

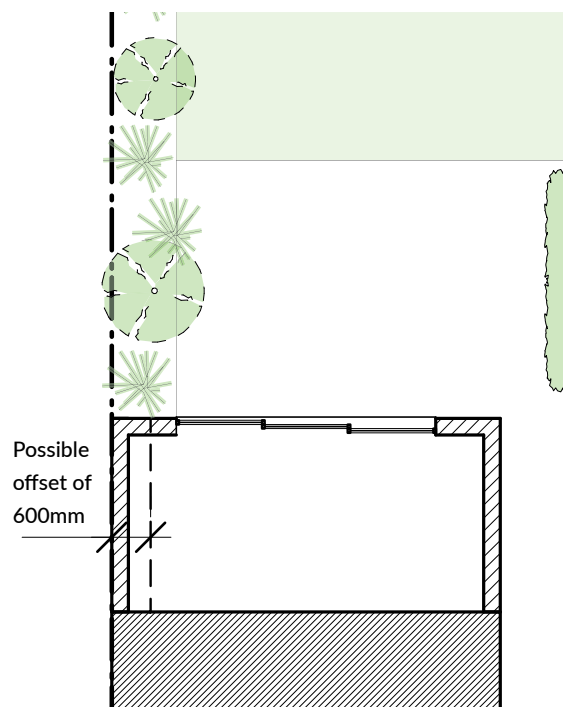
## 4. GUIDELINES FOR EXTENSIONS

All extensions, including roof extensions and balconies, are subject to approval under the Scheme of Management regardless of whether planning permission from the local authority is required or received.

Alterations and extensions are driven by the need for space or a desire for improved architectural quality, however these investments are also an opportunity to work with a qualified professional on improving the energy performance of your home.

Extensions must not have a negative impact and therefore, when considering applications, the quality of design and the impact on neighbouring properties and the streetscape will be carefully assessed. We recommend that you discuss your plans with your neighbours first to understand any impact on them, before developing detailed designs.

TEMPLATE FOR SUITABLE GROUND FLOOR EXTENSION WITH 600M OFFSET



### Rear extensions

The size of the original property and the density of development will determine the appropriate size of an extension. Extensions should not have a negative impact on neighbours and generally, it is better to avoid building up to the boundary.

Where amenity is not detrimentally affected, the managers will consider rear extensions to a maximum of 3m from the rear wall of the main house, a maximum of 3m high (to the parapet of a flat roof), or 2.6-3m to the eaves of a pitched roof design. However, applications are assessed on a case-by-case basis, with ground levels, proportions, orientation and relationship to neighbours being taken into account.

Walls built on a shared boundary cause disruption and may require access from the neighbouring property, so applications of this nature will only be considered if there are no objections within the consultation period, from the neighbour concerned. Where objections are received, it is usual to request that the wall is offset 0.6m from the face of the boundary wall or fence. Existing extensions will be taken into consideration and there may be cases where no further extension can be approved.

## 4. GUIDELINES FOR EXTENSIONS CONT.



*Suitable front extension on Townley Road*



*Suitable rear extension*

### Side extensions

Side extensions, particularly those visible from the street, can have a negative impact on the streetscape and character of the area. Generally, extensions should not result in infilling between properties, or the appearance of this. Extensions which would result in terracing are not normally permitted. Consideration should be given to the impact of glazed roofs to side extensions to ensure that bedrooms in neighbouring properties are not adversely affected.

The following factors will be amongst those considered when reviewing a permit application for a side extension:

- The conservation of a group of houses which may have significant spaces between them, will generally take precedence over individual requirements.
- Significant views between buildings seen from communal areas are to be retained.
- The front wall should not generally be forward of the main building line and the overall massing should be subservient to the main dwelling.

- The materials should match the original house.
- Passages giving direct access from front to rear gardens are to be retained. Access passageways should be a minimum of 1m wide with 0.8m being acceptable in some cases.

### Front extensions

Extensions at the front of a property, such as enclosing porches, are unlikely to be approved, as they change the original character of the property.

To improve draughty hallways, there are a number of actions you can take without the need for a permit. An experienced joiner can help you upgrade your existing front door with draught proof seals and weather bars, and you can install heavy curtains or a secondary internal door to retain the heat.

### Conversion of garages

The conversion of garages for residential use may result in a loss of off-street parking. It is necessary to provide details of adequate alternative parking provision for the works to be approved. Please also refer to Guidelines for Hardstandings.

Garage doors are often important original features within a group of properties. If this is the case, the original garage doors and colour must be retained or replaced with a thermally improved door on a like-for-like basis. The fabric of the garage can be improved with high performance insulation and air-tightness sealing internally. Seek professional advice to ensure that the conversion is sufficiently ventilated and meets the building regulations.

Traditional single storey garage and link buildings are common features of houses on the Estate. They are often located between properties to retain the low-density open character of the area. While conversion may be possible, these structures should be conserved to retain the character of the Estate.

## 4. GUIDELINES FOR EXTENSIONS CONT.

### **Windows and doors**

Windows in rear ground floor extensions should be in keeping with the design and materials of the existing house, however a range of window frame types, traditional and contemporary, can be proposed giving the opportunity to use double or triple glazed thermally efficient products. Consideration of heat retention and overheating, depending on the orientation of the elevation in which it is proposed, can impact your energy usage and comfort and therefore professional advice is advised.

Replacement first or second floor rear windows and any front or visible side windows should match the design and materials of the existing windows. In pre-1940s buildings this is usually white painted timber. Juliet balconies are not permitted due to the impact on neighbours' privacy. Windows can be upgraded thermally using double glazing or even triple glazing in some cases, if the frame size and profile can match the original giving no perceivable change in character or appearance. See Guidelines for Replacement Doors and Windows for further information.

### **Roof design and materials**

Flat roofs or extensions or additions are not to be used as balconies or terraces due to the impact on neighbouring properties due to loss of privacy.

Roof materials should be in keeping with the property and nearby properties. Traditional materials such as slates and clay tiles are common on pitched roofs within the Estate. Dark grey zinc or lead cladding are suitable for low pitch roofs and good quality high performance roofing membranes, and green roofs and flat roofs, subject to the detail. Roofing felt is not permitted.

Using a high-performance insulation can reduce the roof depth and maximise the internal space while keeping the height of the extension to a minimum. Fascia details at 1:10 may be required to demonstrate design quality and if matching nearby properties.

Glazed rooflights are permitted on extensions, but the size should be considered in terms of heat loss and solar gain, as well as the impact on your privacy and that of your neighbours. Discuss the thermal performance of your selected product with your supplier. Flat roofs of extensions or existing rear additions must not be used as terraces or balconies.

If you are proposing solar panels as part of your extension proposals, please see Guideline 13 for further information.

### **External Canopies and Solar Shading**

Creating shade for your internal and external spaces can improve your comfort in summer and help avoid the need for mechanical cooling or air conditioning. Pergolas, canopies, awnings, louvres or brise-soleils, require an application and your neighbours will be consulted. The design should not impact their visual amenity or cause unwanted shading. It is recommended that you discuss the proposals first to understand any detrimental impact that can be avoided in the design.

### **Party Wall Etc Act 1996**

You must find out whether your extension or building work falls within the Act and notify all adjoining owners. The Act affects building work within the following categories:

- Building a free-standing wall or a wall of a building up to or astride the boundary with a neighbouring property.
- Work on an existing party wall or party structure or building against such a party wall or party structure.
- Excavating near a neighbouring building.

An explanatory government booklet is available to download [here](#), but you should contact a party wall surveyor for further advice.