

# Residential Extensions *and* Alterations



**Guildford Borough Council**  
**Supplementary Planning Document (SPD)**  
**2018**



**GUILDFORD**  
**B O R O U G H**

# Foreword

Guildford Borough is an attractive, safe and great place to live. Whilst the Council continues a commitment to maintaining this legacy, the area is experiencing increasing pressure for new development – bringing with it new challenges and opportunities. We need to balance the delivery of new, high quality development, whilst at the same time protect and enhance the qualities that make the Guildford area so attractive. Development pressure and housing needs however should **never** be an excuse for poor design.

The National Planning Policy Framework (NPPF, 2012) stresses the **importance of good design** and the **need to refuse permission for poorly designed proposals**. Good design also adds environmental, economic, social and cultural value – it enriches our lives. Good design is applicable on a range of scales; through master-planning of larger sites, to the detailed design of streets and buildings. Development should always be rooted in the local context, respect the local character and build on the existing natural and built environment. Good design is therefore an **essential requirement to the planning system** and should never be considered a ‘desirable extra’.

This design guide demonstrates the Council’s commitment to good design and to ensuring that the design of development contributes to making **distinctive, sustainable and attractive places** in the Borough, which provide for better health and wellbeing and a high quality living environment for all residents.

This guide provides the criteria necessary for assessing planning applications to help designers, engineers, planners and developers achieve high standards of design and construction. It will provide planning committee members and officers with the tools to refuse consent for poor design. The principles in this guide should ensure that new development creates a positive sense of place and that they will work best for existing and new residents and its occupants.

We hope you will welcome the guidance and use it to ensure that all new development **inspires excellence** – helping to continue Guildford’s legacy of being a great place to live.

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# 1 INTRODUCTION

## Purpose of Guidance

**1.1** An extension or alteration to your home can give you the increased and adapted space to meet changing family need or circumstances, without having to move home. This Design Guide has been produced to assist you in the design of your residential extension or alteration.

The guidelines aim to show you the best way to provide extra accommodation and to assist you in getting the design of your extension right the first time. The principles in this guide are relevant whether you need permission for your extension or not.

As the borough is diverse and varied in character with many different types, styles and sizes of property, the guidance cannot reflect every individual situation. It does however indicate the most common planning and design considerations which should be taken into account by applicants and householders.

As well as providing advice to applicants, this guide will also be used by the Council in the determination of planning applications and used to resist poor design if necessary. This guide clearly defines what is considered to be appropriate in the 'majority of cases', leaving the opportunity and scope for innovative design and should be used to assist you in making a positive change to your dwelling and (if necessary) a successful planning application. All schemes will be assessed on their own individual merit.

The images in this guide are illustrative only, to explain the key principle for extending or altering your home. The photographs are presented as positive, good examples of extending or altering your home.

## Why Design Quality Matters?

**Good Design Adds Value** – to your home or to a development. It can help to increase economic value, but also adds positive wider social, physical and environmental benefits to the street, place and to the people who live there.

The National Planning Policy Framework (NPPF, 2012) states that '**design quality matters**' and recognises that **good design is integral to sustainable development and our sustainable future**.

Even the smallest changes to our buildings and environment can have a big impact. We cannot afford **not** to invest in good design. Regardless of who pays for or profits from development, everyone would like to live, work and learn in buildings, places and spaces that inspire and lift the spirits, as well as being functional and fit for purpose. **Good quality design is therefore for the benefit and interest of ALL.**

## Who is the Guide for?

- **Householders and their Architects or Agents;**
- **Local Authority Members and Officers;**
- **Community and Amenity Groups.**

## Status + Policy Context

This guide has been produced by Guildford Borough Council and it is consistent with National and Local planning policy. It replaces the **Residential Extensions Supplementary Planning Guidance** (adopted 2003) and will be adopted as Supplementary Planning Document (SPD).

The **Planning and Compulsory Purchase Act 2004** makes clear that local planning authorities and all other relevant parties should exercise their functions: **‘with the objective of contributing to the achievement of sustainable development’**.

The National Planning Policy Framework (NPPF, 2012) confirms the importance the Government attaches to design in the built environment. It recognises how good design, good planning and sustainable development are related however, makes clear that planning policies and decisions should not attempt to impose an architectural style(s) or stifle innovation. Guildford Borough Local Plan Policies relevant to this guidance are listed in the summary table.

The Residential Design Guide SPD forms guidance for Development Plan policy, which is contained within the Local Plan and relevant Neighbourhood Plans. Further information about Neighbourhood Plans is available at:

[www.guildford.gov.uk/neighbourhoodplanninginformation](http://www.guildford.gov.uk/neighbourhoodplanninginformation)

### Guildford Borough Local Planning Policy

**2003 Local Plan: Policy G1 (1), Policy G5 (1) and Policy G5 (6)**

These policies will be superseded by the following:

**2019 Local Plan: Strategy and Sites (once adopted)**

**Policy S3:** Delivery of development and regeneration within Guildford Town Centre

**Policy D1:** Place shaping and Policy

**Policy ID3:** Sustainable Transport for New Development

At this time, the SPD will supplement the Policies listed above within the newly adopted Local Plan as well as those relevant policies that are not superseded within the 2003 Local Plan, namely:

**Policy G1 (3):** Protection of amenities enjoyed by occupants of buildings

**Policy G1 (12):** Safeguarding and enhancement of the landscape and existing natural features

**Policy G5 (2):** Scale, proportion and form

**Policy G5 (3):** Space around buildings

**Policy G5 (4):** Street level design

**Policy G5 (7):** Materials and architectural detailing

**Policy G5 (8):** Traffic, parking and design

# 1.3 How to use this Guide

## How to Use this Guide?

The following section provides useful information on the following:

- [Do I need permission?](#)
- [Permitted Development and Certificate of Lawfulness](#)
- [Talking to your neighbours](#)
- [Pre-Application advice](#)

### *Do I need permission?*

**You will need planning permission for most extensions and alterations to existing properties.**

Some smaller residential extensions and outbuildings do not need planning permission. This is often referred to as **Permitted Development**. Even if your house extension or alteration does not need planning permission, we always want to **encourage good design**.

Good design is important and can enhance the value of your property and this guide can help you achieve that.

Further information on planning permission and permitted development rights can be found on the Government's Interactive Planning Portal website:

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

If your development does NOT come under 'Permitted Development' then you will need to apply for Planning Permission. This can be submitted online through the Planning Portal or by downloading the relevant forms from our website:

[www.guildford.gov.uk/planningapplicationformsandfees](http://www.guildford.gov.uk/planningapplicationformsandfees)

## **Permitted Development and Certificate of Lawfulness**

**You can perform certain types of work without needing to apply for planning permission.**

These rights derive from a general planning permission granted (not by the Authority) by Parliament and are referred to as **Permitted Development Rights**.

Permitted development rights do not relate to flats or maisonettes, except for the installation of solar panels. Commercial properties have different permitted development rights to residential dwellings.

If you wish to have formal confirmation that your proposal does not require planning permission, you can submit an application for a **Lawful Development Certificate (LDC)** to the Council:

[www.guildford.gov.uk/planningapplicationformsandfees](http://www.guildford.gov.uk/planningapplicationformsandfees)

## **Talking to your Neighbours**

Before applying for planning permission, it is a good idea to speak to your neighbours or other interested bodies to help resolve any potential issues or conflicts at an early stage. This can also help to reduce the number of likely objections made to a planning application.

## **Pre-Application Advice**

**Guildford Borough Council can provide you with valuable pre-application advice about your proposal and indicate whether planning permission is likely to be granted.**

Our **pre-application advice service** will help you to:

- have a **clearer idea about whether your planning application is likely to be successful**;
- **avoid the cost of a planning application** (if your proposal is likely to be unsuccessful);
- ensure a **better quality application submission**, with better outcomes and ultimately a better built development;
- **reduce the time your professional advisors** have to spend on your planning proposal.

Before applying for pre-application advice, please check whether the work you want to carry out requires planning permission by using the interactive guide on the Planning Portal.

If you do not need planning permission then you will not need to apply for pre-application advice. This Design Guide however will still remain relevant to achieving good design principles in any development.

To apply for pre-application advice, use the link below:

[www.guildford.gov.uk/preapplicationadvice](http://www.guildford.gov.uk/preapplicationadvice)

# 1.4 Other Consents and Regulations

## Other Consents + Regulations

A range of other consents and/or specialist advice may also be required before any works are undertaken. These can include advice and consent for:

- **Listed Buildings**
- **Conservation Areas**
- **Special Landscape Circumstances**
- **Green Belt**
- **Building Regulations**

### *Listed Buildings*

Special care and attention is required when **extending, altering or repairing a listed building or a building in a conservation area**. You should always ask a Design and Conservation Officer for specialist advice. For further advice you can contact the Conservation Team at Guildford Borough Council at: [conservation@guildford.gov.uk](mailto:conservation@guildford.gov.uk)

Any (internal or external) work that has an impact on the special interest of a listed building requires **Listed Building Consent**. The fact that the work may be **permitted development** does not negate the need to obtain listed building consent.

Special care and attention is required when you are proposing an extension to a listed building. If you are considering alterations or extensions to a listed building, we would strongly advise you to discuss your proposals with the planning department at an early stage.

We will look at the proposal in terms of its **impact on the building's special interest** and the **impact on its setting**, which will be different in each case.

You can check if your building is listed by searching the list here:

[www.historicengland.org.uk/listing/the-list](http://www.historicengland.org.uk/listing/the-list)

## Conservation Areas

If you live in a Conservation Area then a number of extra restrictions on development apply. Planning permission is required for the following in all conservation areas:

- **Insertion of dormers in, or other alteration to a roof slope;**
- **Installation of satellite dishes on a wall fronting a highway, any chimney, or building of more than 15 metres in height;**
- **Cladding any part of the exterior of a dwelling house;**
- **Demolition or erection of a wall or fence more than 1 metre high adjacent to a public highway, 2 metres elsewhere.**

A number of Conservation Areas in Guildford are covered by **Article 4 Directions** which remove additional permitted development rights. You can find out about these on our website:

[www.guildford.gov.uk/article/16934/Article-4-Direction](http://www.guildford.gov.uk/article/16934/Article-4-Direction)

## Special Landscape Circumstances

Guildford Borough contains extensive areas of **Outstanding Natural Beauty (AONB)**. These areas fall under different categories and restrictions therefore other **special** circumstances will apply. In such cases, it is advisable to seek advice from 'Design and Conservation' at Guildford Borough Council.

## Green Belt

The majority of the rural area of Guildford Borough is designated as part of the Metropolitan Green Belt. One of the essential characteristics of the Green Belt is its **openness**, so the type and scale of development in this area is highly restrictive.

Extensions or alterations to dwellings in the Green Belt should NOT result in a **disproportionate addition**, over and above the size of the original building.

This is not simply a calculation of the increase in footprint and/or volume. Each application will be considered on its own merits to form a judgement as to whether the proposal would represent a disproportionate addition which constitutes inappropriate development in the Green Belt.

Further details and guidelines to help inform development proposals will be provided in a Green Belt SPD.

## Building Regulations

Most building work will also need **Building Regulation Consent**, which relates to the building and safety aspects of any alteration.

This is to ensure that building work meets the **minimum standards of Building Regulations**; including fire safety, structure and thermal insulation requirements.

For further details please visit our building control webpage:

[www.guildford.gov.uk/buildingcontrol](http://www.guildford.gov.uk/buildingcontrol)

# 2 DESIGN PRINCIPLES

The Council seeks a high standard of design to house extensions and alterations, to ensure that proposed new work is appropriate to the character and appearance of your existing property and to the existing street scene around the property.

Broadly, there are a number of essential rules to remember:

- Impact on the street;
- Impact on neighbours; and,
- Relationship with the existing property.





## 2.1 Impact on the Street

You should consider the **IMPACT** of your extension or alteration, not only how it affects the character of your property but also the **IMPACT** of scale and character with neighbouring houses and on the street generally.

### You should take into consideration the following:

- ✓ The **group value, character and established form of development** along your street;
- ✓ The **prominent building line** in the street – any extension should not protrude beyond this;
- ✓ **The angle and position of your house** – this may increase the visual effect of the extension or alteration in the street scene;
- ✓ **Changes in level** – between properties, garden and road;
- ✓ **Separation between houses;**
- ✓ **Roofscape** – extensions should be designed in a manner that complements the existing roof/original house and the surrounding area; *and,*
- ✓ **Design, style and materials** that **blend in** with the character and appearance of the existing dwelling.

### *Character and impact on street scene*

Extensions and alterations to the front of a property can have a detrimental effect on the street scene and the character of your street.

Looking for examples nearby is a good way to find appropriate ways to extend or alter your property whilst maintaining a good relationship with the neighbouring properties and street.

### *'Terracing Effect'*

Where there may be scope for a side extension to a property, this must NOT alter the character of an area by creating an impression of a **continuous building frontage facing the street**.

The loss of space between properties can create the impression of a continuous building frontage, or create a **'terracing effect'**. This can significantly alter the character and appearance of the street scene.

Generally, creating and maintaining a meaningful **'gap' between properties** – of **one metre or more** will help to reduce the terracing affect created by buildings being located too close together. This will help to minimise the extent to which the extension results in a continuous and unbroken frontage and roofscape.

The properties in your street often have a **'group value'** which contribute to the character and appearance of the street. This character should be maintained.

A meaningful space (gap) should be maintained between properties to avoid the appearance of a continual terrace.

Roofscape, design and materials should blend / compliment the original house and neighbouring houses in the street.



Respect and not protrude beyond the prominent building line in the street.

The loss of space between properties can create a **terracing effect** which should be avoided.

Consider the angle and position of your house - this may increase the visual effect of the extension or alteration in the street scene.

## 2.2 Impact on Neighbours

It is important to make sure that your extension does not adversely affect the amenity of your neighbours. This includes unacceptable impact on the neighbouring property in terms of loss of:

- **Privacy and Amenity;**
- **Daylight, and**
- **Sunlight.**

Whilst the Council will take account of your neighbours' amenity when we assess your application for planning permission, it is always advisable that you discuss your proposal with them first.

The following rules should be taken into consideration to prevent excessive overshadowing to habitable rooms of neighbouring properties and over-bearing impacts on adjacent properties and amenity areas.

### **Privacy + Amenity**

Your extension should not result in any significant loss of privacy and amenity to your neighbours or be overbearing or unduly obtrusive. Care should be taken to ensure that an extension or alteration does not result in a harmful:

- **Loss of privacy** by windows directly overlooking neighbouring properties;
- **Loss of daylight or overshadowing** of adjoining properties, particularly loss of light to main windows serving principal rooms (such as living rooms and bedrooms);
- **Enclosure/overbearing impact** on adjoining properties;
- **Loss of garden, landscaping and open space** which contributes to local amenity.

### **Daylight + Sunlight**

Care should be taken in the design of new residential extensions and alterations to **ensure that adequate levels of natural light and sunlight can be achieved** to both existing and new properties.

Your extension must NOT seriously affect the amount of daylight and sunlight available to neighbouring properties.

## The 45 Degree Guide

Where buildings are located adjacent to one another, the **45 degree guide** applies. This is a useful guide used by the Council, to assess the loss of light to a dwelling and to determine if an application will cause any adverse effects on the existing and on neighbouring properties.

This guide will be applied to **windows serving habitable rooms** to the rear of properties to assess the impact of the extension and that ensure that adequate levels of daylight can be maintained, and overshadowing minimised.

This general principle should be applied to the extension, whether they are single, double, front, side or rear.

### How to use the 45 Degree Guide?

- Locate the **mid-point from the nearest window serving a habitable room** of the neighbouring property;
- **Draw a line from the mid-point of the window at an angle of 45 degrees** (in plan form);
- **Check if the proposed extension sits within this line** – if it overlaps the 45 degree line or the area formed in front of it, it is likely to cause overshadowing of the neighbouring property therefore likely to be refused;
- It is also good practice to **apply this guide to existing windows of the house being extended**.



- ✓ Extension which sits **WITHIN** the 45 degree line (as above) is likely to be acceptable.
- ✗ Extension which sits **outside/overlaps** the 45 degree line is likely to cause overshadowing and have adverse impact on the neighbouring property.

## 2.3 Relationship with the Existing Property

Proposed extensions or alterations should normally be consistent with the form, scale and style of the existing building.

This can be achieved by:

- ✓ Respecting the **proportions** of the existing dwelling;
- ✓ Reflecting the **existing character** of the dwelling;
- ✓ Using an **appropriate roof form**;
- ✓ Matching the **style, proportions and positioning of windows**; and,
- ✓ Matching or complementing **materials and detailing** on the existing dwelling.

### *Character of Existing Dwelling*

Generally, an extension or alteration should be subordinate to and in character with the existing dwelling. It should **NOT** over-dominate or be discordant with the main property.

Whatever design is proposed, the extension or alteration should normally be:

- **Subordinate to the original dwelling**;
- **Respect the original scale and mass of the dwelling** and not be over-bearing;
- The **height of an extension should normally be lower than the height of the original building** and **set back from the original front elevation**.

### *Access, Parking + Servicing*

The 'over-intensification' of a residential use through an inappropriate extension or alteration can have an unacceptable effect on the access and servicing of a property; for example, the loss of a garage space/car parking, storage, refuse or amenity space. This can also have an overbearing effect on the street and attractiveness of the street and neighbourhood.

Garage conversions which result in a loss of parking space will need to ensure that sufficient parking can be accommodated within the curtilage of the dwelling and be adequate for the size of the property. The loss of 100% parking will be resisted.

### Proportions and Balancing

Proposed extensions should not upset the proportions and balance of a property, particularly at the front of a dwelling where this will have an impact on the street scene.

The proportion and alignment of window and door openings should normally be maintained.

### Openings

Openings include windows and doors to a property and are key aspects of the design and visual appearance of a building. It is essential therefore that new windows and doors adhere to the character of the property and the buildings that surround them.

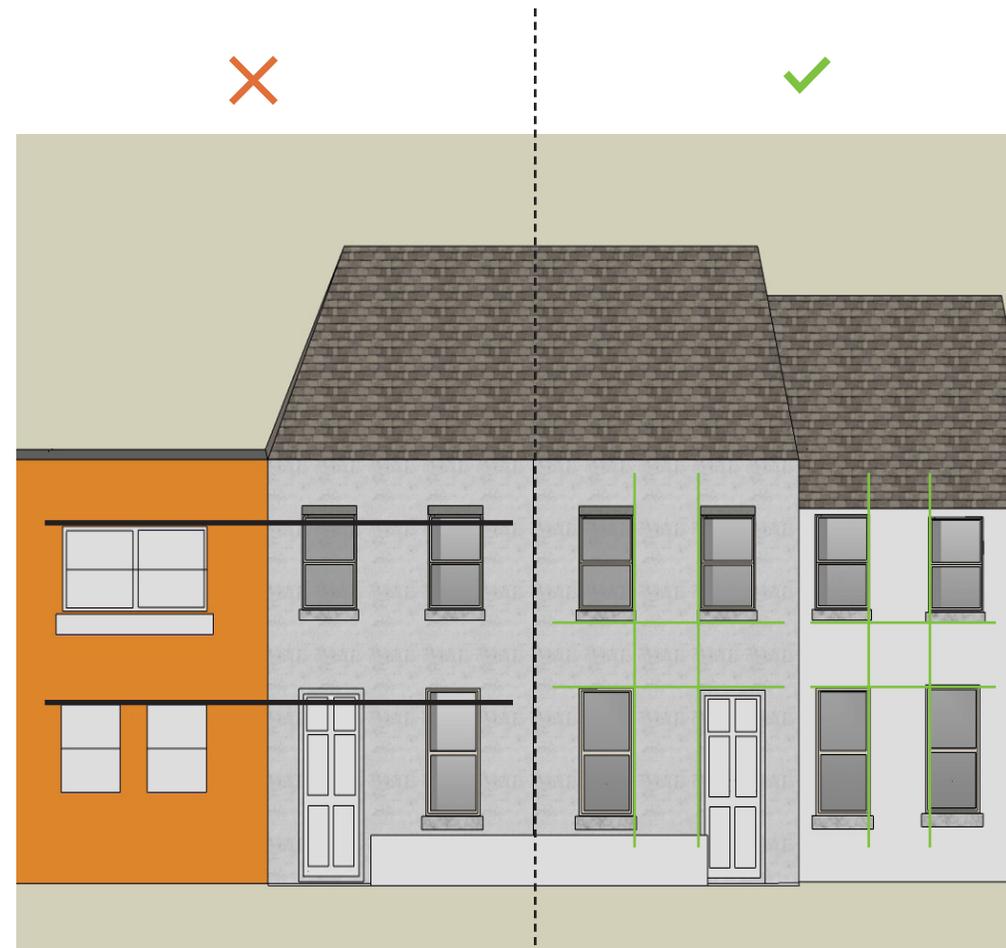
Generally, the size of new openings (doors and windows) in an extension should repeat those in the existing property.

### Materials and Detailing

Materials and detailing used in an extension **should usually respond to and match that of the existing property** and should be of the highest quality.

Complementary materials to the existing property may be acceptable if they do not harm or detract from the existing building.

Further details on materials and detailing is given in Section 3.6, page 35 – 36.



Extension **does not** reflect the shape and pitch of existing roof nor the size, positioning and the proportions of existing windows and openings.

Extension respects the scale and height of the existing property, matching the roof (shape + pitch), window size and openings on the existing property.

# 3 DESIGN GUIDANCE





# 3.1 Front + Side Extensions

The way the building meets and fronts the street will be prominent on the streetscene and have a direct impact on the street as a whole. In most cases, the Council will not support front extensions (except for porches and bay windows).

A side or rear extension is considered to be a preferable and more acceptable way to extend a property as it will have less impact on the street.

Generally, for any front or side extension the following principles apply:

- ✓ **Extensions should be well balanced** in relation to the existing house and maintain the character of the area;
- ✓ The **roof of the extension** should be **appropriately integrated with the existing property** (normally by using a similar pitch on the roof of the extension and set down from the roofline of the original house); *and,*
- ✓ Extensions that face highways and the public footpath should have **active frontages** (such as front doors and windows facing the street).

## Front Extensions

### *Front Extensions*

Front extensions often upset building lines and can appear unduly prominent in the streetscape, especially where a row of properties is uniform in character.

For this reason, there is a general presumption **against extensions at the front of a property**, except for bay windows and porches.

### *Porches: Front*

Adding a porch can have a significant effect on the appearance of your property and street. In some cases, a porch can add interest on what may otherwise be a blank elevation. A porch of poor design and quality that bears no relation to the symmetry of neighbouring properties or the terrace can however damage the character and appearance of the whole street.

It is important that a new porch reflects the design and character of your property, and it should be designed to look like a part of your original property. Proposals for porches should normally be modest in scale and reflect the style, age, materials and roof style of the original property.

On semi-detached and terraced properties, it is particularly important to consider the symmetry and design of neighbouring porches.

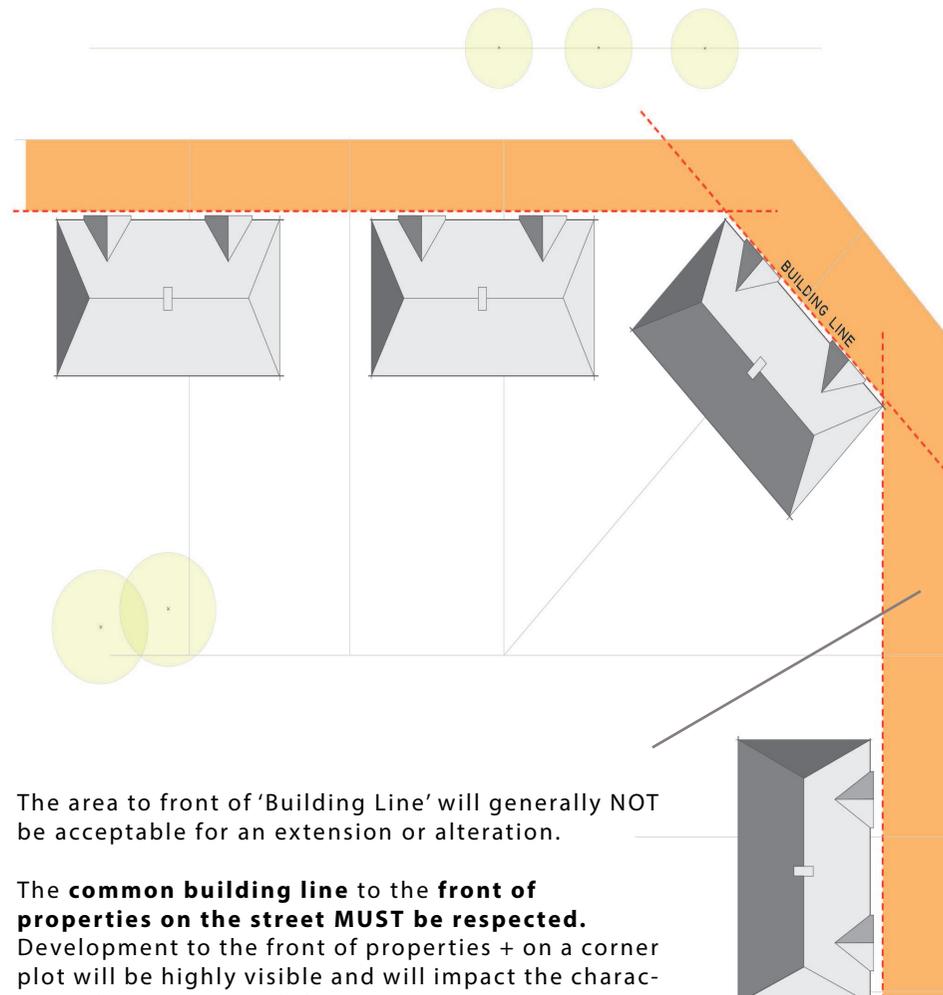
### Bay Windows: Front

Bay windows to the front of a property should be in keeping with the style of the house.

Materiality, size, proportions of glazed areas and roof form will be looked at when assessing a proposal.



Catherines Walk, Guildford - example of dwellings with a common building line



The area to front of 'Building Line' will generally NOT be acceptable for an extension or alteration.

The **common building line** to the **front of properties on the street MUST be respected.** Development to the front of properties + on a corner plot will be highly visible and will impact the character and appearance of the street scene.

Where a building line is not clear, a view will be taken on an individual basis.

Visually dominant and not in keeping with design of original house

Extension does not reflect shape + pitch of original roof



Extension does not retain a 1 metre gap between the edge of the extension + the boundary of the neighbouring property

Extension exceeds more than half-the-width of, and is not set back from the original property

Extension respects the height and roof design of the existing property

Extension includes obscure glazed side window to add interest to blank wall - whilst maintaining neighbours privacy and amenity

Extension is setback from original property

Extension does not exceed more than half-the-width of the original property

### Side Extensions

A side extension is a practical way to extend a house and provide accommodation, provided that there is sufficient space to do so.

As a general rule, it will be appropriate to reduce the visual impact of an extension on the streetscene and avoid negative impact on amenity and privacy of your neighbours. As such, a side extension to your property should:

- **NOT be visually dominant** (or overbearing) in relation to the original house;
- the proportions and roof form (pitch of roof) should be **in keeping with the design of the original house**;
- **NOT exceed more than half of the width** of the original house;
- **retain a gap of one metre** between the edge of the extension and the shared boundary;
- be **set back from the front building line** of the original house; *and*,
- **include side windows** (with obscure glazing) **or other detailing** – particularly on corner sites that are open to a view from the street – to help improve the appearance of a blank wall.

There may be exceptions to this rule if the impact on the existing and neighbouring properties is limited and/or can be mitigated.

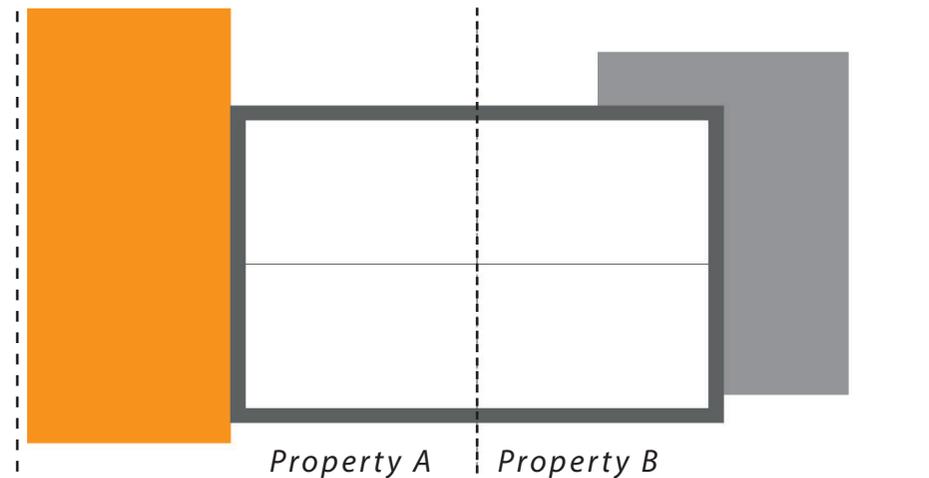
Where gaps between houses are a common feature of the street, proposals which close such gaps or create a 'terracing' effect by bringing buildings too close together are likely to be unacceptable.

Where a side extension does not provide enough additional space, a single storey side/rear extension that wraps around the original house is more likely to be acceptable than a two storey extension.

As a general rule, **a distance of at least one metre should be maintained between the edge of an extension and the side boundary/boundary of the neighbouring property.** This is to ensure that there is enough room for maintenance to your property (such as painting, access to guttering etc).



Example of side extension in keeping with character and style of original dwelling



Extension is **overbearing** and **out of character** with the existing property.

Extension is **subordinate to, in proportion with and set back** from the existing property.



## 3.2 Rear Extensions, Conservatories + Annexes

Rear Extensions may not always be in public view, however it still remains important to ensure that design quality is of a high standard.

The primary consideration for single and two-storey rear extensions is the impact on the rear amenity space and impact on the amenity of the neighbouring property.

Proposals must always adhere to relevant policy and care must be taken with design and detailing to ensure that rear extensions do NOT detract from the original house.

Rear extensions should comply with the following guidelines:

- ✓ The **optimum length of an extension** should **reflect the scale, proportion+ mass of the existing property**;
- ✓ Side walls of extensions should be of a **solid finish** (except for conservatories);
- ✓ No windows or openings on side walls facing neighbouring properties and private gardens (unless using obscured glazing); *and,*
- ✓ Roofs of extensions **not** to be used as balconies and upper roof terraces.

### Rear Extensions

Standards for rear extensions, based on good practice, are generally applied to ensure privacy and light to neighbouring properties and to minimise visual intrusion.

The guidelines for rear extensions should be read in conjunction with **General Principles (Section 2)**.

Each application will be judged on a case-by-case basis.

On widely spaced and detached properties, there may be the scope for larger rear extensions, however the principles in this section still apply.

Rear extensions to terraced houses can extend to the edges of the shared boundary subject to party-wall agreements. The Council is likely to be more flexible in the design of rear extensions that are not visible from the street.



*Poltimore Road, Guildford - example of rear extension which is in keeping with the scale and character of the existing dwelling*

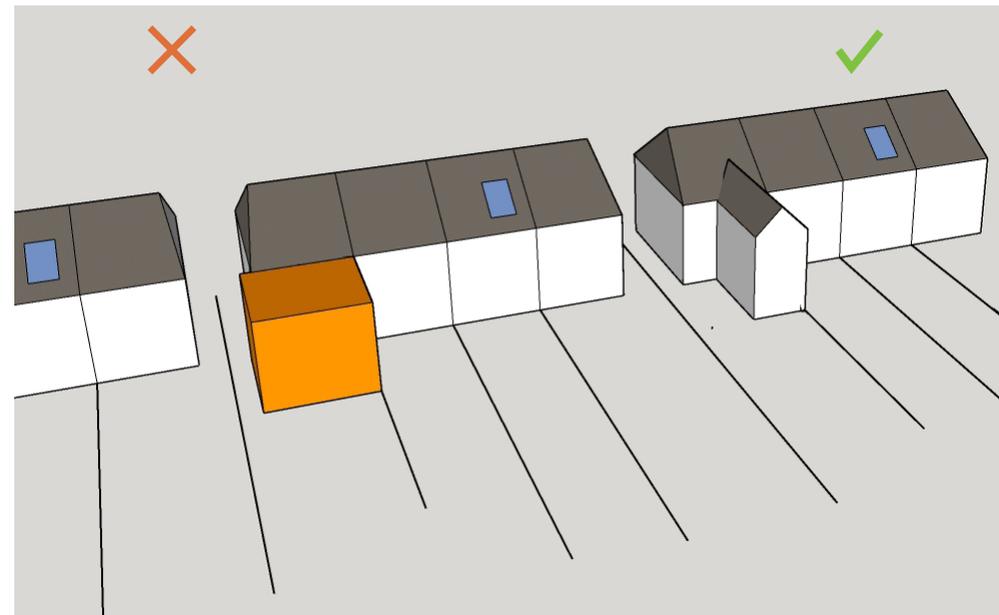
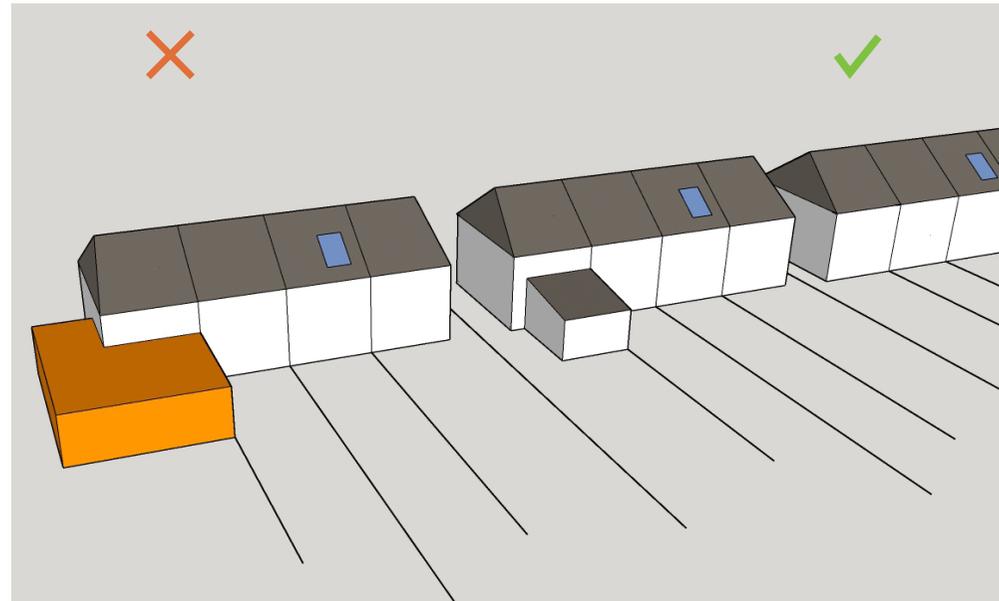
### Optimum Length of Extension

As a general rule, the shorter the extension – the less the effect will be on light levels and privacy.

The **'impact'** of an extension is greater with attached properties with shared boundaries *and* with two storey extensions. A long extension can also adversely affect the amount of light received inside your property.

Guidance on the optimum length of an extension can help to make sure that they are of a **scale, proportion and mass** that is **not** harmful the character of the existing dwelling. It also helps to **avoid long, blank walls facing onto boundaries** which can **create loss of light and create a negative impact on a neighbouring property**, which would be considered harmful.

Detached properties may apply a variation of this standard, depending on the size of the plot and orientation of the dwelling in relation to the neighbouring properties.





Examples of rear extensions and roof alterations

### Boundary + Side Walls

Generally, the width of an extension (including conservatories) should **NOT** extend beyond the existing side walls of a property.

Side walls of extensions which face the shared boundary should be of a solid finish and be easily maintained. Windows on side walls will also be unacceptable, unless it can be demonstrated that there will be no negative impact on the privacy of neighbours.

### Roofs

Roofs of extensions should generally **NOT be used as balconies/upper terrace areas** as loss of privacy to immediate neighbours results, unless there is no overlooking on a neighbours property or the impact can be mitigated and demonstrated.

Roofs (for both single and double storey extensions) **need to complement and relate sympathetically to the existing house.**

## Conservatories

Conservatories are classed as 'extensions' and should be designed to complement the original building. It is important that the design of a conservatory respects the **form, character, period** and **style** of your existing property.

A conservatory/summer room, overlooking a neighbouring property will **NOT** be acceptable if the privacy of any neighbouring property is compromised. Conservatories located in highly visible areas (such as the front or side or a house) will not normally be acceptable.

## Annexes

Annexes can provide additional and varied accommodation for dependents and families. Proposals to build an annex will be assessed on its individual merit however, as with any other extension, they must comply with the relevant design guidance outlined in this document.

As well as **respecting the character of the property and street scene**, annexes **should be attached to the main home** where possible and **avoid the appearance and creation of a separate independent dwelling**.

As such, an **entrance and preferably one main facility**, usually the kitchen, will normally **be expected to be shared with the main dwelling**. The inclusion of a second staircase for an annexe will be resisted. It **must remain ancillary to the main house at all times**.



Examples of rear extensions and conservatories

## 3.3 Roof + Basement Conversions

Additional usable space is often created by converting the roofspace. The roof of a dwelling has a major impact on the character of the building, which forms an important role within the wider street scene.

Any roof extension or alteration must therefore be carried out sympathetically to:

- a) the existing dwelling, and,
- b) the immediate street scene.

Roof extensions should comply with the following guidelines:

- ✓ Any significant change to the height or form of a roof will **not** be acceptable;
- ✓ Dormer roof extensions should generally be **positioned to the rear of a property**;
- ✓ The size and design of dormer windows need to be **sympathetic to the existing and neighbouring properties**.

### Roof Extensions + Alterations

Additional usable space can often be created by converting the roofspace provided that this is carried out sympathetically.

This will often consist of a change in the height or form of the roof, through the formation of dormer windows and the insertion of roof lights. Please remember that the purpose of a dormer window is to provide light and not to gain increases in habitable floor area. This is particularly important in the case of historic buildings or buildings in Conservation Areas.

Changing the height or form of a roof will not usually be acceptable in areas where roof pitches and heights in the streetscape are consistent.

### Roof Conversions

Roof conversions and alterations can have a significant effect on the appearance of a house and street scene. Careful consideration must be given to size and design of dormer windows which will need to be sympathetic to your existing and neighbouring properties.

Dormer roof extensions on the front of semi-detached properties or terraced housing are generally not acceptable, due to the unbalancing effect on adjoining houses and the general street scene. Exceptions are limited only to where an original front dormer already exists.

The following points should be considered when designing a roof extension:

**Design:** Dormer roof extensions should be set down from the main ridge line and reflect the style and proportion of windows on the existing house. Extensions can have gabled, hipped or curved roofs (subject to the criteria on position) and should normally align with the windows below. Flat roofs should be resisted.

**Window Proportions:** The roof extension should not normally be wider than the window below – to retain the balance of your house.

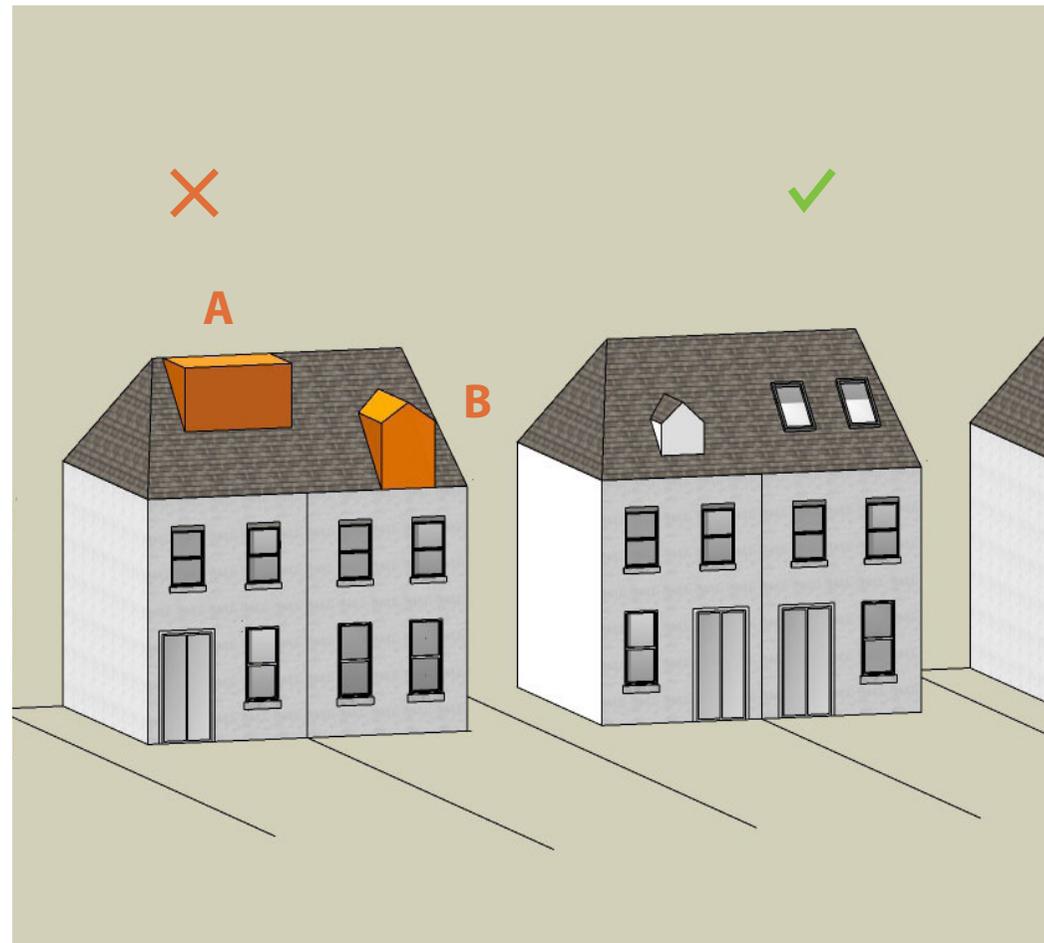
**Overlooking:** Care should be taken to ensure that the design and location of a roof dormer to minimise overlooking of adjoining properties.

**Scale:** Dormer roof extensions should normally be subordinate features on the roof and should not occupy more than half the width or depth of the roof.

**Position:** Dormers should not overlap or wrap around a hipped roof or rise above the ridge level. They should be at least **one metre** from the party wall, flank wall or chimney stack.

**Dormer Roofs:** Should be sympathetic to the main roof of the house – for example, pitched roofs of dormers should be hipped at the same angle of the main roof.

**Materials:** Materials should be in keeping with those on the rest of the house.

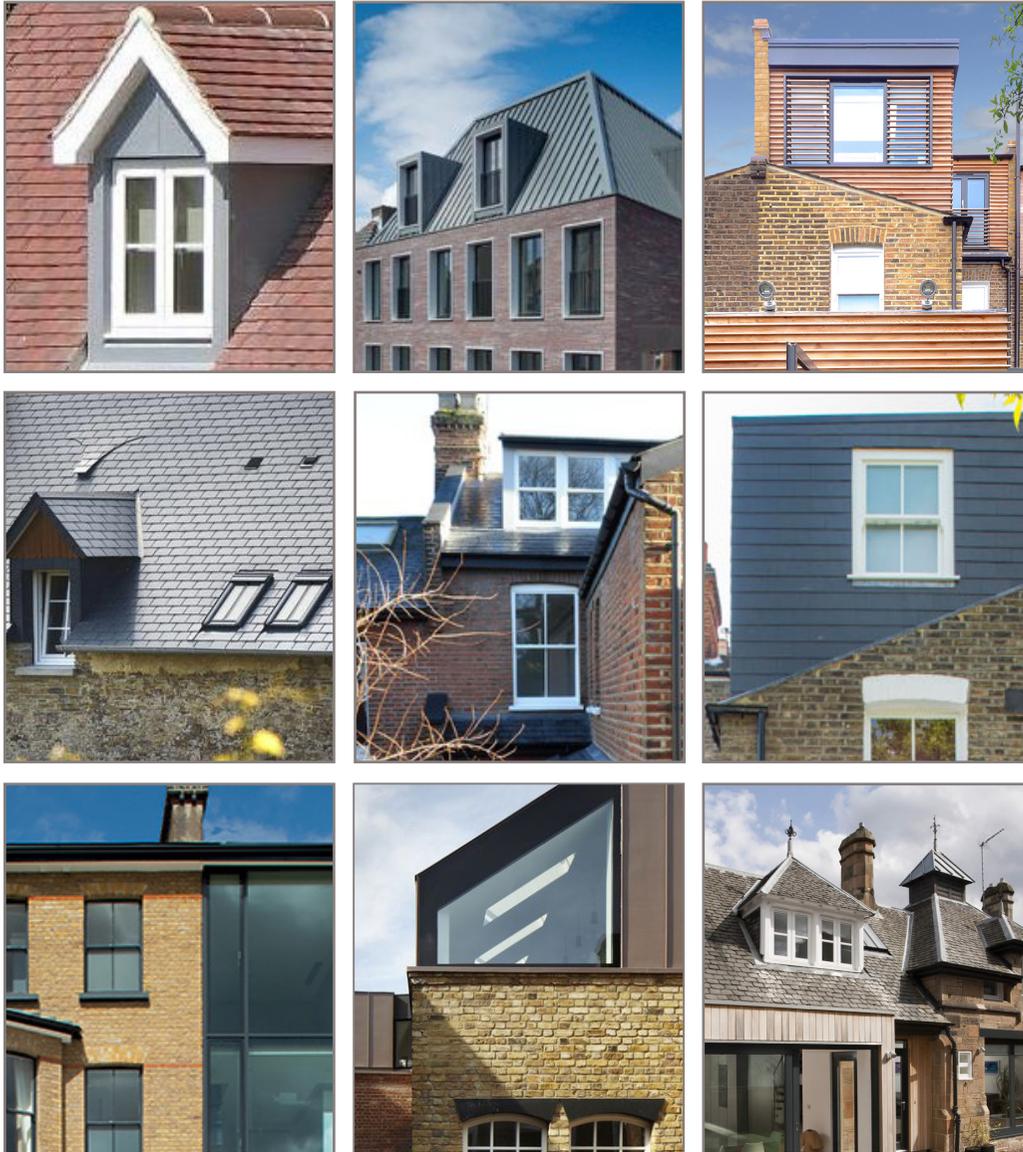


**A - Dormer roof extension sits on the ridge line and is both out of proportion with existing windows and overbearing on the property as a whole.**

**B - Dormer window size and position is not in keeping with windows on the existing house**

**The size and position of dormer windows is sympathetic to the existing and neighbouring property**

**Use of rooflights are carefully positioned to blend into roof of existing property**



Examples of dormer windows and rooflights

### **Dormer Windows**

A 'dormer window' is vertical window(s) or opening in a sloping roof having its own roof. There are different types of dormer windows; flat, pitched or curved (see images).

Pitched roofs on dormer windows will normally be considered more favourably than flat roofs (where permission is needed).

Generally, flat roof dormer windows will not be supported. Flat roof dormers are much harder to design and detail and will generally not be acceptable at the front of a dwelling or where the roof of the original house has a pitched roof.

### **Rooflights**

Rooflights can be the best way to obtain natural light into a loft conversion or roof space and do not always need planning permission. Any rooflight should be carefully positioned in order to not impact detrimentally on the appearance of the building.

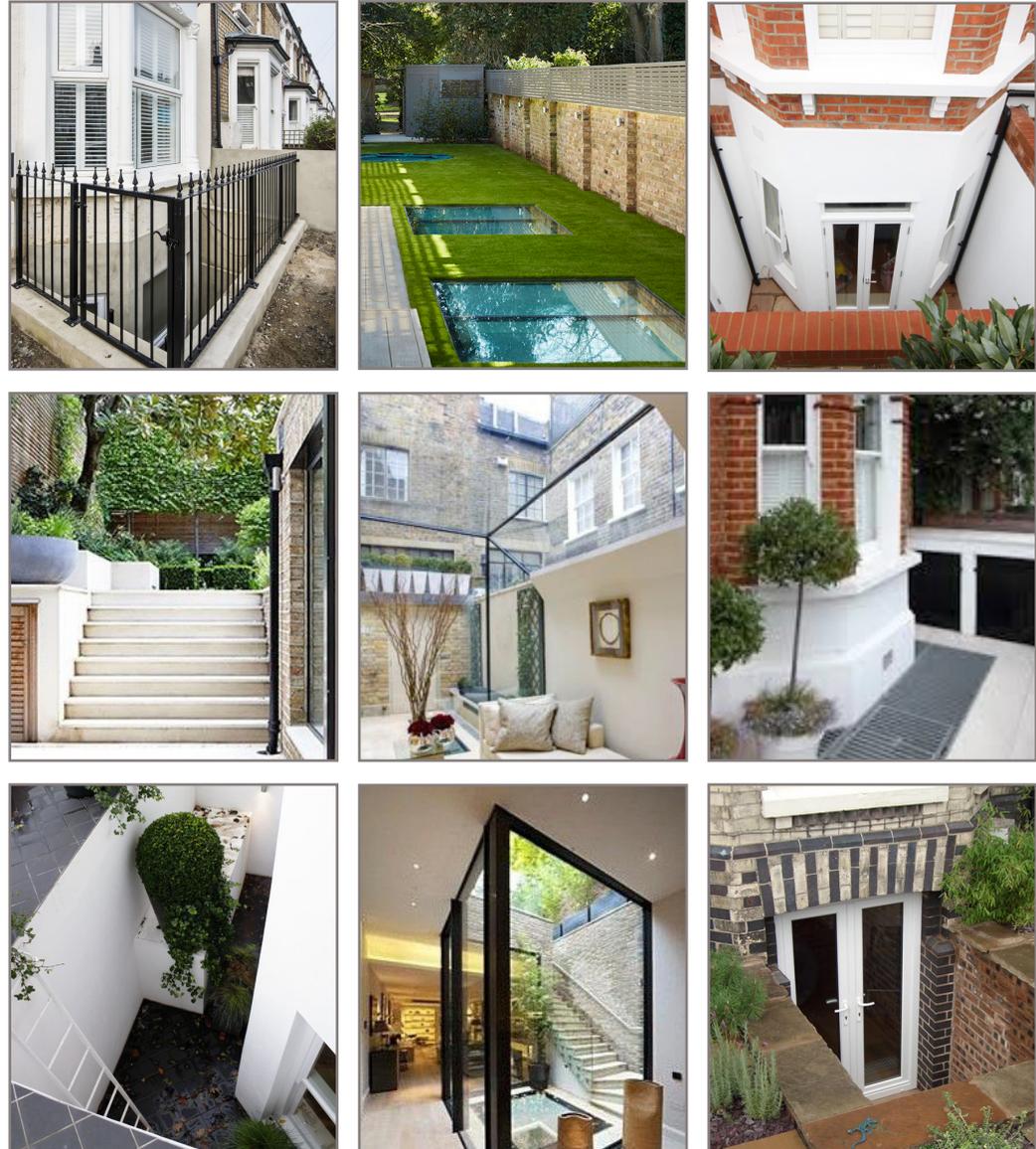
On front roofscapes, windows should be 'conservation type' windows to fit flush with the roof slope and not dominant in terms of their number. It is preferable to position rooflights on rear roof slopes if possible.

Balcony rooflights will generally be resisted, unless the privacy and amenity of the neighbouring property is not adversely affected.

## Basement Conversions

Basement conversions must NOT cause harm to the building's structure or surrounding structures (including gardens and neighbouring trees), and cause no adverse impact on the amenity of neighbouring properties. The following guidance applies:

- **No more than 50% of the amenity space** (garden or front courtyard) **should be removed**;
- **Local ground water conditions** should not be affected nor nearby **tree roots on adjoining sites** should not be damaged;
- Any **exposed areas of basement** should be **sub-ordinate to the original property** and respect its original design and proportions;
- The number, form, scale and panel size of **windows** should **relate to the façade above basement** – they should be aligned with any openings at the higher level and be of a size that is sub-ordinate so as to respect the character of the original building;
- **Lightwells to the front of a property** need to **appear discreet** so that they do not harm the character and appearance of the building and its frontage.



Examples of basement conversions

## 3.4 Decking, Terraces, Patios + Balconies

Useful outdoor private space can be provided and/or enhanced by providing decked areas, terraces, patios and balconies. These should generally be well contained, screened and designed to avoid dominance over the existing property. If you are considering any of these, the following rules apply:

### Raised platforms should comply to the following guidelines:

- ✓ Must take into account the **privacy of neighbouring properties** and respect the **45 Degree Rule** (page 14);
- ✓ Be designed to **avoid dominance over the existing property**; and,
- ✓ Maintain privacy for both the existing and neighbouring properties through the **installation of additional screening** (hedge/fencing).

### Decking, Terraces + Patios

Decking, terraces and patios are raised platforms used as external living space. Putting up decking, or other raised platforms, in your garden is permitted development which do not need an application for planning permission, providing:

- the decking is **no more than 30cm** above the ground level;
- the decking or platforms (together with other extensions, outbuildings etc) should **cover no more than 50 per cent of the garden area**.

These are the permitted development allowances that apply to houses only and not flats and maisonettes, converted houses, other buildings or areas where there may be a planning condition, Article 4 Direction or other restriction that limits permitted development rights.

If your decking, terrace or patio exceeds the **0.3 metre permitted height**, it is important to take into account the privacy of neighbouring properties and design sensibly to avoid dominance of a property. The privacy of neighbours should be maintained by installing screening at **1.8 metres above ground level** (such as a hedge, fence etc). This will be determined using the 45 degree guide outlined on page 14.

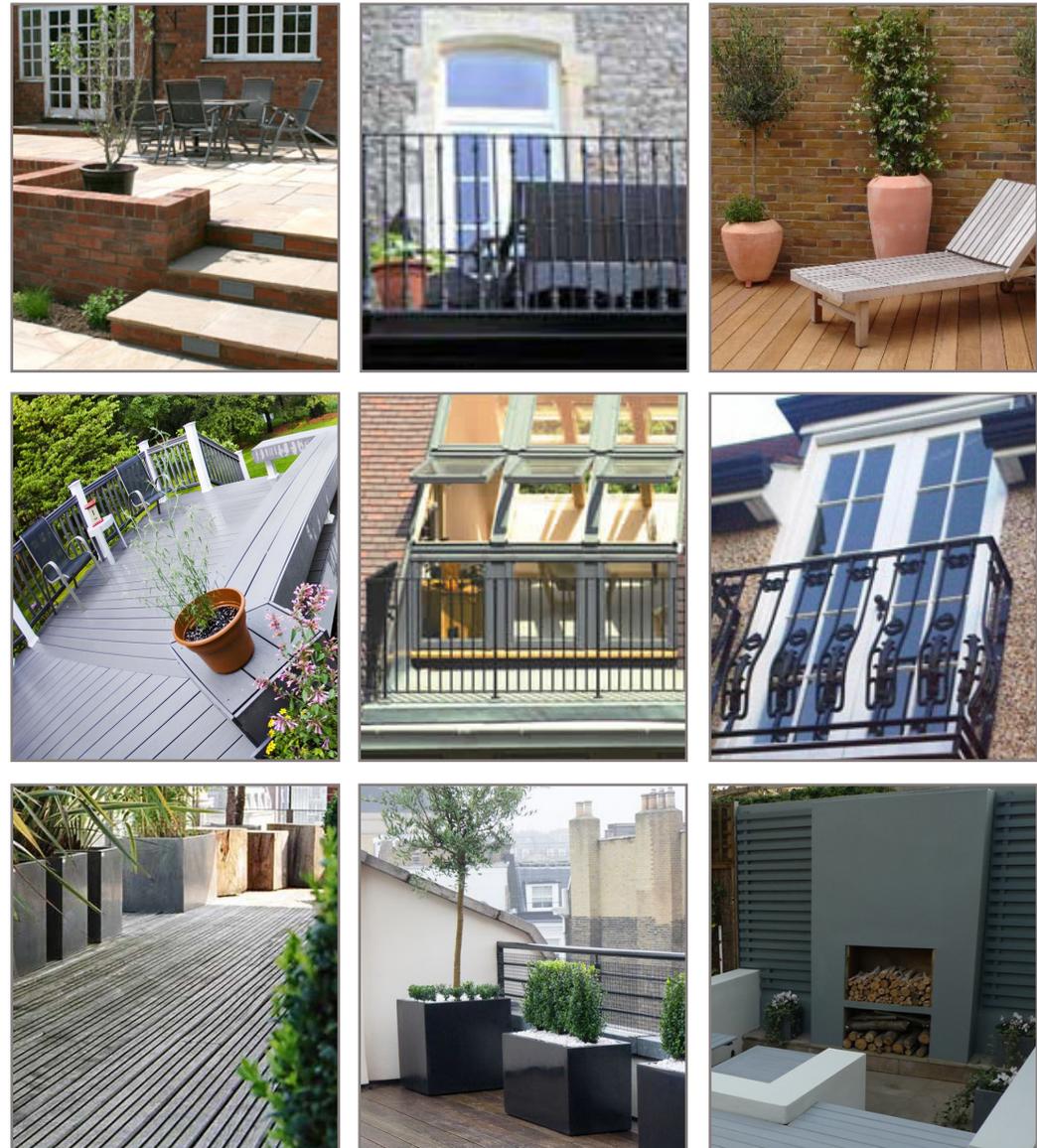
## Balconies

Balconies should be positioned where they do not directly overlook a neighbour's property.

Your neighbour's amenity should also be maintained by installing solid or opaque glass sides and/or ensuring a **minimum distance of seven metres between the balcony and the neighbouring property.**

Balconies overlooking amenity areas are unlikely to be acceptable.

**A balcony rooflight** is a shallow balcony with safety railings, made up of two windows, both of which open to create a balcony. Balcony rooflights will generally be resisted, unless the privacy and amenity of the neighbouring property is not adversely affected (see page 25).



Examples of balconies and terraces

# 3.5 Garages + Parking



Examples of garages and parking

## Garages + Parking

A garage or parking space needs to be designed to meet minimum standards set by Ministry Housing Communities and Local Government (MHCLG) in order for it to be regarded as a parking space for a dwelling.

Neighbourhood Plan standards for your local area (if applicable) will also need to be respected when designing parking spaces for dwellings. Minimum standards stated in the Guildford Local Plan are as follows:

**Garage** – 3 x 6 metres (internal measurement)

**Parking Space** – 2.4 x 4.8 metres

### Garages

You must consider the scale of any proposed garage in relation to:

- a) the **plot size** and the **size of your existing home**; *and*,
- b) its **effect on the existing property** and **neighbouring properties**.

A garage should be sited to the side or rear of the property, behind the building line and allow for a driveway of at least **5.6 metres** in length – between the garage door and the nearest edge of the pavement. Garages in highly prominent locations which sit front of the building line and/or that take up a disproportionate amount of original garden space will not be accepted.

If usable storage space is to be provided in a garage roof space, we may seek to control the insertion of windows in the roof, and/or restrict the use of this roof area, normally by imposing conditions. Top-heavy garage roofs that are out of scale with the garage will be resisted.

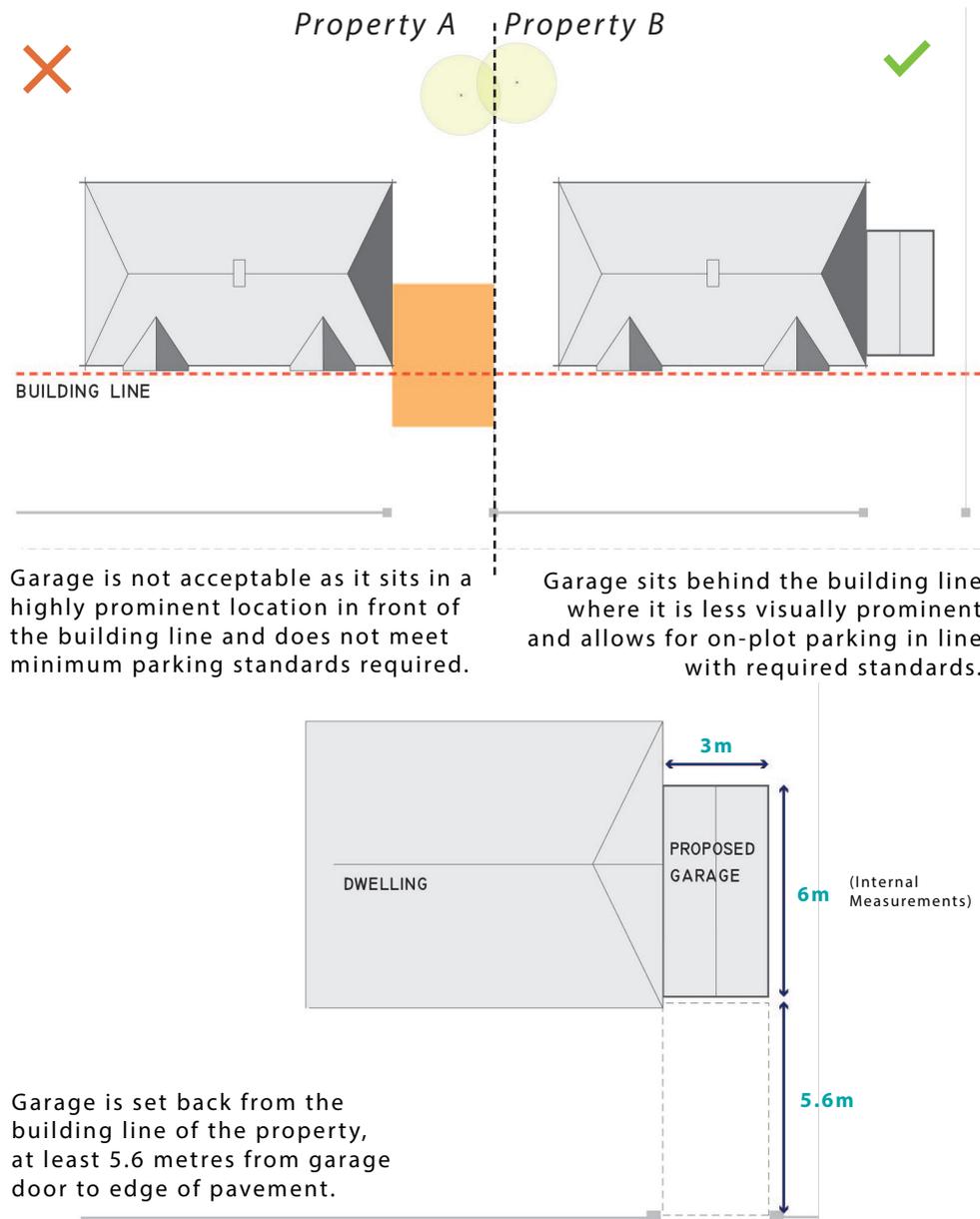
Garages should be made of matching or similar materials to your home and should have a pitched roof. Doors should reflect the design of your home with a vertical emphasis to reflect the proportions of openings.

Front gardens that are used to park vehicles can damage the character of residential streets. If you convert a garage into living accommodation, you must normally provide replacement parking within the curtilage without damaging the character of the street scene.

### Parking

If replacing a part of your garden with a hard surface for parking of vehicle(s) – you will be required to make the hard surface a porous material or make provision for water run off.

Please refer to Permitted development for Householders Technical Guidance from MHCLG for further guidance.



## 3.6 Materials + Detailing



Examples of window and door detailing

### Materials + Detailing

#### Windows + Doors

The style and material of new windows and doors should generally match those on your existing home. New windows and doors should also match the size and position of those on your existing property.

Windows must be positioned to match to the original symmetry and pattern on those on your existing home. Where existing windows are set back/inset from the wall, new windows should also be set back to the same depth as the existing ones.

#### Materials

The choice of materials used on the outside of any extension are important and should be in keeping with the appearance of the original building. Your extension should be built in the same materials as those originally used.

You should try to match as far as possible the original mortar colour, pointing and bonding of the bricks and tiles. In some circumstances, high-quality modern materials that complement those of your existing property may be more appropriate.

## Detailing

The architectural detailing on your existing property should be repeated, where appropriate, on any extension – this includes the continuation of plinths, string courses, decorative brickwork, bargeboards and fascias as they are important elements in the overall design.

The materials and detailing used in an extension should usually respond to and match that of the existing property. This includes:

- Wall colour and texture (brick/stone);
- Brick pattern and detailing;
- Eaves and verges;
- Quoins;
- Cills;
- Windows styles, proportions and detailing;
- Chimneys;
- Lintels, and
- String courses.

Think about the colour, texture, size and shape of existing brickwork and external finishes. This is critical to the success of a new extension and they should match the existing property as close as possible.



Examples of materials and detailing

## 3.7 Boundary Treatment

Boundary treatment is a means of enclosure around a property and includes walls, fences, railings, hedges, trees, gates and other features that enclose a property.

Planning permission is generally NOT required provided that:

- The wall or fence is not more than two metres in height anywhere on your property except where it adjoins a road or footpath. In this case the height is restricted to one metre;
- You do NOT live in an open plan/shared surface type of development;
- You do NOT live in a conservation area, Listed Building or within the curtilage of a listed building. If you live in a conservation area or a listed building, please contact the local authority to discuss what permission may be required.
- It is advisable to always consult your local area planning office as there may be a condition attached to the estate which would override this guidance.

### *Siting + Height*

In all cases, the design and siting of boundary treatment needs to consider the **privacy, safety and security and aesthetic considerations on the neighbouring property.**

Privacy screens/fencing or other boundary treatments are particularly important between boundaries of rear gardens and should generally be above eye level.

Boundary treatments should also be carefully designed to deter the intruder to reduce the opportunity for crime.

## Type + Style

When deciding on the type and style of boundary treatment for your property, look at boundaries that exist locally and consider what may be appropriate for your property in size and style.

In rural areas where hedges, trees and soft landscaping is a key boundary feature, these should be retained and enhanced. The Council will resist the loss of any landscaping, particularly on boundaries with public footpaths/rights of way and to the front of a dwelling.

If your property is individually designed, there is more scope for individuality in the design of your boundary treatment.



Examples of boundary treatments

# 4 APPENDICES





# 4.1 Glossary of Terms

<b>Accessibility:</b>	the extent to which an environment can be reached and is usable by the widest range of people, but in particular the elderly and disabled.
<b>Active Frontage:</b>	the ground floor edges of a building that are animated by people entering or leaving, or by the visibility of activities within the building from the street.
<b>Amenities:</b>	local amenities are the useful or functional places that are nearby a site. This could include a playground, corner shop, or school.
<b>Amenity Space:</b>	area of public space available for the amenity and enjoyment of the public and/or local residents;
<b>Appraisal:</b>	an assessment of a building or site to understand its character, qualities, assets, and constraints. A site and context appraisal should be undertaken at the start of the design process.
<b>Assets:</b>	site assets are the aspects of a site that are beneficial to its worth or character. This could include established trees, a view, or an architectural feature. A good design will strive to enhance or protect existing assets.
<b>Conservation Area:</b>	an area designated as being of special architectural or historic interest, where the preservation and enhancement of its character and appearance is a priority.
<b>Context:</b>	a building or site context usually refers to the surrounding physical environment, but can also refer to the social, economic and political nature of a place.
<b>Eaves:</b>	the lowest, overhanging part of a sloping roof.
<b>Enclosure:</b>	definition or bounding of a space by physical features such as buildings or trees.
<b>Gable End:</b>	the triangular part of an end wall of a building with a sloping roof.
<b>Green Belt:</b>	a ring of countryside surrounding an urban area, designed to prevent urban sprawl. National and local policies are in place to protect the Green Belt.
<b>Habitable Rooms:</b>	the main living areas in a home including bedrooms and sitting rooms.
<b>Hipped Roof:</b>	a roof which has four slopes instead of the two slopes of the ordinary gabled roof.

<b>Listed Building:</b>	a building that has been placed on the Statutory List of Buildings of Special Architectural or Historic Interest. A listed building may not be demolished, extended, or altered, without special permission from the Local Council.
<b>Locally Listed Buildings:</b>	a building deemed by Guildford Borough Council to be of local special architectural or historic interest.
<b>Overbearing:</b>	a term used to describe the impact of a development or building on its surroundings, particularly a neighbouring property, in terms of its scale, massing, and general dominating effect.
<b>Over development:</b>	an amount of development that is excessive in terms of demands on infrastructure and services, or impact on local amenity and character.
<b>Public Realm:</b>	the areas of a settlement, dedicated to the general use of the public, such as streets, squares and parks.
<b>Rural:</b>	A rural area or countryside as a geographic area that is located outside towns and cities, including some sub urban areas.
<b>Setting:</b>	the area surrounding a site.
<b>Soldier Course:</b>	a course of bricks laid vertically, commonly seen at lintel level (above doors and windows), and at the top of walls as protection from weathering.
<b>Streetscape:</b>	the overall impression given by the design and arrangement of buildings, landscaping and open space.
<b>Subordinate Design:</b>	design that allows the original building to remain dominant in terms of massing, height and position.
<b>Topography:</b>	the natural and man-made physical features of an area that make up the landscape. Building heights, land slopes, and levels are key aspects of a setting that make up its character.
<b>Vernacular:</b>	the traditional architecture of an area evolved over time, based on local needs and local construction materials.

## 4.2 References

### Government Resources

#### The Planning Portal

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

#### Approved Documents (Building Regulations)

Ministry Housing Communities and Local Government:

[www.gov.uk/government/collections/approved-documents](http://www.gov.uk/government/collections/approved-documents)

#### Party Walls

[www.gov.uk/topic/housing/party-walls](http://www.gov.uk/topic/housing/party-walls)

#### Permitted development for Householders: Technical Guidance.

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

[http://webarchive.nationalarchives.gov.uk/20151113141044/http://www.planningportal.gov.uk/uploads/100806\\_pdfforhouseholders\\_technicalguidance.pdf](http://webarchive.nationalarchives.gov.uk/20151113141044/http://www.planningportal.gov.uk/uploads/100806_pdfforhouseholders_technicalguidance.pdf)

#### Planning (Listed Buildings and Conservation Areas) Act 1990

[www.legislation.gov.uk/ukpga/1990/9/contents](http://www.legislation.gov.uk/ukpga/1990/9/contents)

### Policy References

#### National Planning Policy Framework

Ministry of Housing Communities and Local Government, (2012), National Planning Policy Framework.

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

#### Guildford Borough Council Local Plan 2003

#### Guildford Borough Council Local Plan 2012

<http://www.guildford.gov.uk>

## Guildford Borough References

### Planning Applications and Advice

[www.guildford.gov.uk/planningapplicationformsandfees](http://www.guildford.gov.uk/planningapplicationformsandfees)

[www.guildford.gov.uk/preapplicationadvice](http://www.guildford.gov.uk/preapplicationadvice)

[www.historicengland.org.uk/listing/the-list](http://www.historicengland.org.uk/listing/the-list)

[www.guildford.gov.uk/article/16934/Article-4-Direction](http://www.guildford.gov.uk/article/16934/Article-4-Direction)

### Guildford Borough Council Building Regulations

[www.guildford.gov.uk/buildingcontrol](http://www.guildford.gov.uk/buildingcontrol)

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