

Supplementary Planning Document

# Design of Residential Extensions

Consultation Draft



January 2006



Sutton

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Draft Supplementary Planning Document

# **Design of Residential Extensions**

## **Consultation Draft**

30 January 2006 to 13 March 2006

Planning, Transport and Highways Service

Environment and Leisure

January 2006

This Document has been compiled and illustrated by Murphy Associates in association with officers of the London Borough of Sutton.

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## **CONSULTATION ARRANGEMENTS**

1. The period of public consultation over this document is six weeks: between 30 January 2006 to 13 March 2006. All comments must be received by 17:00 on Monday 13 March 2006.
2. Comments should be made on the standard response form enclosed at the back of the document and should be sent, Freepost SEA 0135, to:  

Brendon Roberts  
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Strategic Planning & Projects  
Environment & Leisure  
24 Denmark Rd  
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3. You can also email comments to: [ldf@sutton.gov.uk](mailto:ldf@sutton.gov.uk)
4. If you want to discuss any issues raised in this document with regards to content, please contact Maureen Levy on 020 8770 6059, or with regards to the process please contact Brendon Roberts on 020 8770 6453.
5. In dealing with the outcome of the consultations the Council will:
  - I. Acknowledge all responses made;
  - II. Contact you if we need to clarify any points you have raised;
  - III. Summarise all responses;
  - IV. Prepare a report to Councillors on all responses, and, set out the Council's views on these, including recommendations on the way forward. This report will be made publicly available on the Council's website (<http://www.sutton.gov.uk>) and in local libraries; and
  - V. Send you a letter telling you when and where the report on the outcome of this consultation is available.
6. If you want independent help and advice on this consultation document or any other planning matter you can contact Planning Aid for London on Tel: 020 7247 4900 or by emailing [info@planningaidforlondon.org.uk](mailto:info@planningaidforlondon.org.uk).
7. Useful general information on the planning system can be found on the Planning Portal (<http://www.planningportal.gov.uk>), which is managed by the Government's Planning Inspectorate.

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# 1. Introduction

- 1.1 In accordance with Planning Policy Statement No.1 (PPS1) “Creating Sustainable Communities” (ODPM 2005), the London Borough of Sutton recognises the role that good and sustainable design can play in improving the quality of developments and places. This draft SPD was approved by Committee for purposes of public consultation. It is therefore a material consideration to be taken into account by the Council, in the determination of householder and other relevant planning applications and planning appeals. Whilst each case must be assessed on its merits, the Council will take a positive view of development proposals which follow the advice set out in the following sections and may lead to an early approval of your planning application. Once adopted it will supersede SPG5 ‘The Design of Residential Extensions’ and will supplement those paragraphs of SPG3 on Design & Amenity which deal with issues of securing privacy within developments.
- 1.2 The SPD builds upon the criteria set out in Policies BE15; BE17; BE18; BE23 – BE27; BE29; BE35 & BE37 of the Sutton Unitary Development Plan (2003) which should be also be referred to when considering changes to the dwellings. It provides practical guidance for those seeking to extend an existing dwelling. Whilst aiming to encourage the highest design standards, even in projects where planning permission may not be required, the document should not be seen as a means of imposing design taste or stifling imaginative approaches but rather as a ‘design aid’, to provide clear, consistent advice for designers and decision-makers.
- 1.3 Alterations of a high design standard can add value to a property. Unfortunately, the opposite can also apply in that a badly designed extension can reduce a property’s desirability as well as having a detrimental effect on a neighbour’s amenity and on the area’s overall character. Such a major personal investment, with such potential pitfalls clearly demands careful consideration by all relevant parties from the outset.
- 1.4 Since the Borough is varied, with houses and streets of very different characters, the guidance cannot cover every situation. Instead it explains the various common factors that could be of concern to neighbours and that need to be considered by the applicant or agent.

## 2. Before you Apply

- 2.1 Extending or altering is a project in itself. In order to plan ahead and prepare submissions for a formal application, it is always advisable to engage the services of an architect or competent agent, at the earliest stage. Whilst the Council is prepared to have pre-application discussions, providing sketches, drawings and photographs will help achieve a more informed opinion. Such pre-application advice will be on a 'without prejudice' basis but can be useful in identifying potential problems and abortive time and cost avoided.
- 2.2 When submitting a formal application for planning permission, the Council will require certain information to be submitted to enable an informed decision to be made on your proposal. Your application must be supported by clear drawings showing:-
- location plan at 1:1250
  - block plan at 1:500m or 1:200 (depending on the density of area) depicting the dwelling, relationship with its boundaries, including existing trees and hedging
  - the existing dwelling, floor plans and elevations
  - proposed changes to floor plan arrangements and elevations
  - where land levels vary, existing and proposed levels will be required
  - relationship with adjacent dwellings/buildings and the streetscene
  - notes to support the drawings including construction details and materials
- 2.3 Design Statements may be useful and the amount of detail will be dependent on the nature of the proposals, the type of dwelling and context. Refer to Section 5 for further details.
- 2.4 If your dwelling is listed or in a Conservation Area, then drawings will be required at a minimum scale of 1:50 and a much greater detail required for particular elements, for instance, joinery details will be required at a minimum scale of 1:10 including full size sections. In addition to a Design Statement, applicants will be required to submit a Conservation Statement and/or Listed Building Statement detailing the method and specification for certain works. Refer to Section 4 for further details.
- 2.5 All plans must be in metric scales or the application will not be registered. Photographs can be included to support your application and often prove useful.
- 2.6 It would be advisable to ensure that your proposals are capable of meeting current Building Regulations thus avoiding problems in the future (see Useful Contacts).



### 3. Design Issues & Guidelines

3.01 Although most dwellings were not designed with future extensions in mind, many do offer this potential. However, careful planning and considered design is needed, if the most appropriate method is to be found of maximising this potential without having a negative impact on the streetscene, the existing building itself and the amenity of neighbours. Regardless of size, any alteration or extension to the existing dwelling should be seen as a 'design project'. Due consideration needs to be given to all the elements that are going to be changed or added to the external appearance of the building in order that a better home can be created within.

3.02 The following sections provide an overview of the points that need to be taken into consideration when seeking to accommodate and address the principles of good design:

#### 3.1 Effects on the Area - Character & Streetscene

3.1.1 Dwellings are rarely viewed in isolation but as a part of streetscene. Each dwelling makes a contribution to the character of its immediate surroundings, be in part of terrace or a unique design within a large spacious plot. Although it is important to fully understand the particular characteristics of the dwelling itself, it is just as important to consider the role that the dwelling plays in the street and what it is that makes the street special (see Figures 1a,b & c).



Figure 1a: A Late Victorian Street of semi-detached dwellings.



Figure 1b: Terraced dwellings around small green circa 1913.



Figure 1c: Typical of 1920's suburban semi-detached dwellings.

3.1.2 The design of any extension should always be in sympathy with the appearance of the original dwelling. Therefore, existing characteristics should be retained and respected. In some instances, they can be incorporated within the extension.

3.1.3 **The Subordinate Approach** means that the extension plays more of a 'supporting role' to the original dwelling. In general the extension should be no larger or higher than the original (see Figures 2a & b).

3.1.4 Pitched roofs are more harmonious and in-keeping with the original dwelling. The form, pitch and materials for the roof should match the existing dwelling and the solution will be dependent on the existing arrangement and streetscene (see Figures 2a & b). Altering hipped roofs to gables is unlikely to be supported due to the dominant impact of such alterations not only to the dwelling itself but often the visual quality of the streetscene and skyline.

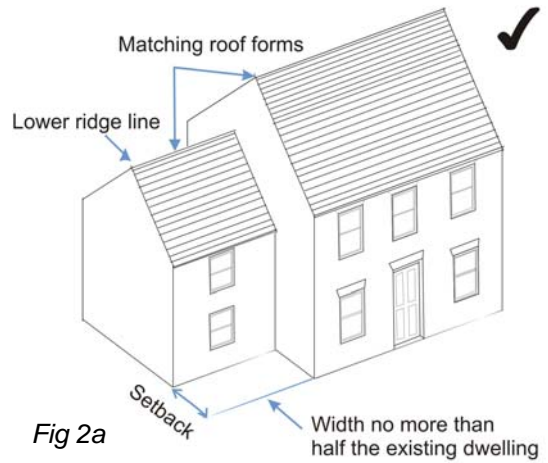


Fig 2a

A subordinate approach for a two-storey extension created by the setback and lower ridge line. Proportionately this works.

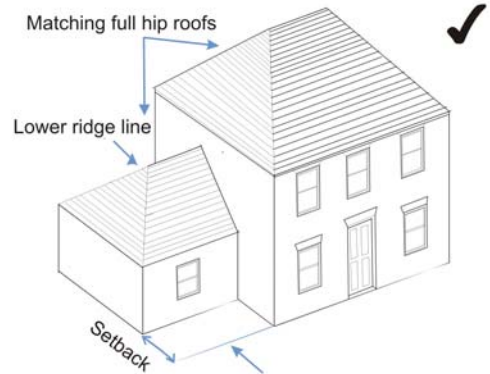


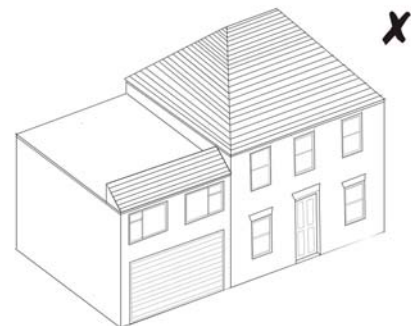
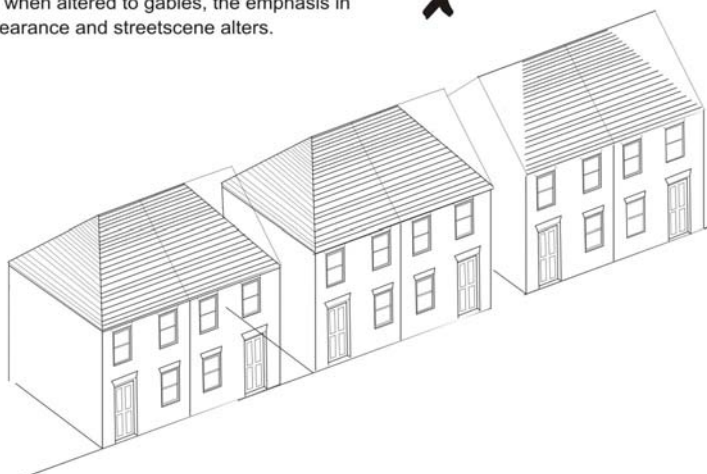
Fig 2b

A single storey extension with a hipped roof in this form reads as a subordinate extension.

Figure 2: 2a & 2b illustrate the 'Subordinate Approach' which works well.

Figure 2d: when hips are changed to gables, the emphasis of the roofscape is altered and can be detrimental to the streetscene.

Matching full hip roofs to semi-detached dwellings and when altered to gables, the emphasis in appearance and streetscene alters.



A false monopitched roof to a two storey extension with no setback and unmatching eaves line is out of keeping with the existing dwelling. Horizontal windows and a large garage door emphasises the visual discord.

Figure 2c: The false mono-pitch roof trying to conceal a flat roof is an obvious design flaw.

3.1.5 **The Integrated Approach** is where the extension reads as if it were part of the original dwelling. This approach can work well on some dwellings. In others it can destroy the symmetry or balance of a dwelling or disrupt the rhythm of built form and space between buildings in a street. Achieving a good materials match can also be difficult.



Figure 3: This type of dwelling can accommodate an integrated extension but will be dependent on the relationship with neighbouring dwellings.

3.1.6 Where the buildings in a street have only small spaces between them, side extensions of more than a single storey will only be permitted where a separation of a minimum of 1 metre is retained between the flank wall of the extension and the side boundary. A reasonable setback should also be provided.

3.1.7 These limits are imposed in order to avoid the ‘terracing’ effect, where street frontages have only token separations between buildings or blocks and the rhythm of the street is eroded. The width and depth of any extension may also be dictated by whether or not the adjacent dwellings have been extended (see Figure 4).

If your neighbour has already extended up to the boundary, then this may have an impact on your plans

3.1.8 The surroundings of houses are as much a part of the character of the residential neighbourhoods as the buildings themselves. Any extension should also respect the contribution to the area that existing trees and other landscape features make.

3.1.9 Therefore, where the area is characterised by a dwellings set in spacious plots, proposals that detract from this appearance will be resisted. Where trees exist within a plot, these should be accurately detailed on the site survey in accordance with British Standard BS 5837 (1991) “Trees in Relation to Construction”.



Closing the gap can cause visual terracing which can harm the streetscene and established rhythm! The harm is increased when the roof is also treated unsympathetically.

Figure 4: A reasonable distance of 1 metres from each side boundary avoids situations shown in the sketch which can cumulatively damage a streetscene.



3.1.10 The construction of extensions can require trees to be removed, or reduced in size and the Council will look to retain trees of amenity value wherever possible.

3.1.11 Boundary walls and fences can also make a significant contribution to the streetscene and where common details for these features can be identified in the area, every effort should be made to retain or replace these within the proposals, These issues are particularly important in Conservation Areas and Areas of Special Local Character and Special Policy Areas (see Figure 5).



*Figure 5a & b: Large detached dwellings in areas of differing character but boundary walls and trees have an important visual role to play.*

In some instances, the removal of existing boundary walls may need planning permission. In the case of new walls and fences, planning permission may also be required.

## 3.2 Effects on Neighbours

3.2.1 It is important to make sure that any extension does not unacceptably affect the amenities of neighbouring properties. This includes privacy, outlook, daylight and sunlight. A neighbour's permission will also be required if foundations or guttering encroach onto their land or if an extension overhangs or attaches to their property. You may also require your neighbour's permission to enter their land to enable your extension to be constructed or for future maintenance. It is advisable to discuss your proposal with them before you submit a planning application.

*The Party Wall Act 1996 places a requirement on those carrying out construction within certain distances of party walls to serve notice on their neighbours.*

The following sections provide guidance on issues which should be taken into consideration when embarking on designs to extend your home.

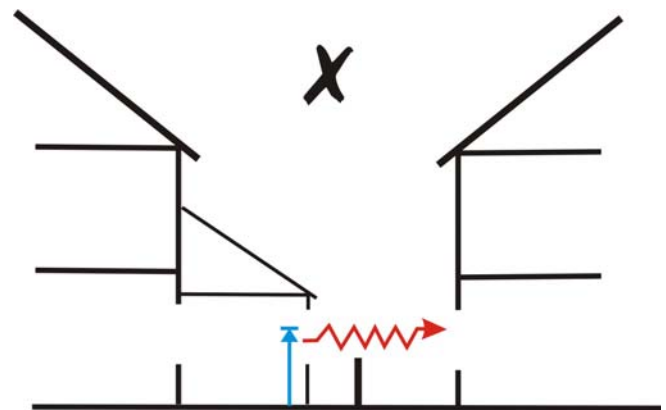
## 3.3 Privacy & Overlooking

3.3.1 Proposed extensions should not result in any significant loss of privacy to principal rooms of adjoining houses, patio areas and gardens. Privacy can be safeguarded for both the dwelling to be extended and the neighbours by providing sufficient separation, by design or both. The following guidelines should be noted when designing extensions.

### 3.3.2 Separation Distances and Window Positions:

- In low density areas, long separation distances between the backs of dwellings (over 35metres) is often achievable and loss of privacy is unlikely to be an issue.
- In more dense areas, separation distances between facing windows of at least 20 metres, should be achieved.
- Extensions should be sited well away from boundaries.
- Ground floor and side windows may be acceptable where there are no side windows to the adjacent dwelling or there is a fence or other boundary screen. Ground levels, heights of any existing boundary screen and its degree of permanence need to be considered. It should be noted that a vegetation screen has seasonal variation which will affect levels of privacy.
- Side windows above ground floor level or with views directly into your neighbour's property at eye level (about 1.75m standing) should be avoided (see Fig 6).
- Use of flat roofs as balconies, where overlooking would become an issue will not be acceptable.
- Juliet balconies and larger windows which enable better views from a higher level will be unacceptable.

- Orientating windows to face in other directions.
- Careful consideration should be given to the height of an extension and its proximity to boundaries.
- Obscurely glazed windows or the design of fenestration may overcome privacy issues.
- Restricted openings or high level windows may be acceptable.



At standing height, even windows to single storey extensions can cause overlooking and a loss of privacy.

*Figure 6: Side windows to existing dwellings & proposed extensions must avoid overlooking.*

### 3.3.3 By Design

Where these separation distances cannot be achieved, privacy may be achieved by design:

- An 'intelligent' internal plan arrangement can place those rooms which need no natural light, or where windows can be obscurely glazed face the neighbours.

## 3.4 Outlook & Overshadowing

3.4.1 The planning system does not give neighbours “a right to view” and does not always prevent people’s view from being blocked. However, if a proposal would mean that the immediate outlook from a neighbour’s windows would become unsightly it would not be acceptable. It would also be unacceptable if the ‘view’ were entirely of the extension alone (see Figure 7).



Figure 7: Too close, too high and this is what your neighbour will see.

3.4.1 If a view from a neighbour’s principal windows and/or the immediate private area of a garden is overdominated by a proposed extension, then permission is unlikely to be granted. To prevent this occurring, extensions should be sited away from the boundary with neighbouring properties and gardens. A separation distance of 14 metres between side and rear elevations is expected. Where the existing dwelling contains windows, then windows to a proposed extension may not be permitted. (see Figure 8).

3.4.2 Depths, eaves, roof types and heights should be carefully considered. Landscaping can help but unless it is existing and well established, it will not overcome problems of domination. Further planting can also increase the problem and needs to be considered carefully when assessing the site itself (refer to Appendix A for further guidance).

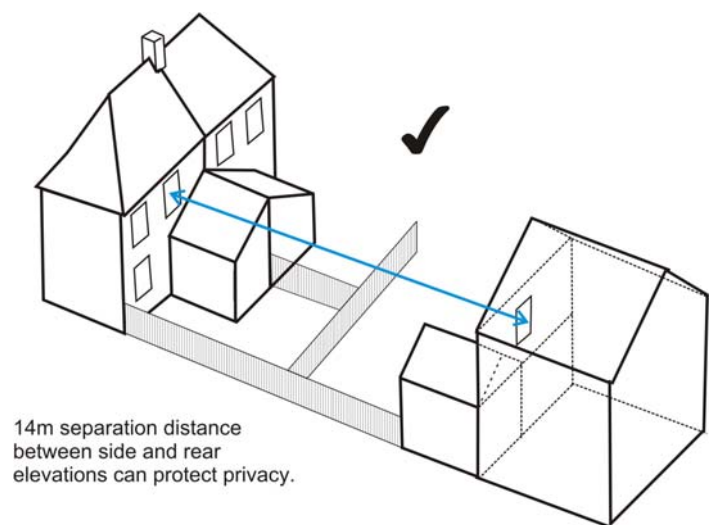


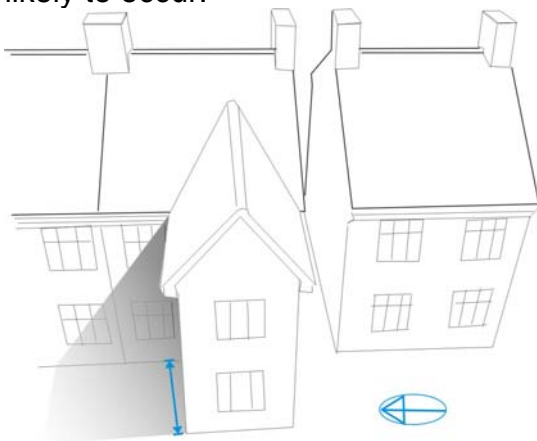
Figure 8: Even at this distance it would be wise to carefully plan the arrangement of the internal space and windows.

3.4.3 There is a general presumption against two-storey extensions as they are likely to cause more harm than single-storeys. Two-storey rear extensions must be sited and designed with care so as not to affect neighbours’ amenity including outlook. Their acceptability will depend on site-specific circumstances and their relationship to adjoining and adjacent dwellings. Again, the overall size and height should be proportionate to the existing dwelling and not overdominate it or the streetscene. See Appendix A for further guidance.

## 3.5 Daylight & Sunlight

3.5.1 Neighbours are entitled to adequate daylight and insensitive extensions can easily rob windows of the adjoining dwelling(s) of daylight and sunlight. This is overshadowing. The Building Research Establishment's report BS 8206: Part 2: "Site Planning for Daylight and Sunlight" (1992) sets out criteria to ensure adequate daylight and sunlight for existing and proposed developments.

3.5.2 Each application is treated on its own merits and the Council will have regard to minimizing the problem of loss of daylight and sunlight when determining limits on the size of a proposed extension. Daylight can be achieved without direct sunlight but depending on orientation and solar path, overly large extensions, close to the boundary with an adjacent dwelling and its windows, may well affect light levels. For instance, if your dwelling sits to the east of a neighbour and you wish to extend to the rear, being due south, as shown in Figure 9, then overshadowing is likely to occur.



If the dwelling being extended is to the south side of a pair, even if built to the correct proportions, overshadowing can still occur to both existing and adjacent dwelling!

*Figure 9: A two-storey extension that looks fine visually but the impact on the adjacent neighbour is unacceptable.*

As a result, due consideration needs to be given to the proportion of extensions, height and design of roofs as well as taking account of the position of windows including rooms they serve to adjacent or adjoining dwellings

3.5.3 Careful consideration should also apply to side facing windows of dwellings that serve habitable rooms, particularly if these windows are the only natural light source to the room. There should also be adequate daylight within the extension itself and to adjacent rooms – a consideration often neglected.

*Remember – daylight and sunlight are not the same. On a cloudy day you can still have daylight.*

3.5.4 The effect of overshadowing to gardens of adjacent and adjoining dwellings is often ignored. Insensitively designed extensions can cause loss of daylight and sunlight to gardens and can reduce the level of residential amenity associated with the affected dwelling. This problem is also a cumulative issue when considering outlook. The test of acceptability of extensions in terms of reducing Daylight and Sunlight to neighbouring properties will depend on the particular circumstances on the site and decisions will be guided by the British Standard (BS 8206: Part 2:1992).



3.5.5 Other matters that will be taken into consideration in assessing potential overshadowing from an extension, include:

- the design of the extension e.g. the roof pitch and overall height;
- the nature and aspect of the affected room e.g. bathroom, utility room and hall;
- the size of the affected window;
- whether the room has other unaffected windows;
- whether the affected window is the primary light source for that room; and
- the size and use of the affected part of a neighbouring garden.

## 3.6 Effects on the Existing Building

3.6.1 It is the design and composition of various building elements that combine to create the overall appearance of any dwelling and, to be successful, close attention needs to be given to the detail of these elements within the design of any extension.

## 3.7 Windows & Doors

3.7.1 The character of a property can be damaged or destroyed by the alteration or addition of new windows or doors that differ from the style and character of the original.



Figure 10a & b: Original joinery appropriate for the period of dwelling and opening.

In most cases the windows for an extension should be broadly similar in size and proportions (vertical or horizontal) and be positioned to match the original symmetry and pattern to those in the existing building (see Figure 11a).



Figure 11a: Original windows to the pairs are retained and matched in the side extension.

3.7.2 Any new or altered windows should echo the style and detailing of existing windows (e.g. horizontal or vertical sliding sashes or casement as appropriate). They should be of a similar material and will also generally need to use the same pattern of glazing bars (mullions and transoms, the main vertical and horizontal dividers) as used in the windows of the original dwelling. Where one dwelling in a street pays no attention to the original features or neighbouring dwellings, the results are negative (see Figure 11b). Where existing windows are recessed any new windows should be set back to a similar depth. This adds shadow and interest to facades – simple but often effective.



Figure 11b: The harmony between the two is eroded.



3.7.3 Bay windows are a very prominent design feature, usually on the front facade of houses. Removal or substantial alteration is likely to destroy an important part of the character of the building, and erode the design quality of the street (see Figure 12a & b). If incorrectly designed and constructed, the results are damaging (see Figure 12c).



Figures 12a & b: Examples of Bays that make a positive contribution to the streetscene, adding visual interest and in the case of (a), a notable landmark on a corner site. Figure 12c: It would have been better to omit the bay.



3.7.4 Doors, porches and front garden paths are often very finely detailed using high quality materials to form important design features at the front of the dwelling. The addition of a new porch or alterations to the existing door or porch can be spoil or hide this detailing (see Appendix A for further details).

## 3.8 Materials & Architectural Details

3.81 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 in many cases this is likely to mean seeking to obtain the best match of bricks, both in colour, tone and texture, and for mortar colour, pointing and bonding. This can be more difficult, particularly where original bricks are old and weathered and in pre-metric sizes. If materials can be salvaged and re-used, this can assist in blending old and new. In some circumstances high-quality modern materials that complement those of the existing property may be more appropriate.

3.8.2 Many of the best residential designs display innovative, decorative details that can help give a dwelling a special character and enhance the appearance of the street. Such architectural detailing on the existing property should be repeated, where appropriate, on any extension. This would include the continuation of plinths and stringcourses, sills and lintels, pillars or pilasters, decorative brickwork and quoins, bargeboards and cornices, fascias and/or decorative tiling, as they are important elements that should be included in the overall design.

## 3.9 Amenity Space

- 3.9.1 It is important that reasonable amenity space is retained to existing dwellings, not only to ensure visual and amenity standards for the existing dwelling, but to safeguard the privacy and amenity of adjacent residents. Therefore, extensions should not take up the entire the garden or reduce it to such an extent that it is out of scale with the house and unusable.

## 3.10 Planting

- 3.10.1 Planting can often help soften the edges of new extensions and is often proposed as a 'screen'. Landscaping and vegetation screens cannot be relied upon to provide a permanent solution as they are subject to seasonal change and potentially removable, unless the Council considers it appropriate to require the retention of existing and proposed planting. Furthermore, it should also be recognised that a significant 'screen' could itself result in the loss of outlook.

## Other Considerations

### 3.11 Contemporary Design

- 3.11.1 Though the general advice is to match the existing building and to fit in with the neighbourhood, good contemporary designs are supported. A contemporary approach, providing bespoke, unique designs can offer a more imaginative solution to an unusual dwelling type or an exciting contrast to a traditional building and are still required to take account of the design issues outlined in this document. Contemporary solutions need not be harmful or detract from the character of an area and indeed, if well designed, they can make a positive contribution to the streetscene, creating visual stimulus and interest (see Figure 13).



*Figure 13: A simple solution to providing additional space. By kind permission of Ramsey Architects.*

## 3.12 Sustainability

*“High quality design ensures usable, durable and adaptable places and is a key element in achieving sustainable development. .... Good design is not just about the architecture of individual buildings, but also about the functionality and impact of the development on the overall character, quality and sustainability of an area including resource efficiency (for example energy consumption).” (PPS1 para 35)*

3.12.1 The Council promotes and encourages a sustainable approach to new buildings and extensions and an extension or alteration provides various opportunities to improve a dwelling’s environmental performance. For instance, extra insulation, condensing boilers or rainwater recycling using water butts and sustainable urban drainage systems. Where existing walls are being demolished or roofs altered, existing materials can be salvaged and re-used. This not only has benefits for the visual appearance of the dwelling but also retains the embodied energy in the existing materials (see useful contacts for further information).

### Solar and photovoltaic panels

3.12.2 An increasing number of domestic consumers are using solar thermal panels that produce hot water and photovoltaic (PV) panels that produce electricity. Solar systems can be installed in the roofs and walls and PV tiles are now available that look like traditional tile and slate roofs (see Useful Contacts).

Any solar thermal panels or PV systems that are installed on or in roofs should not unduly dominate the roof and should be sensitive to the character, colour and style of the existing roof.

### Green roofs and walls

3.12.3 Green roofs are ‘living’ roofs that can benefit the environment by enhancing bio-diversity, reducing flood risk (by absorbing heavy rainfall and reducing or slowing down run-off) and providing high standards of insulation. Similarly, with the development of new technology, ‘green’ walls can be used to provide additional environmental benefits (see Useful Contacts).



*Figure 14: An extension and a sunroom. Designed with an eco-friendly green roof system to address the need for more space. Courtesy of Cullinan & Buck Architects.*

## 3.13 Security

3.13.1 The design of an extension should not create an opportunity to gain unlawful access to your property, particularly to first floor windows via drainpipes and the roof of your extension. Access points should be visible to the street to prevent potential intruders being hidden from view. The Council’s SPD on Designing out Crime provides further guidance.

## 4. Special Architectural & Historic Considerations

4.1 **Statutory Listed Buildings and Locally Listed Buildings, Conservation Areas, Areas of Special Local Character and Special Policy Areas** are subject to stricter planning legislation and policies. Applicants are advised to discuss with the Planning Department at the earliest opportunity and certainly prior to submission, any proposals that may affect such buildings or areas.

4.2 The Council has a statutory duty to preserve and enhance **listed buildings** including their setting. The extension, conversion, or alteration of a statutory Listed Building will require Listed Building Consent in addition to planning permission and planning applications will need to include an additional 'listed building' statement, justifying the proposals. In some instances, listed buildings cannot accommodate further change but, where they can, an extremely high quality scheme will be required. Personal circumstances and need are not accepted as justifications. (PPG15 and UDP Policies BE23-27)

4.3 **Locally listed buildings** are buildings that are not of sufficient quality to warrant statutory listing but are of 'local' interest because they contribute to the townscape of the area by their historical and architectural interest.

The Council will seek to safeguard and encourage the preservation of these buildings. This includes their character, appearance and setting of such buildings, (UDP Policies BE29-30).

*Figure 15: A Grade II Georgian listed building in Sutton.*



4.4 The Council also has a statutory duty to preserve or enhance the character and appearance of **Conservation Areas** and proposals relating to unlisted buildings in such areas will be required to respect the established character, appearance, materials, boundary details, streetscene and trees (PPG15 and Policies BE34-36). Alterations and extensions will be required to achieve high standards and the Council will normally oppose the loss of notable walls, railings, significant trees and other features that form part of the physical landscape and visual amenity. Most trees are protected from removal and if not related to an application, applicants are required to provide six weeks written notice to the Council before any tree felling or pruning work is carried out (see Useful Contacts).

4.5 Where development and change have started to erode the character and appearance of a Conservation Area, the Council may consider



imposing **Article 4(2) Directions** under the provisions of the Town and Country (General Permitted Development) Order 1995 (as amended) to halt any further damage.



*Figure 16: Individually these buildings would not be listed, but as a group they create a pleasing streetscene in a Conservation Area.*

4.6 Where dwellings fall within **Areas of Special Local Character**, the Council will seek to protect and enhance the character and appearance of such areas. As with Conservation Areas, a high standard of design will be required including the improvement of the environmental quality of the area concerned. Therefore, the Council will seek to ensure that the existing landscape is respected and enhanced, (UDP Policies BE37-38).

4.7 In the above instances, the use of traditional and historic materials will be promoted and their loss resisted (e.g., the loss of traditional wooden sash windows to Upvc; the removal of traditional slate or clay roof tiles for man-made substitutes). In some instances, the Council will support contemporary design solutions to dwellings - listed, statutory or local, and special areas, where it can be demonstrated that the proposals would not detract or harm the

special character and appearance of such buildings and areas. A contemporary and imaginative approach can often avoid the 'failure' of poor quality pastiche.

4.8 In **Special Policy Areas** where the character of an area is generally defined by large detached dwellings set in attractive, well landscaped grounds along tree-lined roads, proposals which detract from this open character will be strongly resisted (UDP Policy BE39).

## 5. Design Statements

5.1 A design statement should explain and show how the proposal 'fits in' with character of the existing dwelling, site context and how it relates to its immediate surroundings, taking account of good urban design principles.

5.2 The size and content of a design statement will depend on the nature of the proposals. It may comprise a single A4 sheet if related to a small, single storey extension but for the more complicated schemes or, if within or relating to historic or sensitive sites, more supporting information will be required.

5.3 In all circumstances and in addition to drawings, photographs to show the existing building in its context and photomontages can assist with the visual assessment of the proposal.

# Appendix A: Common Forms of Extension

The following section provides further guidance related to common types of extensions to dwellings, which will be taken into consideration, along with previous advice on design issues when determining planning applications.

## A.1 Single Storey Extensions

A.1.1 Single storey side and rear extensions are generally acceptable as long as they comply with the general design guides set out above and do not have a negative impact on the amenities and privacy of neighbouring properties.

### A.1.2 Single Storey Side Extensions:

In order to maintain the original character of the dwelling, single storey side extensions should normally:

- Read as a subordinate addition to the main dwelling.
- Create a clear break of 225mm but will increase proportionately depending on the width of the extension.
- The width should be no wider than one third to a half the width of the existing dwelling. A side extension of the same width of the main dwelling is likely to be considered disproportionate and unacceptable.
- Not extend or project beyond the front elevation.
- If relating to a corner dwelling, then the extension should be set into the site maintaining sufficient distance to avoid being overly prominent and/or dominant in the streetscene.

The 'set in' distance will be dependent on the style of the dwelling, building lines and existing distance from the corner boundary including size and nature of the corner plot.

- Avoid infilling spaces between dwellings to ensure the rhythm and character of the street is respected and retained. A gap of 1 metre should be retained between flank walls of proposed extensions and boundary walls (2 metres flank to flank).
- Be designed to incorporate a roof form that respects the style and appearance of the existing dwelling.
- Not cause detriment to adjacent dwellings by way of unacceptable impacts on residential amenity.



*Figure 17: Too wide and the side extension detracts from the dwelling and streetscene.*

### A.1.3 Single Storey Rear Extensions:

As with single storey side extensions, single storey rear extensions should be subordinate to the main dwelling with many of the principles above being equally applicable. Account should also be taken of the recommended depths and heights indicated in Section 3. Additional guidelines to note include:

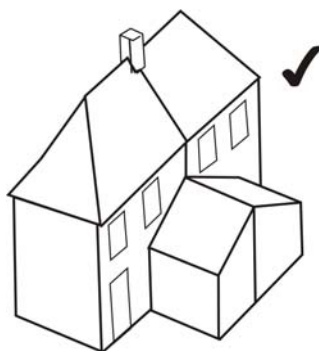
- For terraced dwellings rear extensions should not project more than 2.7 metres being no higher than 2.5 metres to the eaves or a flat roof.
- For semi-detached dwellings, extensions may be added up to 3 metres in depth.
- For detached dwelling, up to 3.5 metres can be considered. Greater depths may be considered, for instance, detached dwellings with significant distances away from adjacent boundaries and other dwellings or paired extensions which are satisfactory in terms of design.
- Building off the existing flank wall will be dependent on the relationship with existing boundaries and neighbouring dwellings including window and garden positions.

- If semi-detached or terraced, the width of extensions will be curtailed if adverse effects are caused to neighbouring dwelling.
- Full width extensions, especially to terraced dwellings are unlikely to be acceptable.
- Form, heights of roofs and eaves line should not cause harm to neighbours.

### A.1.4 Conservatories

should adopt the same design principles.

Conservatories that relate to the general style and design of a property will be preferred. The addition of a Victorian style conservatory to a post-war house may be too fussy and considered to be out-of-keeping. They should normally be sited to the rear or side of a dwelling. Conservatories and single storey extensions can also provide an ideal opportunity for a contemporary approach.



Paired single-storey rear extensions can overcome problems of unneighbourliness. An extension that takes up the whole width of the existing dwelling, like the example shown, would cause harm to adjoining residential amenities - unacceptable!

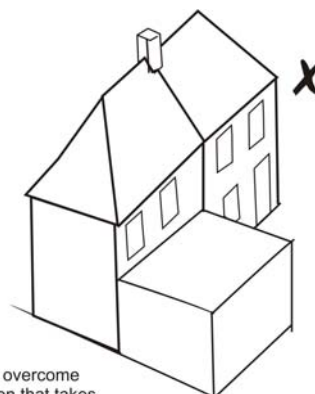


Figure 18: Taking account of good design can benefit your neighbour as well as avoiding creating a negative impact on amenities.

## A.2 Two Storey Extensions

### A.2.1 Two Storey Side Extensions:

Where the regular rhythm of buildings, and spaces between buildings, are a feature of the street, or where the symmetry of the building would be affected, then side extensions of more than a single storey will not be permitted. If dwellings have been designed with linked side garages, then first floor additional extensions which result in visual terracing will be resisted.

- Flat roofed extensions will not be permitted.
- The design and detail of the junction between the old and new roof is important both visually and in terms of maintenance.
- Where building over an existing ground floor extension or garage, then a setback will be required at first floor level.

A.2.2 There a two-storey side extension can be accommodated, the general rules of thumb relating to width and setback, indicated for single storey side extensions, also apply but additional considerations include:

- Read as subordinate addition with a clear setback of at least 500mm.
- Greater setbacks will be required where a distance of 2 metres from flank to flank cannot be achieved.
- Roof forms should respect the existing dwelling and depict lower ridgelines.
- Be no wider than one third to one half of the width of the existing front elevation. Where wider, greater setbacks will be required. Exceptions may occur where catslide roofs or dropped eaves are a feature of the area.



Figure 19a & b: The results of not obeying basic design principles!

Figure 19c :The sketch below illustrates how the principles can work negatively and positively.





### A.2.3. Two Storey Rear Extensions:

Because of the harm that can be caused, not only to the existing dwelling but also to neighbours, there is a general presumption against two storey rear extensions, particularly to terraced dwellings. Exceptions can exist where the dwelling, semi-detached or detached, sits in a spacious plot where rear to rear, side to rear and distances from adjoining boundaries would enable a satisfactory extension to be added and is demonstrated through the submission of an accompanying Design Statement, drawings and photographs. If, as shown in Figure 20, separation distances are already minimal, then two-storey extensions will be resisted due to overlooking and loss of privacy.

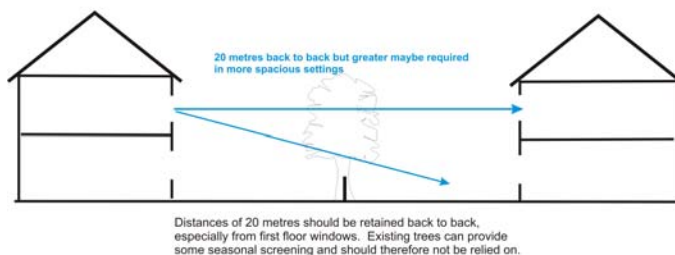
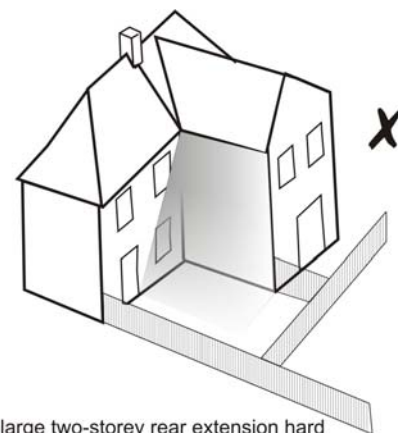


Figure 20: If your rear 'existing' separation distances are as shown, then a two storey extension will be resisted due to overlooking and loss of privacy.

A.2.4 Where this scenario exists, then the guidance relating to single storey rear and two storey rear extensions are also applicable. Normally, depths exceeding 2.5 metres will not be permitted, especially when the extension is proposed to a semi-detached dwelling due south of its neighbour.

A.2.5 Where there are two-storey projections, for instance Victorian dwellings often share a two-storey projection with their neighbour, infilling the void will also be resisted as this can harm not only the neighbour's amenities but also the extended dwelling. Equally, on semi-detached dwellings two-storey extensions built hard against an adjoining boundary will be resisted (see Figure 21).

Figure 21: Even on Semi-detached dwellings, two-storey extensions such as this would be unacceptable – overdominant, overshadowing, loss of light – all the wrong ingredients.



A large two-storey rear extension hard against the boundary will be resisted.

19

## A.3 Front Extensions & Porches

A.3.1 Front elevations of dwellings are the most difficult to alter or extend satisfactorily because this is often the most visible elevation. Extensions that project in front of the building line will not generally be acceptable as they can upset the architectural integrity of the original house and have an intrusive effect on the street scene.

A.3.2 There are some exceptions, for instance, a large detached dwelling within a substantial plot, sat well back from the road/footpath, does not overdominate the front elevation and create visual imbalance, and can be justified with a robust design statement.

A.3.3 Where there is less distance between the frontage of the plot and the dwelling, it may be still be possible to add small additions such as **porches, canopies or bay windows**. Adding a porch can have significant effect on the appearance of an existing dwelling and the street. It is therefore important that a new porch reflects the character of the dwelling, appear to be part of the original dwelling and not an obvious addition. This can be achieved by ensuring that the porch is in proportion with the dwelling, door opening and detailing, with matching materials, roof design and pitch. On semi-detached or terraced dwellings, it is particularly important to consider the symmetry and design of neighbouring properties and existing traditional porches.

A porch of poor design and quality that bears no relation to the symmetry of neighbouring properties or the terrace can damage the appearance of the whole street.

A.3.4 An enclosed porch as a new addition or the enclosure of an existing open fronted porch, can conceal or destroy the fine detailing that is often associated with a front door and its surround, and this should therefore be avoided for traditionally designed properties than the modern 'bolt-on' interpretations (see Figure 23).



Figure 23: Poor quality porches hide traditional details.

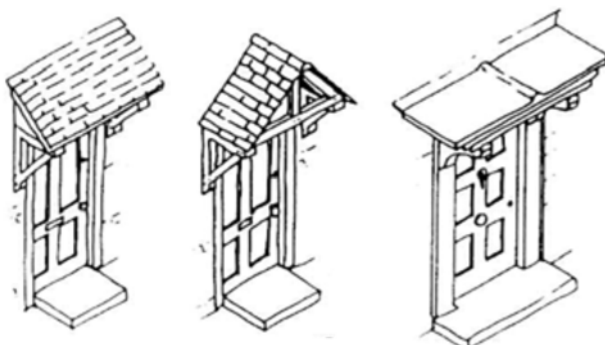
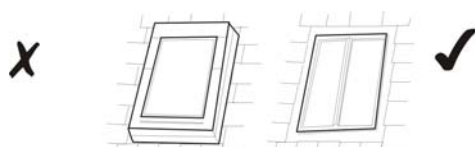


Figure 22: Traditional Porch Styles

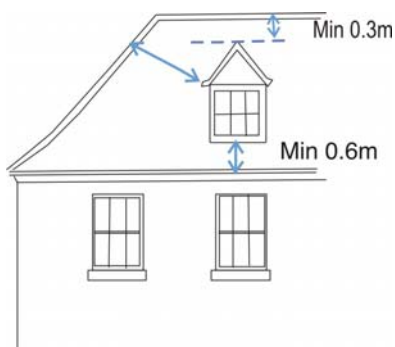
## A.4 Roof Alterations

A.4.1 Loft space can often provide additional living space or bedrooms for relatively little cost but some roofs may not be suitable for conversion, as their pitch is too shallow. Where conversion can be achieved, it is best to avoid any enlargement of the roof volume and to meet requirements for natural light by the use of **rooflights**, set into the roof slope. These are best located to the side or rear of a property to reduce any adverse effects on the character and appearance of the dwelling.



Flush fitting 'conservation' style roof lights sit more comfortably within roof slopes.

Figure 24: Examples of rooflights. Those sunken into the plain of the roof are preferable, especially in more sensitive locations. In Fig 23 the rooflight sits proud of the plain tiles and is unsympathetic.



## A.5 Roof Extensions

A.5.1 Roof extensions are very often the most difficult to add successfully to a house. Large, flat-roofed, box-like **dormers** can have a detrimental effect on the character and appearance of dwellings, cause detriment to the streetscene and neighbouring properties. This includes dormers added to **front, side** and **rear** roof slopes, especially those visible from the street.

A.5.2 Traditional dormer windows obey certain design rules of scale; proportion and window hierarchy and they are subservient to the main roof. To achieve a good design it is necessary to pay particular attention to the size and form of the roof, and the arrangement and proportion of existing windows (see Figures 25a & b below).

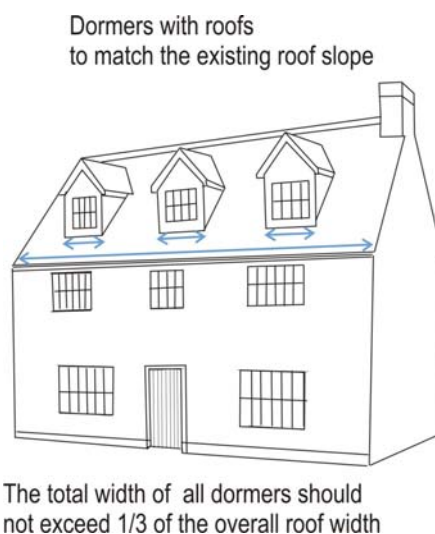


Figure 25a & b Design principles to ensure dormers are in proportion with the roof.

A.5.3 There will be a general presumption against dormers to front roof slopes where the streetscene is characterised by uninterrupted roof plains. This is of particular relevance to terraces of dwellings and semi-detached dwellings. Dormers should only be used where there is a need to enlarge useable floor space as well as providing natural light and can be accommodated successfully within the existing roof form.



Figure 26: The Edwardian dormers are 'original' and sit comfortably within the roofscape

A.5.4 Front and Rear Dormers, where acceptable, should be designed in accordance with the following criteria:

- Windows to have a vertical emphasis, not horizontal.
- The front of the dormer should be set back behind the line of the main elevation.
- The window frame and cill should go down to the plane of the roof.
- Should align or relate to the windows below or create visual balance
- Should be set below the ridge and away from the hip to avoid visual crowding.
- Should not cover the entire roofslope.
- Minimise the bulk of the structure by having narrow cheeks on the sides Consider the proportion of window area to the overall size of the dormer. UPVC frames and modern joinery details can often leave the glazed area looking meaningless

A.5.5 Where dormers do not meet the above criteria, or are overly large, dominant and top heavy, it is unlikely that planning permission will be granted.

A.5.6. Criteria relating to proportion, position and design, relative to the side roofslope also apply to **Side Dormers** but a higher degree of care is required to ensure that they do not read as third floor extensions. Side dormers which are at the same ridge line of the existing roof and are an extension of the ridge and existing slope with distort the existing roof form will be resisted. It should however be noted that there is no weight attached to 'precedent' especially where the example has caused detriment to the dwelling and its surroundings.



Figure 27: Harmful and damaging side dormers which will be resisted.





*Figure 28: Dormers that alter and dominate the original roof form will not be supported.*

A.5.7 The alteration of a conventional roof with a pitch to the front and similar pitch to the rear, to form a **mansard**-type roof form on the rear roof slope will not be acceptable. Other roof alterations include changing a hip to a full gable or half-hip are not desirable and will not be encouraged. This is a particular concern where the dwelling is one of a pair of semi's and such an alteration would upset their symmetry. Where gaps between hipped roofs are a characteristic of the rhythm of the street and skyline, roof extensions can result in a crowded appearance, damaging the streetscene. Any application affecting one part of a semi-detached pair will need to consider the other.

## A.6 Garages

A.6.1 If the proposed garage is attached to the house then the design approach for a single storey extension should be used. The siting of large garages in front of houses should normally be avoided as can over-dominate the frontage of the plot.

A.6.2 Detached garages should be designed to reflect the main property style and its locality, including materials and roof form. False pitches are often awkward and visually weak when viewed from the side.



*Figure 29: The roof is a 'token' addition to an otherwise unacceptable side garage.*

Careful consideration should also be given to the style and design of garage doors.

A.6.3 Where the garage is accessed directly from a public highway it should be setback 6 metres to allow a vehicle to park in front of the garage while allowing the door to be opened. Existing parking provision should not normally be lost. If loss is inevitable, appropriate provision should be made for replacement

A.6.4 Where a new vehicular access or crossover is required, then planning permission may be required. A way-leave agreement will also be required from Highways or Transport for London, depending on whose control the road falls within.

# Appendix B: Additional Information

## Before Building Work Starts

- Check your Planning and Building Regulations Notices to see if there are any conditions that require you to do anything before you can start. For example do you need to submit samples of external materials?
- Protect trees with fencing to prevent them being damaged
- Do you want to make any changes to your approved plans? If so, check with the Council, as you may need a new planning application or to submit amended plans.
- When choosing materials, finishes and indeed the method of construction, account needs to be taken of the relationship and junctions with the existing building, as well as proximity to boundaries. It may not be possible to construct or maintain your extension without seeking permission of your neighbour to enter their land.
- Noise - Tell your neighbours before your building work starts. Let them know how long the work will take, and try to arrange noisy jobs at a time and on a day that minimises disturbance.
- Skips - Where will any skip or rubble be stored? Can the waste be reused in an extension's foundations or a new patio? If the skip is to be on the road you need to obtain a licence. (See Useful Contacts).
- Security - Scaffolding and openings provide easy access to your and your neighbour's property.
- Safety - Any building work creates potential hazards, especially for children.
- Fires - When clearing the site to build your extension do not burn waste material such as vegetation. This causes pollution and nuisance for your neighbour.

# Further Reading

The Government has produced the following booklets, which go into more detail on a number of subjects, which are available free from the Council or the Office of the Deputy Prime Minister's website ([www.odpm.gov.uk](http://www.odpm.gov.uk)). These include:

**Ministerial Guidance** in the form of Planning Policy Guidance Notes and Statements, set out the Government's objectives in respect of detailed subjects. Where adopted these documents are 'material' to the determination of applications and appeals.

*Planning Policy Statement PPS1 "Creating Sustainable Communities" (ODPM 2005)*

*Planning Policy Guidance PPG3 'Housing' (DETR)*

*Planning Policy Guidance PPG15 'Planning and the Historic Environment' (DETR 1990)*

**Development Plans** set out the overarching Policies for their administrative area. The current Sutton Unitary Development Plan is development and land-use led and indicates the main criteria that development involving design, character and appearance should adhere to. This Plan is currently under review and will be replaced by a series of Development Plan Documents including Area Action Plans. The London Plan sets the scene for London-wide issues and takes precedence over the Sutton UDP.

*The London Plan (Feb 2004) – Mayor of London*

*The Sutton Unitary Development Plan (April 2003) – London Borough of Sutton*

*London Borough of Sutton has produced a number of **SPG's and SPD's** that have been the subject of formal public consultation and are also material considerations. See website for updated lists.*

## **Additional Good Practice Guides and Regulations**

*Better Places to Live – DTLR( 2000)*

*Better Places to Live: A Companion Guide to PPG3: By Design DETR (2000)*

*BS 5837: Guide to Trees in Relation to Construction (1991)*

*Planning - A Guide for Householders DETR (2002)*

*The Party Wall Act 1996 Building Regulations – Explanatory Booklet*

*'The Value of Urban Design' – DETR, CABI and UCL (2001)*

## **Other References:**

Building Green. A Guide to Using Plants on Roofs, Walls and Pavements – Jacklyn, Johnston & Newton London Ecology Unit.

From Design Policy to Design Quality – Carmona, Punter and Chapman (2002)

Sustainability in Practice – English Nature (1994)

# Useful Contacts

Pre-application advice, Planning Application, Advertisement Consent Listed Building, Conservation Area Consent and Building Regulation application forms, can be obtained from the Planning Department at 24 Denmark Road, Carshalton tel. 020 8770 6200 or [www.sutton.gov.uk](http://www.sutton.gov.uk) and by email at [developmentcontrol@sutton.gov.uk](mailto:developmentcontrol@sutton.gov.uk).

## *Green issues*

[www.livingroofs.co.uk](http://www.livingroofs.co.uk)  
[www.saveenergy.co.uk](http://www.saveenergy.co.uk)  
[www.breeam.co.uk](http://www.breeam.co.uk)  
[www.bioregional.co.uk](http://www.bioregional.co.uk)

## *Trees*

Contact the Council's Tree Officer on the above number.

## *Location Plans*

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

## *Lifetime Homes*

For more information look at the Joseph Rowntree Foundation website  
[www.jrf.org.uk](http://www.jrf.org.uk)

## *Reclaimed Materials*

[www.salvomie.co.uk](http://www.salvomie.co.uk)

## *Skip Licenses*

Contact Highways and Streetcare at the Offices above or on 020 8770 5070.

## *Security*

Crime Prevention Design Officer at the Metropolitan Police, Sutton Police Station  
020 8649 0797

## *Secure by Design*

[www.securebydesign.com](http://www.securebydesign.com)

## *More Planning Services and Guidance*

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

## *Other Useful Contacts:*

[www.rtpi.org.uk](http://www.rtpi.org.uk) - Royal Town Planning Institute  
[www.riba.org.uk](http://www.riba.org.uk) – Royal Institute of British Architects  
[www.rics.org.uk](http://www.rics.org.uk) - Royal Institute of Chartered Surveyors  
[www.english-heritage.org.uk](http://www.english-heritage.org.uk) – English Heritage  
[www.ihbc.org.uk](http://www.ihbc.org.uk) – Institute of Historic Buildings & Conservation



# Public Participation on Draft Residential Extensions SPD (The Draft SPD)



FOR OFFICE USE ONLY:	Date Response Received	<input type="text"/>
Consultee Unique Reference	Date Acknowledgement Sent	<input type="text"/>
<input type="text"/>	Date of Formal Sutton Response	<input type="text"/>

## Contact Details

Title
Forename
Surname
Organisation/Company
Job Title
Address
<input type="text"/>
County
Post code
Daytime Telephone
E-mail address*

## Agent Contact Details

Title
Forename
Surname
Agent's Organisation
Address
<input type="text"/>
County
Post code
Daytime Telephone
E-mail address*

\* Please help us reduce costs and save paper by completing your email address so we can correspond electronically.

## Consultation Questions on the Draft SPD

1 Do you (please tick the one that applies): **Support the draft SPD**  **Object to the draft SPD**

2 If you object to the draft SPD above, please tell us why?  
(Copies of this part of the response form are acceptable for each objection, however remember to state what paragraph or section this objection relates to).

<b>Section/Paragraph:</b>
<b>Reasons for Objection:</b>
<input type="text"/>

<b>How should the document be changed?</b>
<input type="text"/>

3 Do you want to be notified when the SPD has been adopted (please tick)

4 How did you find out about the community involvement on this draft SPD?

<input type="text"/>
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Signature
-----------

Date
------

**To be completed ONLY if you are replying on behalf of a group:**

If you represent a group, how many members does your group have?

- 0-19     40-59     80-99     1000-9999  
 20-39     60-79     100-999     More than 10000

If your group represents issues what are they concerned with?

If your group meets to discuss specific areas please indicate which areas are of interest. For example, if you are interested in all of Sutton tick A,B,C and D. If you are only interested in Cheam tick A.

- Committee Area A**  
(Worcester Park, Nonsuch, Stonecot, Cheam)     **Committee Area B**  
(Sutton North, Sutton West, Sutton Central, Sutton South, Belmont)     **Londonwide**
- Committee Area C**  
(St Helier, Wandle Valley, The Wrythe, Carshalton Central, Carshalton South & Clockhouse)     **Committee Area D**  
(Wallington North, Wallington South, Beddington North, Beddington South)

How do you keep your members informed?

How often do you inform members?

- Daily     Weekly  
 Fortnightly     Monthly     Quarterly     Other

**Equal Opportunities - ONLY to be completed if you are replying as an individual:**

**Sex**     Male     Female

**Age**     10-15     16-25     26-35     36-55     56-65     66+

**Employment type**     blue collar     clerical/admin     homemaker     professional  
 retired     self-employed     student     unemployed     other (please specify)

Do you have a significant disability?     Yes     No

If yes, what is the nature of your disability?

Please select the ethnic group that best applies to you:

- White, British     Mixed, White and Black Caribbean     Chinese  
 White, Irish     Mixed, White and Black African     Other (please specify)  
 White, Other     Mixed, White and Asian  
 Black Caribbean     Other Mixed  
 Black African     Asian or Asian British, Indian  
 Black British     Asian or Asian British, Pakistani     Don't know / Don't want to answer  
 Other Black     Asian or Asian British, Bangladeshi

**Please feel free to use extra pages to include comments on any issues not covered in the questions.**

Please tick if you would like to be removed from the consultation database.

**Many thanks for your time.**

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**JENNIFER DEARING** EXECUTIVE HEAD  
Planning, Transport and Highways Service Unit

London Borough of Sutton  
Environment and Leisure  
24 Denmark Road  
Carshalton SM5 2JG

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