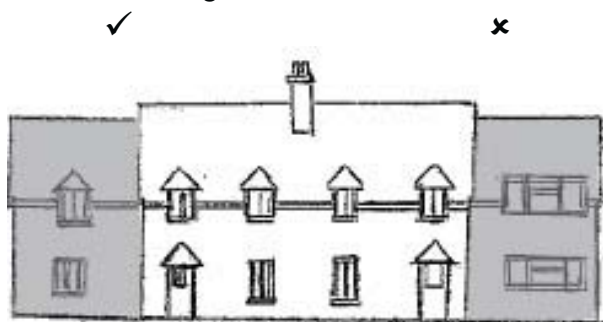
#### **a) Surrounding styles**

Some areas may feature particular materials, designs and details which lend them their individual character. An inappropriately designed extension can spoil the appearance of the area through the introduction of alien features, such as flat roofs or over large dormer windows.

*Avoid flat roofs*



*Avoid over large dormers*



### b) Gaps between buildings

The spaces between buildings often make an important contribution to the character of an area. Extensions which reach a property boundary may contribute towards an inappropriate “terracing effect” or can result in a cramped appearance to the extended property itself. This is particularly noticeable where an extension continues the roof line of the original building and where a neighbouring property could also be extended in a similar manner. Home owners should not rely on similar extensions within the area permitted under previous policies and guidance as justification for inappropriate development.

x

*“terracing” effect*

✓

*avoids “terracing”*



*Extension should be set back and lower to create a subservient appearance*

✓

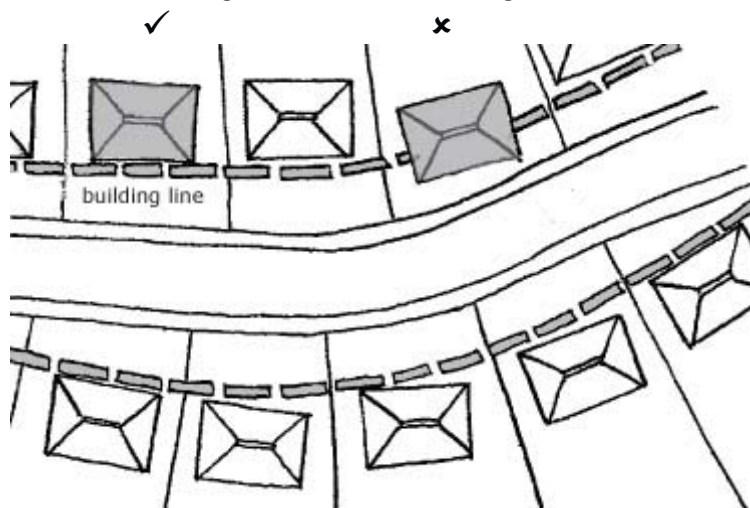
✓



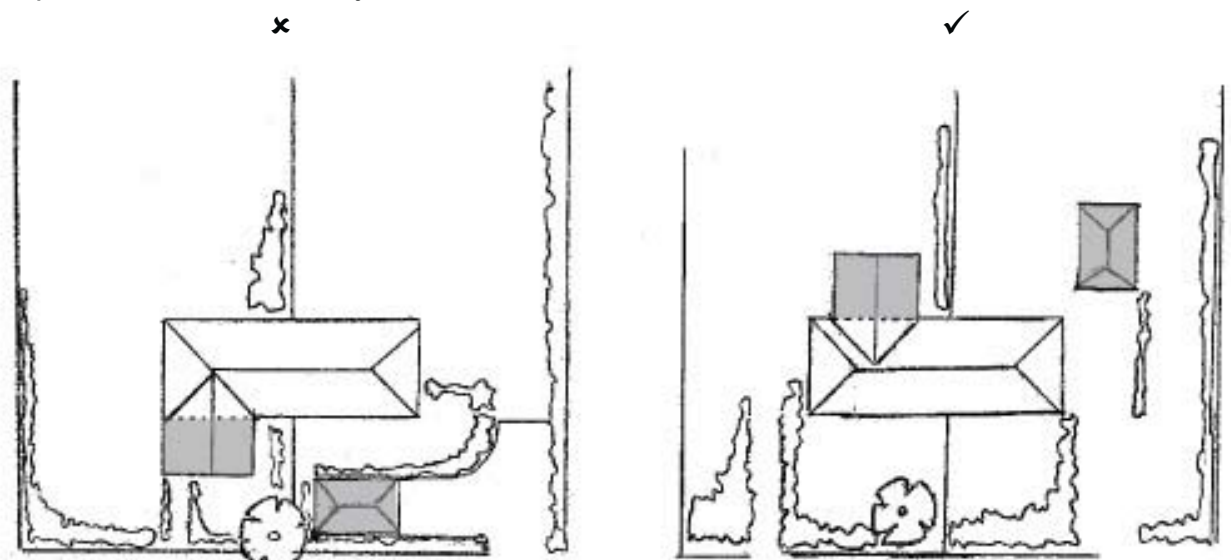
### c) Established pattern of development

If the street or group of buildings has a well defined “building line”, which generally follows the road alignment, an extension or garage which departs from this convention may appear incongruous within the street scene. The presence of landscaping, fencing or other substantial boundary treatments that screens some or all of a structure does not justify otherwise inappropriate development. Similarly, the layout of an area should be considered and, if there is an established formal character to the area, this should be respected when designing an extension.

*Avoid extending forward of "building line"*



*Respect the established layout of the area*



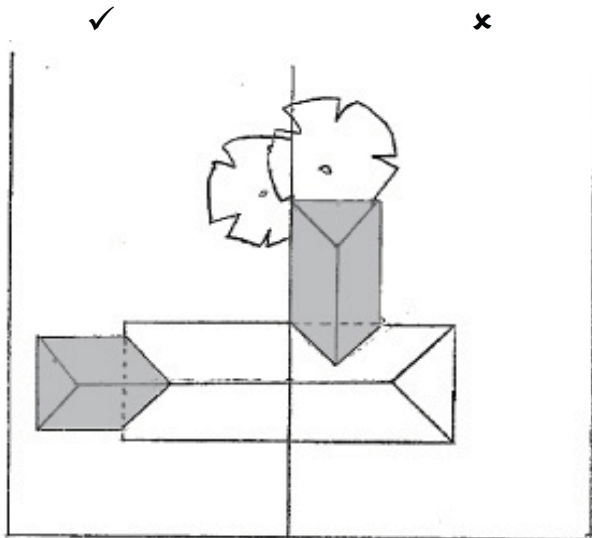
## The Site

When designing an extension, you should also consider the site within which your home lies. This is generally known as the 'curtilage' of the dwelling, and usually includes your front and back gardens. Points to consider are:

### a) Site characteristics

Consider any variance of ground levels, particularly in relation to neighbouring properties. Also, consider the effect of the extension on existing trees and hedges. These are often important features within the landscape, and some trees are protected by Tree Preservation Orders, and most trees within Conservation Areas are protected. For further information and advice on trees, it is recommended that you contact the Tree Officers at the Civic Offices.

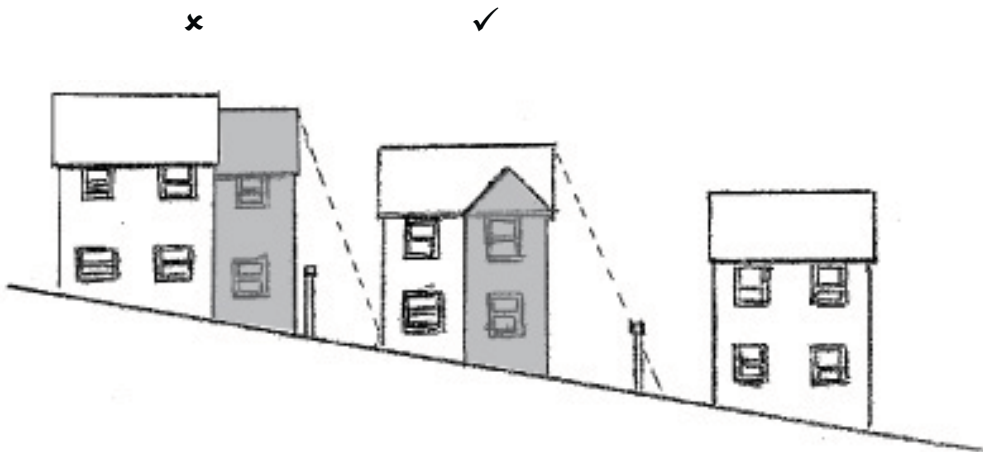
*Avoid building too close to trees and consider the effect on neighbours*



### **b) Orientation**

Avoid designing an extension that overshadows your own or your neighbour's property, thus depriving areas of sunlight. This is especially important if you are to the south of your neighbour. The amount of overshadowing will depend on the plan area and the height of your extension, its orientation and variations in ground level. You should be careful not to make your own garden less attractive by creating dark or awkward corners which are unusable.

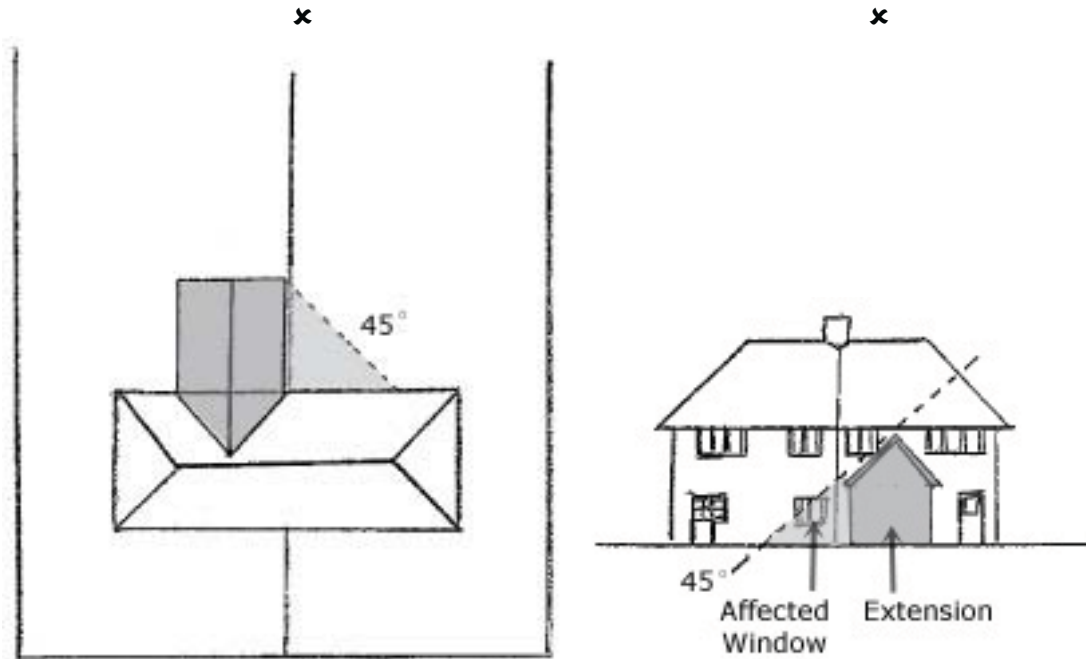
*consider effect on neighbours*



### **c) Boundaries**

In order to achieve the above requirement, it will be necessary to keep the extension away from boundaries. This becomes more important with two storey extensions. Leaving space between your extension and the boundary will also allow for easy maintenance.

Special consideration should be given to siting an extension where your property is to the south of your neighbour's



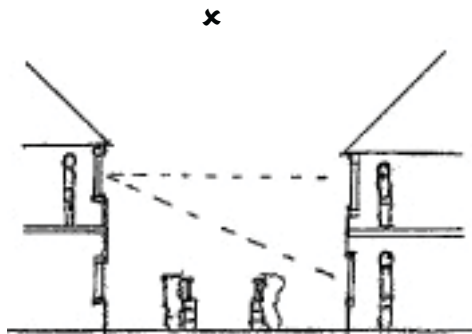
Shaded area shows loss of light due to the extension

#### d) Privacy/overlooking

Avoid designing an extension with windows that directly overlook your neighbour, particularly close to the boundary.

To the rear of a property it is normal practice to require a minimum distance of 20 metres between directly facing windows, where one is at first floor level. However, in each case applications will be determined on their individual merits and a distance of less than 20 metres may sometimes be acceptable dependent on factors such as the relationship of dwellings to one another in respect of changing levels, orientation and the use of the rooms involved. Generally more protection will be afforded to primary living accommodation such as lounges, than to ancillary accommodation such as hallways and bathrooms. Development involving single storey extensions will rarely cause overlooking on flat sites.

Avoid adding windows which will reduce your neighbour's privacy





## Design and Appearance

Every area has its own particular character. Look carefully at your area and try to assess what contributes to its character. Look at the house itself and identify the design details which are characteristic. Both Village Design Statements and the Urban Characterisation Study identify the key characteristics of local areas within the Borough, which should inform development proposals in these areas. Visit the website ([www.basingstoke.gov.uk](http://www.basingstoke.gov.uk)) for further information. Any extensions to your house should be sympathetic to:

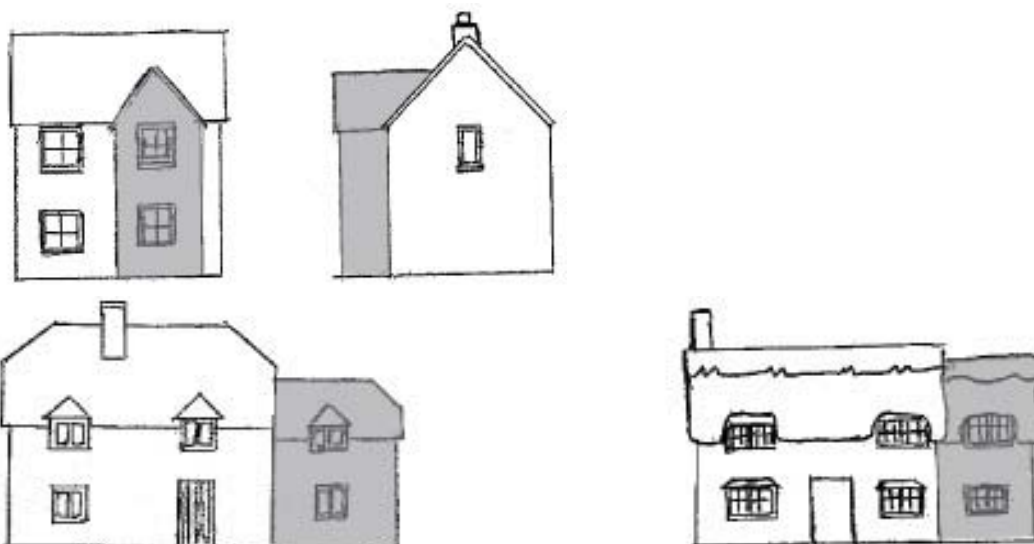
### a) Building form

The design and style of the proposed extension should replicate the design and style of the original house. In particular, the basic shape of the extension should be subservient, and in proportion to the original building.

However, it is recognised that in some circumstances it may not be appropriate to design an extension which is truly subservient to the original building in every respect. The size and scale (width, depth and height) of an extension is critical in determining whether the development will remain in proportion to the building. Extensions which are overly large in size and scale and are disproportionate in relation to the original house will not be favoured by the Local Planning Authority.

The shape, pitch and style of the roof will be a significant factor in achieving an appropriate design. Certain building features can be repeated on extensions in order to integrate the new building with the existing. Care should be taken copying features, as the inappropriate use of features may detract from the original building.

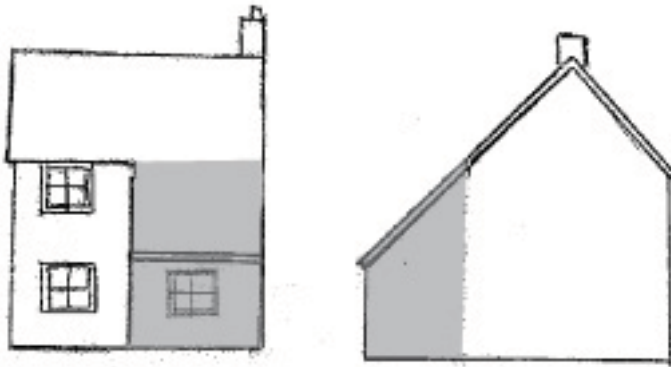
Examples of subservient extensions of a proportionate size



## Rear extensions

Extensions to the rear of a property are the least likely to have a major impact on the house, the neighbours and the surroundings. When extending a semi-detached or terraced property it is important to follow any established pattern of extension. For example, in terraced houses the rear outshot is a very traditional form which, when paired with a similar extension on a neighbouring house can appear to be part of the original design. This type of extension can also help to increase privacy to the rear garden.

### *Sympathetic rear extension*



### *Traditional paired outshot extension to rear of terraced houses*



Flat roofed extensions rarely appear to blend harmoniously with the existing dwelling and are likely to present long term maintenance problems. Pitched roofs are preferable and should be to the same pitch as the main roof. If it is not possible to achieve a pitched roof to the same angle as the main house then this is a good indication that the size of the extension is not in keeping with the scale of the dwelling. Two storey extensions should always have pitched roofs.

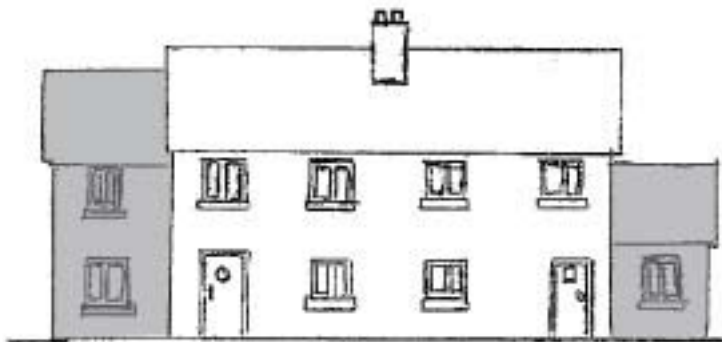
## Avoid flat-roofed extensions



## Side extensions

In general, side extensions should be sympathetically designed to appear subservient to the main house. The appearance will be improved if the extension is set back from the main building and two storey extensions should not rise above the existing eaves level. In some instances, it may be appropriate, in terms of the design, to match the roof height of the extension to that of the existing property.

*Set back and lowered – extensions will appear more sympathetic*



It is particularly important that the design of side extensions takes account of the proximity of neighbouring properties and the height of the new extension.

## Porches

Porches should be designed to complement the character of the house. It is generally more appropriate for porches to be subservient to the original house, and to minimise its visual dominance on the street. The porch roof should reflect the roof design and pitch of the host building. Porches situated close to neighbouring properties should be designed to have minimal impact on the amenity of the adjacent dwelling.

## b) Materials

The materials for a new extension should be carefully chosen to match the original building. It is important that not only the colours and tones of the materials match but also that the texture and size of materials, such as roof tiles and bricks, are selected to match the existing.

When extending an older property it may be appropriate to use carefully selected second-hand materials, where the source of these can be verified as being legitimate.

However, in some exceptional circumstances, it may be appropriate to use different or even contrasting materials where they may enhance the original buildings and help make the extension appear subservient.

### c) Windows and doors

The Secured by Design documentation sets out detailed guidance for window and door security. Contact the Architectural Liaison Officer at Hampshire Constabulary for further information.

When designing an extension it is important to consider the following:

#### Size and Proportion

Overlarge windows on an extension are generally considered to be inappropriate. The proportion of the windows should provide continuity between the original house and the extension.



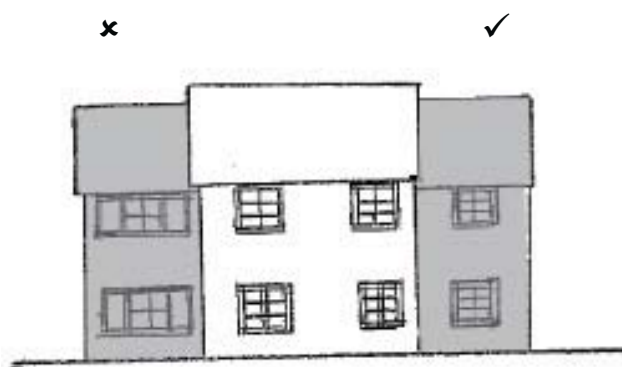
#### Style

*The style of windows should match those on original house*



## Ratio of Wall to Openings

*The ratio of solid wall to openings, otherwise known as the 'solid to void ratio', is important in order to reflect the character of the host building and to avoid unsightly large expanses of brickwork.*



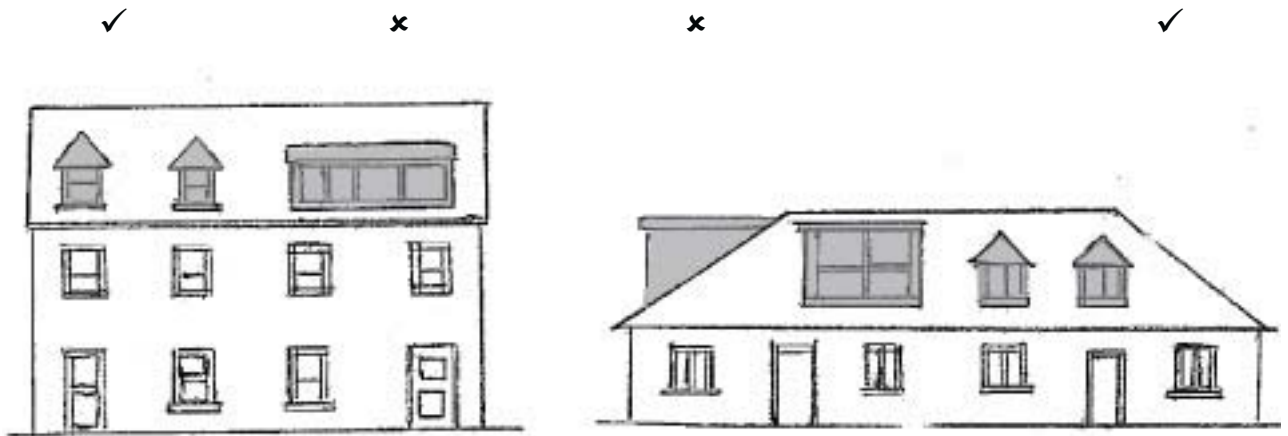
## Vertical Rhythm

An extension must have special consideration to any regular arrangements of vertical features along a façade,



## d) Dormer Windows

Dormer windows can present very prominent features, which dominate a building and will be inappropriate in areas which are characterised by dwellings with a simple and plain roof form. If headroom allows, rooflights provide a less obtrusive alternative, and conservation rooflights are now available which minimise the effect on the profile of a roof. However, if dormer windows are proposed, it is important to keep their size to a minimum and their position as low as possible on the slope of the roof. The design of dormers should reflect that of the main roof and the dormer windows should match the window style and rhythm of the house. As a general rule flat-roofed dormers should be avoided. However, a small unobtrusive flat roof dormer window can be more appropriate on historic buildings. Side dormer windows should also be avoided as they can visually unbalance the symmetry of a dwelling or a pair of semi-detached dwellings, as well as give rise to a loss of privacy to the adjoining neighbour.



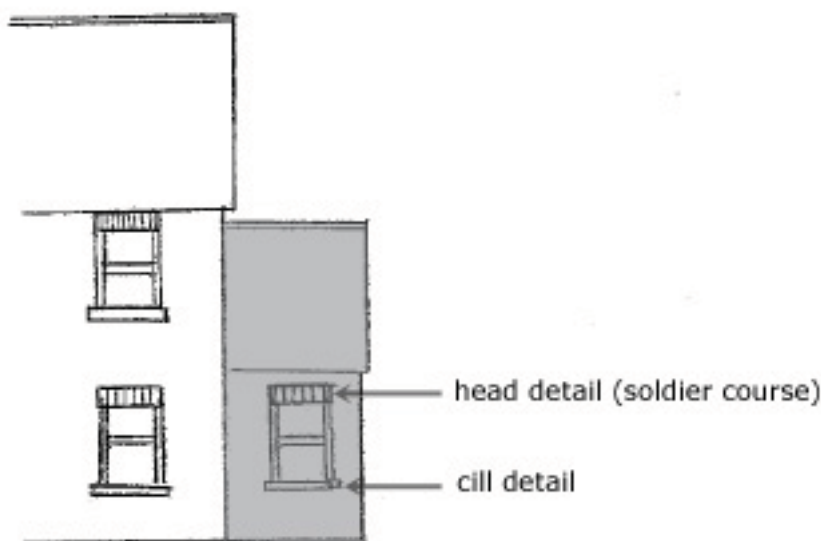
*New dormer windows should match those on the house  
 Avoid flat-roof dormer and side dormer windows.  
 Dormer windows should match the house*

**e) Architectural details**

Your extension will be more attractive, and more sympathetic to the original house, if you are able to use detailing similar to that on the house. Look particularly at the following details:

**Openings**

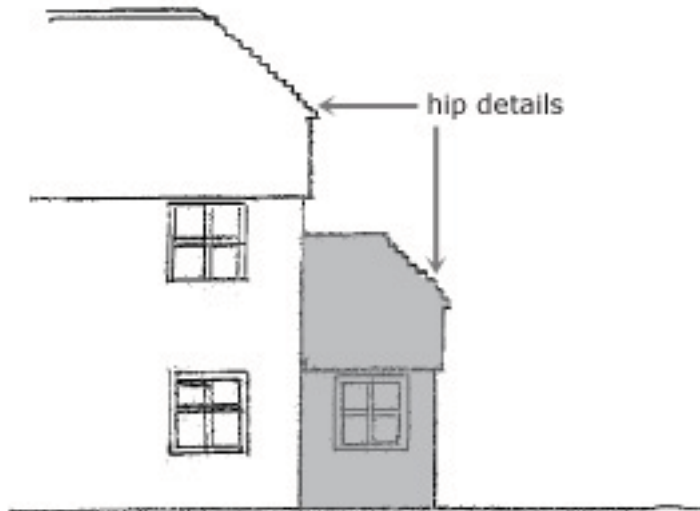
The head and cill details to windows or doors are usually easy to replicate and are a very effective way of integrating the old with the new. Replicating existing details, such as arched brickwork and lintels or soldier courses can make a great difference to the quality of the final building. More complex details can often be copied by skilled builders. However, such detailing should only be applied where it is already apparent in the host building - the introduction of new detailing on an extension which is otherwise absent in the host building can appear alien and should be avoided.



## Roof details

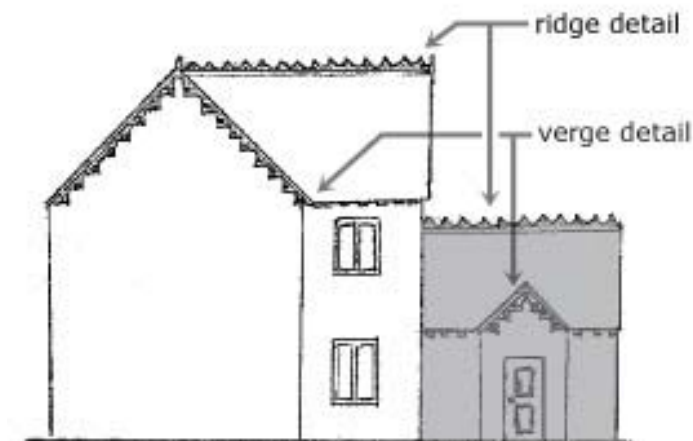
Look at the verge, eaves and ridge of the original house and aim to replicate these details within the extension in the same way taking cues from the host building. These elements are particularly important in achieving a sense of continuity between the host building and the proposed extension.

### *Hip details*

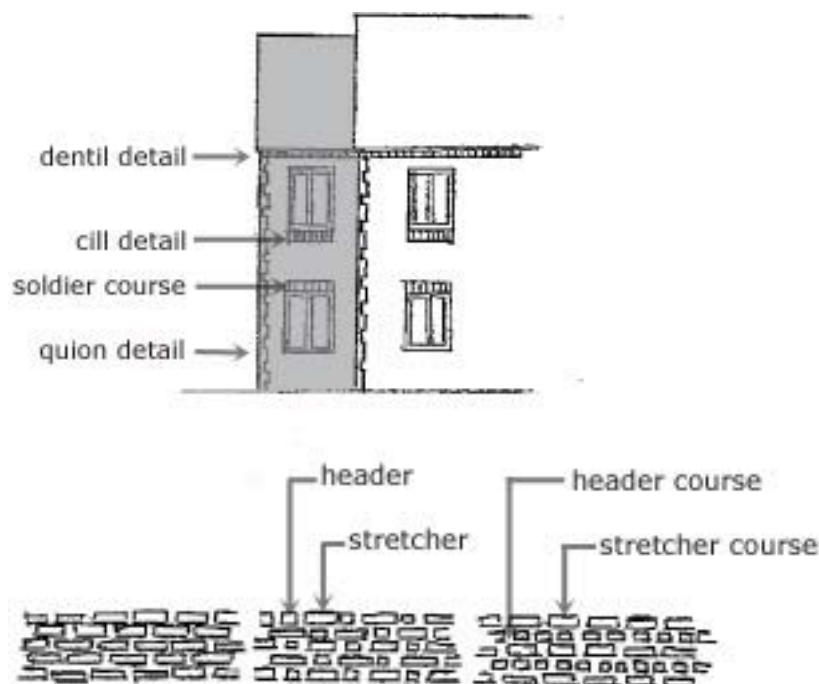


## Brickwork details

If your house does not have cavity walls it is unlikely that the brick bonding will be stretcher bond (now the normal way of laying bricks). Having read the '*Design and Appearance b) Materials*' subsection of this document and carefully chosen bricks which match those of the original house, it is also important to examine the bonding of the original brickwork and match this on the new extension. People are often disappointed when a new extension appears to have a different visual appearance and texture to the original building, despite having taken care to match the bricks. This is invariably caused by using stretcher bond on an extension to an older property. It is also important to match the mortar type and joints, so that the new brickwork blends with the old. In situations where it is difficult to match bricks and / or brickwork, it may be appropriate to use different materials.



Quoins and soldier courses could be carried through onto a new extension in order to integrate the new work. The copying of details should be carefully considered as this may detract from the original building.



## Garages and Other Ancillary Buildings

The preferred minimum size for a single garage by the Local Highway Authority, is 6 x 3 metres (internal dimension) in order to accommodate a car and bicycle storage. In terms of highway safety, garages must be set back from the highway by 5 metres in order to allow safe access from the highway and by 6 metres in order to allow additional parking provision, between the garage and the pavement.

Garages and other buildings should be sited in such a way that any overshadowing of, or disturbance to, a neighbouring property is minimised. Where garages are provided, the entrances should be orientated towards the street so they can be easily observed.

A garage should not project further forward of a strong building line. If a garage is sited closer to the highway than the main building line, it could become visually prominent in the streetscene and have an undesirable impact on the established pattern and character of the area.

Where integral garages project forward of the main entrance to a house, care should be taken to ensure that they do not dominate the main elevation. Detached garages should be positioned in order to avoid a sense of overcrowding, particularly where they are located to the front of a property.

Garages should generally have roofs to match the pitch of the roof of the house. The impact of double garages can be dominant and unsympathetic, unless carefully designed. Their effect should be minimised by ensuring that the eaves are as low as possible and by the use of two single doors rather than one large double door, which can give a dominant horizontal emphasis.



Conditions may be attached to the granting of planning permission to ensure that garages are used for parking and not for storage or an extra room. Conditions may also be imposed to restrict on site parking following the construction of an extension.

## Replacement Dwellings

In some instances home owners may decide to replace an existing dwelling rather than extend it. The general principles for all development are set out within Policy E1 of the Local Plan and much of the guidance for extensions referred to above, such as respecting established patterns of development and avoiding overlooking and loss of light should be used in formulating designs for replacement dwellings.

Replacement dwellings within Settlement Policy Boundaries will often be in urban and suburban areas where dwellings are generally within close proximity to other dwellings or within a defined street setting. In such locations it will be essential to consider the character of the area to establish the principles of how the replacement dwelling should be designed. This will be required as part of the justification for the development to be included in the Design and Access Statement for any subsequent planning application. Village Design Statements, Conservation Area Appraisals and Urban Character Studies provide a useful starting point for this process and it must be demonstrated through the Design and Access Statement how proposals accord with them. In particular Village or Town Design Statement [VDS] provide a practical tool to help influence decisions on design and development, and a clear statement of the character of a particular village or town against which planning applications may be assessed. However, where an area is not subject to any existing formal character appraisal it will be for the applicant to provide the detailed character assessment.

It is important to recognise that the success of a development will not only relate to whether the replacement dwelling looks similar to the design of others in the prevailing area. More generic issues such as scale, building height, siting and building to plot ratio should be assessed in the area and then followed to ensure a harmonious appearance to development within the area. The consideration of such issues can equally harmonise areas where individual building designs are prevalent by providing commonality in all other aspects of the proposal.

Where a replacement dwelling is proposed within close proximity of adjoining properties it will be essential to consider the impact of the proposal with regard to loss of privacy or loss of daylight in the same way as when considering an extension to a property. All of these issues will be equally applicable to proposals for replacement dwellings in countryside locations, especially where they relate to properties located within a group of dwellings.

For replacement dwellings in countryside locations, however, it will also be necessary to meet the criteria set out in Policy D6 (i) which requires such development to be:

*“a one-for-one replacement of an existing dwelling which has been continuously occupied and is not the result of a temporary or series of temporary permissions and the building is not derelict or no longer in existence (other than in cases of accidental destruction such as fire);”*

The supporting text to Policy D6 goes on to state that replacement dwellings:

*“should not significantly change the siting, scale, setting and character of the existing dwelling in order to protect the rural character of the area and ensure that there remains a variety of dwelling sizes in the countryside to provide for a range of housing needs.”*

Where replacement dwellings in the countryside may differ to those in urban settings is in more isolated locations. While there may be less emphasis in fitting in with immediately adjoining properties, the wider area may nevertheless be defined by a particular building style, use of materials or scale of development. Departure from this in any form will require special justification through the Design and Access Statement. There will also be the additional burden of considering how the replacement dwelling relates to the wider landscape.

Small dwellings in the countryside can have little visual impact on the surrounding rural character of the area. Conversely, their replacement with larger grandiose properties can have a significant impact on the area. Proposals for new dwellings that are significantly larger than the dwellings that they are replacing will only be permitted in exceptional circumstances where the development can be appropriately justified. In addition to required justification outlined above, as a minimum requirement for replacement dwellings that are significantly larger than the existing dwelling (i.e an increment of 50% in size), the Local Planning Authority will require the submission of a Landscape Impact Assessment. This will need to take into account both immediate views around the site and views from more distant locations and must acknowledge changes within the landscape during different seasons. Depending on the factors such as the prominence of the site and location there may be some instances where replacement dwellings that are less than 50% larger than the original are also required to be further justified by a Landscape Impact Assessment. As a matter of best practice it is recommended that the Landscape Impact Assessment is carried out in accordance with the publications ‘*Guidelines for Landscape and Visual Impact Assessment*’ (SPON 2002) and ‘*Landscape Character Assessment: Guidance for England and Scotland*’ (The Countryside Agency and Scottish Natural Heritage 2002)

Replacement dwellings should not be sited in a significantly different position than the original building. Resiting a dwelling will only be considered if a clear environmental benefit can be proven through either the Design and Access Statement or for more prominent proposals through a Landscape Impact Assessment. The environmental benefits must be clear to the wider area and not based upon the aspirations of the applicant, for example, in creating better views from the replacement dwelling. All aspects of the proposals for replacement dwellings must be justified as even the details of a scheme can have a significant impact on the wider landscape. For example, the amount and arrangement of fenestration and the use of materials such as render can significantly increase the prominence of a dwelling to more distant views. Similarly the formality of a garden layout, driveway or boundary treatment can create an alien feature to the landscape if such features are not prevalent in the surrounding area. In general, extensions to or the re-arrangement of residential curtilages to accommodate a replacement dwelling will not be permitted. If this is essential to accommodate a proposal then it is a good indication that the proposal is too large for the plot concerned.

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