

# Residential Extensions, Conversions and Basements Supplementary Planning Document



Draft for consultation, February 2016

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

  
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GREENWICH

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## I. Public Consultation

### How to respond to the consultation

I.1 Public consultation on the draft Residential Extensions, Conversions and Basements Supplementary Planning Document (SPD) will take place for 6 weeks from 1 February to 14 March. Comments must be received by midnight on 14 March.

I.2 To respond to the consultation please send your comments by email to [planning.policy@royalgreenwich.gov.uk](mailto:planning.policy@royalgreenwich.gov.uk) or by post to:

Royal Borough of Greenwich  
Planning Policy, 5<sup>th</sup> Floor  
The Woolwich Centre  
35 Wellington Street  
London  
SE18 6HQ

I.3 Following the consultation, the comments received will be taken into consideration and where relevant, fed into the final document.

### Pre-engagement consultation and discussions

I.4 The Royal Borough of Greenwich has engaged with members of the public and internal officers and their comments have fed into the draft Residential Extensions, Conversions and Basements SPD in advance of the public consultation as set out below.

### Responses to previous Core Strategy consultations

I.5 During the production of the draft Core Strategy a number of public consultations took place to gain stakeholder, resident and developer views on the proposed policies. A large number of responses were received in response to the [Core Strategy](#) and it was local residents who were particularly interested in the residential extensions policy DH(a). The policy was welcomed in principle, a few minor changes were suggested and residents associations requested that any further guidance on residential extensions be prepared in draft form and a public consultation take place. These responses have been taken on board as part of the preparation of the Residential Extensions, Conversions and Basements SPD and pre-consultation engagement has taken place with residents associations in addition to the wider public consultation.

### Responses to draft Local Information Requirements List consultation

I.6 The local information requirements list requires applicants building a basement to submit a basement assessment alongside their application. The draft local information requirements

list was consulted upon from 11 May to 22 June 2015 and a number of comments were received with regards to basement extensions. In particular, clarification and more detail were sought on when a basement assessment would be required and what it would need to include. In addition, there was a request to make it clear that the impact on neighbouring properties and the environment will be considered in any basement application. The final draft local information requirements list was amended to reflect these comments.

### **Focus Group with local residents associations**

1.7 The Royal Borough of Greenwich has received some letters setting out the concerns of residents associations about residential extensions in addition to comments received in response to the Core Strategy and local information requirements list. There was particular concern about basements. A focus group with these residents associations took place on 4th November 2015 where a first draft of the Residential Extensions, Conversions and Basements SPD was presented and discussed. The residents associations were asked to review the document and provide written feedback. These comments and feedback were taken into consideration in the production of the final draft SPD for consultation.

### **Internal engagement**

1.8 Relevant internal departments were also consulted on the draft Residential Extensions, Conversions and Basements SPD and their comments were incorporated prior to the public consultation. This comprised; development management, highways, waste, flooding, building control, housing and environmental health.

## 2. Introduction

- 2.1 The purpose of this document is to provide guidance on the design of residential extensions, basements and conversions. It expands upon the local plan policies and is a material consideration for planning applications.
- 2.2 The guidance explains the types of residential extensions that can be built and focuses on encouraging good design by concentrating on broad issues such as size, height, position and layout. It sets out examples of well-designed extensions and shows how you can create extra living space whilst respecting the character of the area, the streetscape, the original building and the amenity of adjoining occupiers.
- 2.3 The document also provides general guidance on the conversion of single houses into flats in order to ensure that extra homes that are provided offer a high standard of accommodation and relate well to their surroundings. In addition, guidance on what types of issues and design considerations should be considered as part of basement development are also set out.

### All new residential extensions and conversions should...

- Respect the amenity of neighbours particularly their privacy, daylight, sunlight and the sense of enclosure they currently experience
- Be sensitive to the original building and buildings around it
- Use complementary materials; and
- Respect the street scene and character of the area

### Conservation

This SPD includes some additional design guidance which applies specifically to statutory listed buildings and alterations to dwellings in conservation areas. You will find guidance throughout the document where appropriate in these yellow boxes.

- 2.4 Royal Greenwich will consider all applications for residential extensions and conversions against local plan policies, particularly [Royal Greenwich Local Plan: Core Strategy with Detailed Policies](#) ('Core Strategy') policies DH1, DH(a) and DH(b) as well as the [London Plan](#), other relevant guidance and the individual circumstances of each case.
- 2.5 These guidelines deal with the types of extension that require full planning permission. However, the principles of good design apply to all proposals including smaller structures and extensions that do not require planning permission.

### 3. Permitted Development Rights

- 3.1 If you live in a 'single family dwelling house' (see glossary for definition) you can make certain types of minor changes to your property without needing to apply for planning permission. These are called 'permitted development rights'. Please note, however, that these permitted development rights do not apply to flats.
- 3.2 For more information on what you can and cannot do under permitted development rights please visit the [planning portal website](#) where you can find interactive guides on common projects including residential extensions. The Department for Communities and Local Government (DCLG) have also produced technical guidance on '[Permitted Development for Householders](#)'.
- 3.3 In a number of cases, prior approval from the local planning authority may be required before carrying out permitted development. Prior approval means that a developer has to seek approval from the local planning authority that specified elements of the development are acceptable before work can proceed. Sometimes these permitted development rights are for a temporary period or for a limited time period. More information on the prior approval process can be found on the [planning portal website](#) or in the [planning practice guidance](#).
- 3.4 It is advisable to apply for a Certificate of Lawfulness for Proposed Development as proof that your household building work is within Permitted Development Rights. More information can be found on the [planning portal website](#).

#### Conservation

Houses in conservation areas have fewer permitted development rights. Planning permission will be required for roof extensions, rear extensions of more than one storey, side extensions and external cladding. Planning permission will also be required for the demolition of a building measuring more than 115 cubic metres or the demolition of a gate, fence, wall or railing over one metre high next to a highway, or over two metres high elsewhere. In some conservation areas permitted development rights may have been removed through Article 4 directions. There are 20 conservation areas in the Royal Borough and Article 4 directions apply to 6 of those areas. For a list of conservation areas and where Article 4 directions apply please visit the [conservation pages](#) on the Royal Greenwich website.

If you live in a statutory listed building you should assume that listed building consent or a certificate of lawfulness of proposed works will be required for internal or external work. Please refer to the [listed Buildings](#) webpages for more information on the types of consents and how to apply.

## 4. The process – where to begin

### The planning application

- 4.1 When assessing a planning application, Royal Greenwich will need to consider a number of issues; such as, whether your proposal will have a positive or negative impact on the original house and its surroundings. This will include considering factors such as whether your extension will cause the loss of light or privacy to neighbouring properties or whether the design of the extension complements the style of the house and the street.
- 4.2 The guidelines are here to help you prepare a successful planning application and we recommend you design your extension in accordance with these guidelines.
- 4.3 There are national requirements which applicants are required to submit when making a planning application; these include a planning application form, a site plan, a location plan and the correct fee. Royal Greenwich also has a draft local requirements list, which once adopted; your application will need to comply with in order for it to be valid. A planning application can be made to the local authority directly through the [planning portal website](#). Planning application forms can also be found on the planning portal; the type of application form needed will depend on the proposal.

#### Conservation

If your property is a listed building you may need listed building consent or a certificate of lawfulness of proposed works in addition to planning permission. There is no fee for either of these applications. It is a criminal offence to carry out works to a listed building without consent.

### Other considerations

#### Building regulations

- 4.4 Many types of domestic building works require Building Regulations approval. It is strongly advised that the Royal Greenwich Building Control Section is contacted at the earliest possible stage. Building Control assesses the structural safety of an extension and complying with Building Regulations is not the same as obtaining planning permission. You should obtain the appropriate consent from both the Building Control and Planning sections before any building works take place.

Please contact building control for more information and advice.



Address: Fourth floor, The Woolwich Centre,  
35 Wellington Street,  
Woolwich  
SE18 6HQ

Telephone: 020 8921 5413/5410

Email: [building.control@royalgreenwich.gov.uk](mailto:building.control@royalgreenwich.gov.uk)

## Land ownership

4.5 Land ownership issues and boundary disputes are not planning issues. However it is important that extensions are built within the boundaries of the property they relate to. [The Land Registry](#) can often provide maps to help with boundary issues. All boundaries should be clearly marked on the plans submitted as part of the planning application.

4.6 If you do not solely own the land you are submitting a planning application for, you must sign certificate B under section 8 of the planning application form to certify that you have informed all other land owners of the planning application.

4.7 If you intend to carry out work to an existing wall or structure which is shared with another property then the neighbours should be notified under the provisions of the Party Wall Act 1996. This is the applicant's responsibility.

## Consultation on planning applications

4.8 Notifying neighbouring properties: Once the application has been validated by the Royal Borough; we are required to notify your neighbours in line with planning law. If the property is a listed building or within a conservation area we will erect a site notice and advertise the proposal in a local paper.

4.9 Any comments made in response to a planning application must be made in writing and include the address of the respondent (although this will not be published). Any comments should be restricted to material planning considerations which can include (but are not limited to): overlooking/loss of privacy, loss of light or overshadowing, parking, highway safety, traffic, noise, effect on statutory listed building and conservation area, layout and density of buildings, design, appearance and materials, government policy, disabled persons' access, proposals in the Development Plan, previous planning decisions (including appeal decisions) and nature conservation. Issues such as loss of view, or negative effect on the value of properties are not material considerations.

4.10 Consultation for prior notification: For larger rear extensions under permitted development, adjoining neighbouring properties must be consulted under the neighbourhood consultation scheme for prior approval process. Applicants must set out in

their application form all adjoining occupiers i.e. those who share a boundary, including to the rear so that the local authority can consult these neighbouring properties. The neighbouring properties will have 21 days to respond to the consultation and raise any objections or comments. More information can be found on the [planning portal website](#).

### **When can you expect a decision to be made?**

4.11 When Royal Greenwich come to make a decision on your application, Councillors have given the Borough's Chief Planning Officer the power (delegated authority) to determine most residential extension, conversion and basement applications. Where this is the case, we will try to make the decision within an 8-week period - starting from the date your application is made valid. If eight or more objections are received, the application cannot be decided under delegated authority and must instead go to planning committee. Planning committee meetings are held regularly and dates and times of the meetings as well as further information can be found on the [Royal Borough's website](#).

### **Fees and Levies**

4.12 The fees for a planning application can be found on the [Planning Portal website](#), along with the relevant application forms.

4.13 Any development that creates a new dwelling or 100sqm or more of additional floorspace may be liable to pay the local community infrastructure levy (CIL) and the [Mayoral CIL](#). The fees and exemptions for the local CIL can be found on the [Royal Greenwich website](#) and the fees for the Mayor's CIL can be found on the [Greater London Authority \(GLA\) website](#).

## 5. Design Issues & Amenity Considerations

5.1 This section sets out guidance on design issues and amenity considerations which should be taken on board when designing an extension or conversion. The guidance set out below is good practice and should also inform proposals which fall under permitted development to ensure these developments are well-designed.

### Residential Amenity

5.2 Extensions should be designed to ensure there is no significant loss of privacy to neighbouring dwellings and gardens. The degree of overlooking is affected by distance and the angles of view and therefore the possibility of overlooking is greater with taller buildings. There are no specific distances required between habitable rooms facing each other, this will be dependent on the existing character and built form of the area.

### Overshadowing and Daylight

5.3 Your extension should not overshadow neighbouring habitable rooms or private gardens to an unreasonable degree nor should it reduce the daylight they receive. It should not result in a sense of enclosure. If a view from a neighbour's principal windows and/or the immediate private area of a garden is dominated by a proposed extension, then permission is unlikely to be granted.

### Windows and doors

5.4 The character of a property can be harmed by the alteration or addition of new windows or doors that differ from the style and character of the original. In most cases, windows and doors should be of the same proportions, materials and style as those in the existing building. In addition, windows should be positioned to match the symmetry of those in the existing building.

5.5 Windows should not overlook a habitable room or garden of a neighbouring property and as a general rule there should be no new windows in any side wall directly facing a neighbouring property other than windows serving bathrooms, WCs and landings. Any windows to the side of a property may be acceptable if they are fixed shut and obscurely glazed up to 1.7m (when measured from finished floor level) as set out in the General Permitted Development Order 2015. There should be no increase in overlooking than there is at present.

### Roofs and balconies

5.6 The roofs of new extensions should generally follow and complement the pattern of the main roof. If it is appropriate for an extension to have a flat roof or different pitch from the main house this should not detract from the design integrity of the building. This may be

acceptable for example for a single storey rear extension which would not be seen from the road.

5.7 While balconies and roof terraces can replace garden space lost through the construction of an extension, the use of these roofs for recreational purposes requires planning permission. Flat roofs should not normally form balconies or terraces, in order to protect the privacy of adjacent occupiers. However, if proposals can demonstrate the privacy of neighbours would not be affected and careful attention has been paid to aspect and the appropriate screening, a balcony or terrace may be acceptable.

### **Solar panels**

5.8 The optimum location for photovoltaic (PV) cells and panels for solar water heating systems is an un-shaded south facing aspect, however, an un-shaded southeast and southwest aspect can still be appropriate. The cells or panels should preferably be integrated into the existing roof tiling systems and laid to the same angle as the roof pitch so as not to appear overbearing. The panels should be located to the rear of the property wherever possible so as not to cause visual harm to the street scene, although this will depend upon the optimum position for harnessing energy. Further guidance on renewable energy can be found on the [planning practice guidance website](#).

### **External wall insulation and Materials**

5.9 The materials chosen for an extension are very important and should be related as closely as possible to those used in the original building. For the walls this is likely to mean obtaining the best match of bricks, both in colour, tone and texture. This can be more difficult where the original bricks are old and weathered, therefore the re-use of salvaged materials can assist in blending old and new.

5.10 In some circumstances high-quality modern materials that complement those of the existing property may be more appropriate, however, using different material for small areas could make an extension look out of place and visually separate from the main house.

5.11 Not all external alterations to a house require planning permission from Royal Greenwich, they may be permitted development. However, planning permission is required to carry out external wall alterations to a house if the external materials used change the colour or texture of the existing house. For example, if an existing house is pebbledash and the proposed works have a pebbledash finish there would be no change in the colour and texture of the house and therefore planning permission would not be required. Yet, if an existing house is pebble-dashed and the proposed works would have a smooth cream finish there would be a change in the colour and texture of the house and therefore planning permission would be required. In addition, if the works would go beyond the boundary of your house for example onto an adjoining property or would project over adjacent land or

the highway then planning permission would be required for the external wall works in this instance.

5.12 For works to be considered permitted development the materials must be of a similar appearance to those used in the construction of the existing house. The table below summarises what is meant by similar appearance. Please note that this is for guidance purposes only and the ultimate decision rests with the planning department on a case by case basis.

**Table 1: Materials where works would be considered permitted development**

Existing house	Finishing material	Similar Appearance
Brick	Brick slips	Yes (certificate of Lawfulness advised)
Render	Same colour render	Yes (Certificate of Lawfulness advised)
Render	Different colour render, brick or pebbledash	No (likely to require planning permission)
Brick	Render/pebbledash	No (likely to require planning permission)
Pebbledash	Pebbledash	Yes (Certificate of Lawfulness advised)
Pebbledash	Render or brick	No (likely to require planning permission)

5.13 Furthermore, if you are planning to renovate more than half a wall by cladding or rendering the external surface or dry-lining the internal surface then you are required under the Building Regulations to add insulation to improve the thermal performance of the property.

### Green roofs and living walls

5.14 Green roofs and living walls are layers of living plants that are installed on top of conventional roofs (see figure 1). These types of living roofs and walls will be encouraged as they can enhance biodiversity, reduce flood risk by absorbing heavy rainfall and provide high standards of insulation. The design for a living roof or living wall should follow the Green Roof



Figure 1: Example of a residential house in Newington Green where a green roof is used to improve the biodiversity in an urban environment.

Organisation Code of Practice ([www.greenroofcode.co.uk](http://www.greenroofcode.co.uk)) as set out in the [Greener Greenwich SPD](#).

## Amenity Space

- 5.15 Gardens make a significant contribution to local character and specifically towards biodiversity, drainage, tranquillity and sense of space. Gardens help to enhance the setting of buildings and provide amenity value for residents. It is therefore important that reasonable amenity space, particularly green space, is retained when building an extension not only to protect the visual and amenity standards of the existing dwelling but also to safeguard the privacy and amenity of adjacent residents. Extensions should not reduce the garden to such an extent that it is out of scale with the house and unusable nor should they over dominate the garden. We would not normally expect an extension to take up more than 50% of the existing private garden space of the property. Extensions should not result in garden space being lost below the requirements of Policy H5 of the Core Strategy.
- 5.16 Royal Greenwich has a legal obligation to ensure that certain species are protected. If developments, including extensions, are likely to impact upon protected species, you will be expected to take measures to ensure that no harm, loss or long term threat arises to those species.
- 5.17 Trees are an important part of the natural environment and some trees are protected. Works to a tree may require permission, therefore before undertaking any works the applicant must check if a tree is in a conservation area, if it has a Tree Preservation Order (TPO) attached to it or if the tree has been protected by a planning condition. Further information can be found on the [Royal Borough's website](#).

## Sustainability

- 5.18 Royal Greenwich promotes and encourages a sustainable approach to new buildings and extensions; an extension or alteration provides various opportunities to improve a dwelling's environmental performance. For instance, responsible sourcing of materials, extra insulation, double/triple glazing, living roofs and rainwater recycling should all be taken into consideration. The extension also presents an opportunity to include on-site energy generation features such as solar panel water heating, photovoltaic panels and ground source heat exchangers.
- 5.19 All developments will be required to meet the appropriate Building Regulations and applicants should be aware that extensions, conversions and basements can sometimes require the upgrading of the existing building under the thermal requirements of Building Regulations. The development should consider the modern construction standards including energy conservation and sustainability aspects of the [Core Strategy](#), [London Plan](#) and [Greener Greenwich SPD](#).

## Conservation

Planning applications are judged against stricter criteria within conservation areas where all proposals must seek to preserve or enhance, and not cause harm to, the special character or appearance of the area.

Any application in a conservation area will be expected to take account of the Conservation Area Character Appraisal and Management Strategy (CAMS) for that area (if one is in place) as well as the guidelines set out in this document. The conservation area appraisals for Royal Greenwich can be found on the [Royal Borough's website](#).

Extensions should respect the original architectural features and detailing of the dwelling and should be designed to complement the dwelling in terms of windows, doors, openings, roofs and materials.

Please note, if the exterior of the house would include cladding of any part of the house with stone, artificial stone, pebble dash, render, timber, plastic or tiles the application will need planning permission rather than a certificate of lawfulness in line with the General Permitted Development Order 2015.

Houses that are listed buildings are particularly sensitive to alterations that might affect their character. There are two types of listed building, [locally listed](#) and [statutory listed](#).

Locally listed buildings should be protected and their character preserved. Proposals for unsympathetic alteration of locally listed buildings will be strongly discouraged. Statutory listed buildings are afforded a higher degree of protection than locally listed buildings and any alterations to statutory listed buildings are likely to require Listed building Consent. Proposals for external alterations, internal alterations or additions to statutory listed buildings should respect the integrity of the building and harmonise with their architectural character. No development should detract from the setting and proportions of a Listed Building. The guidance set out in the yellow boxes throughout this document is aimed at statutory listed buildings, although the guidance may also be useful to inform applications proposing to alter locally listed buildings.

Different rules may apply the solar panels in conservation areas; please refer to the [planning portal](#) or the [General Permitted Development Order 2015](#) for more information.



## 6. Common Forms of Extensions

### Single storey rear extensions and conservatories

6.1 This is the most common type of extension in Royal Greenwich and is often the easiest and most obvious way to extend a house to provide the living space you need. These guidelines set out the importance of balancing your need for space against the need to prevent your extension from harming the amenity of adjoining residents or the character of the house and local area. Potential issues that may arise from rear extensions are normally overshadowing and overlooking. Careful attention to the size, position, height and design of the extension can help to overcome these issues.

#### Depth

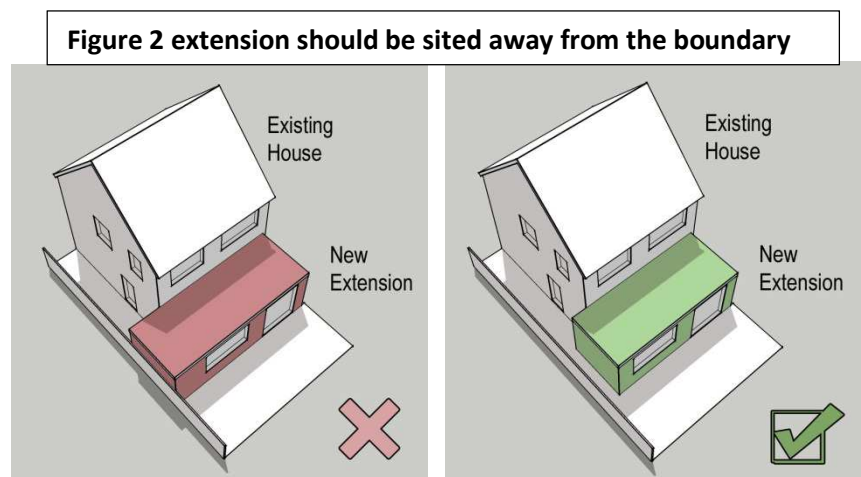
6.2 It is important that this type of extension does not dominate and remains subservient to the original house. It should not project out more than 3.6m from the rear wall of the original house as this could block daylight and sunlight for neighbouring properties.

6.3 Under permitted development rights, you can build a single storey rear extension from the original wall of the house by up to 3 metres if it is an attached house or up to 4 metres if it is a detached house. This limit has been increased to 6 metres if an attached house and 8 metres if a detached house until 30 May 2019. These increased limits are subject to the prior approval process and the [neighbourhood consultation scheme](#).

6.4 It is important to note that these limits apply to the original building line as it were first built; although applicants may not have extended the property themselves a previous owner may have and it is up to the applicant to investigate this. Any secondary extensions, canopies or conservatories added to existing extensions would exceed the above limits and therefore require planning permission and would normally be discouraged. Any extensions that significantly exceed these depths could severely overshadow neighbours' houses and will normally be refused.

#### Position

6.1 To make sure that no part of the extension (including the guttering and foundations) crosses the boundary line, it is recommended that the side walls of the extension are set in from the property boundary





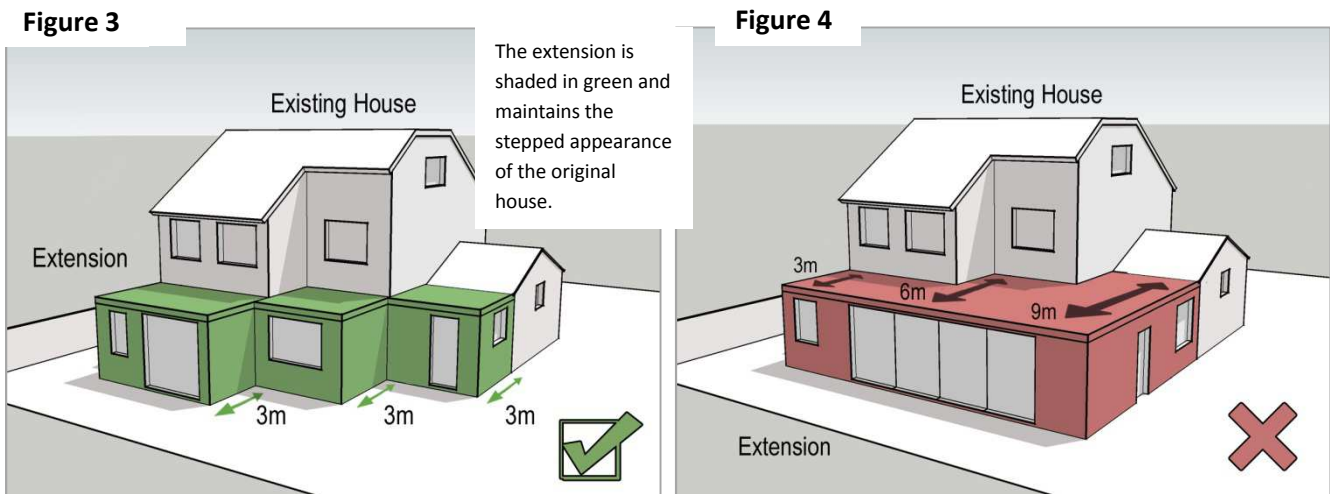
(see figure 2).

## Roof design

6.2 A flat roof is normally acceptable for a single storey rear extension. However, there may be instances where a rear proposal would be seen between or over other properties in the street, in which case a pitched roof would be preferred. If using a pitched roof the pitch should be shallow to prevent blocking sunlight and daylight to neighbouring properties. If a flat roof is acceptable, the extension should be set back from the boundary line so that the gutters do not over hang the neighbouring property. However, if you build right up to the boundary line a parapet wall should be built to stop rainwater flowing into your neighbour's garden.

## Infill extensions

6.3 Some older houses were originally built in an L-shape or stepped and have an existing rear addition. This means that there are two or three rear walls. Under permitted development rights, you can extend from each rear wall by 3 metres as illustrated in figures 3 and 4 below:



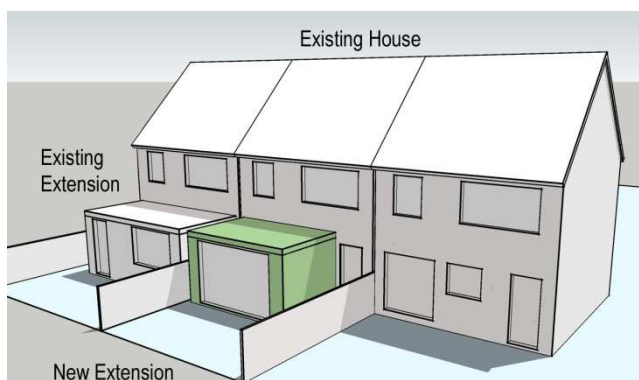
6.4 Where the original rear wall of a house is stepped (as per figure 3), then each of these stepped walls will form the rear wall of the original dwelling house. In such cases, the limits on extensions apply to any of the rear walls being extended. As can be seen in figure 3 above, each wall of the original house can be extended as long as the original stepped appearance of the property is maintained. Extensions as illustrated in Figure 4 will be discouraged because they can cause harm to the neighbouring properties and block their daylight. What will be considered acceptable will depend on the impact upon neighbouring occupiers and their amenity.

6.5 Under the temporary prior approval process for larger household extensions introduced on 30 May 2013 to 30 May 2019, an infill extension for up to 6m for attached houses and 8m for detached houses can be applied for under the prior approval process, however as set out in paragraph 6.2, it is only considered acceptable to extend by up to 3.6m in Royal Greenwich. Extensions larger than this would be discouraged because they are likely to restrict light to neighbouring properties.

## Conservatories

6.6 A conservatory or pergola to the rear of a house is still considered as an extension. The criteria that apply to brick and rendered extensions still apply to these types of extensions. The side elevations of a conservatory should be built using solid materials to a maximum height of 2 metres to allow the passage of natural light and prevent any overlooking. Planning permission is not usually granted where the proposal is to add a conservatory or pergola to the rear of an existing extension.

## Adjoining extensions

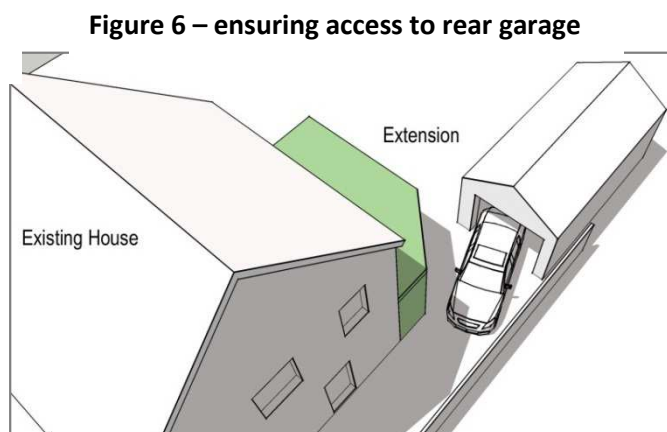


**Figure 5** – An L shape between the original wall of the house and the new extension could prevent over shadowing of the neighbouring property without an extension

## Garages

6.8 If you have a garage in the rear garden that is accessed by a side driveway, you will need to design your extension to ensure there is enough space for a vehicle to access the garage (see figure 6). You may need to move the garage further down the garden (which may require planning permission) or design the closest corner of the extension to leave enough room for manoeuvring. Alternatively, it may be possible to provide a replacement parking space in the front garden, although landscaping should be retained or replaced with new landscaping elsewhere and the materials used should be permeable. Further guidance on permeable materials can be found in [DCLG Guidance on Permeable Surfacing of Front Gardens](#).

6.7 Your property may lie in between two houses that have already been extended. Where there is a deep extension on one side but not the other permission may be granted for an L shaped extension if it does not block light to neighbouring houses (see figure 5). Where deep extensions have been granted on both sides of a property, a deep extension may be acceptable.



**Figure 6** – ensuring access to rear garage

## Outbuildings

6.9 Outbuildings are often permitted development although the [planning portal website](#) should be consulted for more information. Outbuildings should be in proportion to the original house and garden and should not impact upon the open character of the surrounding area. They must be sensitively designed taking into account the residential amenity of neighbouring properties including for daylight, sunlight and privacy.

## Two storey rear and first floor rear extensions

6.10 Two storey rear extensions and first floor rear additions can provide more internal space but can have a greater impact on neighbouring properties. The height of these extensions can cause problems with overlooking, privacy, overshadowing and creating a sense of enclosure for neighbouring houses. The ridge height of the roof of an extension should be set below the existing ridge height to ensure the extension is secondary to the original house. Where these amenity issues cannot be resolved through good design, it is unlikely the scheme would be approved. As a guide, this sort of extension should not be more than half the width of the house and the depth should be kept to a minimum. This will ensure that the extension would have as little impact as possible on neighbouring properties, amenity, the street scene and the character of the house. Flat roofs will also be unacceptable where the extension is visible from the public highway. Even where the roof is not visible from the public highway it is preferable that the roof matches that of the original house.

6.11 The open aspect of the site and the character of the street will need to be preserved and respected.

### Conservation

Planning permission will be required for many rear extensions in Conservation Areas, particularly those covered by Article 4 directions. Such applications will be expected to take account of the Conservation Area Character Appraisal and Management Strategy (CAMS) for that area (if one is in place).

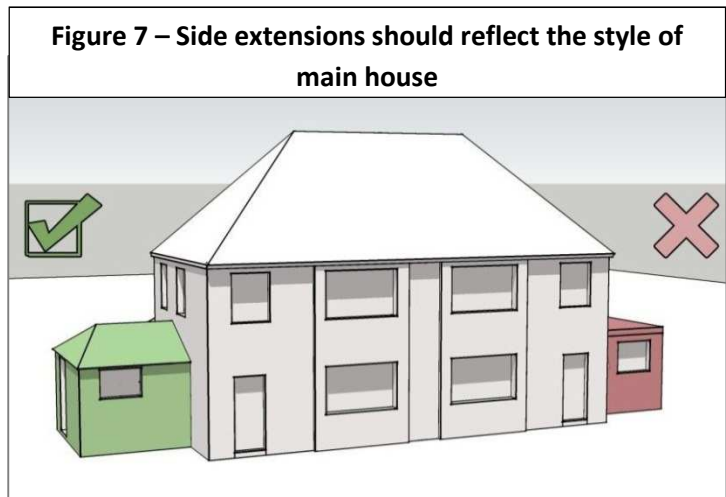
Development must preserve, enhance and not harm the conservation area. Within Conservation Areas it is particularly important that extensions respect the original architectural features and detailing of the dwelling. A new extension should not dominate a historic building. The use of appropriate materials is particularly pertinent.

There may be an opportunity to replace a poorly built and designed extension with a new structure. It should be noted however, that there may be some cases where a new extension will not be permitted.

Applicants are advised to seek pre-application advice for applications in conservation areas and affecting statutory listed buildings.

## Side extensions

6.12 Like a single-storey rear extension, a side extension is an easy way to extend a house to provide additional space. Side extensions, however, have an impact on the character of the house and the street scene and careful attention must be paid to the depth, height and position of the extension. Side extensions should accurately reflect the style of the main house and remain secondary in size and appearance.



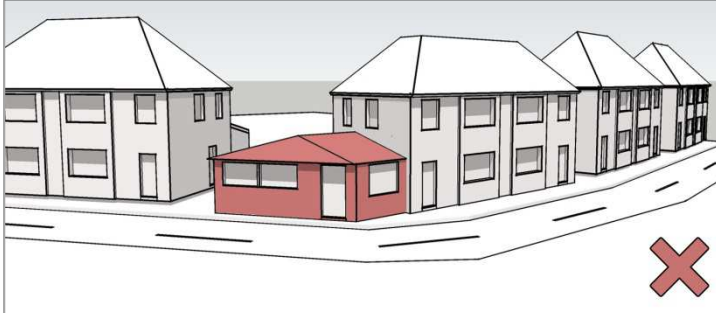
6.13 As demonstrated in figure 7 above, the roof of the side extension should reflect the roof pitch of the original house because a side extension will have an impact on the character of the street. This applies to both single and two storey extensions.

6.14 **Position:** The extension should normally be set back slightly from the front wall of the house to allow the original house to remain prominent. A set back from the boundary of 0.3m will also ensure enough room for guttering. Parapet walls will normally be refused permission unless they are a feature of the original house.

6.15 **Proportion:** The height and width of the side extension should be proportionate to the main house. The width should be less than half the width of the main house.



Figure 8 – extensions on corner plots should be set back from the road



## Corner Plots

6.16 Where the house is on a corner plot with a road alongside it, a side extension will be visible from the public highway. The extension should therefore be set back from the boundary by one metre and be proportionate to the dimensions of the main house in order to maintain the open aspect and protect the character of the street (see figure 8). It may be necessary to use patterned brickwork or matching render to soften the appearance of the enlarged side wall of your house. Additionally, if the

boundary does not run parallel to the house the extension should not run parallel to the boundary but should be staggered as illustrated in figure 8.

- 6.17 Design: To help the extension blend in with the house and street, the design and style of the roof should match the original house including the pitch of the roof and the finished material. Windows should match the original house in terms of style and position and where possible relevant design features should be copied from the main house. A separate entrance in the extension will not be acceptable.
- 6.18 Two storey extensions to the side of a semi-detached house or a detached house must be designed so as to avoid a terracing effect. In addition, flat roofs will not be acceptable on side extensions when they are visible from the road.

## Garages

- 6.19 If you are proposing to construct a garage, this should be large enough to store a car and to get in and out of the car. There should also be enough room for your garage doors to open outwards onto your drive, but it should not open out over the public highway.
- 6.20 If you are proposing to demolish or convert a garage, details will need to be provided about how you intend to provide replacement off street parking. The size of your house will affect the number of car parking spaces that should be provided. Table 6.2 of the [London Plan](#) sets out the parking standards which should be complied with. The materials you choose for driveways will need to be permeable to ensure they do not add to any surface water flooding. If you require a dropped kerb to access your drive you may need to include this in your planning application (if you live on a principal road or in a conservation area) or you may need to apply for additional [highways approval](#).
- 6.21 Some garage conversions are permitted under permitted development rights; however, it is best to contact the local authority to check whether planning permission is required.

### Conservation

Planning permission will be required for side extensions in Conservation Areas; such applications will be expected to take account of the Conservation Area Character Appraisal and Management Strategy (CAMS) for that area (if one is in place).

Development must preserve, enhance and not harm the conservation area. Within Conservation Areas it is particularly important that side extensions do not block or diminish the gaps between properties which contribute to the streetscape.

Small side extensions may be acceptable where they do not dominate. They must respect the original architectural features and detailing of the dwelling and the use of appropriate materials is particularly pertinent.

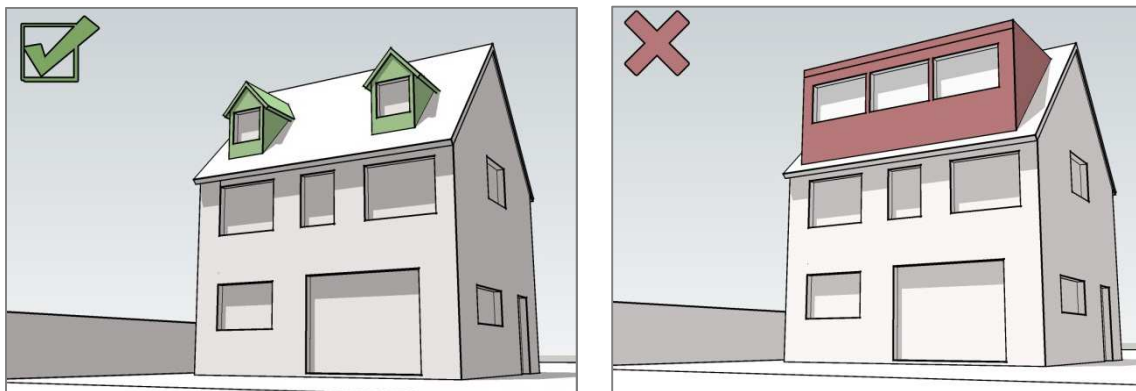
## Roof Extensions/Loft conversions

6.22 Loft conversions can create additional living space with minimal impact. However, there is a danger that in achieving adequate headroom the new form of the roof could give the house a top heavy look, damaging the character of the house and the street. Roof extensions should be proportionate to the size of the original house, and any proposals that change the roof form should seek to preserve or enhance the existing appearance in terms of height, scale and visual interest.

6.23 In general, roof extensions will be refused planning permission on front facing roof slopes because extensions of any sort on the front roof slope can harm the character of the area.

6.24 Box shaped full width dormer windows will be discouraged on any roof face as they do not integrate well with pitched roof houses (see figure 9).

Figure 9 – Rear box shaped dormers can be overbearing

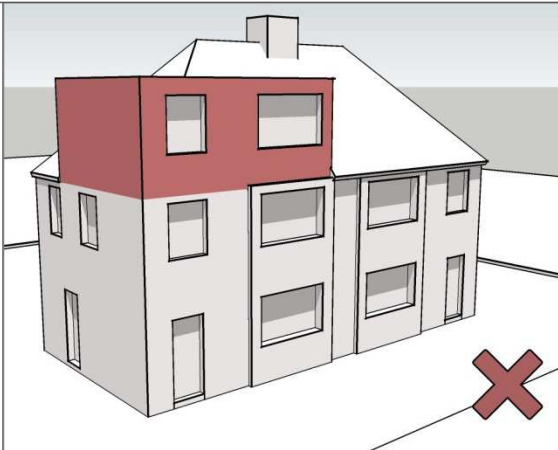


6.25 Dormer windows are acceptable to the side and rear of the house and planning permission will not normally be required as long as the extension does not project out over the front roof slope. Please see the planning [portal loft conversion guide](#) for more information.

6.26 Dormer windows should be small scale and of appropriate design considering the other windows in the house, as demonstrated in the picture to the right of figure 11 below. In traditional buildings, the window head height of dormer windows should not necessarily be 2.1m above the respective floor level (as is the industry norm): the architectural composition may be more satisfactory if the window head height is reduced to 1.8m above floor level.



**Figure 10 – overbearing wrap around extension**



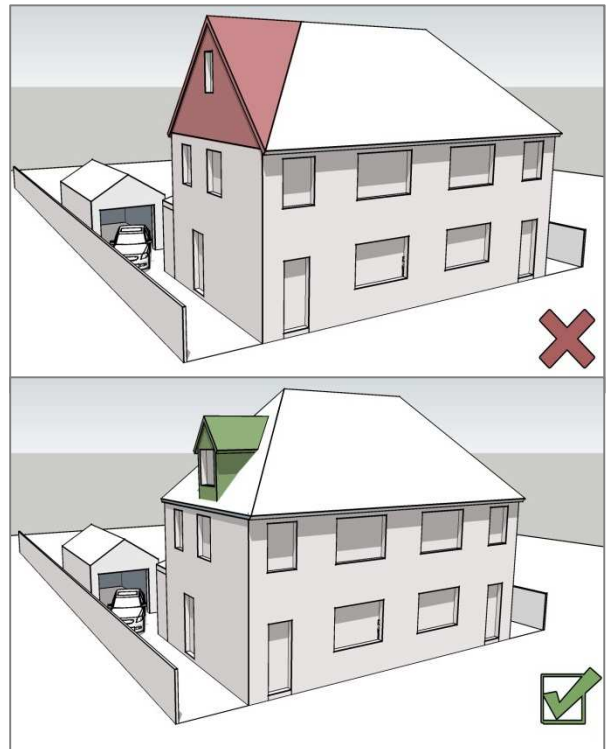
6.27 If dormer windows are proposed on both the side and rear roof slopes they must not wrap around the side of the roof and join to create one extension, they must remain separate extensions (see figure 10).

6.28 Planning permission will not be granted to alter or to convert a sloped hip end roof into a flat gable end roof on the side of the house, as

illustrated in figure 11, because this would unbalance the appearance of the house, semi-detached houses or terrace.

6.29 Mansard roofs will only be appropriate where they are already part of the character of the street scene or where they would not be harmful to the appearance of the house.

**Figure 11 – roof conversions should not alter the pitch of the roof**



## Roof lights

6.30 Roof lights are best located on the side or rear of the house. Wherever roof lights are located, a traditional roof light with a through glazing bar is preferable over a large undivided glass roof light that can dominate the roof plane (see figure 12). In addition, windows should not be so large that they reach the edge of the roof slope.

**Figure 12 – appropriate roof lights**



## Conservation

Planning permission will be required for any alteration to a roof. Roof lights do not require planning permission unless it is subject to an Article 4 Direction. Applications will be expected to take account of the Conservation Area Character Appraisal and Management Strategy (CAMS) for that area (if one is in place).

Design must be sensitively considered so as not to overwhelm the roof and ensure any extension respects the architectural composition of the original house. The scale, bulk, design and placement of roof lights, and the number of dormers must not dominate the roof and detract from its character and appearance. The position of dormer windows should be symmetrical. If your house is listed you will probably need Listed Building Consent to alter the roof space, timbers and the outside of the roof. Roof extensions will be resisted when they damage unaltered roofscapes and compromise views through the Conservation Area.

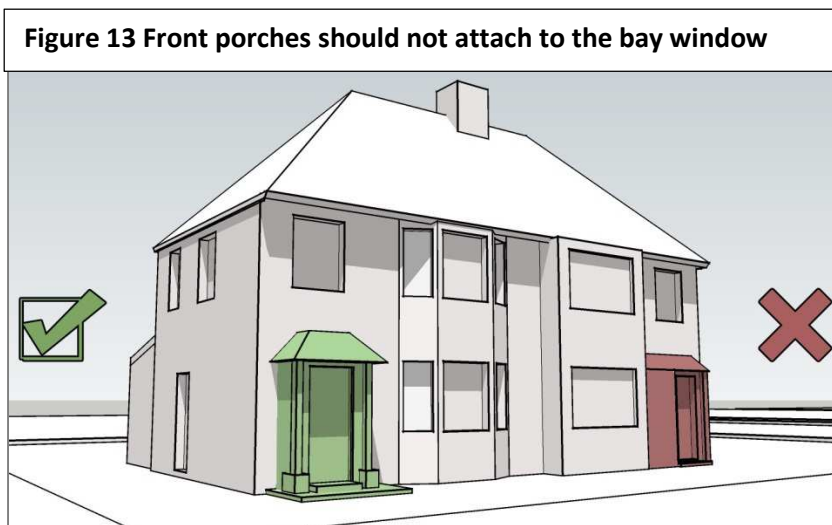
Within conservation areas, there may be scope for one or two modestly sized dormers at the rear of a property, although the number of dormers in the roof should normally be fewer than the number of windows on the floor below. Dormer windows should be set well away from ridge, eaves and party walls, and the total width of a dormer window, including lead 'cheeks', should ideally be no greater than the window openings on the storeys below; the height should also not exceed that of the existing fenestration. The style of the windows should be in keeping with the windows of the main house. Also, if the height of the roof slope allows, dormer windows should preferably have pitched or hipped roofs.

Conservation roof lights, which sit flush with the roof slope, should be specified for properties located within conservation areas (see figure 12).



## Front Extensions & porches

- 6.31 Front extensions will normally be refused if they are larger than a porch because they stand out, look bulky and can significantly adversely affect the character and appearance of the house and street scene. However, where the front of the house is staggered in an L shape a small front extension may be possible.
- 6.32 The extension should not be higher than a single storey and the roof design, windows and finishing materials should match the original house. They should not project forward of, or attach to, a bay window as illustrated in figure 13 below. The porch door should lead directly to the original front door of the house.



- 6.33 Whilst most porches would be considered permitted development (see planning portal [porches guide](#) for more information) front extensions and porches should be minor and should not alter the overall appearance of the house or dominate the character of the street. Their style and roof line should reflect that of the main house and should not adjoin any front bay window.

### Conservation

Front porches are permitted development even in Conservation Areas. Where permission is required for a front extension however, it is unlikely to be granted, as this is usually the most important and visible part of the house.

## 7. Basements

- 7.1 Basements should generally be limited to the footprint of the host house or building. Building regulations require that habitable basement accommodation should have daylight, sunlight, ventilation, and a means of escape in the event of fire.
- 7.2 Converting an existing residential cellar or basement into a living space is in most cases unlikely to require planning permission as long as it is not a separate unit or unless the usage is significantly changed or a light well is added, which alters the external appearance of the property.

### Basement Impact Assessments (BIA)

- 7.3 Extensions to an existing basement or new build basements will require planning permission and all applications should be accompanied by a Basement Impact Assessment (BIA) as set out in paragraph 7.2 below. The guidance set out below should be taken on board for extensions, conversions and new build basements and should be used to inform the BIA.
- 7.4 The level of information required for the basement assessment will vary depending on the issues presented by the proposed site. For example, proposed basement development on sites that are sloping, on clay strata, in a highly urbanised area, close to a water course, aquifer or in a flood zone are likely to be very complex and the BIA will need to reflect this by addressing each issue and how it will be overcome. In contrast, a basement application that does not face any of these issues would be fairly straight forward in comparison and the BIA would require much less detail.
- 7.5 . Even where planning permission is not required the guidance below can be used as good practice to ensure basements are well designed.
- 7.6 As set out in the draft local information requirements list, basement extensions should be accompanied by a Basement Impact Assessment (BIA) which should assess the impact of the proposed development. It should include the following information:
- Whether the site is located above an aquifer
  - Whether the proposed development will extend beneath the water table surface or whether it is located within 100m of a water course
  - An explanation of how the development will impact on flooding and drainage, including what prevention measures will be taken to reduce the risk of flooding of the basement itself and neighbouring properties
  - Demonstrate by methodologies appropriate to the site, that schemes maintain the structural stability of the building and neighbouring properties

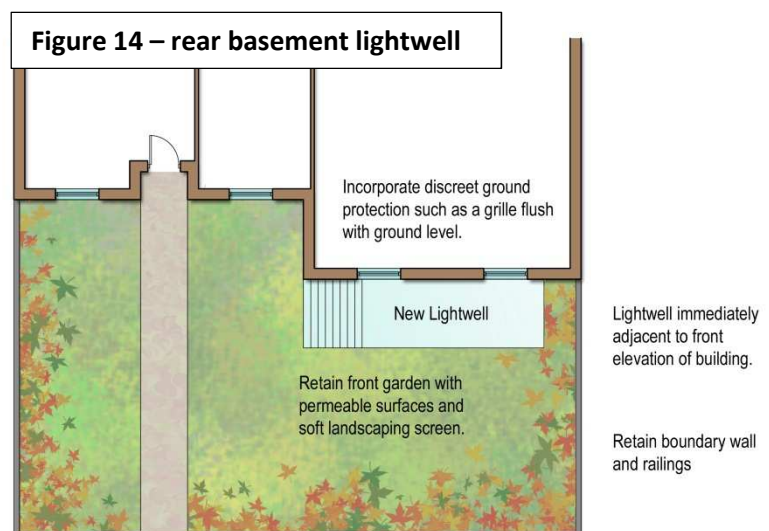
- Demonstrate that the proposal does not negatively impact on the character of the area
- Demonstrate that the residential amenity of adjacent occupiers will be respected, particularly during the construction process
- Illustrate what construction methods will be used including how noise, disruption and vibration to neighbouring properties will be minimised. Applicants are encouraged to use the quietest form of piling appropriate to the site.

## Lightwells

7.7 Whilst basements may not be visible to the public there are certain features such as lightwells, skylights, vents and means of fire escape that will be and these should be carefully designed to ensure minimum impact on street scene.

7.8 Lightwells should be as small as possible and should not dominate the front garden. Where basements are not a traditional feature of the street, proposals for basements with lightwells to the front of the house will normally be refused. Please see the [planning portal](#) for more information. The

most appropriate location for lightwells is to the rear of the property immediately adjacent to the rear elevation as seen in figure 14. Lightwell openings set away from buildings within the garden itself, including those for secondary means of escape are likely to be refused because they harm the garden setting and may result in harmful illumination or light spill.



7.9 In order to comply with the [building regulations](#) a grille or railings should be designed into the proposed scheme. In front gardens, grilles are the preferred fall protection as they are discreet and less likely to impact on the street scene.

7.10 Skylights may be acceptable to the rear of buildings, but as with lightwells they should be of minimal size, located adjacent to the rear elevation and flush to any hard landscaping. Skylights may sometimes be more appropriate than lightwells, to allow a continuous level between the rear of the building and its garden setting to be maintained.

## Landscaping and garden space

- 7.11 As set out in paragraph 5.15, gardens make a significant contribution to local character and enhance the setting of the building. As with all types of extensions, basement development should not result in garden space being lost below the requirements of Policy H5 of the Core Strategy.
- 7.12 Basements should preferably follow the footprint of the original house and in any case should not dominate rear or front gardens. This allows enough space for mature trees and vegetation to grow and ensures gardens are able to maintain their biodiversity function as well as contribute to the landscape character of the area. Consideration should be given to existing trees on or adjacent to the site and the roots should be protected during construction. As with other types of applications, applicants should check whether any trees are covered by [tree preservation orders](#) and whether consent is required to undertake works.

## Flood risk

- 7.13 It is important to establish whether there is a significant flood risk before deciding to go ahead with an application for basement excavation or conversion and it should first be determined whether the property is located in a flood risk zone. This can be done via the [Environment Agency website](#). There are different types of flooding that may occur such as flooding from rivers or seas, flooding due to excess surface water, flooding from sewers and ground water flooding which occurs when water levels underground rise above the normal levels. More information on the types and location of flood risk across the borough can be found in the Royal Greenwich [Strategic Flood Risk Assessment](#).
- 7.14 Basements used for residential purposes are considered highly vulnerable in terms of flood risk vulnerability (as set out in the NPPF Technical Guidance) and will not normally be permitted in flood zone 3 and will be discouraged in flood zone 2 unless it can be proven the risk has been minimised appropriately.
- 7.15 Sustainable Urban Drainage (SUDs) measures, such as rain water tanks and permeable surfaces, can be used to reduce flood risk. Applicants will also need to consider the drainage hierarchy in policy 5.13 of the [London Plan](#) and if there are practical reasons for not utilising this hierarchy then this must be justified. It is also advised that drainage should be fitted with a one way valve to protect basements from sewer flooding which could occur during a storm. In line with Core Strategy policy E3 all basement developments in a high residual risk classification (see figure 8 of the Core Strategy) must be designed to incorporate flood risk reduction measures with the primary aim of reducing risk to life as well as flood damage.

## Land stability and construction issues

- 7.16 Excavation in a dense urban area can be challenging and poor planning and preparation can damage the existing property and the property of neighbours. As part of the planning application, the applicant will need to understand the topography and geology of the site, including the slope and the soil type and ensure that the construction methodology proposed is appropriate to the site based on this information. This will need to be included in the basement impact assessment which must be submitted alongside an application. Steep areas and a change in geological layers can mean that the land is unstable and the applicant must demonstrate in the basement impact assessment how these issues will be dealt with.
- 7.17 Complications can sometimes arise during the construction phase and as a result the construction methodology may need to be altered. Building owners are advised to retain their structural or civil engineer during the construction phase in case problems arise so that they can review the method statement as necessary. If the construction method alters from that approved as part of the application or enforced through a planning condition, works will need to stop until the new construction method is approved by the planning authority.

## Impact of construction on neighbours

- 7.18 Basement construction can be complicated, extensive and noisy which is likely to impact on neighbouring residents. As part of the basement impact assessment the applicant will need to demonstrate how noise disruption and vibration to neighbouring properties will be minimised. There are a number of issues that can be addressed to minimise the disturbance to neighbouring properties.
- 7.19 For example, the developer should communicate with neighbours and ensure they are aware of; the timetable for the works and any changes to the timetable, when the works are likely to be at their noisiest and how long this will last and what hours construction will take place between.
- 7.20 Traffic and access to the site should be managed to minimise congestion and consider the safety of pedestrians and other road users. The development may increase the need for parking for contractors and skips and the use of on street parking should be minimised. Temporary permits and licences may need to be obtained from the Highways departments and any damage to the highway would need to be repaired.
- 7.21 The developer should ensure that dust and noise are kept to a minimum during construction by using fine water spray, hoarding and any other appropriate methods. Environmental health standards should be adhered to and the Mayor's guidance of '[Control of Dust and Emissions during Construction and Demolition](#)' should be considered.

7.22 It should be noted that the planning system has limited powers to control the construction process and its impacts and whilst a breach of conditions would be dealt with by planning enforcement officers, many other issues would be dealt with through building control or environmental health. For instance noise, vibration and dust complaints should be directed to [environmental health](#), breach of planning conditions to planning enforcement and construction issues to building control. Information on controlling noise during construction can be found on the [Royal Borough's website](#).

7.23 Planning applications must be accompanied by necessary pre-commencement conditions on construction management and noise to ensure the impact of the development on neighbours is limited. These conditions must be discharged before work can begin. In addition, some conditions may be post construction conditions, these will need to be signed off once the development is completed.

### **Conservation**

Applications for basement excavations and associated light-wells will be expected to take account of the Conservation Area Character Appraisal and Management Strategy (CAMS) for that area (if one is in place).

In areas where basement light-wells are not a traditional or established feature, the excavation required can have a significant impact on the appearance of the house, the streetscape and the character of the conservation area, by enlarging the front elevation and removing part of the front garden. In such cases light-wells are unlikely to be acceptable. This will have implications if it is intended to use the basement as habitable space.

If you live in a statutory listed building you are likely to need consent for external and internal work.

## 8. Residential Conversions

8.1 If you would like to convert a house into flats you will need planning permission and your application will need to meet the policy requirements set out in the [Core Strategy](#), particularly policy H(b). Planning permission will only be granted if the original premises are larger than 111.48 sqm in the case of semi-detached and detached dwellings and 130sqm in the case of terraced dwellings, the new accommodation is self-contained, car parking, secure access and noise issues have been resolved and large family dwellings (3+ bed) have direct access to amenity space. In addition, the character and appearance should be in keeping with the surrounding area and any extensions should be limited in size and follow the guidance set out in this document.

### Size

8.2 The Royal Borough's policy is to protect small and medium sized family housing in Royal Greenwich, for which there is a continuing and sustained demand.

8.3 Therefore, planning permission for the conversion of a single house into self-contained flats will not be granted if:

- The original premises have a net floor area of less than 111.48sqm excluding any garages and existing extensions; or
- The original premises form part of a terrace and have a net floor area of less than 130 square metres (To measure net floor area, exclude outside walls and floor space with existing headroom of less than 2.3 metres and include partitions, cupboards, chimney breasts or flues as well as the area taken up by any staircases or any external toilet).

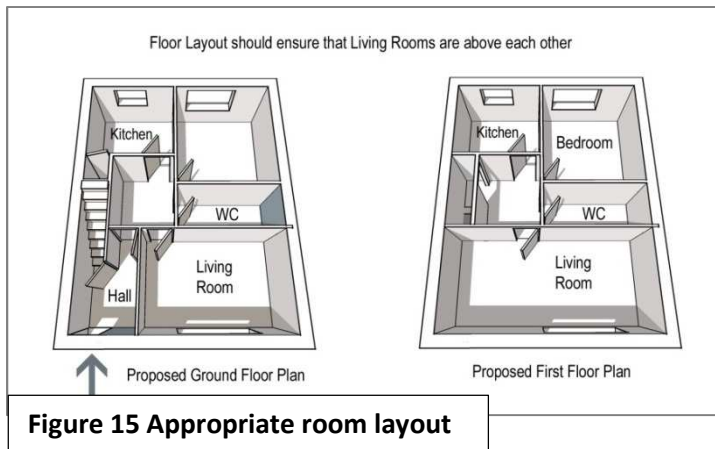
### Space standards

8.4 Conversions should meet the same minimum space standards as new build homes to ensure a high quality of residential accommodation. *The London Plan is currently being revised ([Minor Alterations to the London Plan](#)) to incorporate the [National Housing Space Standards](#) which are currently being used to determine applications.*

8.5 *The Residential Extensions, Conversions and Basements SPD will be revised following the public consultation on the [Minor Alterations to the London Plan](#) to reflect the current space standards that are being used at the time of adoption.*

## Room layout

8.6 As far as possible, rooms in similar use should be placed vertically above one another and side by side. Internal bathrooms must have some form of internal mechanical ventilation.



The arrangement of rooms and sound insulation is particularly important in conversions as there is less flexibility in how each room could be occupied i.e. it would be best to place living rooms above living rooms and bedrooms above bedrooms (see figure 15).

8.7 Where possible bedrooms should not be placed above, below or next to potentially noisy rooms, circulation areas of adjacent dwellings or noisy equipment such as lifts.

## Soundproofing

8.8 All dwellings should be built with acoustic insulation and tested to current building regulations standards, but acoustic insulation should not be relied upon as the only means of limiting noise. Minimum levels of sound proofing are set out in the [building regulations](#).

## Car Parking

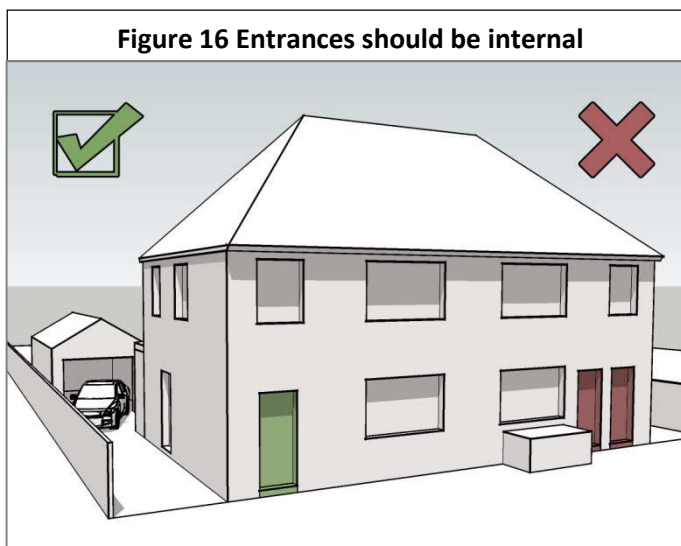
8.9 The number of car parking spaces provided should be in line with the standards set out in the [London Plan](#). If a development is proposing to rely on on-street parking the safety and the free flow of traffic and pedestrians should not be affected. It will be up to the applicant to demonstrate that on street parking is sufficient. In areas where there is heavy demand for on street parking within a Controlled Parking Zone (CPZ) then conversions should become 'Car Free' and the right to obtain a parking permit is removed. Cycle storage should also be provided and this should be located on the ground floor.

## Access

8.10 A self-contained flat must have its own separate entrance which should be visible from the road in order to offer natural surveillance. In general it is preferable to retain the original front door by providing separate internal front doors, thereby maintaining the outside appearance of the house and the character of the area. Shared hallway/lobbies should be well lit and individual flat numbers and letter boxes should be standard fixtures on all internal front doors and flat numbers and door bells should be provided on the main entrance.



8.11 In general, where possible, flats above ground floor level should be approached by way of an internal well lit staircase (see figure 16), external stair cases will only be allowed where they do not overlook neighbouring properties.



### **Refuse and recycling**

8.12 It is important to make provision for storage of bins in an enclosure which is secure and does not obstruct access to the flats. Bins should be stored in a convenient and accessible location, preferably at the side of the property and should not detract from the appearance of the building in line with [Royal Greenwich waste guidance notes](#) on new developments.

### **Privacy, outlook and amenity space**

8.13 Privacy, outlook and amenity space are important to the overall quality and "liveability" of homes and are particularly relevant to dwellings created from conversions, where an original house or a commercial property would be occupied at a higher density, i.e. accommodate additional households.

8.14 As set out in policy H5 of the Core Strategy, in flats a good size balcony, terrace or communal garden should be provided where appropriate and family housing should have direct access to a garden. Shared use of existing large gardens will be acceptable provided that visual privacy is protected. In communal or shared gardens, suitable screening of the ground floor flats must be provided. Extensions and additional units should be avoided where they lead to the loss of communal garden space.

8.15 Privacy and personal security must be safeguarded and undue overlooking of ground floor accommodation or neighbouring properties from extensions, roof terraces or external staircases should be avoided. The Royal Borough will require screening, sensitive design and planting schemes where appropriate.

8.16 All habitable rooms should offer a good outlook, including those created through extensions and conversions, including bedrooms (as there is no control over how each room will be used by future occupiers).

## Conservation

Any proposals for external work associated with a conversion, will be expected to take account of the [Conservation Area Appraisal and Management Strategy \(CAMS\)](#) for that area (if one is in place). A high standard of design for all alterations will be expected. The impact on the character and appearance of the Conservation Area will be an important consideration when determining proposals for conversion. Particular consideration will be paid to the cumulative impact of such proposals.

The conversion of a statutory listed building requires consideration to be given not only to the principles and standards outlined in section 8 but to the specific elements of the building from which its listed status is derived. Royal Greenwich will seek to achieve schemes which alter the original fabric and room layout of statutory listed buildings as little as possible.

## Conversions through change of use

8.17 The Government introduced new temporary permitted development rights on 30 May 2013 through the [General Permitted Development Order](#) to allow for changes of use from Class B1(a) office to Class C3 residential without the need for planning permission. Further changes were made to the [General Permitted Development Order 2014](#) with regards to permitted development rights for changes of use from shops to residential. Since then further amendments have been made to permitted development rights and these are consolidated in the Town and Country Planning ([General Permitted Development \(Amendment\) Order 2015](#)). To determine any prior approval application, the developer/applicant is required to submit details of the proposal, site and any other information deemed necessary for Royal Borough to assess the potential impacts of the development as set out below.

8.18 Where prior approval is required, development shall be carried out in accordance with details approved by the Royal Borough.

8.19 For all changes of use to residential, a high standard of sustainable design is still expected. Applicants are reminded that they must build the dwellings to the standards set out within the building regulations.

## Conversion of offices to residential

8.20 The Royal Borough has an Article 4 direction in place in Pier Walk/Mitre Passage on Greenwich Peninsula which removes these permitted development rights. Planning permission would therefore be required to change these buildings from office to residential. More information on the exact location of the Article 4 direction can be found on the Royal Greenwich [website](#).

8.21 Prior to making any change of use, developers must apply to the Royal Borough to determine whether the prior approval of the authority will be required as to:

- The impact of the development on transport and highways
- any contamination risks on the site; and
- any flooding risks on the site

8.22 Other aspects of development which may be associated with a change of use, such as alterations to facades, extensions etc will continue to require planning permission.

8.23 After changing to a residential use, existing permitted development rights for dwelling houses (C3) will not apply.

### **Conversions of shops to residential**

8.24 The following impacts will be taken into consideration when assessing a prior approval application for change of use from shops and financial and professional services (A1 and A2 use class) to residential (use class C3):

- The impact of the development on transport and highways
- Any contamination risks
- Any flooding risks
- Design and external appearance of the building
- Undesirable impacts on shopping facilities

8.25 The effect of the development on the sustainability of key shopping centres and the provision of services will be assessed by Royal Greenwich. This enables the local planning authorities to protect valued and successful retail provision in key shopping areas, such as town centres, while bringing underused shop units back into use outside those areas. Up to 150 square metres of retail space will be able to change to residential use. In line with London Plan policy, 'key shopping areas' means primary shopping areas, primary and secondary frontages, and neighbourhood and local centres.

### **Conversion of storage or distribution premises to residential**

8.26 A new permitted development right came into force on 15 April 2015 for a three year period, which allows change of use from storage or distribution buildings (B8) to residential (C3). Up to 500m<sup>2</sup> of floor space can change to residential use subject to a prior approval process. As part of this process the following issues will be taken into consideration:

- The impact of the development on transport and highways
- Any air quality impacts on intended occupiers
- Any noise impacts as a result of the development
- Any risks of contamination
- Any flooding risk
- Impact the change of use would have on existing industrial uses and or storage or distribution uses

8.27 The right only applies to buildings that were last used or were in use as storage or distribution (B8) on or before 19th March 2014 and have been used for storage or distribution for at least 4 years prior to any change of use to residential.

8.28 After changing to a residential use, permitted development rights for dwelling houses (C3) will not apply.

### **Conversion of amusement arcades and casinos to residential**

8.29 The following impacts will be taken into consideration when considering a prior approval application for amusement arcades/centres and casinos to change use to residential (C3):

- The impact of the development on transport and highways
- Any flooding risk
- Any contamination
- Design

8.30 Up to 150m<sup>2</sup> of floor space could change to residential use. After changing to a residential use, permitted development rights for dwelling houses (C3) will not apply.

#### **Conservation**

Permitted development rights for change of use from shops, storage / distribution premises, amusement arcades and casinos do not apply in Conservation Areas.

Permitted development rights for change of use from office to residential do not apply to statutory listed buildings.

## 9. Glossary and Bibliography

<b>Word/phrase</b>	<b>Definition</b>
Original house	The house as it was first built or as it stood on 1 July 1948 (if it was built before this date) and as it was built when built after that date. Although you may not have extended the house a previous owner may have done so.
Single family dwelling house	A single family dwelling house is a residence housing one family or household or one that is designed for one family only.
Ridge	The ridge of a sloped roof system is area where two sloped roof areas meet.
Eaves	The eaves are the edges of the roof which overhang the face of a wall and, normally, project beyond the side of a building
Article 4 direction	An area where the permitted development rights have been removed by the local authority to protect the character of the area.
Building	Includes any part of a building and includes any structure or erection, but does not include mechanical plant or machinery or gates, fences, walls, or other means of enclosure.
Existing	A building as it existed immediately before any development (eg a house extension) is undertaken. The existing house will include previous development to the house, whether undertaken as permitted development or as development resulting from a planning permission from the local authority
Height	References to height (for example, the heights of the eaves on a house extension) is the height measured from ground level
Ground level	Is the surface of the ground immediately adjacent to the building in question. Where ground level is not uniform (eg if the ground is sloping), then the ground level is the highest part of the surface of the ground next to the building.
Habitable room	Any room used or intended to be used for sleeping, cooking, living or eating purposes. Enclosed spaces such as bath or toilet facilities, service rooms, corridors, laundries, hallways, utility rooms or similar spaces are excluded from this definition.
Statutory Listed Building	Listed building (Statutory): a building or structure (and any other fixed object within its curtilage) of special architectural or historical interest, which is on the statutory list prepared by the English Heritage. These buildings are protected under the Town and Country Planning (Listed Buildings and Conservation Areas) Act 1990. Listed building consent is required for any proposal to alter, extend or demolish the whole or part of the interior or exterior of any structure within the curtilage of that building.
Skylight	A window, dome, or opening in the roof or ceiling, to admit natural light.
Locally listed building	A building or structure of architectural or historic interest, which does not qualify for including in the statutory list but in the opinion of the Local Authority makes a valuable contribution to the character of the area.
Lightwell	An opening within or next to a building that allows natural light to reach basement windows, that would otherwise be obscured.
SUDs	An alternative approach from the traditional ways of managing runoff from buildings and hardstanding. Sustainable urban drainage systems can reduce

	the total amount, flow and rate of surface water that runs directly to rivers through stormwater systems.
Basement	The floor of a building which is partly or entirely below ground level.
Primary frontage	Primary frontages are likely to include a high proportion of retail uses which may include food, drinks, clothing and household goods
Secondary frontage	Secondary frontages provide greater opportunities for a diversity of uses such as restaurants, cinemas and businesses.
Neighbourhood and local centre	Typically serve a localised catchment often most accessible by walking and cycling and include local parades and small clusters of shops, mostly for convenience goods and other services. They may include a small supermarket (typically up to around 500 sq.m), sub-post office, pharmacy, laundrette and other useful local services. Together with District centres they can play a key role in addressing areas deficient in local retail and other services.
Roof pitch	Roof pitch is the steepness of the slope of the roof. Roofs may be functionally flat or "pitched".
Sui generis	Certain uses do not fall within any planning use class and are considered 'sui generis'. Such uses include: betting offices/shops, pay day loan shops, theatres, houses in multiple occupation, hostels providing no significant element of care, scrap yards. Petrol filling stations and shops selling and/or displaying motor vehicles. Retail warehouse clubs, nightclubs, laundrettes, taxi businesses, amusement centres and casinos.
Elevation	A drawing that shows the front or side of the building.
Hip end roof	A hip end roof is a roof where all sides slope downwards to the walls (shaped like a pyramid).
Gable roof	The gable is the triangular portion of the wall on between the edges of the intersection roof pitch.
Mansard roof	A roof which has four sloping sides, each of which becomes steeper halfway down.
Responsible sourcing of materials	Responsible Sourcing of Construction Products is demonstrated through an ethos of supply chain management and product stewardship and encompasses social, economic and environmental dimensions. Responsible Sourcing of Construction Products addresses aspects such as stakeholder engagement, labour practices and the management of supply chains serving materials sectors upstream of the manufacturer.

Figure Number	Source
I	<a href="#">London Borough of Hounslow Residential Extensions Guidelines 2003</a>