

Supplementary Planning Document

Design of Residential Extensions



London Borough of Sutton
Local Development Framework

Supplementary Planning Document
Design of Residential Extensions

Planning, Transport and Highways Service
Environment and Leisure

October 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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**ADOPTION STATEMENT FOR THE LONDON BOROUGH OF SUTTON'S
DESIGN OF RESIDENTIAL EXTENSIONS
SUPPLEMENTARY PLANNING DOCUMENT**

In accordance with Regulation 19 of the Town and Country Planning (Local Development) (England) Regulations 2004, notice is given that the London Borough of Sutton formally adopted its Design of Residential Extensions Supplementary Planning Document (SPD) on the 9 October 2006.

The Design of Residential Extensions SPD contains a wide range of guidance regarding extensions to residential dwellings within the Borough including: the design of extensions and the character and streetscene; overlooking and shadowing; daylight and sunlight measures; the design of windows and doors; material and architectural details; amenity space; planting; contemporary design and common forms of extensions. This SPD will replace SPG5 'The Design of Residential Extensions' and will supplement those paragraphs of SPG3 on Design & Amenity that deal with issues of securing privacy within developments.

Any person aggrieved by the Design of Residential Extensions SPD may apply to the High Court for permission to apply for judicial review of the decision to adopt the SPD. Any such application for leave must be made promptly and in any event not later than 3 months after the date on which the SPD was adopted.

The adopted SPD, this adoption statement, and the consultation statement can be viewed at the Council's website at www.sutton.gov.uk the Council Offices at the Civic Centre, Sutton, The Environment and Leisure Offices at Denmark Road, Carshalton and at all public libraries within the London Borough of Sutton as listed below;

- **Civic Offices**, St. Nicholas Way, Sutton (Monday – Friday 9:00-17:00)
- **Council Offices**, 24 Denmark Road, Carshalton (Monday - Friday 9:00 - 17:00)
- **Phoenix Centre/ Roundshaw Library**, Mollison Drive, Roundshaw (Monday-Friday 9:00-22:00, Saturday-Sunday 9:00-18:00)
- **Beddington Library**, The Broadway, Beddington (Tuesday and Friday 14:00-18:00, Thursday 9:00-13:00)
- **Carshalton Library**, The Square, Carshalton (Tuesday 9:00-20:00, Wednesday and Saturday 9:00-17:00, Thursday 9:00-13:00, Friday 9:00-18:00)
- **Cheam Library**, Church Road, Cheam (Tuesday, Wednesday and Friday 9:00-20:00, Thursday 9:00-13:00, Saturday 9:00-17:00)
- **Middleton Circle Library**, Green Wrythe Lane, Carshalton, (Tuesday 9:00-18:00, Wednesday, Friday and Saturday 9:00-17:00, Thursday 9:00-13:00)
- **Ridge Road Library**, Ridge Road, Sutton, (Tuesday 9:00-20:00, Wednesday and Saturday 9:00-17:00, Thursday 9:00-13:00, Friday 9:00-18:00)
- **Sutton Library**, St Nicholas Way, Sutton, (Tuesday - Friday 9:00-20:00, Saturday 9:00-17:00, Sunday 14:00-17:00)
- **Sutton Mobile Library**, Further details are available from the Librarian (Mobile Library Service), Sutton central Library, St Nicholas Way, Sutton, SM1 1EA
- **Wallington Library**, Shotfield, Wallington, (Tuesday, Wednesday and Friday 9:00-20:00, Thursday and Saturday 9:00-17:00)
- **Worcester Park**, Stone Place, Windsor Road, Worcester Park, (Tuesday and Wednesday 9:00-20:00, Thursday, Friday and Saturday 9:00-17:00)

Jeff Wilson
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ONE

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. Strategy Committee approved this draft SPD for the purpose 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 this SPD will supersede SPG5 ‘The Design of Residential Extensions’ and will supplement those paragraphs of SPG3 on Design & Amenity that deal with issues of securing privacy within developments.
- 1.2** The SPD builds upon the criteria set out in Policies OE5, BE1, BE5; BE15, BE17; BE18; BE23 – BE27; BE29; BE35, BE37-BE39 of the Sutton Unitary Development Plan (2003) which should be also be referred to when considering changes to dwellings. It does not override adopted policy criteria, especially Policy OE5. It provides a practical guide for residential extensions for both the public and decision makers.
- The SPD seeks to change a mindset that an extension is about maximising internal floor area, and places greater emphasis on the “donor” or original house as being the design project, where the resulting appearance must be subordinate, proportionate and respectful of the original house. 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 character, 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.
- 1.5** It is recognised that some extensions and alterations can be carried out without the need for planning permission (permitted development). It is advisable that you check with the Local Planning Authority before commencing work. This can be clarified by applying for a Certificate for Proposed Lawful Development. In any event, applicants and homeowners should take account of the good practice guidance contained in this document.



TWO

Before You Apply

- 2.1** Extending or altering a dwelling 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 an 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 and north point
 - Block plan at 1:500 or 1:200 (depending on the density of area) depicting the dwelling, relationship with its boundaries, including existing trees, hedging and a north point
 - 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 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 6 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 5 for further details.
- 2.5** All plans must be in metric scale 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).



THREE

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 the streetscene. Each dwelling makes a contribution to the character of its immediate surroundings, be it in part of a 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 street of late Victorian semi-detached dwellings.



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



Figure 1c: Typical 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, 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 existing (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.

Figure 2b: A Subordinate single storey extension.

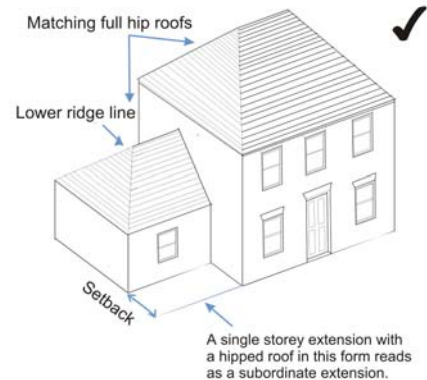


Figure 2c: Example of an incorrect approach.

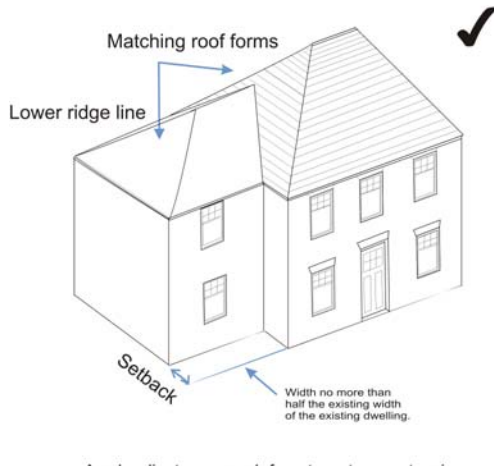
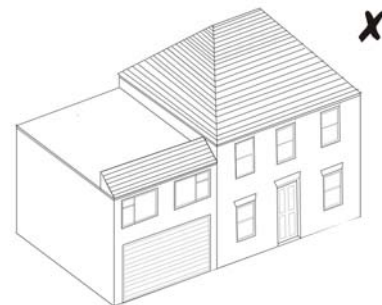


Figure 2a: Subordinate Approach.

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



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

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 gaps between dwellings are a characteristic of the streetscene, then proposals that uncharacteristically close the 'gap' and create visual terracing will not be supported. In some instances a setback at first floor level of approximately 1.5 metres should be provided.



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 metre from each side boundary avoids situations shown in the sketch, which can cumulatively damage a streetscene.

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 made by existing trees and other landscape features.

3.1.9 Therefore, where the area is characterised by 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 5837:2005 "Trees in Relation to Construction".

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, 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.

3.2.2 The following sections provide guidance on issues that 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:

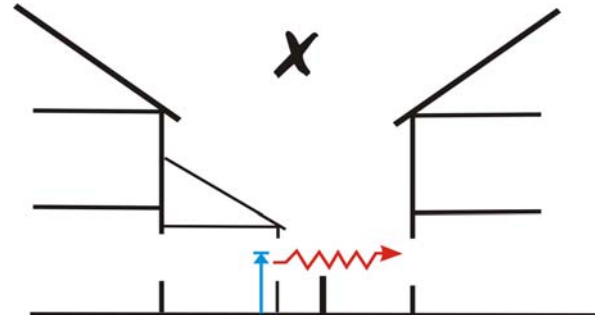
- In low-density areas, long separation distances between the backs of dwellings (over 35metres) are often achievable and loss of privacy is unlikely to be an issue.
- In more dense areas, separation distances between facing windows of at least 20 metres should be achieved.
- Extensions should be sited 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 that 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, Juliet balconies and larger windows close to the boundary where overlooking would become an issue will not be acceptable.

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.
- 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 windows and doors 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.

3.4 Outlook & Overshadowing

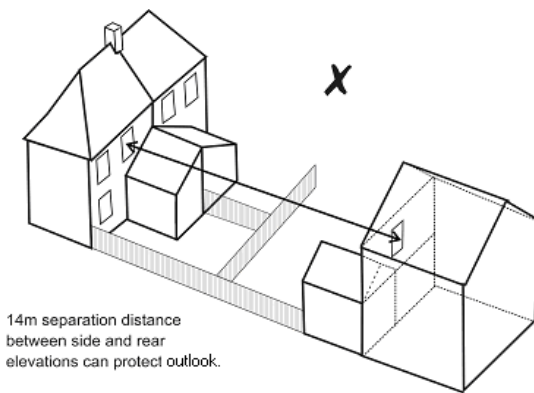
- ### 3.4.1
- The planning system does not give neighbours "a right to view" and does not always prevent people's view from being blocked. However, if a proposal would mean that the immediate outlook from a neighbour's windows would become unsightly it would not be acceptable. It would also be unacceptable 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.

3.4.2 If a view from a neighbour's principal windows and/or the immediate private area of a garden is over dominated 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.

3.4.3 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).



14m separation distance between side and rear elevations can protect outlook.

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

3.4.4 The depth, eaves design, roof types and height of extension 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).

3.4.5 Two-storey extensions are likely to cause more harm than single-storey extensions. Two-storey rear extensions must be sited and designed with care so as not to affect neighbours' amenity, which includes outlook. Their

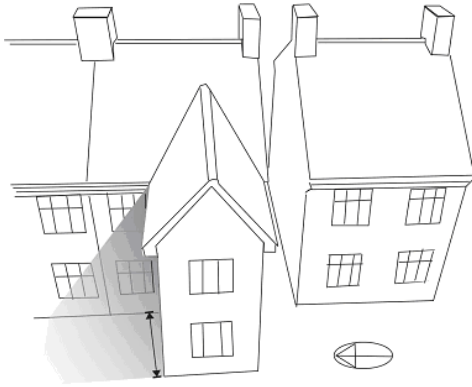
acceptability will depend on site-specific circumstances and their relationship to adjoining and adjacent dwellings. Again, the overall size and height should be proportionate to the existing dwelling and not over dominate it. See Appendix A for further guidance.

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 BR209: Site layout planning for daylight and sunlight: a guide to good practice (Littlefair, P) (reprinted 2005) provides guidance on how to ensure that adequate daylight and sunlight is provided 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.

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.



If the dwelling being extended is to the south side of a pair, even if built to the correct proportions, overshadowing can still occur.

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

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 Research Establishment's BR209: Site layout planning for daylight

and sunlight: a guide to good practice (Littlefair, P) (reprinted 2005).

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 are not as important in terms of the impact of daylight and sunlight;
- 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.



Figure 11a: Original windows to the left property are retained but not to its partner.

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 10: 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).

- 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 11a). 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.

- 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 on this interwar dwelling.



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 spoil or hide this detailing (see Appendix A for further details).

3.8 Materials & Architectural Details

3.8.1 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 length of 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.



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

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).

3.12 Sustainability

'Design which is inappropriate in its context, or which fails to take the opportunities available for improving the character and quality of an area and the way it functions, should not be accepted (Para 34) High quality and inclusive design should be the aim of all those involved in the development process should create well-mixed and integrated developments ... Although visual appearance and the architecture of individual buildings are clearly factors in achieving these objectives, securing high quality and inclusive design goes far beyond aesthetic considerations.' (Para 35) (PPS1)

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).

3.12.4 The Council is currently preparing an SPD on Sustainable Design and Construction, which will feature further information on how you can make your building sustainable.



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.



FOUR

Special, Architectural, Historic & Other 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 or 'local' interest because they contribute to the townscape of the area by their historical and architectural interest.
- 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.
- 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).
- 4.9** The **Metropolitan Green Belt**, a strategically important open space extends into southern parts of the Borough, Cuddington and Little Woodcote. Planning Policy Guidance PPG2 "Green Belts" indicates the importance of such areas. Although the Green Belt in Sutton already comprises a significant amount of development, further encroachment by built development, which includes extensions to existing dwellings is likely to have a detrimental impact on openness. Disproportionate increases of greater than 30% including as a result of cumulative additions to an original dwelling will not be permitted unless the Applicant/Agent has demonstrated that the proposals will not have a detrimental impact on the openness of the Green Belt. UDP Policy OE5 needs to be taken into account when putting forward extensions to dwellings in the Green Belt in conjunction with Policy BE15.



FIVE

Design Statements

- 5.1** A design statement should explain and show how the proposal 'fits in' with the 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 setback of 225mm from the front elevation.
- 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 from the corner 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. Where gaps between dwellings are a characteristic of the streetscene, then proposals that uncharacteristically close the 'gap' and create visual terracing will not be supported. A gap of at least 1 metre should be retained between flank walls of proposed extensions and boundary walls. A greater space may be required if the street pattern is more spacious.
- Be designed to incorporate a roof form that respects the style and appearance of the existing dwelling.



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

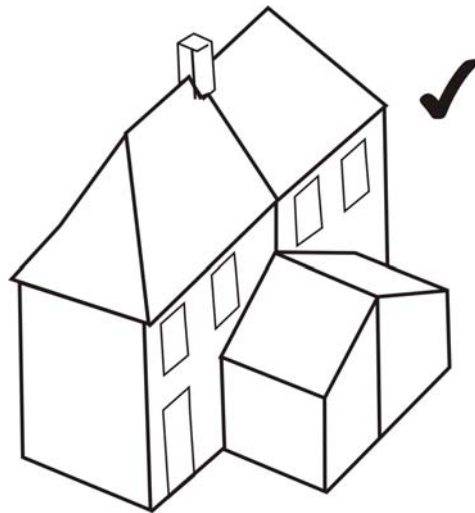
A.1.3 Single Storey Rear Extensions:

Single storey rear extensions should also be subordinate to the main dwelling. Many of the principles set out for single storey side extensions are also relevant and 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 and up to a maximum of 3.5 metres, limited to 2.5 metres to the eaves, if on or close to the boundary with an attached or adjacent dwelling.
- For detached dwelling, up to 3.5 metres can 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 a neighbouring dwelling.
- Full width extensions to terraced dwellings, especially mid-terraces may not be acceptable if the amenities of adjoining dwellings are affected.
- 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 neighbourliness. An extension that takes up the whole width of the dwelling, as show below, can cause harm to the adjoining residential amenities – unacceptable.

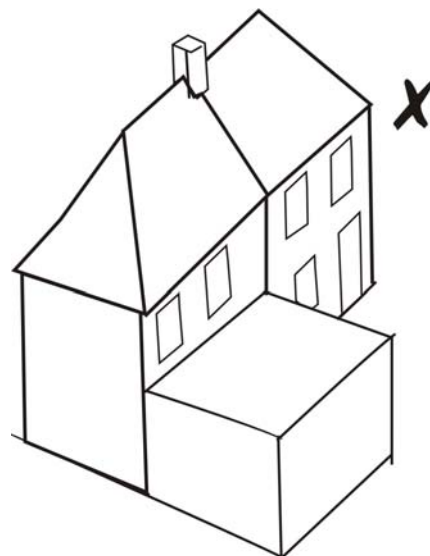


Figure 18: Taking account of good design can benefit your neighbour as well as avoiding creating a negative impact on amenities.

A.2 Two Storey Extensions

A.2.1 Two Storey Side Extensions:

It is the intention that where gaps between dwellings are a characteristic of a street, then where extensions close this gap and visual crowding occurs, proposals will be resisted. This can occur when extensions do not have setbacks and leave little or no room between the extension and the neighbouring dwelling to the side. If dwellings have been designed with linked side garages, then first floor additional extensions should be set back by at least 1.5 metres.

A.2.2 Where 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 *gaps* are a characteristic of the street.
- Roof forms should respect the existing dwelling and depict lower ridgelines.
- Proportionately, 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 cat slide roofs or dropped eaves are a feature of the area.
- 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 *of 1.5 metres*.



Figure 19a & b: The results of not following the basic design principles.

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

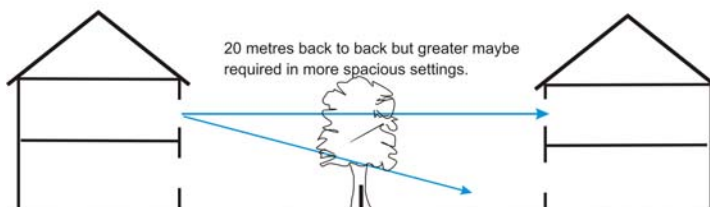


A.2.3 Two Storey Rear Extensions:

Because of the harm that can be caused, not only to the existing dwelling but also to neighbours two storey rear extensions, particularly to terraced dwellings will be resisted. Exceptions can exist where the dwelling, semi-detached or detached, sit in spacious plots with substantial distances between boundaries and adjacent dwellings. Applicants and Agents would be required to demonstrate through a Design Statement, suitable drawings and photographs, that the extension was in keeping with the existing dwelling, did not affect the character of the area or the amenities of adjacent or nearby dwellings. This is particularly important for Listed Buildings, Conservation Areas, Areas of Special Local Character and the Green Belt.

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.

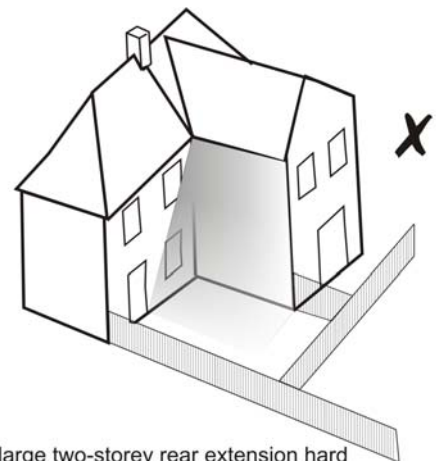
A.2.4 Where this scenario exists, then the guidance relating to single storey rear and two storey rear extensions are also applicable. Normally, depths exceeding 2.5 metres will not be permitted, especially when the extension is proposed to a semi-detached dwelling due south of its neighbour.



Distances of 20 metres should be retained back to back, especially from first floor windows. Existing trees can provide some seasonal screening and should therefore not be relied on.

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.2.5 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).



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

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

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** Where a large detached dwelling within a substantial plot, sitting well back from the road/footpath, exceptions can be made providing the addition does not over dominate the front elevation, 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 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, and appears 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.



Figure 22: A large porch but suited to this dwelling.

- A.3.4** 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.3.5** 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 23a and 23b).



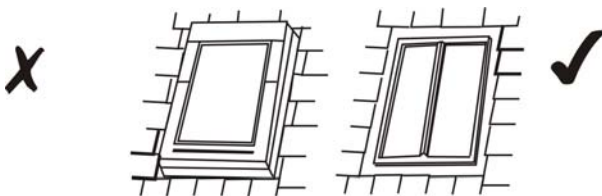
Figure 23a: Two differently styled porches, which bear no regard for the original building style.



Figure 23b: A porch, canopy and garage extension do little to enhance the original dwelling.

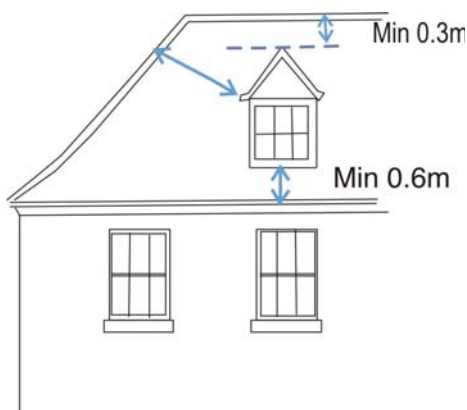
A.4 Roof Alterations

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. A traditional rooflight with a through glazing bar is better proportioned than a large undivided plate of glass that can dominate the roof plane.



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

Figure 24: Examples of rooflights. Those sunken into the plane of the roof are preferable, especially in more sensitive locations.



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).

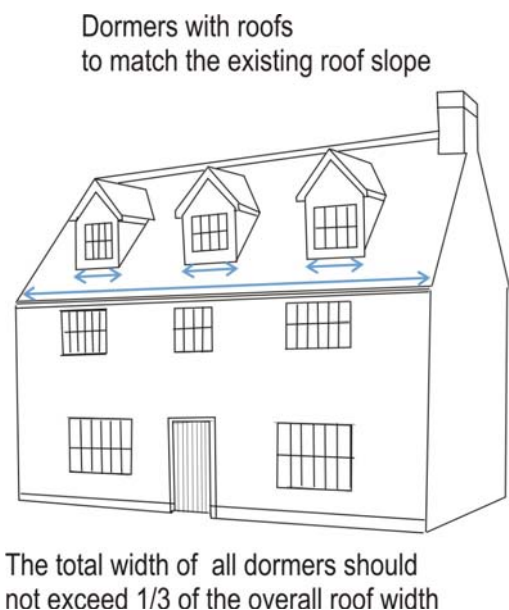


Figure 25a & b: Design principles to ensure dormers are in proportion with the roof.

A.5.3 Dormers to front roof slopes where they are not a characteristic of the area will be resisted. 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.

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 roof slope.
- 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.

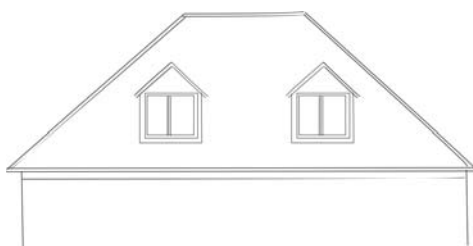


Figure 27a & b: Examples of rear dormers that sit well within the roof plane.

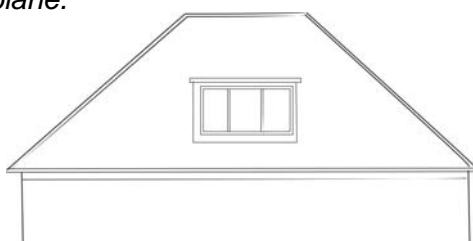


Figure 27: The Edwardian dormers are 'original' and sit comfortably within the roofscape

A.5.5 Where dormers do not meet this criterion, 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 roof slope also apply to **Side Dormers** but a higher degree of care is required to ensure that they do not read as second floor extensions. Side dormers that are at the same ridgeline of the existing roof and are an extension of the ridge and existing slope which 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 28: Harmful and damaging side dormers which will be resisted.

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

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 they 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.

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.



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?
 - Check if you need to serve notice on your neighbour under the Party Wall Act 1996.
 - 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.

Further Reading

The Government has produced the following booklets, which go into more detail on a number of subjects. They are available free from the Council or the Department for Communities and Local Government website (www.communities.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 2004)

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.

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 **Supplementary Planning Guidance (SPG) and Supplementary Planning Documents (SPD)** 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 (2005)

BR209: Site layout planning for daylight and sunlight: a guide to good practice (Littlefair, P) Published in 1991, reprinted with minor corrections 1995, reprinted 1998, 2005

Planning - A Guide for Householders DETR (2002)

The Party Wall Act 1996 Building Regulations – Explanatory Booklet

'The Value of Urban Design' – DETR, CABE 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 Consent applications forms can be obtained from Development Control at 24 Denmark Road, Carshalton SM5 2JG, tel 020 8770 6200, downloading from the Council's website on www.sutton.gov.uk or by email at developmentcontrol@sutton.gov.uk.'

If you require Building Regulation Forms, please contact Building Control at the above address, Tel 020 8770 6267 or email at building.control@sutton.gov.uk

Green issues

www.livingroofs.co.uk

www.saveenergy.co.uk

www.breeam.co.uk

www.bioregional.co.uk

Trees

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

Location Plans

*Ordnance Survey maps can be obtained from the **National Map Centre**, 22-24 Caxton Street, Westminster, London. England SW1H 0QU T: (020) 7222 2466 F: (020) 7222 2619 info@mapsnmc.co.uk or using the on-line links on the Councils' website.*

Lifetime Homes

For more information look at the Joseph Rowntree Foundation website www.jrf.org.uk

Reclaimed Materials

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

More Planning Services and Guidance

www.communities.gov.uk

www.planningportal.gov.uk

www.london.gov.uk

Other Useful Contacts:

www.rtpi.org.uk - Royal Town Planning Institute

www.riba.org.uk – Royal Institute of British Architects

www.rics.org.uk - Royal Institute of Chartered Surveyors

www.english-heritage.org.uk – English Heritage

www.ihbc.org.uk – Institute of Historic Buildings & Conservation



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