Domestic Extensions

Supplementary Planning Document

Adopted
October 2022

Hambleton…a place to grow

HAMBLETON
DISTRICT COUNCIL

Hambleton Design Guide: Domestic Extensions SPD

Versions:

Version 2 - September 2022 - Adoption version produced following consultation.

Links to Websites

The SPD includes a range of links to websites providing supporting information, data or guidance. Every effort has been made to ensure that these links are up to date. As websites change these links can become invalid. In circumstances where links have become invalid please use a suitable search term for an internet search. A list of known issues detailing alternative links or workarounds will be maintained by the Council. Alternatively please contact Planning Policy at the email address above for guidance.

Cross reference links

This SPD has been specifically designed for viewing onscreen. Cross references have been included in the text. These provide a clickable internal link to the reference in electronic versions (pdf and web).

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Contents

1 Introduction

1.1 This Supplementary Planning Document (SPD) sets out basic principles for the design of domestic extensions and alterations to dwellings. The guidance is based on the principles set out in national planning policy, the National Design Guide and the Hambleton Local Plan. Further information on these and other relevant policy can be found at the end of this document in section 7 'Policy context'.

Purpose

1.2 This SPD is aimed at applicants for domestic extensions, their architects and others involved in the siting and design of extensions and alterations in the Hambleton planning area. This guide promotes a high standard of design at the domestic scale, and explains how planning policies will be applied to householder developments. It should also prove useful for those considering larger or more complex development, such as a self or custom built home.

1.3 The term 'extension' is used throughout the document. This refers to any physical enlargement of a house, including conservatories, garages, car-ports, rooms in the roof and porches. The requirements of this document will also be applicable to other projects, such as the conversion of a garage into habitable rooms.

1.4 The requirements set out in this document should be followed for all development when planning permission is required. In cases where planning permission is not required the Council would still encourage the relevant guidance to be followed.

1.5 Householder development in the North York Moors portion of the district is dealt with by the North York Moors National Park Planning Authority and is subject to their own policies.

1.6 You can find out whether your property is located within the North York Moors National Park on the Do I need Planning Permission? page of the Council's website. The page also includes a link to the North York Moors National Park Authority website.

1.7 The contents of this SPD provides a range of guidance relevant to domestic extensions and alterations. The guidance is applicable to most areas within the built form of towns and villages. The Council acknowledges that for some areas these guidelines are less applicable, for example in town centres where buildings often adjoin each other or on the edge of villages where there is a more loose-knit character. There will also be some circumstances where a bespoke approach is appropriate, such as where a property is a conversion from a traditional agricultural building. All proposals will be considered on their own merits, taking account of all relevant policies and material planning considerations.

2 Getting started

2.1 When starting out in can be tempting to dive quickly into deciding on specific details. However, it can be beneficial to think carefully about what you want to achieve and what options there are to reach those goals. While this may seem unnecessary for a project such as an extension, it will help you if unexpected issues come up.

2.2 We recommend following these steps:

1. Find out what permissions and/or approvals you will need, guidance is set out in 'Do I need planning permission?' .
2. Think about getting professional advice, guidance is set out in 'Seeking advice'.
3. Speak to your neighbours, guidance is set out in 'Speak to your neighbours'.
4. Carry out an assessment of your house and the surrounding area, see 'Site assessment' below for more information.
5. Follow the guidance set out in sections 3 'Design principles', 4 'Design guidance' and 5 'Detailed considerations'.
6. Submit your planning application.

Do I need planning permission?

Planning permission

2.3 Extensions and other householder developments may not always need planning permission. In some instances alterations and extensions may be permissible under ‘permitted development rights’. This depends on factors relating to the dimensions of the proposal, its siting, whether the house is a listed building or in a conservation area, or whether permitted development rights have been removed, which may be the case as a result of a previous planning permission.

2.4 Initial guidance to determine whether your proposal would be permitted development, or would require planning permission can be found on the Planning Portal.

2.5 The Do I need planning permission? page of the Council's website has more information and guidance. This includes information about how to get written confirmation about whether planning permission is needed or not, which is known as a 'Residential Development Enquiry'.

Building regulations

2.6 Building regulations legislation is concerned with a wide range of aspects of buildings, including public health and safety, energy conservation and access. It is a separate requirement to planning permission. Consent for building regulations may be required for a house extension, even for works which are permitted development. Further guidance on building regulations is available from the North Yorkshire Building Control Partnership.

Listed building consent

2.7 Listed building consent is required for all works both internal and external that would affect a listed building’s special interest, whether or not the particular feature is specifically mentioned in the list description.

2.8 Essential advice and information regarding listed buildings is provided on the Conservation areas and listed buildings page of the Council's website.

2.9 Any repairs, alterations or extensions should be undertaken using traditional materials and techniques, ensuring they respect the scale, proportions and architectural merit of the host building.

Conservation areas

2.10 A conservation area is an area of special architectural or historic interest, where there is tighter control over development in order to preserve or enhance the character or appearance of the area. Details of whether your property is within a conservation area can be found on the Conservation areas and listed buildings page of the Council's website.

2.11 The design of proposals within conservation areas will need to respect the character of the area, through maintaining high quality design detail by the use of appropriate materials, scale, form and massing.

2.12 Some areas within Hambleton also have article 4 directions, which mean that some forms of development, that would be permitted development in other areas, require planning permission. You can find out if your property is located within a conservation area or article 4 direction area on the Conservation areas and listed buildings page of the Council's website.

Seeking advice

2.13 Informal verbal advice is available from the Council via a Duty Planning Officer, or a drop in service at the Civic Centre in Northallerton during office hours.

2.14 Should a more detailed assessment be required, applicants are advised to engage in pre-application discussions with the Council. More Information is set out on the Do I need Planning Permission? page of the Council's website.

2.15 Most people will need to employ an architect or other professional to design the alteration or extension. If either planning permission or listed building consent is required then it is strongly recommended that early professional advice is sought.

Speak to your neighbours

2.16 Neighbour impact is an important consideration and will be an important factor when the Council considers development proposal. You are therefore strongly advised to discuss your proposal first with your neighbours, particularly any who's property directly adjoins the site. It is far better to hear concerns or suggestions early and engaging in this way may encourage a favourable response. Neighbours will usually be consulted by the Council on planning applications.

2.17 It is also important to take note of the Party Wall Act, particularly if your property is a semi-detached or terraced house or if what you are planning could affect a wall on the boundary between your property and another.

Site assessment

2.18 It may seem obvious that the design of an alteration or extension should maintain or improve the character of the existing building. However, you should also make sure that there is no adverse impact on the living conditions or amenity of neighbours. To achieve this it is important to have a detailed understanding of the existing building and the surrounding area as this will help make sure that these requirements are met and will help you select the right option when considering alternatives.

2.19 There are two aspects to concentrate on:

1. Important features that contribute to the character of an individual property and the wider area, including:
    a. the pitch and shape of roofs;
    b. the space between and around buildings including the distances between buildings and the street and how these spaces are defined;
    c. the size, shape, position, design and pattern of doors and windows;
    d. the architectural details and features, such as window sills, flues, vents, rainwater goods and eaves details; and
    e. the types of materials used, particularly for walls and roofs.
2. Constraints and opportunities, including:
    a. the position of neighbouring properties and the distance to their windows and private gardens;
    b. public rights of way near the property, their character and whether there is access onto them;
    c. the detail of any changes in level, particularly steep slopes or terracing;
    d. trees, hedges and other features that contribute to character or could be habitats for wildlife; and
    e. opportunities to restore original features or improve on previous poorly implemented alterations.

2.20 There may also be other details that are important depending on the development you have in mind, for example, whether there are dormer windows on the existing building or neighbouring buildings and their arrangement will be important if you are considering putting rooms in the roof of your property.

3 Design principles

3.1 Whether or not planning permission is required it is important to consider the following design principles:

Character

3.2 The character of the building that is to be extended and that of the immediate and wider area should influence the design. The features identified in the 'Site assessment' will be important here.

Figure 1

3.3 Character includes all of the elements that go to make a place, how it looks and feels, its geography and landscape, its noises and smells, activity, people and businesses. The character should be understood as a starting point for all development, including extensions.

3.4 Character is influenced by a wide range of factors:

- layout - many of our towns and villages have a range of layouts that have built up over time, in an 'organic' process. Some areas have a very formal layout, for others it is more varied. Plot shape and garden size are important aspects;
- form - the three dimensional shape of a building, influenced in particular by their height, size and shape;
- scale - the height, width and length of each building in relation to its surroundings;
- appearance - the aspects of a building which determine the visual impression the building makes. The size and shape of windows and doors, and the space between them, as well as architectural details all contribute to appearance;
- the relationship between buildings, the space around them and the wider landscape. Building lines, set-backs and projections and whether there is any variation in them are important factors; and
- materials, colours and textures and how they come together.

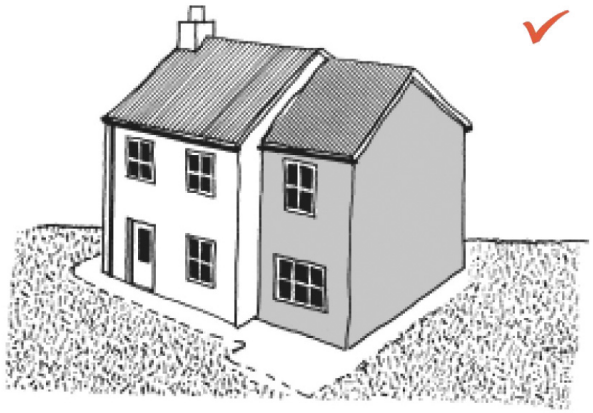
3.5 An extension can have a significant effect on all of these factors. In most cases all elements of the design should be in keeping with the locality and should match the existing building if possible, particularly for proposals that will affect the front elevations and parts of the building that can be seen from public areas. Figure 1 illustrates how additions can harmonise with existing buildings and the streetscape.

Subservience

3.6 Extensions should not dominate or detract from the original dwelling but respect the scale of the existing structure. Well designed proposals are usually set back from the principal elevation, see Figure 2. However, levels of subservience are dependent on the host property and are judged on their own merits. Extensions that form a continuation of the existing building,

where the frontages and roof lines sit flush, can be successful. However, this usually depends on careful design that precisely matches the proportions, key architectural details and materials.

Figure 2



3.7 The relationship between the building and the space around it is an important factor. The design should respect the existing settlement pattern and character of the surrounding area in that proposals should maintain the spaciousness of the existing street scene, considering separation distances to the front, back and sides of buildings.

3.8 Where side extensions reduce the space between buildings this can introduce a terracing effect, particularly where two storey extensions are proposed. The Council will look to prevent terracing effects to safeguard the existing character of the area.

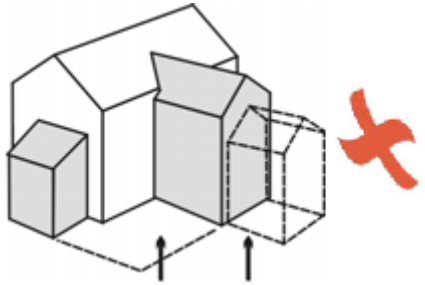
Form

3.9 The form of an extension is one of the most important factors of a successful design. The extension should reflect local distinctiveness in scale, proportions and height.

3.10 In most cases it is recommended that buildings should not be subjected to successive incremental extension. It may be appropriate to extend on one side of a house that has already been extended on another side. In urban and suburban environments it is unlikely to be acceptable to extend onto an existing extension. See Figure 3 below.

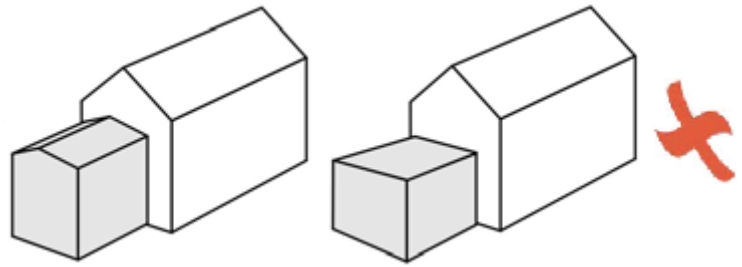
3.11 Link extensions can have a significant impact on the form and character of the existing building. In most case they will not be supported if they would subsume the original building.

Figure 3



3.12 Roof shape is critical to form. General advice is that the pitch of extension roofs should be the same as, or similar to, the house roof pitch as this will ensure that the extension is harmonious with the existing building. Flat or mono-pitch roofs should be considered carefully and will generally only be suitable for rear extensions or if there is evidence that they are an established feature in the area. Inappropriate flat and low pitched roofs are illustrated in Figure 4. Hipped roofs should be used only if the roof of the existing building is hipped, or where it is an established feature within the local street scene.

Figure 4



Privacy

3.13 Extensions can sometimes cause a loss of privacy to neighbouring properties, particularly from the introduction of first floor windows or balconies creating an overlooking effect. Extensions should be designed in a way which prevents overlooking into neighbouring property. This can be achieved by avoiding openings, particularly above ground floor level on the elevation which faces the common boundary. It may be acceptable to have a bathroom window in such circumstances provided it is maintained in obscured glass and in some cases fixed.

Overlooking

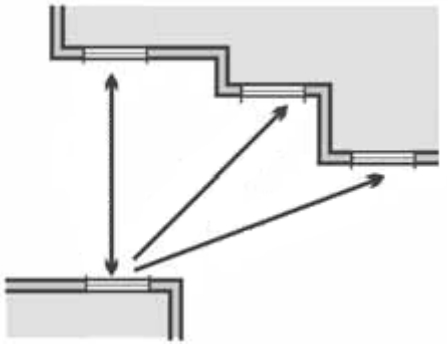
3.14 When considering the potential for overlooking, the use of the room should be considered. The principle windows to lounges, dining and other reception rooms are classed as main windows; those to bedrooms are secondary windows and those for kitchens and utility rooms are tertiary windows. Privacy is considered to be most important for main windows with secondary windows being less important and tertiary windows the least important. The table below sets out the recommended distances between different types of windows to maintain internal privacy.

Table 3.1 Recommended distances between windows

Type of window	Distance	Type of window
Main	21m	Main
	18m	Secondary
	15m	Tertiary
Secondary	15m	Secondary
	12m	Tertiary
Tertiary	7.5m	Tertiary

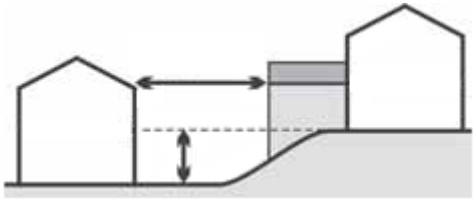
3.15 The table above sets out the distances recommended when windows directly face each other. Where windows face each other at an angle the distances between them can be reduced while still maintaining privacy. Where the angle is more than 45° then there is no minimum distance needed between windows. This is illustrated in Figure 5.

Figure 5



3.16 A wall or fence on the boundary can provide a screen to maintain privacy. However, if the ground levels vary there may still be potential for overlooking. Where windows would be at different heights, the vertical distance between floor levels should be added to the recommended distance between windows, as illustrated in Figure 6. This applies both where the new window would be above the neighbour's and where it would be below.

Figure 6



Daylight

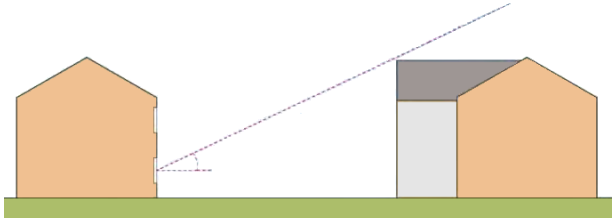
3.17 An extension must not cause any significant loss of light to habitable rooms in neighbouring properties, or significant overshadowing to neighbouring gardens.

3.18 There are two useful guides to measure the likely impact of an extension to a neighbour. These are the 25° test and the 45° tests. They are based on the principle that it is reasonable to expect a certain level of light and unobstructed view from a habitable room[1] window.

The 25° test

3.19 This test is used when the proposed extension faces the window of a habitable room of a neighbouring property. A line is drawn at an angle of 25° from the centre of the lowest habitable room window of the neighbouring property. The proposed extension should not project beyond this line.

Figure 7 - 25 degree test

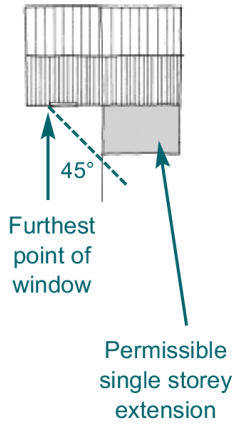


The 45° test

3.20 The 45° test is used for front and rear extensions when the proposed extension will be perpendicular to a window of a habitable room on the ground floor of a neighbouring property. For example a rear extension to a semi-detached property.

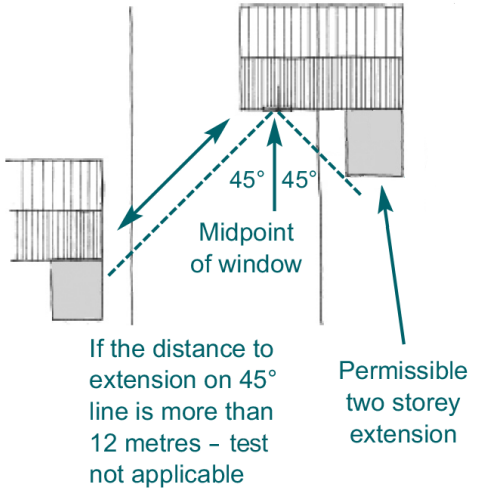
3.21 For single storey extensions, a 45° line is drawn from the furthest away point of the closest ground floor habitable room window of the neighbouring property. As long as the proposed extension does not go beyond this line the test is passed.

Figure 8 - 45 degree test (1)



3.22 For two storey extensions, the 45° line is drawn from the midpoint of the closest ground floor habitable room window. Again, as long as the extension does not go beyond this line the test is passed. This reflects the height difference between single and two storey extensions and difference this makes in blocking daylight.

Figure 9 - 45 degree test (2)



1 Habitable rooms include living rooms, studies, bedrooms and kitchens with dining areas

3.23 In both of cases if the 45° line exceeds 12 metres before reaching any part of the proposed extension, then the test does not need to be applied.

3.24 Problems with maintaining daylight are more common with semi-detached and terraced properties. The Council will take into account differing site levels between two properties. In many cases overlooking cannot be totally eliminated and each scheme will be considered on its own merits.

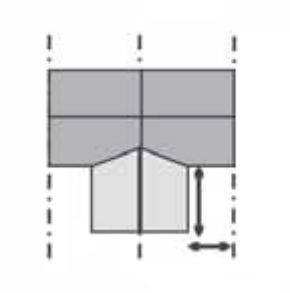
Overshadowing

3.25 Extensions and outbuildings should be designed so that the overshadowing of neighbour's windows and amenity areas (garden) is minimised. In many cases some overshadowing is unavoidable, particularly for semi-detached or terrace properties or in urban areas of towns, but it should be avoided where possible.

3.26 Applicants will be expected to show that overshadowing is within acceptable limits by applying the 25° and 45° tests as applicable. If it is not possible to show that these tests are passed then a more detailed calculation will be needed, in line with the Building Research Establishment's Site layout planning for daylight and sunlight: a guide to good practice (BR 209).

3.27 A two storey extension will not be acceptable directly on a joint boundary. However, a joint scheme with your neighbour may provide a satisfactory solution, as illustrated in Figure 10.

Figure 10



Dual aspect

3.28 Dual aspect is where a dwelling has windows on two external walls, on different sides. This is most commonly windows on the front and back but may be front and side or back and side for some property types, such as quarter houses or apartments. Alterations or extensions that would reduce a dual aspect dwelling to single aspect will not be supported.

Natural light

3.29 Good natural light makes buildings more attractive to live in, work in and visit, as well as being more energy efficient.

3.30 Glazing for all habitable rooms should be a minimum of 20% of the internal floor area of the room. The size and placement of windows is also important to help natural light enter the building.

3.31 Orientation should be considered in the design process, considering how sunlight will be affected by the buildings and the proposed extension. It will also be important to think about how other buildings and landscaping affects light entering the building, and how this will change at different times of the year. A balance will be needed between enabling natural light to enter, particularly in winter, but also managing heat gain in summer. Natural light will help avoid the need for artificial lighting and reduce energy needs. Please refer to 'Climate change' for more on energy efficiency.

3.32 It is also important to consider orientation when considering how an extension will affect other buildings as an extension to the south of a neighbouring property could block sunlight and is likely to have much more impact than one to the north.

4 Design guidance

4.1 This section provides some specific design guidance for differing types of domestic alterations and extensions.

Front extensions

4.2 The design of front extensions should ensure that they:

a. harmonise with the surrounding street scene;
b. are modestly sized and sympathetically proportioned;
c. do not affect the amenity of neighbouring properties; and
d. do not harm the character of the host building.

4.3 The opportunity for front extensions is likely to be limited to where there is sufficient space to the front of a property or where the buildings are of low density and detached. If applicable, the 45° code, as set out in 'Daylight' above, should be applied.

4.4 Front extensions are unlikely to be acceptable if the building is a terraced property, buildings are set back from the road consistently or there is a clearly defined building line. In these circumstances a front extension can appear unduly prominent or incongruous.

4.5 If when the dwelling was built it was required to comply with particular building regulations for accessibility, such as being wheelchair accessible (equivalent to the current M4(3) standard), then this level of accessibility should be maintained. Where a front extension would prevent the accessibility requirements being maintained, such as for the approach to the front door or for internal dimensions, then it will not be supported.

Porches

4.6 The addition of a porch or canopy to a building can have a significant impact on its character. The design should harmonise with the design and character of the host elevation, and overall building. The way that the porch would interact with details of the existing building should be considered carefully, particularly first floor windows. Where a porch is part of the original design of the building, windows above are usually smaller to allow space around the roof of the porch.

4.7 Open sided porches are more likely to harmonise well with the existing building. Enclosed porches are generally more difficult to design as the greater mass compared with open sided porches can appear overbearing. This is illustrated in Figure 11. Porches that break up a frontage of uniform design or discord with the existing street scene are unlikely to be supported.

Figure 11

4.8 Small porches are sometimes permitted development, however, it is important to clarify this before committing to work.

Side extensions

4.9 For a side extension to be subservient (see 'Subservience' above) to the existing dwelling and sympathetic to the character of the surrounding area it is important to follow the following principles:

a. the proposal should not exceed 50% of the width of the frontage of the existing dwelling.
b. the extension should be set back from the main front elevation of the existing dwelling.
c. the ridge height of the extension should be lower than that of the existing dwelling.

d. a minimum of 1m should be retained between the side wall of the extension and the boundary of the plot to allow for sufficient space for access to the rear.
e. a minimum of one off-street vehicle parking space should be retained (see 'Parking, driveways and garage space' below).

4.10 This guidance is set out to prevent the likelihood of a terracing effect occurring, where development could alter the original character of the surrounding area by restricting the penetration of daylight to the street/gardens, and having a detrimental impact on occupants or passers by.

4.11 Extensions that wrap around from the side to the rear of a building will need to comply with the guidance for side and rear extensions. Care should be taken to ensure that the original building is not subsumed by the extension.

Corner plots

4.12 Development on corner plots is likely to be highly visible to the surroundings and should therefore pay special regard to safeguarding the character of adjacent streets. The guidance on 'Front extensions' above is likely to be applicable to all sides of the building facing onto a street.

4.13 On corner plots blank 'side' walls facing the street should be avoided, particularly where a two storey extension is proposed. Windows and other features should be used to break up the elevation facing the street.

Rear extensions

4.14 Development of either two or single storey extensions to the rear of properties will, where applicable, be assessed on the 45° test, see 'Daylight' above, to establish the impact of the proposal on the amenities of neighbouring properties. An extension would not normally be permitted where it would extend beyond the 45° line, but would however be judged on its own merits.

4.15 Differing land levels between properties will be taken into account to assess overall impact on the amenity of neighbouring properties. Where properties are subject to a staggered building line, maximum rear projection would be calculated from the rear building line of the nearest neighbouring property.

Dormer extensions

4.16 Dormer extensions, with rooms in the roof space can be an effective way to add space to a home. However, they present particular issues that must be addressed in order to be successful.

4.17 Where possible, dormer windows should be positioned to the rear of the dwelling to preserve the character of the area. Exceptions can be made where front dormers are already a common feature in the surrounding area. Side dormer windows are unlikely to be acceptable as they often lead to overlooking or affect the character of the building or the street.

4.18 Where dormer windows will be visible from a public space their scale and design is important. Dormer windows should, where possible:

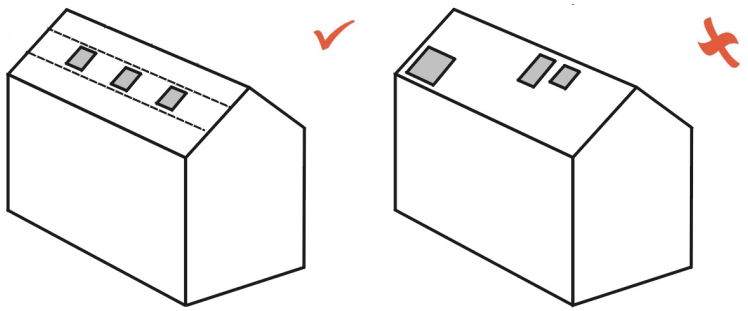
- not exceed one third of the width of the host roof slope.
- not project above the ridge of the highest part of the existing roof slope.
- not wrap around the side of a hipped roof.
- have the face of the dormer set back behind the main wall of the existing building.
- be inset from side/party walls.
- align with the existing window layout and design.
- not incorporate a flat roof, unless this is an established feature in the surrounding area.
- have the sides clad in materials that harmonise with the existing roof.

Rooflights

4.19 Rooflights are best restricted to the rear of dwellings or on the least prominent roof slopes wherever possible to minimise visual intrusion into the streetscape. This is particularly important within conservation areas.

4.20 Rooflights should be positioned so as not to erode neighbour privacy, and should not dominate a roof slope. Level alignment and even spacing, as illustrated in Figure 12, helps to convey a well designed appearance. Size and alignment relative to other windows should also be considered, for example it may be more appropriate to have two small windows rather than one large one.

Figure 12

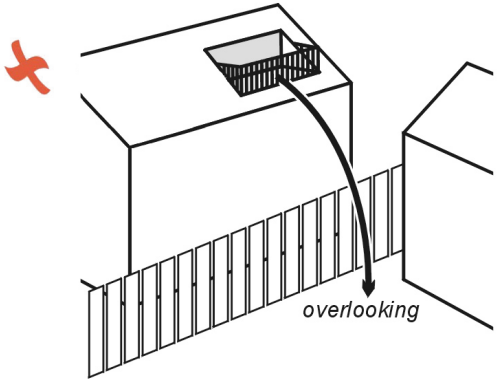


4.21 Rooflights should not be sited on opposite roof slopes. This will avoid it appearing as if there is a hole clear through the roof. To reduce the impact on roof shape, rooflights should be as flat against the roof as possible. Where applicable, conservation lights should be installed, which incorporate a low profile skylight with a more traditional framework appearance.

Balconies and terraces

4.22 The installation of balconies and terraces is often problematic, and in many instances will be unacceptable. In most urban environments such developments would be likely to create an overlooking effect to neighbouring properties, at a severe detriment to residential amenity.

Figure 13



5 Detailed considerations

5.1 This section sets out guidance for all forms of domestic development that, if followed, should result in well designed development.

Climate change

5.2 The UK has the legally binding commitment to achieve net-zero carbon emissions by 2050. This will require significant action to reduce carbon emissions from all sources. An extension is an ideal opportunity to contribute to reducing carbon emissions through energy efficiency and other measures. In addition to action to reduce carbon emissions we will have to adapt to the effects of climate change.

5.3 The Hambleton Local Plan states that the council will support development and infrastructure provision that takes available opportunities to mitigate and adapt to climate change, including minimising greenhouse gas emissions, and that makes prudent and efficient use of natural resources.

Mitigation

5.4 To reduce carbon emissions it is important to tackle both those that come about from construction, known as embodied carbon, and those that come from day to day use, known as operational carbon.

5.5 Reducing embodied carbon can be done by using reclaimed or recycled materials and sourcing materials locally where possible.

5.6 Operational carbon emissions can be tackled in a number of ways. Improving levels of insultation is one of the most effective measures. Applicants should look for opportunities to address areas of poor energy efficiency in the existing building. For example, adding insulation to the existing building during building work for an extension will minimise cost and disruption, and can have a significant effect on the overall energy efficiency of the building.

Adaptation

5.7 When thinking about how to adapt to the effects of climate change it is important to consider what those effects are and how they will affect the use of buildings.

5.8 The result of prolonged higher temperatures during summer months will mean that there is more likelihood of buildings becoming overheated. The potential for this should be considered when designing extensions and alterations. Shading can be provided through the use of landscaping and vegetation or specific design features. For example, deciduous trees planted near buildings help provide shade in summer but allow light and heat to penetrate in winter.

5.9 We know that climate change is likely to make our weather drier, but it is also likely to lead to more frequent and intense storms. This means that we should consider how we use and handle water in and around our buildings and what changes we can make to lessen adverse impacts. For example, simple, inexpensive measures such as water butts to store rain water can reducing the need for the use of treated water in the garden.

Heritage

5.10 Energy efficiency and historic buildings advice is available from Historic England.

Doors and windows

5.11 When thinking about doors and windows as part of the design it is useful to consider what the proportions, design and layout are of existing doors and windows as this is an important element of the character of the existing building.

5.12 More traditionally designed buildings and older properties often have very consistent dimensions for doors, windows and other details (windows usually have a vertical character, being taller than they are wide) and for the distances between them. The arrangement may also have symmetry, either because the building is 'double fronted' or it mirrors a semi-detached property. More modern and contemporary designs may have more horizontal character for windows, either through the dimensions of individual windows or through their placement.

5.13 New windows should generally be aligned with existing windows and be of similar proportions and size (unless a random window pattern is a characteristic of the existing building). In addition, the ratio of solid wall to window openings should be similar to that of the existing building.

5.14 The detail and style of the windows is important. Designers should look at the windows and doors of the existing building and those of similar buildings in the area. It will normally be appropriate to use the same materials for window and door surrounds and for the windows and doors to match the design, detail, opening method and materials. However, where a building has been unsympathetically modernised, it is better to return the house to something closer to its original appearance than to continue with a design that is out of keeping with the character of the building.

5.15 The recessing of doors and windows in their openings is a traditional detail that is sometimes overlooked when replacement windows are installed or extensions added. Matching any set back of openings can help ensure that an extension harmonises with the existing building.

Roofs

5.16 The design of roofs can be one of the most important elements that determine whether an extension harmonises with the existing building. In most cases it will be appropriate to design the roof of the extension so that the slope, materials and other details match those of the existing building. The design of eaves in particular should be considered carefully to ensure the design is successful. However, it is not necessary to incorporate grand or intricate detailing into the design of extensions. For example, where a building has ornate brickwork detailing it may be preferable for an extension to use a simpler design so that the subservience is reinforced and it does not draw attention away from the host building.

Chimneys

5.17 Chimneystacks and pots contribute to the character of buildings and the surrounding area. The design of extensions and other proposals should seek to retain existing stacks where possible. New stacks should be considered carefully and only included in the design where there is a practical reason for them. Where a new stack is to be included in the design it should be of a similar design to those of the existing building or those in the surrounding area.

5.18 Flues for log burners and other heating systems can be an incongruous addition to homes due to their more industrial rather than domestic appearance. Proposals that include a flue should be designed so that the flue is located where it will be least visible from public areas. For the flue itself materials that are dark in colour and have limited reflectiveness should be selected wherever possible.

Materials

5.19 When designing an extension or alteration it is worth giving careful consideration to the materials that will be used. Detailing and materials of proposals will be assessed to ensure a high level of visual amenity is maintained.

5.20 In most cases matching materials to those used for the existing building will be appropriate. However, this may not always be possible, in which case it might be better to choose a different material, which has properties, such as colour or texture, that mean it will fit with existing materials harmoniously. It is also useful to consider whether the appearance of materials will change over time, for example materials such as wood can change colour as they age.

5.21 It is recommended that samples of materials are considered on site before deciding which to use. Seeing the materials in the same light and conditions as the existing building will help ensure that the most suitable are selected.

5.22 Investing in durable materials for parts of the building that will see a lot of use or that will be exposed to extremes of weather will ensure that these elements continue to perform their function well and the need for repair or replacement will be minimised.

5.23 Some practical elements of design can benefit from early consideration. These include meter boxes, lighting, flues, ventilation ducts, gutters and down pipes. Thoughtful alignment, positioning and finish can help to ensure that these elements are sensitively integrated into the building's form and appearance.

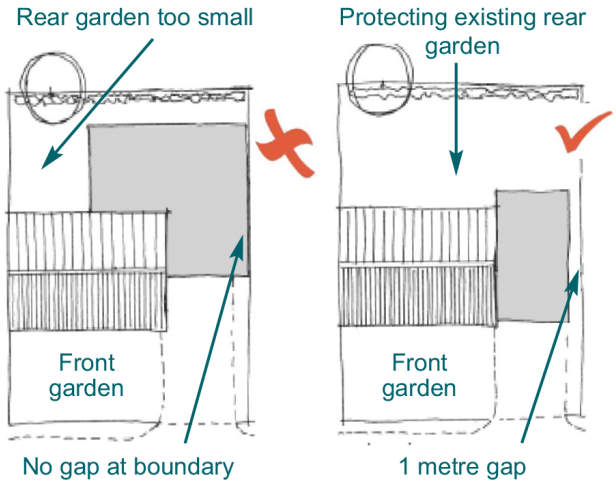
Garden space

5.24 Any domestic extension should be designed so that an acceptable area of private garden for the dwelling is maintained. This will allow for sitting out, children's play, drying clothes, and storage of bicycles and bins. This means

that a proposal that would result in less than half the area of land around the original building being retained will not be supported. As a minimum a clear rear garden space of 4m x 4m must be retained.

5.25 Often, the rear garden can be safeguarded by extending to the side of the dwelling. However, it is important to make sure that any off-street parking in the front garden is large enough, see 'Parking, driveways and garage space' for details. It is also essential to have at least a 1m wide access to the side of the property so that bins, bicycles and other items can be moved without needing to go through the property.

Figure 14



5.26 It is also advisable to try to make sure that some private outdoor space receives direct sunlight all year round for at least part of the day.

Trees and biodiversity

5.27 Policy E3 of the Hambleton Local Plan requires all development to deliver a net gain for biodiversity. This means that biodiversity must be left in a measurably better state following development. Proposals for domestic extensions will be expected to submit details of how the proposed development affects biodiversity, what has been done to avoid and mitigate any adverse impacts, and what has been done to enhance biodiversity such that it is left in a better state.

5.28 There are a range of simple measures that can enhance biodiversity. For example, the inclusion of opportunities for wildlife to nest or roost through the use of 'bat', 'bee', 'swift' or other bricks are inexpensive when installed as part of building work. Boundary walls and fences can incorporate design features, such as 'hedgehog holes', that allow wildlife to move between gardens.

5.29 If protected habitats or species are present, then a detailed calculation of biodiversity value before and after development will be needed. Natural England has produce advice on planning applications affecting protected species that includes a range of standing advice for many protected species.

Trees

5.30 Wherever possible domestic extensions should be designed so that existing trees are retained. An extension that would adversely affect an existing tree will not be supported if that tree is valued because it is:

a. the subject of a preservation order;
b. within a conservation area; or
c. contributes positively to the amenity or character of the area, including the setting of a listed building or other heritage asset.

Care must be taken to avoid the root system and canopy of valued trees and to provide suitable protect during building work. Any loss of a valued tree will not be supported unless its biodiversity value is not compensated for.

5.31 This guidance applies to all trees, including street trees, whether they are within the boundary of the property or not.

5.32 You can find out whether a tree is protected by a preservation order on the Trees and conservation page of the Council's website. You can find out whether a tree is within a conservation area on the Conservation areas and listed buildings page of the Council's website.

Lighting

5.33 Care should be taken to ensure that lighting does not cause obtrusive light (defined in the 'Glossary'). This is important for outside lighting, particularly in rural areas and on the edge of settlements where other artificial light sources may be limited.

Boundary treatments

5.34 Well designed boundary treatments such as walls, fences and hedges can contribute a great deal to the streetscape and character of an area. They define areas of private space and often contribute positively to the setting of a dwelling.

5.35 Poorly designed boundary treatments can undermine the quality of the built environment. Removal of boundaries can cause confusion as to where public space ends and private space begins. This can result in discord within the street scene. However, the erection of boundary treatments in estates that are characterised by open plan areas is unlikely to be acceptable. Such enclosures could clash with the landscaped, open environment and detract from the character of the area.

5.36 The construction and materials of new boundary treatments should harmonise with the surrounding environment. Construction and materials that would be suitable in a suburban location may not be appropriate in a rural environment. Hedges and other boundary planting bring a range of benefits, particularly for biodiversity and climate change. Hedges are particularly suitable as boundary treatments in rural areas, but can also work in more urban settings. Where boundary planting is proposed as part of a development, the preference will be for a mix of native species.

5.37 Boundary treatments that are proposed to provide visual screening or otherwise mitigate the impact of development must be capable of being secured and maintained over the lifetime of development. Care should also be taken to maintain neighbour amenity.

5.38 Some highway junctions are often devoid of boundary treatment in order to maintain clear visibility splays. Development that would obstruct visibility for these areas is unlikely to be acceptable as it could be prejudicial to highway safety.

5.39 A new boundary treatment adjacent to a highway, where the boundary height is greater than 1 metre above ground level, would require planning permission.

Parking, driveways and garage space

5.40 A new or replacement garage within the curtilage of a dwelling, whether it is attached or detached must relate to the overall design of the existing dwelling. The size should not dominate or discord with the existing building. The requirements set out above for 'Side extensions' should be applied.

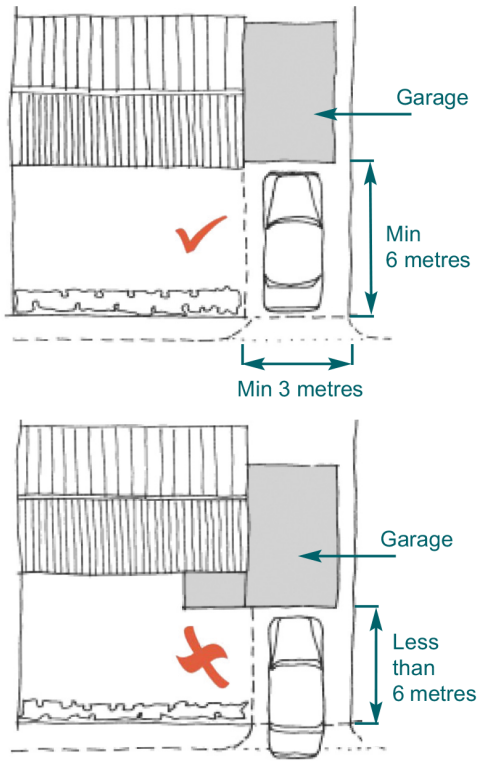
5.41 There must be space in front of a garage for a vehicle to be parked (see Figure 15 '- Space in front of a garage' below). There should be at least 6 metres between the front of a building and the pavement (or edge of the road if there is no pavement) and be at least 3 metres wide. This will allow safe movement around a vehicle when parked and should remove the chance of highway safety issues. Extensions that would prevent this being achieved/maintained are unlikely to be supported.

5.42 Wherever possible at least one off-street parking space should be maintained. Extensions that would prevent this are unlikely to be supported.

5.43 If there is a requirement for a turning area within the site then this must be maintained. Turning areas should be separate from parking areas to ensure on-site parking provision remains available.

5.44 Where more than one parking space is retained, side by side arranged spaces are preferred to tandem spaces.

Figure 15 - Space in front of a garage



5.45 Internal dimensions of a garage should comfortably accommodate a vehicle and allow access for the driver. To achieve this the minimum internal dimensions should be 6m long by 3m wide, with a minimum door width of 2.4m. However, to allow for the storage of cycles and manoeuvring around the vehicle more space may be needed. If cycle storage is provide to the rear of the garage an additional personnel door is recommended.

Electric vehicle charging points

5.46 Building regulations introduced in June 2022 require most new buildings and those that undergo major renovation[2] to provide electric vehicle charging points.

5.47 It is recommended that all new and replacement garages are fitted with an electric vehicle charging point. Charging points should comply with the requirements set out in Building Regulations Approved Document S.

5.48 Government grants may be available to help with the cost of charging point installation, see Electric Vehicle Homecharge Scheme: guidance for customers for details. Consideration should be given to where the vehicle will be parked and to safety and security while charging.

5.49 Detached garages in front of dwellings will generally not be supported, unless there is strong evidence that this arrangement is a well established feature of the surrounding area.

5.50 If, when the dwelling was built, it was required to comply with particular building regulations for accessibility, such as being wheelchair accessible (equivalent to current M4(3) standard), then this level of accessibility should be maintained. This may mean that parking, driveways and the approach to the front door will need to meet minimum standards.

5.51 Surfacing of front gardens to form a parking space or resurfacing an existing space may require planning permission depending on materials, size and drainage proposed. The Council can advise on whether or not this will be necessary.

Highways issues

5.52 New extensions and outbuildings should not have a detrimental impact on highway safety. Siting of new development should not restrict the forward visibility of cyclists or drivers of vehicles. This includes the visibility of neighbours exiting their property. A new or altered access to any classified road requires planning permission, as does an amended vehicle access crossing over a footway. Alterations to a footway and kerb may require a separate licence from the local highways authority.

2 Major renovation is defined as where more than 25% of the surface area of the building envelope undergoes renovation.

5.53 A new vehicular access should meet the following requirements:

a. a new drive should not be located closer than 20 metres to an existing road junction with a distributor road.
b. drives should not be located on a junction radius or interfere with dropped kerb facilities for pedestrians.
c. gates, doors and windows must not open onto the footway or access.

Waste and recycling

5.54 Requirements for waste and recycling contained in Building Regulations Part H must be met by all new build homes. When planning an extension it is recommended that the requirements and guidance contained in Part H are considered so that they can be maintained (or reinstated). The key points are:

- The storage point should be within 30m of the collection point
- The route between the storage point and the collection point should avoid steps and should not have a slope of more than 1:12
- Where the storage point is in a publicly accessible area or an open area around the building (for example a front garden) an enclosure or shelter should be considered
- Enclosures/shelters should be tall enough so that the lid of the container can be opened for filling

5.55 The Council's current waste and recycling arrangements require up to 3, 240 litre wheeled bins and a box for glass recycling.

Satellite dishes

5.56 In most case satellite dishes will not need planning permission. However, clarification should be sought as to whether any consent is required, for example, siting of a satellite dish on a listed building will always require listed building consent. Whether conesnt is required or not satellite dishes should be sited so as to minimise visual intrusion to the surrounding area and minimise impact on the host building. They should not project or be visible above the ridge line of the main part of the roof.

Crime prevention

5.57 It is important to consider the impact of the proposed development on the security of the existing building and neighbouring properties. Information about the aspects of security and crime prevention to consider are available from Secured by design. Measures should be incorporated into the overall design and be unobtrusive within the scheme.

5.58 Care should be taken when installing outside lighting to ensure that it does not cause obtrusive light. If motion detectors are used this should be angled so that the light is not triggered by people passing by on the street or in other public areas.

5.59 CCTV and other cameras must not be set up where they would cover public areas or the private area of another property.

Annexes

5.60 The relationship of an annexe to the main building is one of the most important aspects of designing a successful scheme. Policy E1 of the Hambleton Local Plan requires extensions and annexes to met specific criteria. Annexes and other outbuildings within the curtilage should:

a. respect the scale, massing and materials of the original dwelling and not cause unacceptable harm to its character;
b. ensure that there is no unacceptable harm caused to the character or appearance of the surrounding area or to the amenity of other homes and buildings nearby;
c. ensure that there is no unacceptable loss of parking or garden or amenity areas;
d. be visually subordinate to the main dwelling, sited to ensure a clear functional link between the annexe and main dwelling and share the same access, parking and garden areas.

5.61 In most cases a planning condition will be used to ensure that the annexe continues to be used for its intended purpose and is not used as a separate dwelling.

Residential conversions

5.62 For dwellings that were created through the conversion of a barn or other rural building that was not originally designed as a dwelling, a more restricted approach to alterations will be necessary. The aim will be to make sure that the original character is retained and a sense of the building's origins as a working building is evident. Exceptions to this approach may be made only where there is sufficient justification.

Maintenance

5.63 Extensions should not prevent your neighbours from carrying out maintenance to their properties such as painting, gutter cleaning, re-pointing or fascia repairs.

5.64 Restriction of access for maintenance is a civil matter between you and your neighbour and would not form a material consideration in the determination of a planning application.

6 Making a planning application

What needs to be submitted?

6.1 Information and guidance about how to submit a planning application is available on the Council's website. In most cases you will be required to submit drawings showing the existing and proposed for the site plan, floor plan and elevations. Reference should be had to the local validation requirements that specify what needs to be submitted as part of an application.

6.2 A design and access statement will be required where the site includes, or is within the setting of, a listed building, or is in a conservation area or an area with an article 4 direction (these apply to some parts of conservation areas)[3]. For more information please refer to the Conservation areas and listed buildings page of the Council's website. A design and access statement will also be required if the site is within, or within the setting of, an area of outstanding natural beauty (AONB). The extents of the AONBs are shown on the Policies Map for the Local Plan, which is available on the Council's website.

6.3 In some cases additional details may be required. For applications relating to windows, doors or other forms of domestic detailing, submission of manufacturer's specifications is recommended.

3 In line with the NPPF, applicants must describe the significance of any heritage assets affected by the development, including any contribution made by their setting. The level of detail provided should be proportionate to the assets importance.

7 Policy context

National policies

7.1 National planning policy is set out in the National Planning Policy Framework. It states that significant weight should be given to development which reflects local design policies and government guidance on design, taking into account any local design guidance and supplementary planning documents. Guidance is set out in the Planning Practice Guidance.

Local plan policies

7.2 The Hambleton Local Plan was adopted in February 2022. It contains the following policies that are likely to be relevant to domestic extensions;

- **E1: Design** - sets out requirements relating to design, including criteria l to p that relate to residential extensions and ancillary development, such as annexes;
- **E2: Amenity** - focuses on protecting amenity, particularly with regard to privacy, security, noise and disturbance, pollution, and daylight;
- **E3: Natural Environment** - seeks to ensure that biodiversity is protected and enhanced, including the expectation that all development will deliver a net gain for biodiversity;
- **E5: Development Affecting Heritage Assets** - seeks to ensure that heritage assets are protected appropriately and where possible enhanced; and
- **E7: Hambleton's Landscapes** - safeguards the intrinsic character and quality of the district's landscapes.

7.3 Other policies may be relevant depending on the scope of development proposed.

Neighbourhood plan policies

7.4 Adopted neighbourhood plans form part of the development plan. Policies contained in neighbourhood plans may be relevant. Adopted neighbourhood plans can be found on the Council's website.

Supplementary planning documents

7.5 The Council has adopted a range of other supplementary planning documents that may be relevant. The Market Towns Conservation Area Design Guide SPD provides guidance on what is acceptable development within the conservation areas of the market towns of Bedale, Easingwold, Northallerton, Stokesley and Thirsk. The principles it sets out should also be applied to development in the village conservation areas. Applicants should refer to the relevant conservation area appraisal, available on the Council's website, where the proposed development is within or adjacent to a conservation area.

Village design statements

7.6 Some communities within Hambleton have prepared statements which provide additional guidance on design, which may be relevant to domestic extensions and alterations. The statements are available from the Council website.

Design codes

7.7 Design codes are a set of illustrated design requirements that provide specific, detailed parameters for how a site or area can be developed. The Hambleton Local Plan, through policy E1: Design, sets out the expectations regarding design codes. Design codes can be developed as Supplementary Planning Documents or as part of a neighbourhood plan. Please check with the Council whether there are any design codes that apply to development in your area.

General advice

Development in the countryside

7.8 Development within villages, or isolated properties in the countryside or within the Nidderdale or Howardian Hills Area of Outstanding Natural Beauty (AONB) would need to have special regard to the unique character of the surroundings and the host/parent building as appropriate. Where a proposal is within, or within the setting of, either of the AONBs it will be expected to comply with Local Plan policy E6: Nationally Protected Landscapes.

Development in flood risk areas

7.9 The Government has set out detailed guidance about planning and flood risk and whether a Flood risk assessment would be required. The information includes links to geographic information on flood risk zones. If flood risk is an issue then proposals will be expected to comply with the requirements of Local Plan policy RM2: Flood Risk.

Protected species

7.10 Some domestic development may affect species which are protected by the Wildlife and Countryside Act 1981. It is illegal to harm these protected species. If protected species are present in or around the property, it is a legal requirement to notify Natural England. Information about protected species is set out on Natural England's website. Please also refer to 'Trees and biodiversity' above.

Glossary

Amenity:
A positive element or elements that contribute to the overall character or enjoyment of an area. For example, open land, trees, historic buildings and the inter-relationship between them, or less tangible factors such as tranquillity.

Ancient or veteran tree:
A tree which, because of its great age, size or condition is of exceptional biodiversity, cultural or heritage value. All ancient trees are veteran trees. Not all veteran trees are old enough to be ancient, but are old relative to other trees of the same species. Very few trees of any species reach the ancient life-stage.

Annexe accommodation:
Annexe accommodation is accommodation ancillary or incidental to the main dwellinghouse. It can also include one or more 'ancillary' or 'incidental' uses that do not alter the primary use of the land, as a dwelling and must be closely linked and subservient to it. (Ancillary use; Ancillary residential annexe can provide additional living accommodation. In order for this to be regarded as 'ancillary' the annexe and the dwelling house must be occupied as a single household.) (Incidental Use; An incidental use is dependent on the main dwellinghouse and cannot exist without it. (e.g. garage, hobby room, gym, or annexe with no bathroom, or kitchen)).

Area of Outstanding Natural Beauty (AONB):
A statutory national landscape designation, the primary purpose of which is to conserve and enhance natural beauty. AONBs are designated by Government and, together with national parks, they represent the nation's finest landscapes.

Article 4 Direction:
A Direction issued by local authorities to restrict permitted development rights either in relation to a particular area or site, or a type of development anywhere in the Local Planning Authority's area. Article 4 directions are used to control works that could threaten the character of an area of acknowledged importance, such as a conservation area.

Biodiversity:
The number, abundance, variety and variability of different species (including organisms, animal and plants) living within a particular habitat and/or area.

Climate Change:
The long-term change in the Earth's climate patterns represented by a change in the average weather conditions or the distribution of weather events usually attributed to the increased levels of atmospheric carbon dioxide produced by the use of fossil fuels.

Climate change adaptation:
Adjustments made to natural or human systems in response to the actual or anticipated impacts of climate change, to mitigate harm or exploit beneficial opportunities.

Climate change mitigation:
Action to reduce the impact of human activity on the climate system, primarily through reducing greenhouse gas emissions.

Conservation (of heritage):
The process of maintaining and managing change to a heritage asset in a way that sustains and, where appropriate, enhances its significance.

Conservation area:
A designated area of special architectural and/or historical interest, the character or appearance of which it is desirable to preserve or enhance. It is a recognition of the value of a group of buildings and their surroundings and the need to protect not just individual buildings but the character of the area as a whole.

Conservation area appraisal:
A study of the special architectural or historic interest that warranted the conservation area being designated and identifying features which should be enhanced or conserved.

Curtilage:
The area occupied by a property and land closely associated with that property. In terms of a house and garden, the garden normally forms the curtilage of the property, but fields and paddocks would be outside the curtilage.

Custom build homes:
Custom home building typically involves individuals or groups of individuals commissioning the construction of a new home or homes from a builder, contractor or package company or working with sub-contractors. See also Self build homes below

Design and access statement:
A document accompanying certain planning applications providing a framework for applicants to explain how the proposed development is a suitable response to the site, its setting and constraints, demonstrating that it can be adequately accessed by prospective users.

Development:
Development refers to the carrying out of building, engineering, mining or other operation in, on, over or under land, or the making of any material change in the use of any building or other land.

Development management:
The process of regulating new development by granting or refusing applications for planning permission, and of controlling unauthorised development.

Glossary

Development plan:
Is defined in section 38 of the Planning and Compulsory Purchase Act 2004, and includes adopted local plans, neighbourhood plans that have been made and published spatial development strategies, together with any regional strategy policies that remain in force. Neighbourhood plans that have been approved at referendum are also part of the development plan, unless the local planning authority decides that the neighbourhood plan should not be made.

Heritage asset:
A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated heritage assets (world heritage sites, scheduled monuments, listed buildings, protected wreck sites, registered parks and gardens, registered battlefields or conservation areas) and assets identified by the local planning authority (including local listing).

Listed buildings:
A building included in a statutory list compiled by the Department for Culture, Media and Sport as a consequence of its architectural or historic interest, group value or historic association with nationally important people or events. These are placed in one of three grades to give an indication of their relative importance, (Grades I, II* and II in descending order). Most works to, or affecting, a listed building require listed building consent.

Material consideration:
An issue that should be taken into account when a decision is made on a planning application.

National Park:
Statutory national landscape designations, the purpose of which is to conserve and enhance their natural beauty, wildlife and cultural heritage and to promote opportunities for public understanding and enjoyment of their special qualities. They are designated by Natural England and together with AONBs, they represent the nation's finest landscapes.

National Planning Policy Framework (NPPF):
The National Planning Policy Framework (NPPF) sets out national planning policies that local planning authorities need to take into account when drawing up their local plans and other documents and making decisions on planning applications.

Neighbourhood plans (formally known as neighbourhood development plans):
A plan prepared by a parish or town council or neighbourhood forum for a designated neighbourhood area (made under the Planning and Compulsory Purchase Act 2004), that was 'made' will become part of the development plan.

Obtrusive light:
Light pollution that includes the brightening of the night sky (sky glow), uncomfortably bright light (glare) and light spilled beyond the area intended to be lit (light intrusion).

Optional building regulation requirements:
Standards for layout and circulation space and for water efficiency that are set within Building Regulations. Part M sets out standards for accessible and adaptable dwellings (M4(2)) and wheelchair user dwellings (M4(3)). Part G sets out standards for water efficiency.

Planning condition:
A condition imposed on a grant of planning permission (in accordance with the Town and Country Planning Act 1990) or a condition included in a Local Development Order or Neighbourhood Development Order.

Planning Practice Guidance (PPG):
An online resource containing guidance that adds further context to, and should be read in conjunction with, the National Planning Policy Framework.

Pollution:
Anything that affects the quality of land, air, water or soils, which might lead to an adverse impact on human health, the natural environment or general amenity. Pollution can arise from a range of emissions, including smoke, fumes, gases, dust, steam, odour, noise and light.

Renewable and low carbon energy:
Includes energy for heating and cooling as well as generating electricity. Renewable energy covers those energy flows that occur naturally and repeatedly in the environment – from the wind, the fall of water, the movement of the oceans, from the sun and also from biomass and deep geothermal heat. Low carbon technologies are those that can help reduce emissions (compared to conventional use of fossil fuels).

Secured by design:
A term given to a set of principles aimed at achieving a good overall standard of security for buildings and for the private and public spaces around them through the introduction of appropriate design features.

Self build homes:
Self build home building typically involves individuals or groups of individuals commissioning the construction of a new home or homes from a builder, contractor or package company or working with sub-contractors where some element of the work to complete the home is undertaken by the individual or group of individuals. See also custom build homes above. Such housing can be either market or affordable housing. A legal definition, for the purpose of applying the Self-build and Custom Housebuilding Act 2015 (as amended), is contained in section 1 (A1) and (A2) of that Act.

Setting of a heritage asset:
The surroundings in which a heritage asset is experienced. Its extent is not fixed and may change as the asset and its surroundings evolve. Elements of a setting may make a positive or negative contribution to the significance of an asset, may affect the ability to appreciate that significance or may be neutral.

Supplementary planning document (SPD):
A document which adds further detail to the policies in the development plan. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design. Supplementary planning documents are capable of being a material consideration in planning decisions but are not part of the development plan.

Sustainable drainage system (SuDS):
Previously known as Sustainable Urban Drainage Systems, these cover a range of approaches to surface water drainage management including source control measures such as rainwater recycling, infiltration devices to allow water to soak into the ground, vegetated features that hold and drain water downhill mimicking natural drainage patterns, filter drains and porous pavements to allow rainwater and run-off to infiltrate into permeable material below ground and provide storage if needed, and basins and ponds to hold excess water after rain and allow controlled discharge that avoids flooding.

Village design statements:
A document, often prepared by local communities, that describes the distinctive characteristics of a village and provides design guidance to influence future development and improve the physical qualities of the area.

For further information contact:

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E: planning_policy@hambleton.gov.uk

hambleton.gov.uk/localplan

HAMBLETON
DISTRICT COUNCIL

This information is available in alternative formats and languages