

Residential Extensions

Supplementary Planning Document

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1. Contents

1.0 Contents	2	9.5 Garden space.....	19
2.0 Introduction	3	9.6 Trees and hedges	19
3.0 Do I need...?	5	9.7 A flat or pitched roof?	20
3.1 Planning permission.....	5	9.8 Extensions.....	21
3.2 Building Regulations	5	9.9 Two storey side extensions at the front of a property.....	21
3.3 Listed Buildings	5	9.10 Two storey extensions at the side of a property	21
3.4 Covenants	5	9.11 Two storey extensions at the rear of a property	23
3.5 Party Wall Act 1996	5	9.12 General points relating to all two storey extensions	23
3.6 Other consents.....	5	9.13 Single storey extensions to the front of a property	23
4.0 So I need Planning Permission... Where do I start?	7	9.14 Single storey extensions to the side of a property	24
5.0 Local Plan Policy	8	9.15 Single storey extensions to the rear of a property.....	25
5.1 Saved Policy D4 - Design and Layout.....	8	9.16 General points relating to all single storey extensions	25
5.2 Saved Policies RD2 and RD2A - Development in Countryside..	8	9.17 Roof extensions and loft conversions	26
5.3 Town and Village Design Statements.....	10	9.18 Rooflights	26
6.0 What do I need to consider?	11	9.19 Dormer windows	27
6.1 Impact on your neighbours.....	11	9.20 Alterations to the roofline.....	28
7.0 Daylight and sunlight	12	9.21 Porches	29
7.1 Daylight and sunlight - what's the difference?.....	12	9.22 Garages and carports	30
7.2 What are habitable rooms?	12	9.23 Outbuildings and sheds.....	32
7.3 Daylight	13	9.24 Extensions to temporary dwellings (including static caravans)	32
7.4 45° Rule (horizontal analysis).....	13	9.25 Annexes	33
7.5 25° Rule (vertical analysis).....	15	10.0 Other associated issues	34
7.6 Sunlight	15	10.1 Crime and security	34
8.0 Overlooking and overbearing development	16	10.2 Flood risk.....	34
8.1 Overlooking	16	10.3 During construction	34
8.2 Overbearing development.....	16	10.4 Enforcement.....	34
8.3 Light pollution	17	11.0 Contact information	36
9.0 Design	18	Appendix A - Waverley Local Plan, Saved Policy RD2 - Extension of	
9.1 General design matters.....	18	Dwellings in the Countryside	37
9.2 Sustainability	18	Appendix B - Waverley Local Plan, Saved Policy RD2A - Replacement	
9.3 Building materials and detailing	19	of Dwellings in the Countryside	38
9.4 Doors, windows and eaves	19	Appendix C - Guidance for householders where trees are affected....	39

2. Introduction

If you are thinking of extending your home, this Supplementary Planning Document (SPD) should help you to plan your extension. It identifies the key points to consider in order to achieve a design which will complement your house in terms of style, scale and materials. The advice in this leaflet refers to situations where the principle of extension is acceptable.

The guidelines are relevant whether or not you need planning permission. It is not possible to cover every situation in detail and each application is treated on its merits. If followed, however, this guide will help you to achieve a pleasing extension which will complement your property. Estate agents advise that unsuccessful extensions may reduce the value of your home.

This guide is based on design related policies contained in the Waverley Borough Local Plan 2002, it also takes into account the principles of the Surrey Design Guide 2002. It explains the issues which planning officers and councillors will take into account when considering whether your application should be approved or refused and is a working document to be used by architects, developers and private individuals in preparing schemes; and planning officers in giving design advice. Identifying the key design issues early on in the process could save you time and money by avoiding the need

to have your plans redrawn.

Good design does not always mean greater cost. Employing an architect and using better quality materials may cost more initially but in the long term a well-designed and constructed extension will usually cost less to maintain and possibly increase the value of your house. Whilst the Council cannot recommend an architect to you, we do have lists of companies and individuals issued by the Royal Institute of British Architects (RIBA). The Council also runs an Accredited Agents' Scheme members of whom are regular Waverley agents that consistently submit valid planning applications and are generally familiar with the guidance within this document. Details of the RIBA architects Accredited Agents Scheme and Waverley Design Awards are to be found on our website (www.waverley.gov.uk).

Waverley also runs a Design Awards Scheme every two years, which rewards good design for all kinds of new buildings including domestic extensions. See www.waverley.gov.uk/designawards for further information. Also, why not look around your area to get some idea of what kinds of extension design have been successful for other people?

Whilst this guide aims to cover the majority of proposed extensions, it does not purport to

cover all instances. If you are in doubt, you should contact Planning Services for advice. In addition, following the advice of this document will certainly strengthen a planning application. However, the details specific to your site will also be important when considering the success of the scheme.

This document is not intended to stifle creative and innovative design, but to ensure that relevant aspects are considered at each stage of the development process.

It is acknowledged that this document focuses on the traditional built form, reflecting the majority of planning applications received by Waverley. However, Waverley is supportive of innovative and contemporary modern design were appropriate and is conscious that this evolving area cannot adequately be covered within this SPD.

This document has been produced to aid the planning process. Its aim is to be a starting point and is to be used as guidance. It should be used in a flexible way to reflect the circumstances of each site. This is not an inflexible rule book.

If you require planning permission and your scheme does not comply with the guidance set out in this document, you would be advised

to enter into pre-application discussions and ensure that the relevant issues are highlighted and explored within a design statement to support the submission, even if for validation purposes a Design and Access Statement is not required.

3. Do I need... ?

3.1 Planning Permission

If you are building a small extension, you may not need planning permission, particularly if your house has not been extended before. The Government provides for certain forms of small scale development to be built without the need to apply for permission. However, some modern properties may have had their 'permitted development rights' removed. You can check this by referring to Planning Services or ask your professional adviser (if you have one) to check for you. If such rights have been removed, you will need planning permission, even for a small extension. As permitted development rights sometimes change, it is not appropriate to set them out in this document. The Planning Portal provides the most up to date advice at www.planningportal.gov.uk. Alternatively you can also look at the Council's own Planning Permission Enquiry System, an online tool for exploring whether express planning permission is required (see www.waverley.gov.uk).

3.2 Building Regulations

If you intend to carry out improvements that involve building work, you may need either planning permission or Building Regulations Approval or both. Building Regulations Approval is concerned with how your extension

is constructed and whether it is safe; planning permission is mainly concerned with the appearance of the extension and its impact on neighbours and the environment. Building Regulations Approval is entirely separate from planning permission. If you obtain the former, there is no guarantee you will get the latter or vice versa. You will need to apply for them separately and to be sure that your proposals take account of, and are compatible with, both sets of controls. Check with Waverley's Building Control Officers, the contact details are at the end of this leaflet.

3.3 Listed Building Consent

If your building is listed as a building of Special Architectural and/or Historic Interest, it is subject to an additional range of controls, under Listed Building Legislation, intended to preserve its character as a building of historic or architectural importance. Even if planning permission is not required, alterations, extensions or additions to a listed building will normally require listed building consent.

Initially, draw up some sketch plans of what you would like to do and contact Waverley's Historic Buildings Officer who will advise you (contact details can be found at the end of this document). Photographs will also be helpful at this stage. You will need to be able to

demonstrate that there is a very good reason to alter a listed building.

You might also find Waverley's free booklet "Historic Buildings - a Guide for Owners" helpful. This can be found on the Waverley website. There are also a number of free leaflets about the care of historic buildings available from the Surrey Historic Buildings Trust. See the contact details relating to historic buildings at the end of this leaflet.

3.4 Covenants

Some properties have covenants attached to the deeds controlling or preventing development. This is not a planning matter but should be discussed with your solicitor prior to any works taking place (whether subject to a planning application or permitted development rights).

3.5 Party Wall Act 1996

Gaining planning permission and/or Building Regulations does not remove the need to comply with the Party Wall Act 1996 where it is applicable. Conversely, reaching agreement with the adjoining owner(s) under the Act does not remove the possible need to apply for planning permission or to comply with Building Regulations. The booklet "The Party Wall etc

Act 1996: explanatory booklet” is available to download from www.communities.gov.uk. It may be advisable to talk to your solicitor before works commence if you believe that your development involves a party wall.

3.6 Other Consents

Other consent may be required. You should always check this in advance of undertaking any works.

4. So I need planning permission, where do I start?

The first thing to do is check with the planning officers as to whether there are any Local Plan Policies that may affect your proposals. Some policies try to preserve the character of properties in the rural areas by limiting the size of extensions, as well as protecting the countryside and Green Belt. If you live in the countryside then it is most important to talk to a planning officer at an early stage.

Since April 2009, in line with many other local authorities, the Council has commenced charging for pre-application advice in order to improve the quality and speed of advice and contribute to the cost of this valuable service. We currently operate a planning surgery to discuss householder pre-applications, if you wish to find out more details, please contact the Customer Support Team (details at the end of this leaflet). Details of the surgery, other forms of pre-application advice and charging are to be found on our website.

It is possible to extend a listed building, but clearly this has to be done with great care. The Council will consider very carefully the effect of the extension on the interior historic plan form. Your proposals should explain in detail any areas of the Listed Building which will be affected by the extension. Initially, draw up some sketch plans of what you would like to do and speak to the Historic Buildings

Officer. Photographs will also be helpful at this stage. Remember, you will need to be able to demonstrate that there is a very good reason to alter a listed building. The Council does not charge for pre-application listed building advice under part of a wider planning proposal.

5. Local Plan Policy

Waverley is a very attractive area and the policies in the Local Plan are aimed at ensuring that development maintains and enhances the quality of the natural and built environment. These policies are used to judge each planning application that is submitted and, if your proposal does not comply with the terms of the appropriate policies, the application can be refused.

Even where the principle of development is acceptable, the Council will reject poor quality designs.

The Local Plan 2002 contains a saved policy that deals specifically with Design and Layout and the criteria of this policy, which are used to judge extensions and other developments are as follows:

5.1 Saved Policy D4 - Design and Layout

The Council will seek to ensure that development is of a high quality design which integrates well with the site and complements its surroundings. In particular, development should:

a. be appropriate to the site in terms of its scale, height, form and appearance,

- b. be of a design and materials which respect the local distinctiveness of the area or which will otherwise make a positive contribution to the appearance of the area,
- c. not significantly harm the amenities of occupiers of neighbouring properties by way of overlooking, loss of daylight or sunlight, overbearing appearance or other adverse environmental impacts,
- d. pay regard to existing features of the site, such as landform, trees, hedges, ponds, watercourses and buffer zones, walls or buildings,
- e. protect or enhance the appearance of the streetscene and of attractive features such as landmark buildings, important vistas and open spaces,
- f. incorporate landscape design suitable to the site and character of the area, of a high standard and with adequate space and safeguards for long-term management,
- g. provide adequate amenity space around the proposed development,
- h. provide safe access for pedestrians and road users and where appropriate, servicing facilities and parking for motor vehicles and

bicycles.

The Council is not trying to be overly prescriptive on design issues and recognises that innovation and originality can make a positive contribution to the quality of the environment. However, high quality development needs careful attention to design from the broadest concept through to the fine tuning of materials and detailing. Applicants are encouraged to employ an architect or other suitably skilled advisor to ensure that the design issues are properly addressed. This can save you time and money in the long run.

5.2 Saved Policies RD2 and RD2A - Development in the Countryside

If you live in the countryside, outside a village or the developed areas of Farnham, Cranleigh, Godalming or Haslemere, you may not be able to add on as much as you would like to due to restrictive planning policies.

Saved policies RD2 (Extensions of Dwellings in the Countryside) and RD2A (Replacement of Dwellings in the Countryside) are criteria based policies applied to new development outside of settlements, both within and beyond the Green Belt (See appendix A and B for the policy wording). These policies are distinctly different from one another and applied in

different circumstances – RD2 for extensions (maximum of 40% increase over the floorspace of the original dwelling as at 31 December 1968) and RD2A for replacement dwellings (maximum of 10% increase over the floorspace of the dwelling it replaces). This section seeks to clarify the current approach to these policy situations and differentiate between the two tests.

Experience shows that there is often pressure to extend and rebuild at the same time to achieve the maximum increase in floorspace. Whilst this may be more efficient, sustainable and financially prudent, this approach is contrary to policies RD2 and RD2A and therefore the restraint policies of the Countryside. The Council will only accept such an approach where there are very special circumstances in the Green Belt or clear grounds for exception in the Countryside beyond the Green Belt.

The only circumstances where a larger dwelling than would normally be acceptable under policy RD2A may be supported are:

- where permission has been granted for an extension under policy RD2 but during construction, structural reasons become apparent that it is preferable to rebuild the original, rather than extend. The net

outcome of such a situation and granting a larger replacement dwelling under policy RD2A is that it would be identical in built form to the permission for extensions, and the impact on openness of the Countryside remains the same. In this circumstance, evidence would be required in the form of a structural report,

- where a proposal for a replacement dwelling that may exceed the guideline within policy RD2A would achieve a smaller and higher quality building than permission previously granted for extensions under policy RD2.

In both the above cases, the Council will expect the applicant to enter into a Section 106 legal agreement to preclude any further extensions to the replacement dwelling. This is in the interest of the long term protection of the countryside.

In the interest of clarity, proposals for dwellings which exceed the guidelines in policy RD2A will not be considered exceptional on the grounds of the level of sustainable design and construction, since the Council require all new developments to comply with Planning Policy Statement 1 Supplement. In addition, proposals submitted under paragraph 11 of PPS7 (exceptional and innovative design

quality) will need to satisfy the tests of very special circumstances or an exception to rural restraint policies in addition to the tests of that paragraph.

It is noted that the recent changes to the GPDO may mean that the limits under Policy RD2 are surpassed by invoking PD rights. Whilst this may be the case, the requirements of Policy RD2 have not been superseded and Section 38(b) of the Planning and Compulsory Purchase Act requires that the development plan be taken into account in determining planning applications.

To prevent the combined implementation of a permitted extension together with permitted development rights where the joint effect would be disproportionate to the original dwelling, we may withdraw permitted development rights for further extensions.

Given these policy restrictions, it is advisable to talk to a Planning Officer through the pre-application process at the earliest opportunity if you are seeking to extend (or replace) a dwelling outside of a settlement and within the countryside (whether or not within the Green Belt).

5.3 Town and Village Design Statements

There are Town and Village Design Statements (TDS / VDS) for Elstead, Dunsfold, Womersley, Blackheath and Shamley Green, Cranleigh, Frensham, Thursley and Farnham. Some other Waverley villages are also working on such statements. Residents work together to identify the principles, design features and quality standards in the Parish that they value. Those wishing to build, modify or extend properties within these Parishes should refer to the appropriate Village Design Statement. The Council has adopted these documents as material planning consideration in assessing planning applications. These documents are to be found on the Waverley website.

6. What do I need to consider?

Submitting a planning application need not be a daunting task. In fact, if you need any help or guidance, the Customer Support Team would be more than happy to take you through the process.

Since April 2008, legislation requires all applications to be submitted through the one-app (or single application) process and to meet agreed National and Local Validation Requirements. These documents are to be found on the website. In essence, there are a number of required pieces of information to make an application valid and to ensure that the consideration of the scheme is undertaken at an early stage. The Council runs a Validation Surgery (free of charge) where experienced technical officers assist applicants in checking the validity of plans before they are submitted. This improves the quality and speed of the process.

The Council encourages the on-line submission of planning applications through the Government's Planning Portal which is speedier and more environmentally friendly. Additional information can be found through the Waverley website and also the Planning Portal (contact details at the end of this document).

The following information applies to all

residential extensions that are subject to a planning application. However, the guidance can also be applied to developments that are undertaken through permitted development rights.

6.1 Impact on your neighbours

First and foremost:

Talk to your Neighbours

It is always a good idea to discuss your proposals with your neighbours before you submit a planning application. You may be gaining living space, but this could result in loss of daylight, sunlight and/or privacy for your neighbour. Poorly placed windows or using the flat roof of a single storey extension as a balcony may seriously affect your neighbours' privacy. A solid wall close to the boundary wall may have an overbearing impact on your neighbours' property. Talking to them at an early stage can save time and expense later on, by avoiding the need to have plans redrawn. They may even have suggestions

which could be incorporated into the design.

When considering the effect of a development on a neighbour, reverse the situation and try to consider what you would feel if your neighbour were to propose a similar development. If you would consider it unacceptable, then the likelihood is that your neighbours would object to a formal planning application.

The Council notifies adjoining neighbours on the receipt of a planning application and will always take into account the effect that your extension will have on the adjacent properties whether neighbours comment on an application or not. It may also be that even if your neighbours do not object, the Council will raise objections to a proposal if it is un-neighbourly.

7. Daylight and sunlight

7.1 Daylight and sunlight - what's the difference?

Daylight is the amount of natural light that enters a building to provide satisfactory illumination of internal accommodation between dawn and dusk. However, sunlight refers to direct sunshine and is much brighter than daylight. Any proposed extension should not cause problems by significantly blocking daylight or sunlight. For each of these points, different tests are applied to identify whether problems will occur or not.

In considering the effects of a proposed extension on the access to daylight for neighbouring properties, the planning officer will look at how your extension will affect the access of normal light to any windows in your neighbours' property. Will what you intend to build make your neighbour's rooms unacceptably dark?

The following factors will be taken into account in applying this rule:

- the nature or use of the room affected (habitable rooms are more important),
- the size of the window relative to ground levels,
- whether there are any other unaffected windows lighting the same room.

In considering the effects of a proposed extension on the access of sunlight to neighbouring properties, the planning officer will look at how your extension will affect the amenities of the neighbour, through the passage of the sun throughout the day. An adjacent property is more likely to suffer a reduction in sunlight if the extension is on its southern side. Will your extension unreasonably reduce the sunlight to your neighbour's garden by over-dominating and overshadowing it?

7.2 What are habitable rooms?

Habitable rooms are considered to be the main principal rooms that are used within a dwelling, these include:

- living rooms,
- dining rooms,
- large kitchens,
- breakfast rooms,
- studies,
- bedrooms.

Habitable rooms do not include very small kitchens, bathrooms, storerooms, circulation spaces (halls, stairs and landings) or garages and non-habitable outbuildings.

When considering the impact of a development on daylight and sunlight to habitable rooms, the impact will be considered against the main primary window serving that room.

Points we all know, but need to think about:

- the sun rises in the east and sets in the west,
- the sun reaches its maximum height at around Noon when the sun will be due south,
- the sun is a lot higher in summer and the days longer than in the winter,
- generally the sun elevation in mid-winter does not rise above 16 degrees and therefore casts long shadows.

When applications are submitted, the onus is on the applicant to demonstrate that the plans do not undermine the amenity of the neighbouring properties. Appropriate scale diagrams and sections should be submitted alongside the application to adequately address these points. The main test for acceptability will be an on-site judgement by the planning officer taking all the individual site circumstances into account. However, other tests will be applied as guidance in forming a view.

7.3 Daylight

In order to ensure that the amenity of the neighbouring properties is protected, a variety of tests are applied. Each test is designed to stand alone, if your proposal fails a test, it is unlikely that the planning officer would recommend your scheme for approval. When the development can be undertaken through permitted development rights, these tests are equally important to ensure that the development is neighbourly.

7.4 45° Rule (horizontal analysis)

The purpose of the 45° rule is to make sure that the development does not take away too much daylight from the neighbouring property. The test can be applied in three ways:-

1. Two storey extensions (front and rear)

For a two storey extension, the measurement should be taken from the closest edge of the closest window serving a habitable room. A line should be drawn at 45° to the existing property and extended to a maximum of 12 metres. If the proposed extension crosses this line, then it is likely that there would be an unacceptable impact on the neighbouring property.

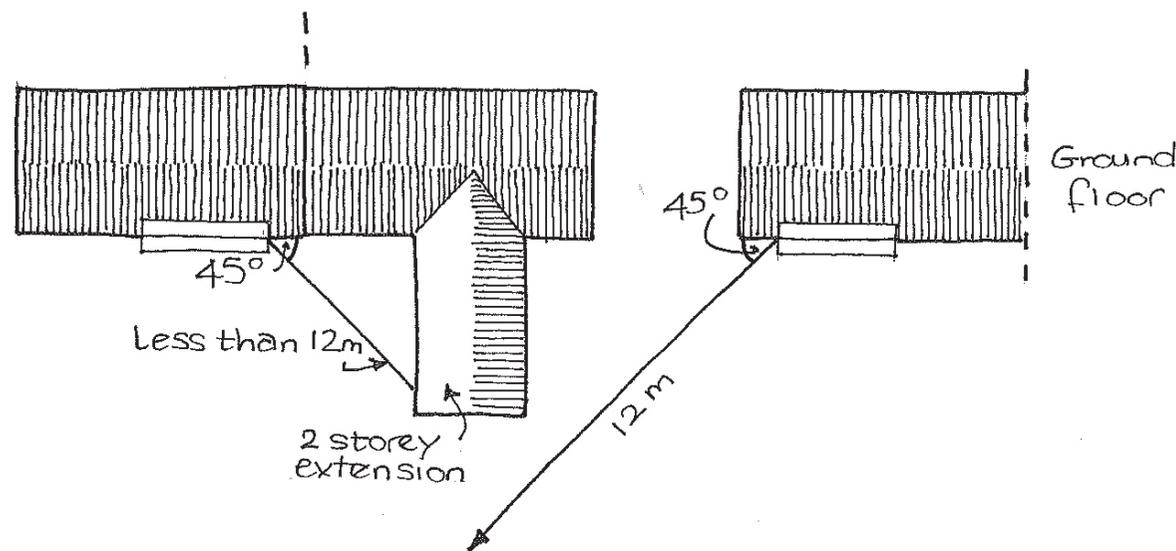


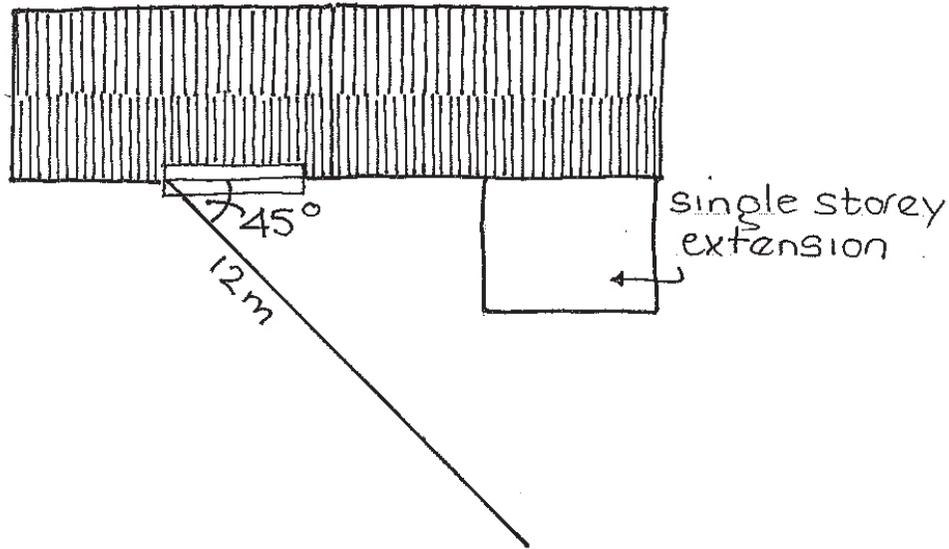
Fig. 1 - 45° Rule - Two Storey Extensions (front and rear)

2. Single storey extensions

The same rule as outlined above applies to single storey extensions. However the measurement is taken from the furthest edge of the closest ground floor window.

The reason for the difference in measurement point is that two storey extensions are likely to have a greater impact than single storey extensions by virtue of their greater height. Therefore, a wider margin of space needs to be provided between a two storey extension and

the neighbours' windows to allow light access than for a single storey extension.



If the side window is a secondary window or one to a non-habitable room, then the loss of light will be less important.

In all instances, where the length of the line(s) would exceed 12 metres before reaching any part of the proposed development, then the 45° rule need not apply.

Fig. 2 - 45° Rule - Single Storey Extensions

3. Side extensions (both single and two storey)

Where a principal window to a habitable room is located on the side of a neighbour's dwelling or proposed to be inserted as the result of an extension, the impact on the daylight can be assessed by drawing two 45° lines at 12 metres in length, from the centre point of the existing (or proposed) window. If either of these lines cross development (either existing or proposed), then it is considered that there would be likely unacceptable impact on that room.

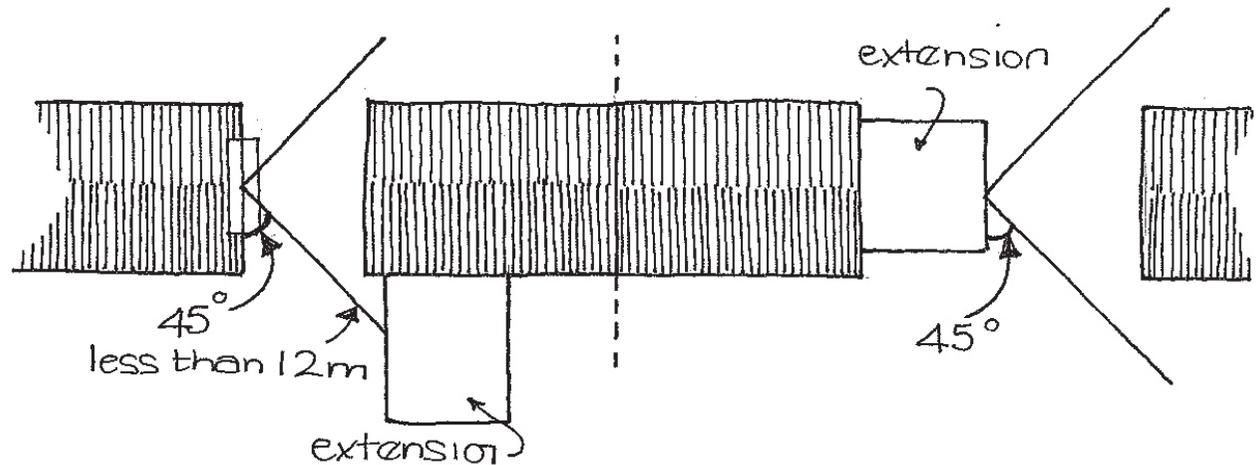
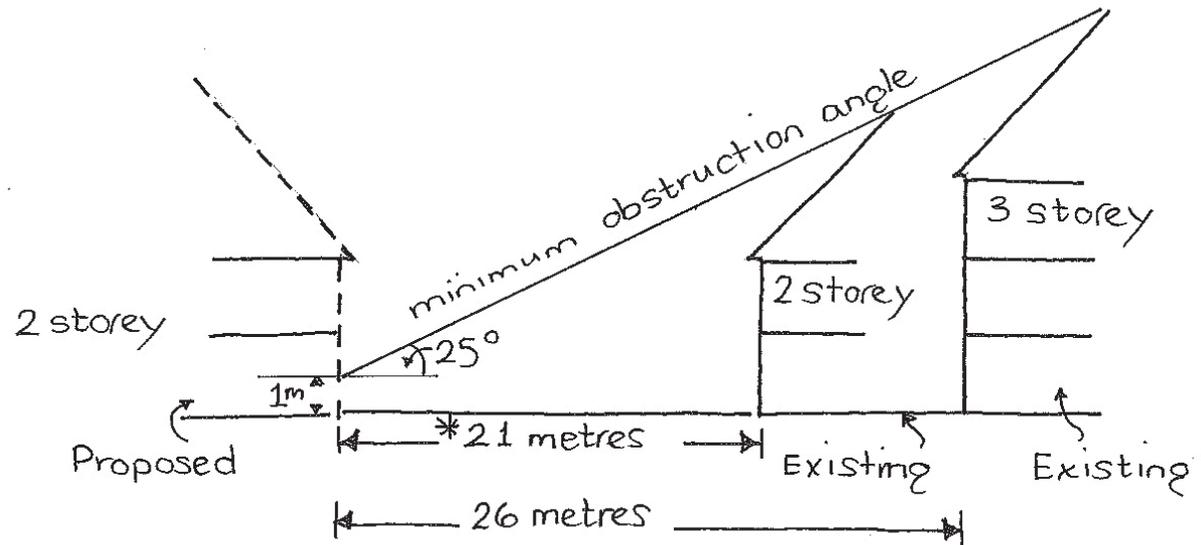


Fig. 3 - 45° Rule - Side Extensions

7.5 25° Rule (vertical analysis)

The 25° Rule should be used when a proposed development directly faces an existing habitable window in the neighbour's property. In this instance, a line taken from one metre above ground floor level on the rear elevation of the proposed extension should be drawn at 25° to the ground. If this line crosses the development opposite, then it is considered that the relationship is unacceptable and would reduce the amount of daylight into the existing property.

The minimum distance from the rear elevation of the extension to the rear elevation of neighbour's property should not be less than 21 metres (measured between the two closest points of each building including balconies). If additional storeys are to be added, then a further 5 metres should be provided between the two elevations.



* It should be noted that 21 metres is the minimum separation distance for privacy but where development is proposed adjacent to taller buildings or on sloping sites this distance must be increased if adequate daylight is to be achieved to the proposal's ground floor.

Fig. 4 - 25° Rule (vertical analysis)

7.6 Sunlight

Wherever possible, new development should be constructed to take advantage of sunlight to provide an improved living environment, maximise solar gain and reduce energy consumption.

8. Overlooking and overbearing development

8.1 Overlooking

The design of any extension must ensure that the privacy enjoyed by the neighbouring properties is not significantly reduced. The location of windows (especially to principal habitable rooms) is critical to ensure that overlooking does not occur and therefore reduce the neighbours' privacy. The general rule of thumb is that there should be a distance of at least 21 metres between proposed windows and those of neighbouring properties and 18 metres between proposed windows and neighbouring private amenity space. These guidelines may be relaxed if the character of the immediate suggests that lesser distances may be appropriate. This will be considered on a site by site basis by a Planning Officer.

Where non-habitable rooms would significantly 'overlook' a neighbour, either the dwelling or amenity space, these should be obscurely glazed. By obscure glazing, the Council refers to glazing that allows the access of light, but prevents intervisibility. In the worst case scenario, windows can be fixed shut at the lowest level with opening fanlights to the top only (which would allow for ventilation). It is not a sustainable solution to suggest that the only window to a habitable room could be obscurely glazed as such rooms should reasonably have an outward view. In this situation an alternative

design solution should be found. Alternatively, high level windows can be employed to reduce overlooking. The sill level of the window should be at least 1.7 metres from the internal floor level. This height generally prevents overlooking. This approach would have to also be balanced against the resultant external design and whether the inclusion of high level windows are an appropriate design element given the character of the area. Additionally, rooflights in loft conversions or within vaulted ceilings should also have a sill height of at least 1.7 metres from the internal floor level.

Conservatories can cause problems of overlooking. This can be reduced by ensuring that the side elevations to the boundary are predominantly solid if the conservatory extends to the boundary. However, in exceptional circumstances, high level obscurely glazed windows can be implemented to add light and these can be fixed shut if an alternative form of ventilation exists.

Balconies will only be accepted where the applicant has demonstrated (through the submission of appropriate plans) that there would be no resultant significant overlooking upon the surrounding neighbouring properties. Side screens of a minimum height from the floor of the balcony to 1.7 m can assist in

avoiding overlooking. Notwithstanding any privacy issues, balconies may also give rise to a loss of amenity by way of noise and disturbance.

8.2 Overbearing development

Whilst the right to a view is not a material planning consideration, the impact of a large and visually dominating extension can undermine the amenity of neighbouring properties, therefore the following test applies:

- two storey rear and front extensions should be at least three metres from the boundary with a neighbouring property.

In exceptional circumstances and where the applicant has clearly demonstrated that there would be no harm, then there may be flexibility to reduce this distance, for example where non-important amenity space would be affected (non-important amenity space includes areas which have existing sheds and outbuildings or are used for the parking of motor vehicles).

In the case of single storey developments, the extension may extend to the boundary. However, in the spirit of good neighbourliness and to ensure adequate maintenance space, a 1 metre gap is encouraged.

In all instances, the depth of the extension should not exceed 4 metres. However, some sites may have specific constraints whereby this distance will need to be reduced.

8.3 Light Pollution

Careful consideration should be given to the design of internal and external lighting on new extensions. In particular, roof lanterns can result in intrusive light pollution to neighbouring properties. Such pollution can be mitigated by the inclusion of internal blinds or enhanced landscaping.

9. Design

“Good design ensures attractive, usable, durable and adaptable places and is a key element in achieving sustainable development. Good design is indivisible from good planning”. (PPS1, 2005, para 33).

It is critical that new developments, however small, make a positive contribution to the area. Each planning application for an extension is judged against saved policy D4 of the Waverley Local Plan. The Planning Officer will consider the following:

- how does the extension affect the scale, style and character of the existing dwelling?
- what is the effect on the streetscene?
- is there a loss of garden area or amenity space?
- is the design locally distinctive, even if undertaken in a modern or contemporary style?

The following points aim to give some guidance as to what is considered acceptable in most instances. Clearly, individual sites may have specific constraints which would also need to be taken into account at the planning application stage.

9.1 General design matters

The following guidance is relevant to all applications for residential extensions and also to schemes developed using permitted development rights.

If your property is a listed building or within a conservation area, then the proposed extension, in addition to the general design guidance, must also preserve or enhance the character of the existing building and the surrounding area (in a conservation area).

9.2 Sustainability

The issue of sustainability should be considered in each and every proposal for development, no matter how small. Vast amounts of energy are consumed in the production of building materials and during the lifetime of a building. However, by taking these issues into account, it could save you money in the longer term. Try to bear the following in mind when designing your extension:

- select materials and products which use least energy in manufacture (natural or near natural) or that can be recycled, or are recycled.
- Ensure buildings are insulated to the highest possible standards.
- Site orientation and the use of glazing can

make the best use of passive solar energy e.g. by maximising window areas to the south with smaller windows to the north.

- Consider using materials from sustainable sources, such as timber and other materials provided they have been grown or sourced in a sustainable way.
- Other environmental issues include the over-use of plastics in building, particularly PVC. Alternative materials to replace PVC include copper, stainless steel, iron and HDPE (for water pipes and drainage), timber (for cladding and sheeting), timber and aluminium (for windows and doors), clay (for drainage), timber and linoleum (for flooring) and rubber (for electrical cables).

It may be appropriate to consider the use of renewable energy or low carbon technology when designing your extension. Solar thermal panels, ground source heat pumps, air source heat pumps and biomass boilers can all contribute to hot water and heating production whereas photovoltaic panels (PV) and wind turbines can generate electricity. Further information about renewable energy and low carbon technology can be found at www.waverley.gov.uk/se2.

Advice on whether a renewable energy or low carbon technology requires planning permission can be found via the Planning Portal,

Waverley's Planning Permission Enquiry System or on the Waverley website.

9.3 Building materials and detailing

In the majority of cases, it is advisable to use materials that match those of the existing dwelling. A wide variety of bricks and tiles are available, both new and reclaimed, so you should be able to find a suitable match. In the case of listed buildings or for work in Conservation Areas, special care should be given to the selection of the type, colour and size of bricks, roof tiles, mortar colour, lintels, sills and heads.

In terms of detailing, it is mostly appropriate to ensure that the new development marries with the old. This can be done by replicating the heads and sills, brick coursing and quoin work, ridge verge and eaves finishes. This approach will ensure that the extension will sit comfortably with the existing dwelling. More information on materials is available in the free booklet 'Materials in Waverley'.

9.4 Doors, Windows and Eaves

Look at any detailing around the doors, windows and eaves of your existing house

which could be reflected in the design of the extension. Older houses often have interesting features which could add character, but unnecessary and additional details should be avoided.

It is important that the extension continues the existing pattern and type of openings in walls. The size, proportion, height, style and ratio of solid wall to windows and doors all create the character of your house.

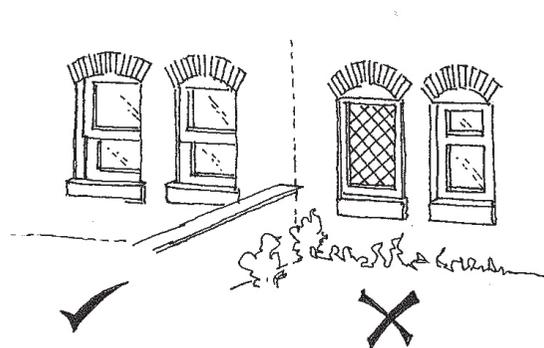


Fig. 4 - Window details

9.5 Garden Space

Garden space of a reasonable size is just as important as the size and shape of rooms in

your house. Overdevelopment of your house to leave a significantly reduced garden can affect its 'saleability' in the longer term. You should ensure that a single extension or cumulative smaller extensions do not result in a significant loss of garden areas as this can make the plot appear cramped and out of keeping with the surrounding area.

9.6 Trees and Hedges

If a development relies on an existing evergreen hedge or tree screen to protect the neighbouring properties from the proposal, this screen will only be considered beneficial up to a maximum height of 2 metres, immaterial of whether the existing screen is higher. This reflects the possibility of height reduction and nuisance issue under High Hedge legislation or any neighbour requests.

Additionally, all building work, including driveways, should be carefully considered in relation to the branches and roots of trees and their possible future growth. This includes new service provision such as cables, sewers or drains. If in doubt, contact a tree specialist.

A further consideration is that some trees may be legally protected by Tree Preservation Orders, by their location within a Conservation Area or by an 'old-style' planning condition.

In this instance, consent would be required to remove them or have work carried out in relation to them. Planning Services can be contacted to confirm whether this is the case. You could be fined for carrying out unauthorised works to protected trees.

If a development is likely to threaten the long term survival of an existing tree or hedge either through the construction phase or long term pressure to improve the outlook from a room, then it is unlikely that the Council would accept the development.

A full description of issues to take into account in relation to trees at the design stage and requirements for validation of applications can be found in the guidance document in Appendix C.

9.7 A flat or pitched roof?

In the design of an extension, the Council will normally encourage the use of a fully-pitched roof. They are not only more traditional but appear more pleasing. Although cheaper to construct, flat roofs do have more maintenance problems and a much shorter lifespan. A flat roof on a two storey extension is unlikely to be permitted. A flat roof on a small single storey extension may be acceptable if it cannot

be seen from the street, however this is not usually encouraged. If such an approach is taken, conditions may be applied to the planning permission to prevent the use of the flat roof as a roof terrace and prevent doors being inserted to allow access to this area, if such a use would result in overlooking to neighbouring properties. Roof terraces and balconies often have a significant impact on the neighbouring property.

A false-pitched roof on a front elevation, which tries to disguise a flat roof behind it, is rarely satisfactory.

A crown flat roof where the 'flat' area is not discernible within the streetscene or from wider important views due to its height, and appears to be a pitched roof, may be acceptable.

If you are considering a more contemporary approach to development, it is worth discussing your proposal with a planning officer through the pre-application process at an early stage.



Fig. 5 -Unacceptable flat roof extension

9.8 Extensions

The closer to the boundary your extension is the more issues there will be to resolve in its planning assessment. The main issues that you should consider relate to:

- the spacing between the houses in the street,
- the character of the area,
- ground levels,
- location of any windows in the neighbouring property,
- existing hedges and trees that might form or be close to the boundary.

9.9 Two storey extensions at the front of a property

In general, two storey extensions are unlikely to be acceptable as they are often visually prominent and intrusive within the streetscene. If this type of development is proposed, it should take the form of the existing building, mirroring the roof pitch, replicate or have lower eaves height and the ridge should be below the existing ridge height. In addition, the proposal should not normally extend beyond the front elevation by more than 2 metres and not cover more than 50% of the front elevation.

Front extensions should not result in the loss of existing parking spaces where it would cause road safety or congestion problems.

Consideration should also be given to the existing and established building line and the impact that the proposal may have.

‘subordinate’ to the main building. This is often seen within the Surrey vernacular and considered to relate to the local context. This approach ensures that the extension can be clearly identified as an addition and shows the evolution of the building.

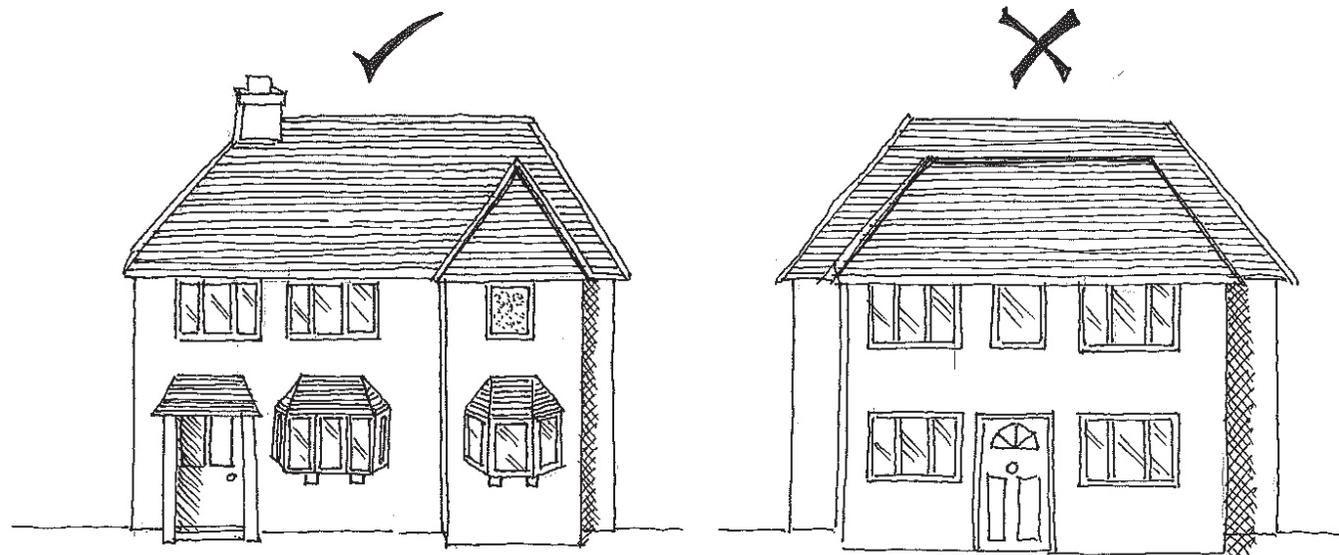


Fig. 6 - Two storey front extensions

9.10 Two storey extensions at the side of a property

Two storey side extensions should normally appear smaller in mass and scale or be

Any proposal for a two storey side extension should be set down from the ridge of the existing house and set back from the front elevation (the minimum distance for this should be 0.5 metres in both directions).

In addition to this, the proposed extensions should normally reflect the character of the existing house and use similar detailing (e.g. windows, doors and roof pitch) and materials to tie the two elements together.

When looking at two storey side extensions, the impact on the streetscene is critical. The character of an area is created as much by the spaces in between and around the houses as the houses themselves.

Generally, two storey side extensions should not come to within 1 metre of the boundary; this retains the character of the streetscene and also avoid a 'terracing' effect. In lower density areas, where dwellings are well spaced from the boundary, a greater separation distance to the boundary from the extension may be required to retain the spaciousness.

Two storey fully integrated side extensions will not normally be permitted unless exceptional circumstances can justify such a design approach.

If you are contemplating this approach, it is critical to talk to a Planning Officer prior to submitting a planning application. In addition a Design Statement (or a Design and Access Statement) should be used to clearly explain why this approach has been proposed. This may include properties where, to achieve the best design outcome, the original building may be subsumed into the overall design - whereby the resultant form is considered to be of greater or exceptional merit. There will be situations where this approach may be acceptable, but this needs clear justification and pre-application discussions.

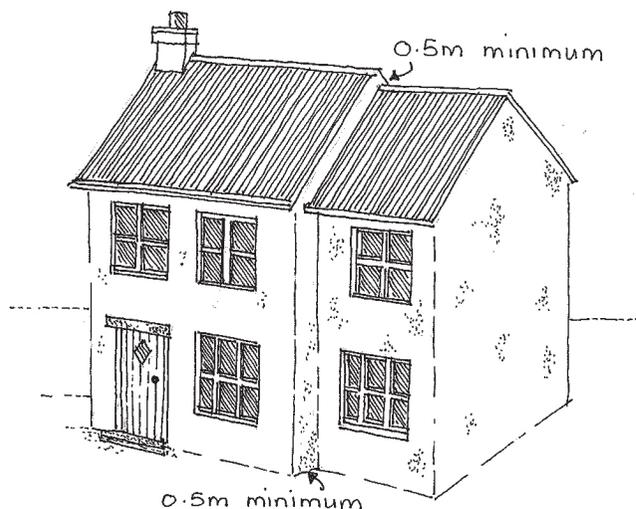


Fig. 7 -Two storey side extensions



Fig. 8 -Two storey side extensions (the 'terracing' effect)

Where the proposed side extension is to a corner plot, additional care must be taken to ensure that the character of the area is retained. This will often require additional space to be retained between the side elevation of the extension and the existing boundary line; this space should generally be at least 2 metres from the closest point of the boundary.

9.11 Two storey extensions at the rear of the property

Generally, two storey rear extensions should follow the advice already given, including that they should be subordinate to the main dwelling. However, where there are no public views into a site, a fully integrated two storey rear extension may be acceptable (unless there is a detrimental impact on the adjacent properties). Normally, the extension should not extend any further than 4 metres in depth. Additionally, there should be at least 3 metres between the side elevation of the extension and the boundary (where the extension breaks the existing established rear building line), to reduce any overbearing or visual impact on the adjacent properties unless special circumstances apply (e.g. the neighbour has an extension closer to the boundary adjacent to the proposal or the space is occupied by outbuildings or storage).

9.12 General points relating to all two storey extensions

- All two storey extensions should have fully pitched roofs to match the existing house. Flat roofed two storey extensions will not normally be permitted.

- Two storey extensions will not normally be permitted on bungalows.
- All proposals should satisfy the 45° and 25° tests (see above Section on Daylight).

However, some extensions may be acceptable where they are of a simple design and respectful to the proportions of the original house, where they provide a pitch roof to match the existing house and where the ridge of the proposal does not exceed the sit height of the first floor window.

9.13 Single storey extensions at the front of the property

Single storey front extensions are generally unacceptable as they can significantly alter the character of a building and the surrounding area.

Consideration should also be given to the surrounding street scene and the existing established building line.



Fig. 9 -Single storey extensions to the front

9.14 Single storey extensions at the side of the property

Single storey side extensions should generally have a pitched roof that matches the original house. Additionally, it is preferred that a 1 metre gap is retained between the side elevation of the extension and the boundary. However, in some circumstances, single storey side extensions will be allowed to the boundary where it is shown that there is no detrimental impact on the neighbouring property.

If an extension extends to the boundary, it is unlikely that windows will be permitted in the elevation facing onto that boundary. However, high level windows with obscure glazing may be considered acceptable and their insertion controlled through the use of planning conditions if it can be demonstrated that there would be no adverse effect on the neighbouring properties.

It should be noted that all servicing (including gutters and opening windows) should be contained within the boundary of the site and not encroach onto the neighbours' land. Where guttering and other servicing extends beyond the boundary and onto the neighbour's property, Certificate B under Article 7 of the Town and Country Planning (General Development Procedure) Order 1995

(As amended) must be signed and Notice served on the neighbour as part of a planning application. There may also be implications under the Party Wall Act 1996.

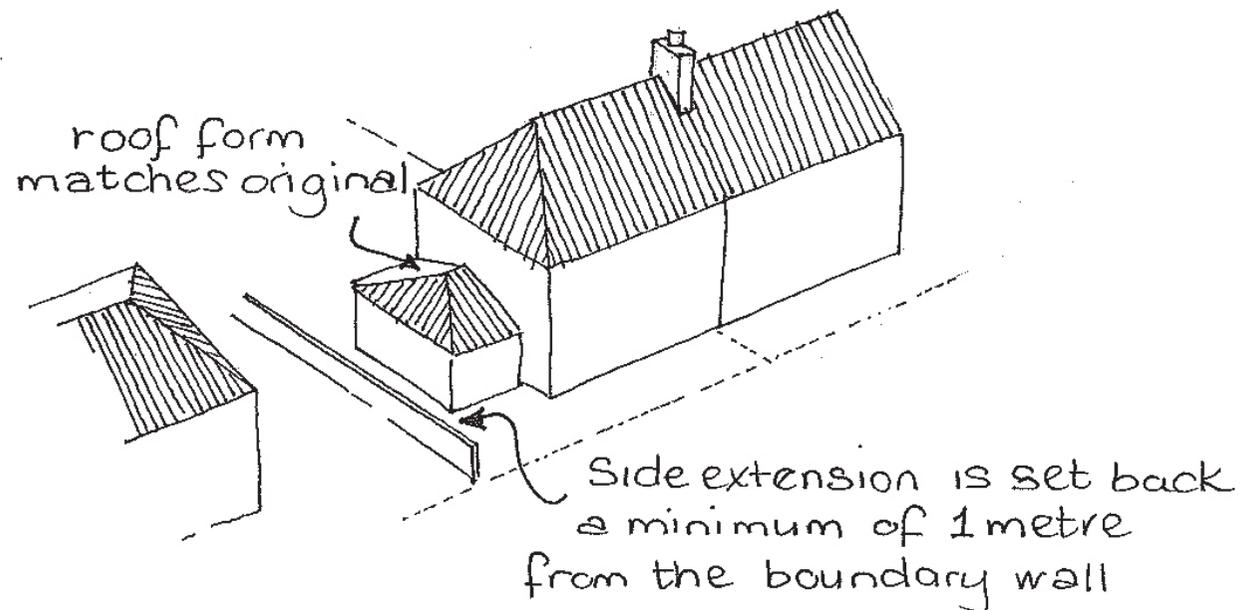


Fig. 10 -Single storey side extension

9.15 Single storey extensions at the rear of the property

Single storey rear extensions should not normally extend beyond 4 metres from the back of the existing house. The form of the extension should follow the design of the existing property and be sympathetic in the use of materials. This approach also applies to conservatories.

An extension that covers the complete width of the rear elevation is often unacceptable in design terms and rarely reflects the character of the existing property. An applicant should consider the use of a 'wrap-around' extension in order to achieve desired floor space but avoid potential design problems.

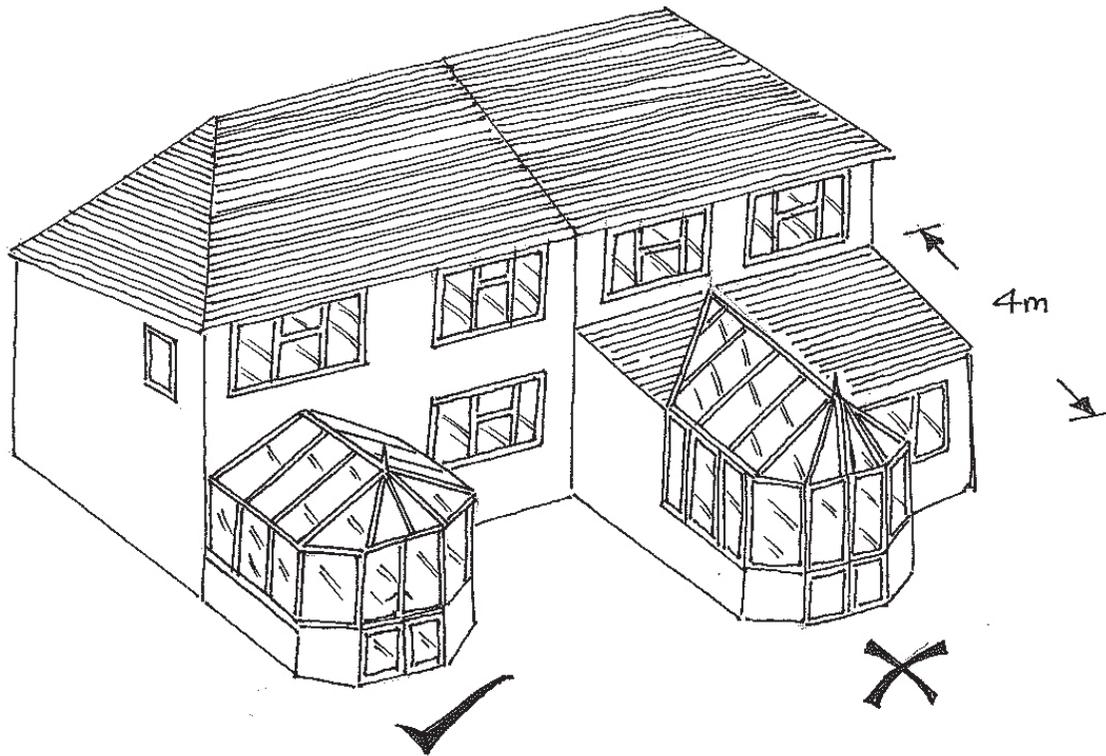


Fig. 11 -Single storey rear extensions

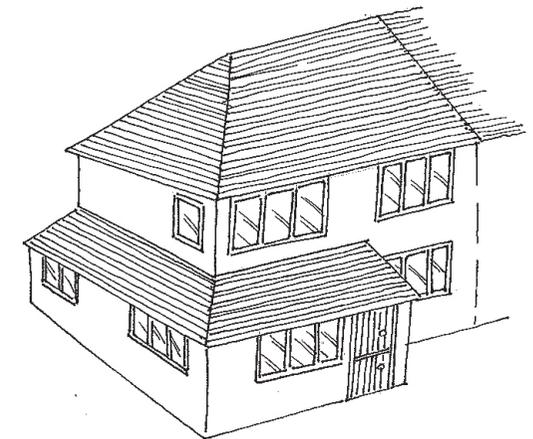


Fig. 12 - 'Wrap-around' extensions

9.16 General points relating to all single storey extensions

- All single storey extensions should have fully pitched roofs to match the existing house.
- In general, single storey extensions to bungalows will not be required to be subordinate to the original house (i.e. set down and set back) unless there would be a significant impact on the streetscene or on adjacent properties that would necessitate such a design.
- All proposals should satisfy the 45° and 25° tests (see above Section on Daylight).

9.17 Roof extensions and loft conversions

The roof of your house and other houses in the street forms a significant part of the area's character. Alterations to the roof should be designed to complement your home and the character of the street.

9.18 Rooflights

The number and size of rooflights should not dominate the roof plane.

In general, no more than two rooflights should be inserted into the roof plane that fronts a highway. In addition, the location of the rooflights should follow the existing pattern of windows in the corresponding elevation. Generally rooflights should sit flush with the roof plane. This is particularly important in Conservation Areas.



Fig. 13 - Placement of rooflights (1)

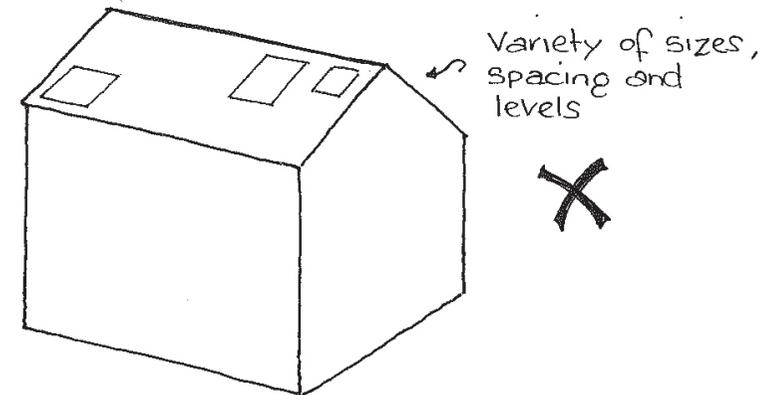
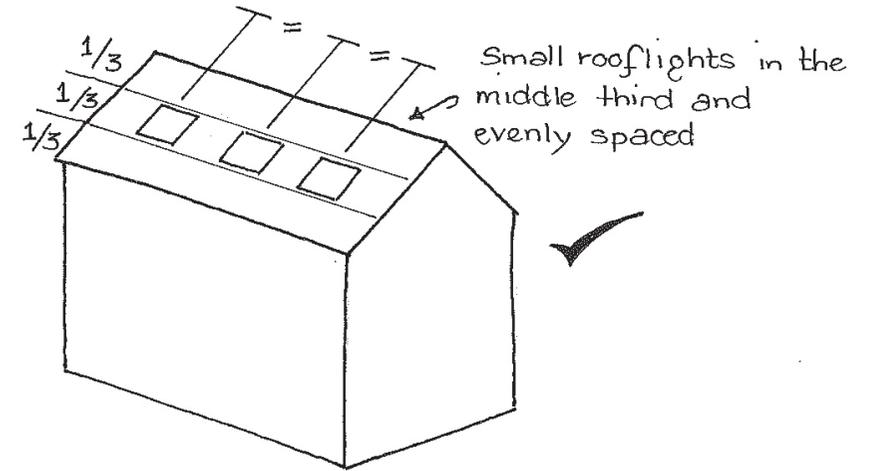


Fig. 14 - Placement of rooflights (2)

9.19 Dormer Windows

The purpose of dormer windows is to provide light and ventilation and not to increase the floor space or head height of the roof space.

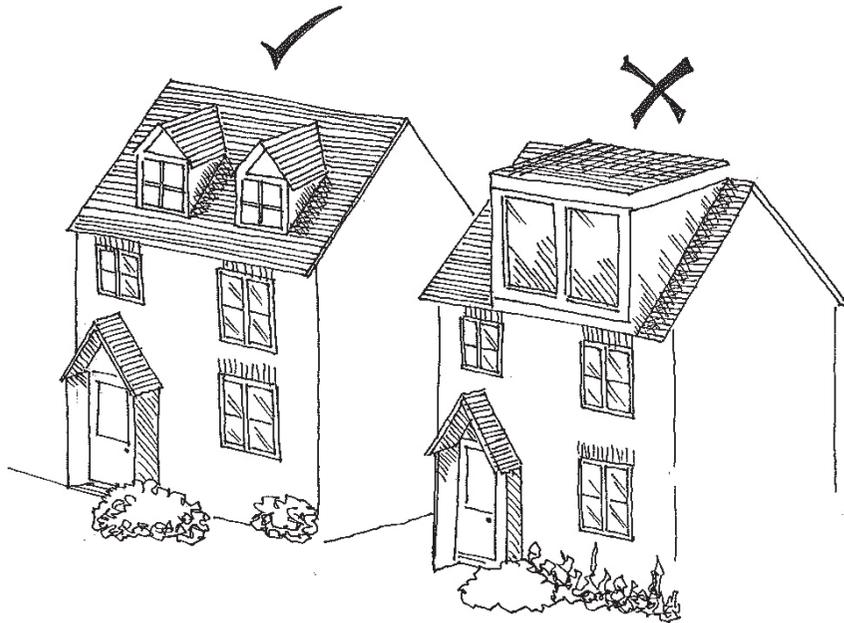


Fig. 14 - Dormer windows (1)

If a consequence of proposing a well designed dormer window, additional headroom, as well as light, is achieved that should be regarded as an unintended benefit of the development. Generally, additional headroom should be achieved from the main roof area. Care should be taken with the design of any

dormer window. To ensure that the maximum light is obtained, and to minimise the effect of the bulk, the entirety of the front face of the dormer should be glazed. The use of excessive cladding (of any material) to the front face of the dormer window will not be

acceptable. The style and size of window should reflect the existing windows in the main house, albeit that often a proportionately smaller size is more appropriate to reflect the subordinate role of the roof in comparison with the main dwelling.

In addition, dormer windows should be set down from the ridge of the roof and set up from the eaves line - the general rule of thumb is 0.3 metres below the ridge height and 0.5 metres above the eaves level. However, this can be assessed on a site-by-site basis.

In some instances, it may be more appropriate for a dormer window to break the eaves line. However, this is only relevant where traditional buildings have a similar design within the streetscene.

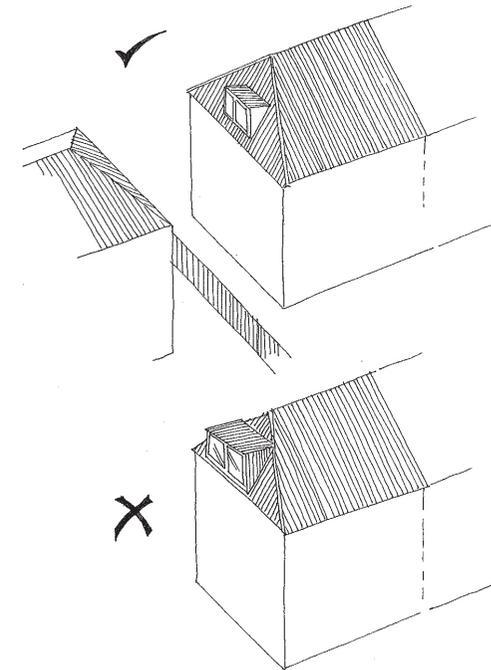


Fig. 15 - Dormer windows (2)

Flat roof dormer windows will not normally be acceptable as this often results in a 'box-like' unattractive elevation that is bulky, particularly when viewed from the site. The exception to this is where there is a historical architectural argument for this approach. This justification should be explained in a design statement or a design and access statement. The pitch of the roof of the dormer should follow the pitch of the existing house.

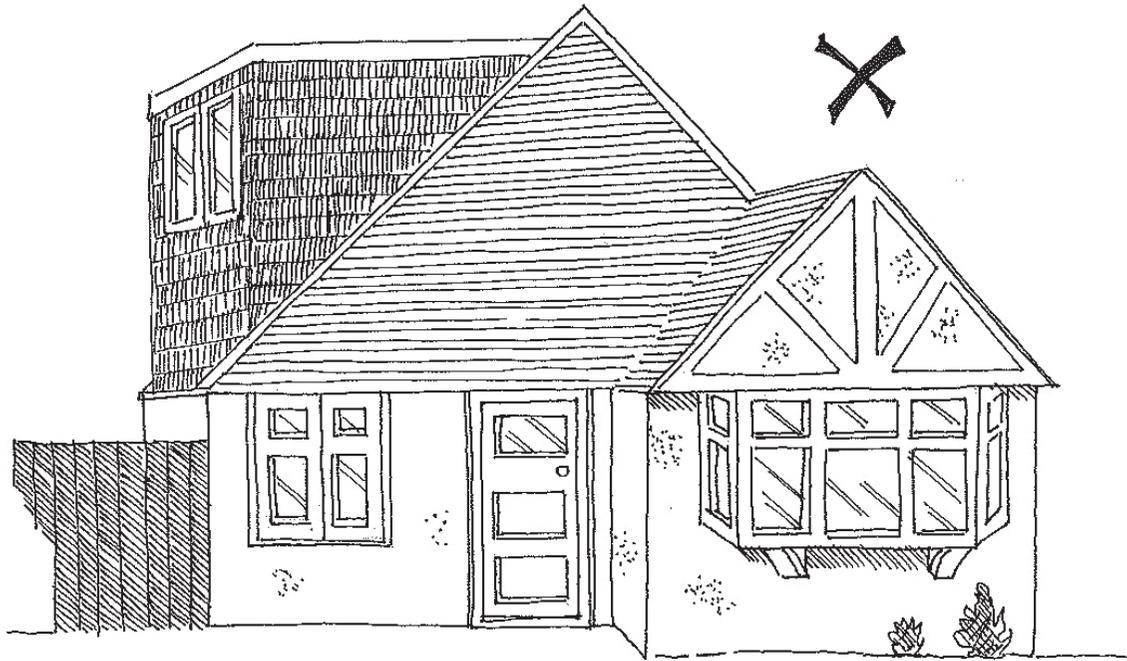


Fig. 16 -Unacceptable dormer window to side elevation

Dormer windows in the front roof plane of a house are sometimes not appropriate if the prevailing character does not include dormers and the introduction of this feature would appear incongruous in the streetscene.

9.20 Alterations to the roofline

Additional storeys to existing residential properties will not normally be permitted as they are often out of character with the surrounding streetscene.

In some instances, planning permission may not be required for a loft conversion. Initially, you should contact the Online Expert System to determine whether planning permission is required. Building Regulation Consent may also be required for loft conversions.

Generally, a loft conversion should make use of an existing void to provide space and not rely on extensions and dormer windows to give necessary headroom unless that can be achieved in terms of the guidance above.

9.21 Porches

Adding a porch or canopy can result in a significant change in the look of the front of your house and so its design is particularly important.

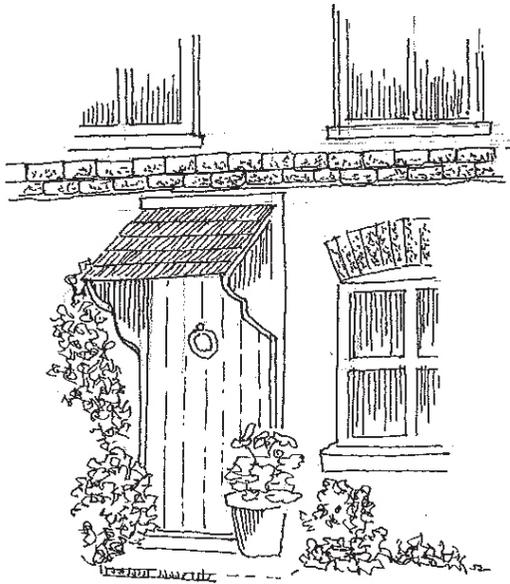


Fig. 17 - Traditional porch canopy

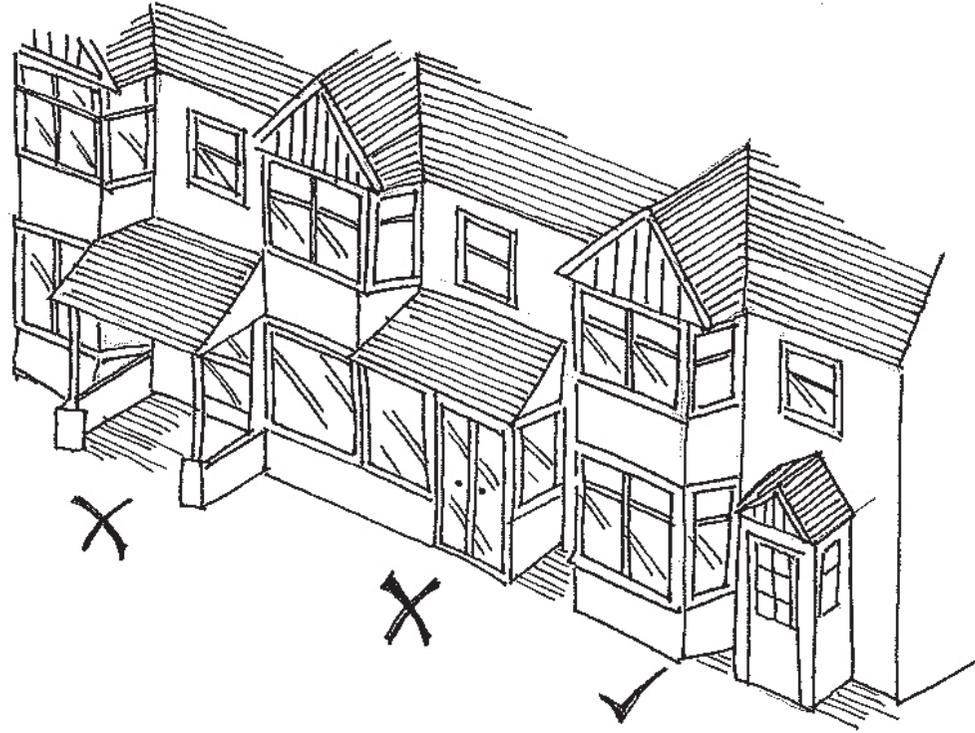


Fig. 18 - Porches

A badly designed porch could easily spoil the character of a row of terraced properties and may not be allowed. If appropriate, any original porch designs should be kept or replicated.

9.22 Garages and Carports

Garages should be designed to complement the character of your house and your street. Careful consideration should be given to the shape, pitch, materials and detailing of the roof. All rainwater goods should be within your property boundary.

As a rule of thumb, it is important that garages remain proportionate in size and scale for their purpose and function. The internal width of a single garage or carport should measure 3 metres wide by 6 metres deep. The width should be doubled if a double garage is proposed. This area ensures adequate space for the parking of a vehicle and some ancillary storage area for cycles.

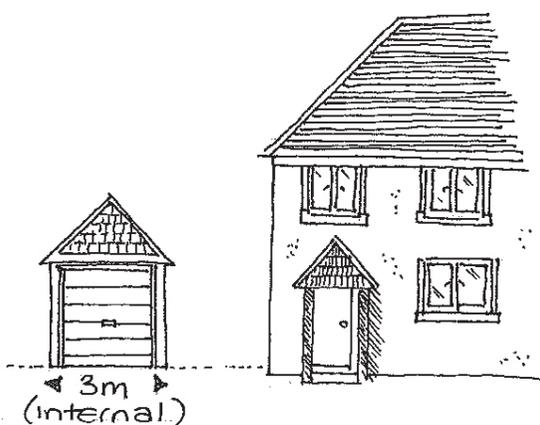


Fig. 19 - Garage

Like other extensions, a garage is usually better set behind the face of the existing house. A detached garage should be designed in sympathy with the house, be built of similar materials and have a similar roof pitch.

Building in the front garden should be avoided, as it could appear unduly prominent at the expense of the character and setting of the house and the streetscene.

A garage at the side of the property should be set well back from the front wall, unless it incorporates a porch all under a pitched roof in an integrated design.

If you live in a rural area, talk to the planning officer before you submit your application, as there are certain restrictions on building garages in the countryside particularly in the Green Belt. If your garage proposal is acceptable in principle, design is of great importance. Depending on the style of your house and its setting, you may be asked to consider a more 'rustic' style of building, such as a timber barn style with a plain clay tiled pitched roof.

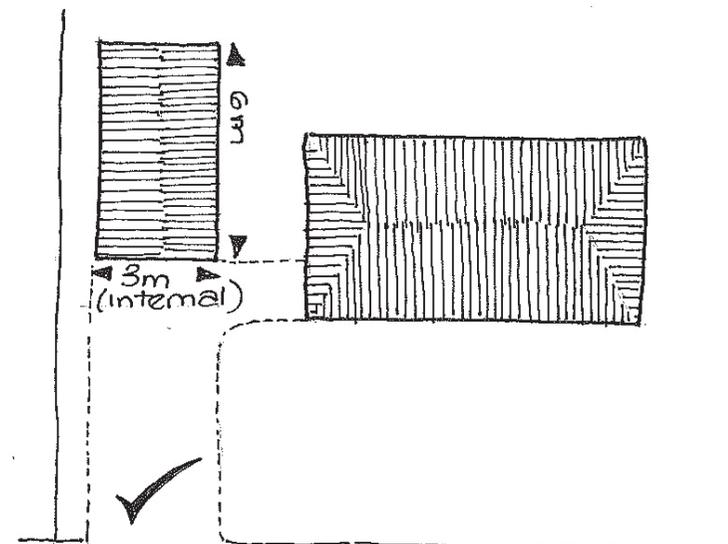
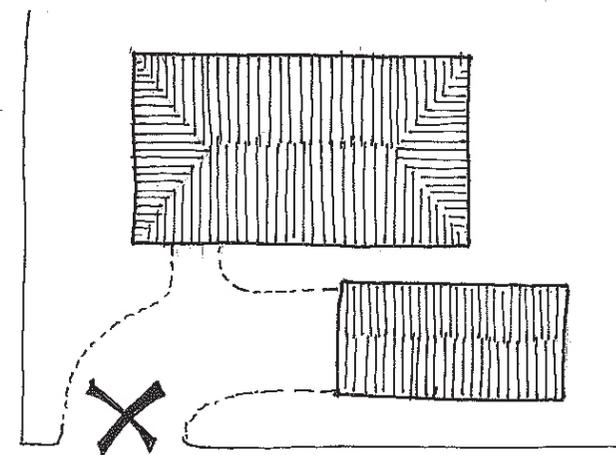


Fig. 20 - Location of a new garage/carport

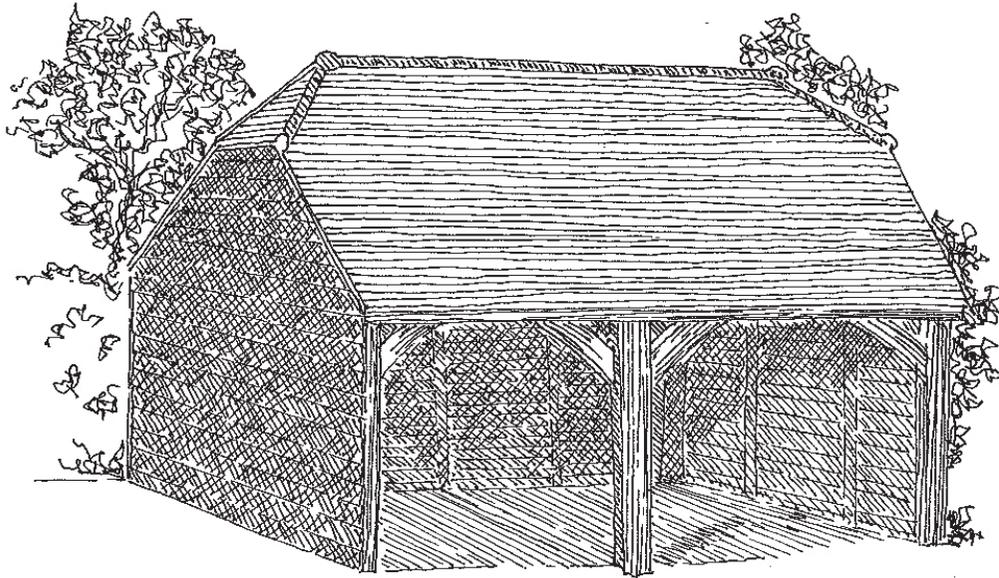


Fig. 21 - Open fronted garage

You could consider an open fronted garage, in a 'cart shed' style. If this is not appropriate, then try to reflect the design and style of your house as much as possible.

Even the design of the door will influence the overall appearance of the garage and should try to relate to the character of the house. Timber rather than metal doors are preferable for traditional properties, particularly in rural areas. Sometimes, two single doors separated by a brick pillar could be provided instead of wider doors.

If you do live within the countryside, then you will have to include additional information to support the planning application for a garage. Specifically, you will need to submit details of:

- existing outbuildings within the curtilage,
- how the existing outbuildings are being used,
- floor plans and elevations (or photographs) of the existing outbuildings,
- justification as to why the existing outbuildings cannot accommodate a garage use.

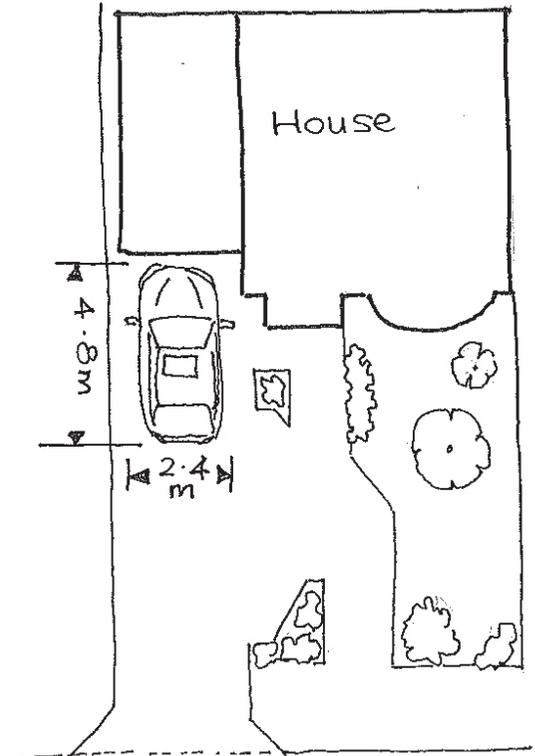


Fig. 22 - Size of external parking space

If usable space is to be provided within the roof for storage, conditions may be included preventing any windows or insertions to be made in the roof plane. This would minimise the potential visual impact and restrict the domestic character of the building. Additionally, controls over the use of this space may be

deemed appropriate if subsequent conversion could cause visual harm or extend habitable use in contravention of other restrictive policies.

Top heavy garages that include dormer windows may not be acceptable as the visual bulk and dominance could impact on the surrounding streetscene. Roof conversions to habitable accommodation and the inclusion of dormer windows in rural garage buildings will generally not be acceptable.

It is likely that conditions would be attached to any planning permission for garages to ensure that they are used only for the parking of vehicles or for ancillary domestic storage.

Carports will be considered in the same light as garages. However, conditions may be imposed to ensure that the carport is not enclosed with walls and/or a front door.

If you are converting a garage to living accommodation, you may need to be able to provide parking space elsewhere within the curtilage of your property. Each case would be treated on its merits. If a car parking space is to be provided within the curtilage of the dwelling, the minimum dimension should be 2.4 m wide by 4.8 m deep. This dimension ensures that a car can easily park and its

occupants get out.

Building Regulation Approval may also be required for a garage conversion.

9.23 Outbuildings and Sheds

Planning permission may be required for the erection of an outbuilding or shed. In the first instance, you should check with the Online Expert System to determine whether permission is required.

Within built up areas, sheds and outbuildings should be set back from the front elevation of the dwellinghouse. They should be of a modest size and not result in a substantial loss of garden space. Applications to provide such facilities forward of the front elevation are unlikely to be acceptable as they could appear unduly prominent at the expense of the character and setting of the house and streetscene.

Outside built up areas additional information will be required to support a planning application for a shed or outbuilding, this includes details of:

- existing outbuildings within the curtilage,
- how the existing outbuildings are being

used,

- floor plans and elevations (or photographs) of the existing outbuildings,
- justification as to why the existing outbuildings cannot accommodate the proposed use.

9.24 Extensions of temporary dwellings (including static caravans)

It is unlikely that permission will be granted to extend temporary dwellings including static caravans.

9.25 Annexes

The provision of separate, but annexed, accommodation (such as a granny annex) within a residential curtilage may not always be acceptable. As well as respecting the character of the property and streetscene, annexes should be attached to the main dwelling to avoid creating a separate independent dwelling. Applications to develop an annex in a detached outbuilding will not normally be acceptable if this amounts to creating a new self-contained dwelling where infilling or new residential development would not normally be acceptable.

Critically, an annex should be designed to be integral, ancillary and subordinate to the existing property. The design guidelines set out previously in this document are also relevant to annex extensions.

In order to ensure that the proposal is truly an annex, it is expected that access to the annex would be internally through the main house (although a door to the back garden would be acceptable); facilities are shared (such as a kitchen and living room); and that a second staircase is not provided for access to the first floor.

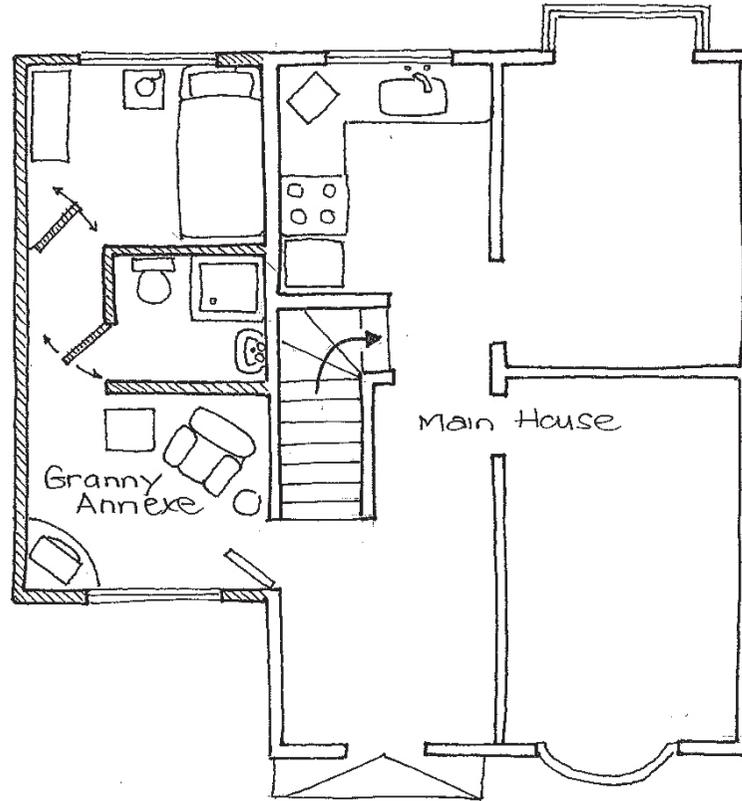


Fig. 23 - Annex

Where an annex is considered acceptable, conditions and/or a legal agreement may be required to ensure that the accommodation remains ancillary in use to the main dwelling.

10. Other associated issues

10.1 Crime and Security

Householders are encouraged to carefully consider the issues relating to crime and security of their developments. Secure By Design is a useful document to consider at the design stage.

10.2 Flood Risk (from the Environment Agency)

Flood Risk – Standing Advice

The Environment Agencies website contains flood risk standing advice (including guidance for residential extensions) for developers and applicants. Householders, developers, agents should refer to <http://www.environment-agency.gov.uk/research/planning/82587.aspx> and <http://www.environment-agency.gov.uk/research/planning/93498.aspx>.

Buffers zones from watercourses – Flood Risk

With regards to flood risk a minimum buffer of eight metres should be provided between any proposed extension and a main river. This is measured horizontally from the foot of the landward side bank of the watercourse. This includes any main river that is culverted (piped underground). The buffer zone:

- allows for access for any essential maintenance to the watercourse, including any heavy machinery,
- reduces the risk of structures restricting the flow of water in times of flood,
- allows space for the natural processes of the watercourse, such as erosion, to occur,
- and for the reasons listed for biodiversity and conservation benefits.

The Environment Agency is generally opposed to any structures within this buffer, unless it can be demonstrated that they will not impact on any necessary inspection and maintenance activities, or have a detrimental impact on flood risk and biodiversity.

A minimum buffer of five metres should be provided from any piped / culverted watercourse. This buffer is to allow for repairs to the watercourse, as culverts are prone to blockage or collapse. If an extension is built over a culvert it can make it impossible for it to be properly maintained. The existence of a buffer also means that it always remains possible to open up the watercourse in the future for conservation and flood risk enhancement reasons. Opportunities to open up culverts should be sought through development proposals.

Further information relating to flood resistance and resilience can be found in the Environment Agency Flood line Publication 'Damage Limitation'. A free copy of this is available at www.environment-agency.gov.uk (click on 'flood' in subjects to find out about, and then 'flood line').

10.3 During Construction

The impact from the construction process cannot be a reason for refusing planning permission. However, the Council can apply conditions to control the hours of working if considered appropriate. Other aspects can be controlled through Environmental Health powers. We encourage the use of the Considerate Constructors scheme.

The unauthorised storage of builders materials on highway or common land is not a planning consideration, but is likely to contravene other legislation.

10.4 Enforcement

Once planning permission has been granted for a proposal, the development must be completed in accordance with the approved plans. No changes should be made unless

first agreed, in writing by the Local Planning Authority. You should always agree any changes before starting the work on site as there can be no guarantee that they will be agreed.

If a development is completed and is deemed not to be in accordance with the approved plans, the Council has various powers at its disposal to rectify the situation. You may be required to dismantle and remove the unauthorised work.

11. Contact information

Waverley Borough Council
01483 523333

Planning Customer Support Team
01483 523583

Building Control Enquiries
01483 523325/5

Landscape and Tree Officers
01483 523307

Historic Buildings Officers
01483 523379

Conservation Areas
01483 523379

Surrey County Council
03456 009 009

Waverley Online Expert System
www.waverley.gov.uk

Urban Design information
www.waverley.gov.uk/urbandesign

Residential Extensions SPD
www.waverley.gov.uk/residentialextensions

Planning Portal
www.planningportal.gov.uk

Please note, this information may go out of date, therefore, it is advisable to check on the relevant websites for the most up to date information.

Appendix A

Waverley Local Plan Saved Policy RD2 - Extension of Dwellings in the Countryside

Outside settlements, both within and beyond the Green Belt, proposals for the extension of dwellings will be permitted provided that the extension:

- (a) does not result in disproportionate additions over and above the size of the original dwelling;
- (b) is of an appropriate design and will not adversely change the character, appearance, bulk and setting of the existing dwelling; and
- (c) will not appear more intrusive in the landscape or otherwise detract from the rural character of the area.

In assessing whether a proposed extension is disproportionate, account will be taken of the relative increase in floorspace together with the form, bulk and height of the proposal in comparison to the original dwelling.

For the purposes of Policy RD2:-

- (i) The floorspace of the dwelling shall be

measured externally and shall include porches and conservatories, but shall exclude all non-habitable accommodation and detached outbuildings.

- (ii) The original dwelling is the dwelling as it existed on 31st December 1968 when this policy was first introduced, or as it was constructed if this was at a date after December 1968.
- (iii) A conservatory will be considered as an extension to the dwelling.
- (iv) The Council considers it most important to ensure that Policy RD2 is not undermined through successive additions to the original dwelling over a period of years. For this reason, where a dwelling has been extended since 31st December 1968, a proposal for a further extension will be judged together with any extension after 31st December 1968 to ensure that it complies with Policy RD2 on a cumulative basis. This may have the consequence that in some circumstances even small extensions could fail to meet the requirements of the Policy.
- (v) As a guideline, a proposal which individually or cumulatively increases the floorspace of the original dwelling by more than 40%

will be unlikely to satisfy criterion (a) of this policy. However, in assessing whether an extension is “disproportionate”, the Council will also have regard to the effect of the proposal on the rural character of the area in general and of the overall scale of development on the site. Proposals which utilise part of the volume of the existing building, such as conversions of lofts or cellars, will usually have less impact on the rural character of the area than proposals involving wholly external enlargements.

- (vi) Policy RD2 does not distinguish between dwellings in different sized plots. To permit a significant increase in the size of dwellings merely because they are sited on large plots would undermine the objectives of safeguarding the openness of the Green Belt and the character of the countryside.
- (vii) The provisions of Policy RD2 will not apply to properties within settlements as defined by the boundaries shown on the Proposals Map. For certain settlements there are dwellings, or groups of dwellings, which immediately adjoin or which, in visual terms, are closely related to the defined settlement boundary. In considering proposals for the extension of dwellings within such areas, the local planning authority will not apply Policy RD2.

Appendix B

Waverley Local Plan Saved Policy RD2A - Replacement of Dwellings in the Countryside

Outside settlements, both within and beyond the Green Belt, proposals for the replacement of dwellings will be permitted provided that the replacement dwelling:

- (a) is not materially larger than the dwelling it replaces;
- (b) is of an appropriate design which reflects the local distinctiveness of the area; and
- (c) will not appear more intrusive in the landscape or otherwise detract from the rural character of the area.

In assessing whether a replacement dwelling is materially larger than the dwelling it replaces, account will be taken of the relative increase in floorspace together with the form, bulk and height of the proposal in comparison to the existing dwelling.

For the purposes of Policy RD2A:

- (i) The floorspace of the dwelling shall be measured externally and shall include

porches and conservatories, but shall exclude all non-habitable accommodation and detached outbuildings.

- (ii) The replacement of dwellings will only be permitted on a 'one-for-one' basis where the new dwelling is not materially larger than the one it replaces. In assessing whether a replacement dwelling is materially larger, regard will be had to a number of factors such as the overall footprint, bulk, ridge height and eaves height of the proposed dwelling in comparison to the existing. As a guideline, proposals which would involve an increase in floorspace of more than 10% are likely to be regarded as 'materially larger' for the purposes of this policy. Other factors to be taken into account are the impact of the replacement dwelling on the character and openness of the rural landscape and the extent to which the design reflects local distinctiveness, for example through the use of vernacular features and materials.
- (iii) Policy RD2A does not distinguish between dwellings in different sized plots. To permit a significant increase in the size of dwellings merely because they are sited on large plots would undermine the objectives of safeguarding the openness of the Green Belt and the character of the countryside.

- (iv) Replacement dwellings will be expected to be sited on or close to the position of the existing dwelling. An alternative siting within the curtilage of the existing dwelling may be acceptable if this would be less prominent in the rural landscape. A condition will be imposed to secure the demolition of the existing dwelling. The siting of a replacement dwelling beyond the existing curtilage will not be acceptable.
- (v) The provisions of Policy RD2A will not apply to properties within settlements as defined by the boundaries shown on the Proposals Map. For certain settlements there are dwellings, or groups of dwellings, which immediately adjoin or which, in visual terms, are closely related to the defined settlement boundary. In considering proposals for the replacement of dwellings within such areas, the local planning authority will not apply Policy RD2A.

Appendix C

Guidance for householder applications where trees are affected

Introduction

This leaflet is intended to provide advice and guidance for homeowners and architects on the standards that Waverley Borough Council expects in the preparation of householder planning applications on sites where trees are affected.

Benefits of trees

Trees are a vital component of the landscape and have many proven benefits including providing character and scale to an area, increasing property values, screening, reducing air pollution, and as a valuable wildlife habitat. The importance of trees is recognised by Government guidance and law.

Legal framework

It is a requirement under the Town and Country planning Act 1990 S. 197 that Local Planning Authorities ensure 'adequate provision for the

preservation and planting of trees' and 'to make such (Tree Preservation) Orders... as appear to the Authority to be necessary in connection with the grant of such planning permission whether for giving effect to such conditions or otherwise'.

The following procedures are intended to allow the application to be determined as quickly as possible. Failure to complete some or all of the information when trees are on or adjacent to the site is likely to result in delay or possible refusal of the application.

In accordance with government guidance pre-application discussions are encouraged. The Council's Tree and Landscape Officer (01483 523309, treeadmin@waverley.gov.uk) is available to provide advice as to what the constraints/conflicts on a site may be. However, Waverley Borough Council is not able to provide the detailed methods, data and specifications required to progress the application.

It is recommended that a suitably qualified and experienced tree specialist be used to provide the information required. Waverley Borough Council maintains a list of local tree specialists able to undertake these tasks, copies of which are available on request.

Making your application

1. Site plan – This must include the accurate location of all trees both on the site and adjacent to the site.
2. Tree Survey - The survey must include:
 - Dimensions - Species, Height, Crown Spread, Trunk Diameter @ 1.5m
 - Condition and vitality of the tree
 - Any proposed remedial works
 - A clear indication of which trees are to be retained and those to be removed
3. Other Considerations/Details Required
 - The position of the tree/s must be considered when planning the layout of the proposal.
 - Consideration must be given to the retention of as many of the trees as is practicable.
 - Sufficient space must be allowed for future growth of the retained trees.
 - Where existing trees are to be felled allow for new planting to offset adequately any loss of amenity.
 - Proposals must ensure the trees do not cause unreasonable obstruction of direct sunlight or daylight. This analysis should include:
 - Species characteristics

- Garden size and layout
- Aspect of the tree from the building
- Building to tree clearances
- Building orientation
- Positioning and size of windows for habitable buildings

4. Tree Protection

The adequate protection of the tree/s during the demolition/construction phases is vital to the survival of the trees. A detailed specification for tree protection must be prepared, agreed and approved in writing by Waverley Borough Council before any works commence. This specification must be fit for purpose and consist of a scaffold or wooden framework secured into the ground, comprising a vertical and horizontal framework, well braced to resist impacts, faced with weldmesh or similar rigid material. Weldmesh panels on rubber or concrete feet are not resistant to impact and are not appropriate for use.

It is important to remember that any disturbance of the ground under and around the tree (changes of ground levels, drainage, installation of services etc.) may have an impact on a tree, and in the long term lead to the decline and death of the tree. It is therefore necessary in protecting a tree to prevent such disturbance by establishing and protecting exclusion zones.

- These exclusion zones must remain undisturbed throughout the period of development.
- If the protection needs to be compromised this can only be done with the written permission of the Waverley Borough Council. Detailed specifications for any incursion into the protection zones will be required.
- The long-term implications of any work within the exclusion zones must be assessed with due regard to BS 5837:2005 Trees in Relation to Construction - Recommendations.

5. Site Access and Services

- Full details of new access paths, roads or other hard surfaces within recommended exclusion zones must be submitted in accordance with the principle of no-dig construction techniques and the latest best practice.
- Full details of service layouts must be submitted with any planning application. The installation of any services must be carried out in accordance with National Joint Utilities Guidelines (NJUG) Publication No. 4 Guidelines for the planning, installation and maintenance of utility services in proximity to trees.

Checklist for Householder Planning Applications

- Land/tree survey (including any tree works required)
- Tree protection measures
- Drainage detail - including location of soakaways
- Details of any level changes
- Detailed service layouts
- Permanent & temporary access arrangements

All tree works must be undertaken in accordance with Arboricultural best practice and BS 3998 Recommendations for tree works.

Waverley Borough Council expects all planning applications to include sufficient information of sufficient quality to allow a determination to be made. The council will use planning conditions and, where appropriate, Tree Preservation Orders in order to ensure adequate provision is given for the retention of trees.

Reference: Eastleigh Borough Council.

This document has been adopted by Waverley Borough Council as a Supplementary Planning Document at Full Council on 12 October 2010. This follows a robust consultation period undertaken at the beginning of 2010. Further information on the consultation can be found within the Consultation Statement.

Special thanks go to Jennie Falconer for producing the drawings throughout the document.