Residential Extension Guidelines

Policy Background

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Introduction

The purpose of these Guidelines is to provide clear advice to our customers on what the Council consider to be acceptable forms of extension to residential properties. These Guidelines expand on the (UDP) Unitary Development Plan policies and explain the many types of residential extension that can be built. In most cases, drawings show both good and bad examples of the extension type. The acceptability of any extension will of course depend on both its size, design and position and the size, type and age of your and nearby houses.

These Guidelines deal with the types of extension and outbuilding that require full planning permission. However, the principles of good design apply to all proposals - including smaller structures and extensions that are exempt from planning permission. If you live in a 'single family dwellinghouse', you may have certain 'permitted development' rights that allow you to erect garden sheds and small extensions without needing planning permission. The Duty Officer and the Planning Section can help explain the types of extension and outbuilding that can normally be built as permitted development. You may still wish to make an application to check whether the works are lawful. Please contact us for details. Extensions and other structures built from materials other than brickwork (eg wood, glass & plastic) are still classed as development and may require planning permission.

A - Start By Considering The Issues

When the Council has to assess a planning application for a domestic extension, there are several issues that need to be considered. Any proposal will have an impact on both the house and its surroundings - remember that these can be both positive and negative impacts. In a typical application the Council will have to consider the impact on:

- The property itself;
- Neighbouring and attached houses or flats;
- The local street scene;
- The amount of off-street parking provision; and
- The amount of private garden area remaining.

When we assess your application we will look at whether your proposal has a negative impact on any of the above. The amount of over-shadowing and loss of light or privacy to neighbours gardens and living rooms that your extension will cause must be considered. Similarly, issues such as whether the design of the extension matches the style of the house, or the pair or terrace of houses are important.

The guidelines are here to help you prepare a successful planning application and we recommend that your proposed extension is designed in accordance with these guidelines. The Council understands that every property is slightly different and that there may be particular issues that relate to your site (such as changes in ground level, smaller rear gardens etc) that do not relate to your neighbour's property. Because of this, the Council will consider each application on its own merits against the UDP policies and these Guidelines. While in some cases smaller extensions than those specified in these Guidelines may be appropriate, there may be cases where larger extensions may be acceptable.

For houses and flats within Conservation Areas, Areas covered by an Article 4 Direction, or designated as Listed Buildings, a higher standard of design will be required. In these cases, it is essential that any extension is designed in accordance with both the requirements of the Conservation Area section of these Guidelines and the individual Conservation Area statement. Please contact a planning officer on the numbers listed overpage to find out whether your property falls into any of these categories.
B - Use Our Pre-Application Design Advice Service
The Council offers free pre-application advice to all householders considering building an extension or outbuilding. The aim is to allow the duty officers to spot likely problems with your proposals and suggest changes that will increase the likelihood of an approval. These comments are best made before an application is submitted. The more information you can provide our officers with, the more specific their advice can be. If you are visiting the Civic Centre, you can bring photographs, sketches, digital and video cameras or laptops with you.

In Person: A Duty Officer is available at the Civic Centre to answer your questions and offer informal advice on your proposals every weekday (Mon-Fri) from 1pm until 4.30pm by appointment only. To book an appointment please contact 020 8583 5136. Please register at the Reception Desk on the ground floor on your arrival at the Civic Centre, Lampton Road, Hounslow. There are comfortable seating and meeting areas. If you have difficulty speaking English, we can usually arrange for a translator to help out - please ask at reception for help.

By Phone:
Once you have visited the Duty Officer and have put together a detailed proposal, we recommend that you contact an officer in the Area Planning Team that deals with your property. You can telephone the following numbers and ask to speak to a planning officer to discuss your proposals or arrange a meeting.

Teams - Areas Covered

<table>
<thead>
<tr>
<th>Area</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feltham, Bedfont, Hanworth &amp; Hatton</td>
<td>020 8583 4940</td>
</tr>
<tr>
<td>Heston, Cranford &amp; Hounslow</td>
<td>020 8583 4965</td>
</tr>
<tr>
<td>Isleworth &amp; Brentford</td>
<td>020 8583 4970</td>
</tr>
<tr>
<td>Chiswick, Gunnersbury &amp; Turnham Green</td>
<td>020 8583 4998</td>
</tr>
</tbody>
</table>

Don’t worry if your part of the borough is not listed above! Just telephone the closest team and tell us your address. We will put you through to the right people.

By eMail: planning comments@hounslow.gov.uk
As eMail is prone to network problems, please remember to include a daytime telephone number in any correspondence so that we have an alternative way of contacting you.

By Fax: 020 8583 4900
Please remember to include your daytime telephone number, a letter and plan.

By Post: Planning (DC) - LB Hounslow, Civic Centre - Lampton Road, Hounslow - TW3 4DN
Please include a covering letter and your daytime telephone number.

C - Choose a Reliable Agent or Architect
Although the Council strongly encourages you to take professional advice before applying for planning permission for any type of extension, for reasons of fairness we are unable to recommend any people or agents in particular. The employment of a suitably qualified professional should minimise the time taken to register and process a planning application with the Council. Shop around and take time to choose this person. Ask them to provide references from their previous customers if you are uncertain.

Once we have the application, the Council is obliged by planning law to consult with your neighbours - but it may help to prevent unnecessary objections if you have already explained the proposals to them. Before submitting an application, we advise that you discuss your proposals with your neighbours and try to resolve any difficult issues.
D - Find Out if You Need Other Permissions
Depending on the type of extension you are proposing, or your personal circumstances, you may need to contact other Council Departments. Use the table below to establish whom you should contact in each situation:

<table>
<thead>
<tr>
<th>Property Type</th>
<th>Department</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property is a Listed Building / in Conservation Area</td>
<td>Conservation &amp; Design</td>
<td>8583 4942</td>
</tr>
<tr>
<td>Property is for a disabled person</td>
<td>Social Services</td>
<td>8583 3233</td>
</tr>
<tr>
<td>Property is Council owned</td>
<td>Housing Service</td>
<td>8583 4382</td>
</tr>
<tr>
<td>New or altered off-street parking layout.</td>
<td>Traffic &amp; Parking</td>
<td>8583 4878</td>
</tr>
<tr>
<td>New vehicle crossover required.</td>
<td>Highways</td>
<td>8583 4907</td>
</tr>
<tr>
<td>Property affected by aircraft noise</td>
<td>Noise Pollution</td>
<td>8583 5217</td>
</tr>
<tr>
<td>Building Regulations Approval - All proposals</td>
<td>Building Control</td>
<td>8583 5404</td>
</tr>
<tr>
<td>Works to Council owned street trees</td>
<td>CIP (Leisure Service)</td>
<td>8894 2677</td>
</tr>
</tbody>
</table>

For works on shared boundaries or party walls see Land Ownership Issues below

E - Don’t Forget About Building Regulations
Many types of domestic extension require Building Regulations approval. It is strongly advised that the Building Control Section is contacted at the earliest possible stage. Building Control assesses the structural safety of an extension and complying with Building Regulations is not the same as obtaining planning permission. You should obtain the appropriate consent from both the Building Control and Planning sections before an extension is built. Please contact Building Control on the numbers in the previous table.

F - Preparing to Submit Your Application
When you are ready to submit your application, make sure you have filled in the application form correctly and supplied all the required information. Six sets of forms and all drawings will be needed. You will normally be required to pay an application fee as well. You must make sure that a 1:1250 scale Ordnance Survey location map has been included with your application. The Council can supply copies for use with an application - contact us for details.

Make sure you read the notes that accompany the application form carefully. Any errors or missing information will result in the application being delayed and possibly sent back. You can ask for an officer to check your application before you submit it. Contact us for details.

G - We Will Consult Your Neighbours
Once the Council has formally registered a planning application, planning law requires us to notify your neighbours. If the property is a Listed Building or lies within a Conservation Area, we will erect a site notice and advertise the proposal in the press.

H - Land Ownership Issues
Objections that relate to the ownership of land and boundary disputes are not normally planning considerations. However, it is important that all extensions are built within the boundaries of the property to which they relate. All boundaries should be clearly and accurately marked on the plans submitted with the planning application. You should make sure that the design and position of your proposal leaves enough space for maintenance access. Please remember that the grant of planning permission does not allow you to build or trespass on other people’s land! The Government’s Land Registry (01792 458877) or Ordnance Survey Solution Centre (01703 792997) can often provide map information to help with boundary ownership disputes.
If you intend to carry out work on or near a shared boundary (including lofts), the Party Wall Act 1996 requires that you notify your neighbours and give them the opportunity to comment. The Council does not control this process but we can provide a copy of the Government’s Party Wall advice leaflet. Copies are usually available from the Citizens Advice Bureaux too.

I - When We Make a Decision
When the Council comes to make a decision on your case there are two different ways in which this may happen. Councillors have given the Borough’s Planning Officer the power to refuse or approve most residential extension applications. Where this is the case, we will try to make the decision within an 8-week period - starting from the date you submitted the application. However, where we have received valid objections to your proposal but the professional recommendation is that permission should be granted, we will present your case to the next available Area Planning Committee. Because these committees sit only once a month, there may be a short delay in deciding your case.

Whatever the outcome, as an applicant you have the right of appeal against our decision. You may wish to challenge a refusal, or appeal against one of the conditions we have imposed on your permission. The Planning Inspectorate in Bristol handles all appeals - their contact details will be printed on the back of your decision notice.

J - Contact us Before Changing Proposals During Construction
Unforeseen construction problems sometimes mean that you need to modify your proposal during the construction period. In many cases this is done to satisfy stringent Building Regulations. In cases where the dimensions, external appearance or materials to be used would differ from those shown on the approved plans it is absolutely essential that you contact the Planning Section before any alterations are carried out. Please try and contact the case officer that dealt with your scheme, as they will have some knowledge of the case.

K - Guidelines for building work.
If your planning application is successful, you need to follow these guidelines and ensure that the building company or yourself are acting within the law.

Building materials should not be placed on the pavement or highway - so please ensure that you have enough space on your own property to accommodate any deliveries (eg pallets of bricks or bags of sand). This is because it is illegal to obstruct the public highway. If you need a skip and cannot put it on your own property, and need to put it on the road, you must get a skip licence from the Council. Please call 020 8583 5555.

Any damage caused by deliveries or skips to the road, footpath or kerb will be your responsibility and you will be liable for any costs incurred during repairs. Please ensure that whilst the building work is being carried out, the footpath and road are kept clean and tidy at all times.

L - Planting, Landscaping and Recycling
If you propose to change the size or create a new layout for your front or rear garden, you should incorporate dedicated space for composting or recycling facilities. Please contact the Recycling Team on 020 8583 5060 for advice on these issues. Similarly, if you are seeking basic information on garden layout and typical plants that will help support the local wildlife, you can contact the Environmental Strategy Team on 020 8583 5213. These teams can offer basic advice but will not be able to design your scheme for you.
1.0 Single Storey Rear Extensions & Conservatories

**Summary:**
This type of extension is the most common type of extension to houses in the Borough. It is often the easiest and most obvious way to extend a house and provide the additional living space you need to improve the quality of your life.

These Guidelines set out the importance of balancing your need for space against the need to prevent your extension harming the amenity of adjoining residents or character of the house and local area. This can be achieved through careful attention to the depth, position, height and design of the extension.

**Depth:**
It is important that this type of extension is secondary to the original house. It should not project out too far from the rear wall of the original house as this could block daylight and sunlight received by neighbouring properties. To help stop this the Council have set the following maximum depths depending on the type of house. These depths must be measured from the main rear wall of the original house. The measurements must include any overhanging roof added to the rear wall of the extension.

- Terraced house (including end terrace) = 3.05m (10ft) (pic 1.01)
- Semi detached house = 3.65m (12ft) (pic 1.02)
- Detached house = 4.25m (14ft (pic 1.03)

It is important to remember that these limits apply to first time extensions. Second extensions, canopies or conservatories added to existing extensions (and therefore exceeding the above depth) can severely overshadow neighbour’s houses and will normally be refused.

**Position:**
To make sure that no part of the extension (including guttering and foundations) crosses the boundary line, it is recommended that the side walls of the extension are set in from the property boundary by at least 0.3m (30cm). (pic 1.04)
Roof Design:
A flat roof is normally acceptable for a single storey rear extension. However, for some types of houses a pitched or hipped roof may be required. No roof should be too high as this could block sunlight and daylight to your neighbours’ house and garden. To help prevent this, we recommend that the angle of the roof pitch is as shallow as possible. If your roof pitch is too steep the scheme is likely to be refused. If your flat roof includes hanging gutters, the extension should be set in from the boundary line by at least 0.3m (30cm) so that the gutters do not overhang into the neighbouring property. A set in will also allow easy access for maintenance. However, if you build right up to the boundary line, your scheme is likely to include a ‘parapet wall’ to stop rainwater flowing into your neighbours garden. Parapet walls should not exceed 0.3m (30cm) in height. (pic 1.05)

Windows, Doors & Materials:
The design, position and size of windows and doors on rear extensions must reflect the design, position and size of the ones used in the main house. To avoid overlooking of neighbouring properties, windows and doors should only be placed in the rear wall of the extension. If windows are proposed in the side wall, they should be at a high level and non-opening and fitted with obscured glass. (pic 1.07)
The finished appearance of the extension should use materials that match or complement the materials used in the original house. Where appropriate, you could copy detailed design features from the existing house into the extension.
**Infill Extensions:**
Some older houses were originally built in an L-shape (pic 1.08) and have an existing rear addition. This means that there are two rear walls or, 'building lines'. If your extension would completely block-in the space next to the rear addition and wrap around the rear part of the original addition (pic 1.09), it is likely to block day and sunlight to the neighbouring house. Planning permission for such extensions will normally be refused.

The Council recommends that you build a separate extension to the rear of each wall. These extensions should not exceed the maximum depths for each house type - as stated earlier in these Guidelines.

These shallower extensions would still provide extra space without causing significant harm to the amenity of the neighbouring house. This layout would also help keep the staggered shape of the original house (pic 1.10). Regardless of the roof type, the extension should be set in from the boundary line.

**Canopies:**
As already explained, there are set maximum depths for extensions to each house type that must be obeyed. The depth limits set out earlier in these Guidelines also apply to canopies and overhangs that project from the rear of the extension or house. If the dimensions of the canopy would take the overall depth of the extension over the relevant limit, planning permission will normally be refused (pic 1.11).

**Conservatories/Pergolas:**
A glazed conservatory or open sided 'pergola' to the rear of the house is still considered as an extension. The criteria that apply to brick and rendered extensions still apply to these types of extension (pics 1.01 - 1.03). The side elevations of a conservatory should be built using solid materials to prevent any overlooking and where high level windows are proposed, they should be fixed closed. Where you are proposing to add a conservatory or pergola to the rear of an existing extension planning permission will normally be refused (pic 1.12). Conservatories should be confined to rear and side gardens at ground floor level only.
Adjoining Extensions:
Your property may well lie in between two houses that have had very deep rear extensions built. This sometimes happens when the extensions have been built as ‘permitted development’ or without planning permission at least 4 years earlier. Although these extensions may exceed the maximum depths stated in these Guidelines, permission may be given for an extension of similar depth if it does not block light to neighbouring houses (pic 1.13).

Where there is a deep extension on only one side, permission may be given for an L-shaped extension or an extension with a corner taken off (pic 1.14).

Garages:
If you have a garage in the rear garden that is accessed by a side driveway, you must design your extension to allow enough space for a vehicle to enter and exit the garage. The Council is aware of the pressure for on street parking in this part of West London and you must design your extension so that the number of off-street parking spaces on your property is not reduced. You may need to move the garage further down the garden (this may require planning permission) or cut off the closest corner of your extension to leave enough manoeuvring room (pic 1.15). Alternatively, you could provide a replacement parking space in the front garden. To comply with the Council’s standards, this should be 4.8m deep by 2.4m wide. Depending on the size of your house, you will normally be required to provide two off-street spaces either to the rear, or within your front garden. You will need to design a layout which retains some of the landscaping and planting in the front garden - together with safe independent pedestrian access to the house and a sturdy low wall or fence alongside the pavement or road (pic 1.16).

If a new dropped kerb is required to access this parking space, you may need to apply for planning permission before the Council can build it. For more information on this, please contact the Council’s Traffic and Parking Section. If your proposal would alter the parking provision on your property and the property lies within a Controlled Parking Zone (CPZ) we also recommend that you contact that section.
2.0 Two Storey Rear & First Floor Rear Extensions

Summary:
Two storey and first floor rear extensions can provide you with a lot more internal space but they normally have a much more negative impact on the neighbouring houses than single storey extensions. The double height of these extensions causes much more overshadowing and blocking-in of adjoining houses and gardens.

In almost all cases they will be intrusive and planning permission will be refused. However, there are a few properties in the Borough where the effects of two storey and first floor rear extensions may be acceptable. If your house is unusually wide or detached it may be possible to extend it in this way and we recommend that you contact an officer in the planning team that deals with your area for further design advice.

General Advice:
If the Council consider it possible to extend the house, it must be designed so that it would include significant set-ins and set-backs (eg 3m) from the boundaries and extension below (pic 2.01). As a guide, this sort of extension should not be more than half the width of the house and the depth should be kept to the barest minimum. This is so that any extension will have as little impact as possible on neighbouring properties, amenity, the character of the house and the setting of the streetscene as possible.
3.0 Single Storey Side Extensions & Garages

Summary:
These types of extension are very common in the Borough. Like a single-storey rear extension, it is an easy way to extend a house and provide additional space.

These Guidelines set out the importance of balancing your need for space against the need to prevent your extension harming adjoining residential amenity, the character of the house and the appearance of the street. This balance can be achieved through careful attention to the depth, position, height and design of the extension and the arrangements you make for off-street parking.

It is very important that side extensions accurately reflect the design of the main house and remain secondary in their size and appearance.

Proportion:
The height and width of these side extensions should be proportionate to the dimensions of the main house. The width should be significantly less than the width of the main house (pic 3.01). The side wall of the extension should be parallel to the original house and where the boundary is at an angle to the house, the side wall should not follow the boundary line (pic 3.02).

Position:
The extension should normally be set back at least 1m from the main front wall of the house to stop the creation of a ‘terracing effect’ (pic 3.03) and allow the original proportions of the building to remain the prominent feature.

In the case of end of terrace or semi detached houses, where there is an existing side extension without a set-back on the other end of terrace/adjoining house, planning permission may be granted for a matching extension without a set-back. In cases such as this, the Council will expect to see that the symmetry of a pair of semis or the opposite ends of a terrace would be kept.

This exception can only be made where the existing extension was granted planning permission or completed at least 4 years earlier. The extension should still be positioned behind any front bay window (pic 3.04).
A front set-back may not be required where houses are staggered back from the road and your neighbour’s property projects well in front of your extension. However, to stop your extension from blocking light to the neighbouring house, it should include a corresponding set-back from the rear wall (pic 3.05).

Set in:
To reduce the impact of your extension on the neighbouring property, it should be set in 0.3m (30cm) from the side boundary. This will allow a hanging gutter to be used. Parapet walls will normally be refused permission unless they are a feature of the original house (pic 3.06).

Design:
To help the extension blend in with the house and street, the design and style of the roof should match that of the main roof to the original house. On the front elevation, the angle of the roof should match that of the main roof of the house. The finished appearance of the extension should use materials that match or complement the materials used in the original house. New windows on the front elevation should reflect the design,
position and style of those in the existing house. Where appropriate, you should copy detailed design features from the existing house into the extension. (pic 3.07) A separate front entrance door will not be acceptable in the new extension.

Windows:
The design, position and size of windows and doors on the extension must reflect the design, position and size of the ones used in the main house. To avoid overlooking of neighbouring properties, windows and doors should only be placed in the front and rear walls of the extension. If windows are proposed in the side wall, they should be at a high level, non-opening and fitted with obscured glazing. An alternative means of providing daylight to an extension is via the insertion of roof lights (pic 3.08).

Garages:
If you are proposing an attached garage, then it should be designed with the above guidance in mind. The internal dimensions of the garage should be a minimum of 4.8m deep by 2.4m wide and the doors should open outwards (pic 3.09). You should leave a 6m deep driveway in front of the garage to allow you to open the doors and park a second car.

If you propose to demolish or convert a garage, or build on a side driveway/parking area, you must provide details of how you intend to provide replacement off-street parking. Depending on the size of your house, you will normally be required to provide two off-street spaces either to the rear, or within your front garden. Each space should measure 4.8m deep by 2.4m wide. You will need to design a layout which retains some of the landscaping and planting in the front garden - together with safe independent pedestrian access to the house and a sturdy low wall or fence alongside the pavement or road (pic 3.10). If a new dropped kerb is required to access this parking space, you may need to apply for planning permission before the Council can build it. For more information on this, please contact the Council’s Traffic and Parking Section. If your proposal would alter the parking provision on your property and the property lies within a Controlled Parking Zone (CPZ) we also recommend that you contact that section.
Corner Plots:
If your house is on a corner plot with a road or footpath alongside it, a single storey side extension will be visible from the public highway. In these circumstances, it is important to set your extension at least 1m in from the side boundary and at least 1m back from the main front wall of the house. There may be some cases where a smaller set in from the side boundary may be acceptable - in these situations the Council will expect a 2m set back from the main front wall of the house and a 1m set back from the main rear wall. As stated earlier in this section, all extensions should be proportionate to the dimensions of the main house (pic 3.11). The impact of the extension on the character and appearance of the street will be assessed. You may wish to consider the use of patterned brickwork or matching render to soften the appearance of the enlarged side wall of your house. Proposals that would result in an ugly or bulky extension to the street boundary will be refused. For corner properties, side extensions that wrap around to meet a rear extension will normally be refused.

Granny Annexe:
If the purpose of the extension is to provide accommodation for a relative, it must not have a separate entrance or staircase. The extension should be internally connected to the rest of the house and cannot include a separate kitchen (pic 3.12).

Conversion of Garage to Habitable Room:
The conversion of a garage extension to a habitable room (used for living/sleeping) may require planning permission. Depending on when the garage was originally granted planning permission, a condition may have been attached to the permission that only allows it to be used for parking a car. The Council's statutory register of planning decision notices will help you find out if such a condition exists for your property. If the use of the garage is conditioned, you will need planning permission to convert it. As part of the application, the Council will have to assess the amount of off-street parking available on your property. If the use of the garage is not conditioned, you may still need permission to change the appearance of the garage elevation to a wall and a window.
4.0 Two Storey Side & First Floor Side Extensions

These Guidelines set out the importance of balancing your need for space against the need to prevent your extension harming adjoining residential amenity, the character of the house and the appearance of the street. This balance can be achieved through careful attention to the depth, position, height, roof style and design of the extension and the arrangements you make for off-street parking.

It is very important that side extensions accurately reflect the design of the main house and remain secondary in their size and appearance.

**Proportion:**
The height and width of these side extensions should be proportionate to the dimensions of the main house. The width should be significantly less than the width of the main house (pic 4.01).

The side wall of the extension should be parallel to the original house and where the boundary is at an angle to the house, the side wall should not follow the boundary line (pic 4.02).
Position:
The extension should normally be set back at least 1m from the main front wall of the house to stop the creation of a ‘terracing effect’ (pic 4.03) and allow the original proportions of the building to remain the prominent feature. In the case of end of terrace or semi detached houses, where there is an existing side extension without a set-back on the other end of terrace/adjoining house, planning permission may be granted for a matching extension without a set-back. In cases such as this, the Council will expect to see that the symmetry of a pair of semis or the opposite ends of a terrace would be kept.

This exception can only be made where the existing extension was granted planning permission or completed at least 4 years earlier. The extension should still be positioned behind any front bay window (pic 4.04).

A front set-back may not be required where houses are staggered back from the road and your neighbour’s property projects well in front of your extension. However, to stop your extension from blocking light to the neighbouring house, it should include a corresponding set-back from the rear wall (pic 4.05).

However, in circumstances where properties are not staggered and have no existing extensions, only the ground floor portion will be allowed to be level with the front of the house - with the first floor portion set back 1m (pic 4.06).
Set in:
To reduce the impact of your extension on the neighbouring property, it should be set in 0.3m (30cm) from the side boundary. This will allow a hanging gutter to be used. Parapet walls will normally be refused permission unless they are a feature of the original house (pic 4.07).

Design:
To help the extension blend in with the house and street, the design and style of the roof should match that of the main roof to the original house. On the front elevation, the angle of the roof should match that of the main roof of the house. The finished appearance of the extension should use materials that match or complement the materials used in the original house. New windows on the front elevation should reflect the design, position and style of those in the existing house. Where appropriate, you could copy detailed design features from the existing house into the extension. A separate front entrance door will not be acceptable (pic 4.08).

Windows:
The design, position and size of windows and doors on the extension must reflect the design, position and size of the ones used in the main house. To avoid overlooking of neighbouring properties, windows and doors should only be placed in the front and rear walls of the extension. If windows are proposed in the side wall, they should be at a high level, non-opening and of obscure glazing. An alternative means of providing daylight to an extension is via the insertion of roof lights (pic 4.09).
Garages:
If you are proposing an attached garage, then it should be designed with the above guidance in mind. The internal dimensions of the garage should be 4.8m deep by 2.4m wide and the doors should open outwards (pic 4.10). You should leave a 6m deep driveway in front of the garage to allow you to open the doors and park a second car.

If you propose to demolish or convert a garage, or build on a side driveway/parking area, you must provide details of how you intend to provide replacement off-street parking. Depending on the size of your house, you will normally be required to provide two off-street spaces either to the rear, or within your front garden. Each space should measure 4.8m deep by 2.4m wide. You will need to design a layout which retains some of the landscaping and planting in the front garden - together with safe independent pedestrian access to the house and a sturdy low wall or fence alongside the pavement or road (pic 4.11).

If a new dropped kerb is required to access this parking space, you may need to apply for planning permission before the Council can build it. For more information on this, please contact the Council's Traffic and Parking Section. If your proposal would alter the parking provision on your property and the property lies within a Controlled Parking Zone (CPZ) we also recommend that you contact that section.

Corner Plots:
If your house is on a corner plot with a road or footpath alongside it, a two storey or first floor side extension will be visible from the public highway. In these circumstances, it is important to set your extension at least 1m in from the side boundary and at least 1m back from the main front wall of the house. There may be some cases where a smaller set in from the side boundary may be acceptable - in these situations the Council will expect a 2m set back from the main front wall of the house and a 1m set back from the main rear wall. As stated earlier in this section, all extensions should be proportionate to the dimensions of the main house (pic 4.12).

The impact of the extension on the character and appearance of the street will be assessed. You may wish to consider the use of patterned brickwork or matching render to soften the appearance of the enlarged side wall of your house. Proposals that would result
in an ugly or bulky extension to the street boundary will be refused. In such cases planning permission may only be granted for a single storey side extension.

For corner properties, side extensions that wrap around to meet a rear extension will normally be refused.

**Granny Annexe:**
If the purpose of the extension is to provide accommodation for a relative, it must not have a separate entrance or staircase. The extension should be internally connected to the rest of the house and cannot include a separate kitchen (pic 4.13).

**Conversion of Garage to Habitable Room:**
The conversion of a garage extension to a habitable room (used for living/sleeping) may require planning permission. Depending on when the garage was originally granted planning permission, a condition may have been attached to the permission that only allows it to be used for parking a car.

The Council’s statutory register of planning decision notices will help you find out if such a condition exists for your property. If the use of the garage is conditioned, you will need planning permission to convert it. As part of the application, the Council will have to assess the amount of off-street parking available on your property. If the use of the garage is not conditioned, you may still need permission to change the appearance of the garage elevation to a wall and a window.

**Unusual Layouts:**
Most houses are built in a row with their main windows looking onto the street and rear gardens. However, there are several streets in the Borough where the rear windows of houses on one street directly face onto the side wall of another house. In these circumstances, two storey or first floor side extensions will normally be refused if they overshadow or block daylight to these windows. The extension may also be refused if it blocks-in the side garden of a neighbouring house. In such cases planning permission may only be granted for a single storey side extension (pic 4.14).

**Bungalows, Cottages, Three & Four Storey Houses**
A small number of these house types are scattered throughout the Borough. Because their appearance varies considerably the above advice should be applied wherever possible. The Council understands that special consideration will have to be given to the design of any two-storey extension to these properties. Each case will be assessed individually on its merits. Please contact the Development Control Section to arrange an appointment with a planner who deals with your part of the borough.
5.0 Roof Extensions, Roof lights & Solar Panels, Roof Terraces & Balconies

ROOF EXTENSIONS
Front:
Because extensions of any sort in the front roof plane can harm the appearance of the house and change the character of the street scene, these will normally be refused planning permission. However, a single small roof light that does not project above the face of the roof will usually be considered acceptable (except on Listed Buildings and houses in Conservation Areas). Any roof light should have regard for the size and position of the windows in the main house. Where several roof lights are proposed in the front roof face, these will be refused.

Proportion:
Any roof extension will have a big impact on the appearance of a house and the surrounding area. It is important to make the size of the extension secondary to the size of the roof face within which it will be set. Roof extensions that would be as wide as the house and create the appearance of a large box will be refused permission (pic 5.01). Where the roof can be extended, the Council will recommend that you build a small dormer window extension.

If you are proposing to convert a sloped hip-end roof into a flat gable-end roof on the side of your house permission will normally be refused. This is because it would unbalance the appearance of the house, pair of semi-detached houses or terrace (pic 5.02).

Some houses may have already have this type of extension as a result of permitted development legislation. If your house is a semi-detached house and the attached house has a permitted development extension of this sort, then it may be possible to re-balance the appearance of the pair by building a similar extension. Any assessment will have due regard for the impact of the extention on the streetscene and character of the property.

The same may apply to an end of terrace house where the terrace at the other end of the same row has been extended in this way. As these situations are rare, we recommend that you discuss your proposal with a planning officer at an early stage.

If dormers are proposed on both the side and rear roof slopes, they must remain independent from each other and not wrap around to create one large extension (pic 5.03).
If your house has an existing rear projection, any dormers on it should remain separate from dormers on the main roof (pic 5.04).

**Position:**
A dormer window or roof extension must be constructed in the centre of the roof face. The size of each roof face will vary from one house to the next. As a guide, any roof extension to a terraced house should be set at least 0.3m (30cm) below the ridge level, at least 0.5m (50cm) above eaves level and at least 0.5m (50cm) from the sides of the roof (pic 5.05).

On larger detached and semi-detached houses these set-ins should be increased to at least 1m (100cm). Where a terraced house has parapet walls on each side of the roof, these should not be built up - the dormer or extension must be set-in in the manner described above.

Sometimes, the need to include a staircase would result in a wider dormer than described above. In these cases, the roof extension will normally be refused and you may have to consider a standard loft conversion with roof lights.

**Design:**
A flat roof will normally be acceptable for a rear dormer. The design and size of proposed windows should match those on the existing rear elevation (pic 5.06).

Dormer window extensions on the side roof should be small and have pitched or hipped roof over at the same angle to the main roof slope (pic 5.07).

The internal layout of the roof extension should allow the side dormer to provide the headroom for a stairwell so that the window facing the adjoining house does not lead onto a bed/living room and cause overlooking.

The bricks, tiles and window frames you intend to use must match those used in the original house.

**Mansard Slopes:**
Normally, the creation of mansard extension will not fit in with the character of the area. However, in areas with older house styles and where there is a historical precedent, planning permission may be given for an attractive mansard slope that complements the appearance of the house and street (pic 5.08).
SOLAR PANELS
Planning permission may be required is for the installation of solar panels. While the environmental benefits of these panels are acknowledged, their size and position should not cause undue visual harm to the area. The panels should not be placed in a position where they can be seen over a great distance or from a public place. Please contact the Planning Department for further advice.

ROOFLIGHTS
In most cases a single small roof light that does not project above the face of the roof will not normally require planning permission (except on Listed Buildings and houses in Conservation Areas). Any roof light should have regard for the size and position of the windows in the main house. Where several roof lights are proposed in the front roof face, these will be refused (pic 5.09).

BALCONIES & ROOF TERRACES
While balconies and roof terraces can replace garden space lost through the construction of an extension, the use of these roofs for recreational purposes requires planning permission.

The Council will normally refuse such proposals because they can lead to overlooking and loss of privacy (pic 5.10). Unless a roof terrace is positioned a long way from neighbouring properties or gardens it will be refused. Conservatories should be confined to ground floor level in rear and side gardens only.
6.0 Front Extensions & Porches

Summary:
Changes and extensions to the front of the house must be minor and not alter the overall appearance of the house or dominate the character of the street. Normally, planning permission will only be given for small front entrance porches.

Front Extensions:
The Council is very strict on front extensions. Front extensions that are larger than a porch will normally be refused because they stand out as unusual, bulky extensions that significantly change the appearance of house and street (pic 6.01).

However, where the front elevation of an individual house is staggered (an L-shaped frontage) so that part of the front is positioned behind the main building line of the street - a larger front extension may be possible (pic 6.02). The extension should be set well back from the part of the house nearest the road and not be higher than single-storey. The roof design, windows and finishing materials should match the original house. Windows must not face adjoining properties. A second front door will only be allowed where it leads directly onto the original front door.

A porch must only be built in front of the original doorway to the house. Permission will normally be refused for porches that extend sideways and are linked to a side extension or attached to a bay window (pic 6.03).

The design of the porch is very important. It should be built from the same materials used in the house and any windows should not overlook neighbouring properties. Unless they are a feature of the original house, pillars will be refused. Overhanging canopies are not acceptable on front extensions - except where they are used as an alternative to a porch. The depth of any porch or canopy must not extend out past the line of the bay windows (pic 6.04).
Summary:
The majority of houses in the Borough will be able to make use of their permitted development rights to build a detached outbuilding without needing to apply for full planning permission. For a building to be exempt from planning permission several criteria have to be met and the building used for normal residential activities associated with the main house. Please contact a planning officer for more information about permitted development.

However, there are a number of new properties that have had these rights removed. Similarly, there are many older houses whose location and position mean that such buildings require full planning permission. In these circumstances outbuildings must be positioned to minimise any overshadowing, leave a practical amount of garden, and respect the design and appearance of nearby houses. Amongst other things, an ‘outbuilding’ can be a garden shed, greenhouse, garage, hobby room, swimming pool, coal-bunker or an underground store.

Position: To stop your outbuilding from overshadowing adjoining houses and patios, it should be positioned as far away from the house as possible. Detached buildings that are sited very close to the house will normally be refused permission. The outbuilding should be set in from the boundaries by at least 1m (pic 7.01).

Design: The external materials should be similar to the ones used in the rear of the existing house. If a ridged roof is proposed, the ridge should not be higher than 4m. For all other types of roof, the roof should not be higher than 3m. Where possible, the proposed roof style should match that of the roof over the original house. Windows must only be placed on the elevation facing your house and in no other walls. The building should leave at least 60% of the rear garden open and undeveloped (pic 7.02).

Use: The outbuilding must only be used for normal domestic uses related to the residential use of the main house.
house. This means that the structure can be used for parking your car, storing your possessions, a home workshop, children’s playroom, greenhouse, garden shed, summerhouse and hobby room - providing that it is used in conjunction with the main house and not as a separate business. While the out building can be connected to the electricity, water and TV/telephone supplies of the main house, if you intend to use the outbuilding as a separate residential unit, the proposal will be refused planning permission. The creation of a new residential unit in the rear garden could lead to a number of privacy, overlooking, noise and disturbance problems. It could also be over-development of your site, and represent unacceptable backland development.

**Garage:** If the outbuilding is to be used as a garage accessed from a driveway or road at the rear or side of the garden, then the garage must be placed so that the doors do not open across the roadway. To achieve this, and to allow enough visibility to drivers, you must set the building back at least 1.2m from the back edge of the roadway and use a roller shutter or ‘up and over’ garage door. The internal dimensions should allow at least 4.8m x 2.4m for a single garage and at least 4.8m x 4.8m for a double garage (pic 7.03).
8.0 Development in Conservation Areas

Summary:
The advice contained in Sections 1.0 - 7.0 of the Residential Extension Guidelines also applies to development in Conservation Areas, the following guidance should be adhered to if you wish your application to be successful.

Any new development in conservation areas must be of a high standard of design and have regard for the existing architectural style, scale, proportion, position, materials, roof, boundary treatment and landscaping that lie within and surround the site. This is because development within Conservation Areas must preserve and/or enhance the special character and appearance of the area.

All forms of development, including conversions within a conservation area will affect the outside appearance of the property. Works such as the replacement of a roof, installation of new windows, removal of boundary walls, removal of a chimney will all impact on the overall appearance of the property and area.

In most cases, extensions will be required to be built out of materials and in a design that reflects or exactly matches the original building. New windows may have to be sliding sash or metal framed if these materials dominate the main building. The Council has clear Unitary Development Plan Policies controlling the external appearance of buildings in Conservation Areas and proposed plans should also show details of new flues, waste pipes, meter boxes etc. It is worth bearing in mind that you may need to submit a separate Conservation Area Consent application for your works if any demolition is involved - in addition to the planning application.

EXTENSIONS
Many owners want to improve their property by adding bathrooms or modern services. New extensions should never dominate in terms of bulk, scale or design. In most cases using the existing architectural vocabulary of the parent building ensures a harmonious design. However, in some cases a more modern design approach could be engaged where this would not adversely harm the character of the area or the building.

Where a side extension would rise to the eaves or above or create a joined-up (terracing) effect, it may not be acceptable to extend the property by a side extension - particularly where this unbalances a pair of properties.

In general the following guidance is usually appropriate:

1) Original rear extensions, where these form a specific feature of the building or rhythm of terrace should be preserved;

2) Rear extensions should never dominate or extend beyond the line of neighbouring extensions or take up most of the garden and;

3) Extensions should be designed to complement the parent building in terms of design, windows, window arches, openings and doors. New brickwork should normally match the existing in terms of colour, face-bond, pointing and size.
ROOF EXTENSIONS, SOLAR PANELS & ROOF TERRACES

**Roof Extensions**

Although extending the loft space may be a practical way of extending a house, the guidelines controlling roof extensions in conservation areas are more restrictive than those detailed in Section 5.0 Roof Extensions. This is because of the effect it may have on the character and appearance of the conservation area.

Large roof extensions will not be given planning permission, but smaller dormer window extensions will be considered. Predominately glazed Conservatory-style extensions should be confined to the ground floor in rear and side gardens only.

**Dormer Window Extensions**

**Front Dormers:** Dormers will not normally be acceptable on the front roof slopes, as these are likely to have a negative impact on the character and appearance of the conservation area and be an over-dominant feature within the street (pic 8.01). In some cases a single small roof light may be acceptable.

**Side Dormers:** Side Dormers will only be acceptable where they do not harm the profile of the original roof, are small and in keeping with the style of the building. They will not normally be acceptable on exposed corner sites where they can harm the appearance of the building.

**Rear Dormers:** Dormer window extensions should be of modest size and not dominate the roof. As a rule they should no more than half the width (i.e. from party wall to party wall) of the original roof, set down 1m from the ridge and 1m above the eaves. A central position is usually preferable and the extension should reflect the design of the original building. A pitched or hipped roof may be required and, where appropriate, ornamental barge-boards or cornice may need to be included. Windows should reflect the prevailing design of the original building and should fill the frame of the dormer (pic 8.02).

**Roof lights:** Roof lights should be positioned to the rear or side roof faces of a house and be positioned so as to match the position of the main windows of the house. In some situations, a single small roof light may be acceptable on the front roof face.

**Replacement Roofs:**

Where natural slate or tiles dominate the street, you will be required to use these matching materials when repairing or replacing a roof. In some cases where a roof is hidden from view, grey cement-fibre or imitation tiles may be acceptable. Please contact the Conservation & Design Team for more details.
Solar Panels:
Permission will normally be required for the installation of solar panels in Conservation Areas. While the environmental benefits of these panels are acknowledged, their size and position should not cause undue harm to the conservation area. In conservation areas, the panels should be placed at ground level or on rear or hidden roof faces so that they cannot be seen over a great distance or from a public place.

**MISCELLANEOUS**

Doors:
Planning permission may also be required to alter or replace a front door in a conservation area and will normally be refused for a modern replacement.

Windows:
Planning permission will normally be refused for replacement windows where the new materials, design, proportion and finish would differ from the original prevailing types (pic 8.03). The substitution of a timber sliding-sash with a PVCu or aluminium replacement will normally be refused because these materials do not always satisfactorily replicate the timber frame design. They may, however, be acceptable at the rear where they are hidden from view. Regardless of material, unless the section sizes (frames widths, glass size etc) are identical to the originals, permission will be refused.

Contrary to public perception, replacement wooden sliding sash windows and metal-framed windows are available fully double-glazed and draught proofed. They are also guaranteed to last as long as PVCu windows. Secondary glazing behind the existing windows can often be an acceptable alternative.

Painting and Cladding:
In some conservation areas within the Borough, legal controls (such as Article 4 Directions) are in place to restrict the painting of render and brickwork. Planning permission may be required to paint brickwork or change the paint colour of a facade in these areas. Similarly, the cladding of any part of the exterior with stone (stone cladding, crazy-paving etc) also requires planning permission. Like-for-like maintenance is normally acceptable.

Architectural Details:
During a conversion scheme, architectural details such as balustrades, cornices, balconies, chimneystacks and window sills can be damaged. In a conservation area, these features form part of the historic character and should be protected during construction and retained and, if appropriate, replicated in the extension.

Front Gardens & Parking:
In some circumstances, it will not be acceptable to provide off street parking in your front garden. In situations where this would involve the removal of part or all of the garden wall or railing adjacent to the street/pavement and the wall or railings form part of a continued means of enclosure to a terrace or pair of dwellings - permission will be refused. This is to prevent the loss and fragmentation of an important feature of the street’s architecture (pic 8.04).
In some cases, planning permission will be required to create a driveway or hardstanding in a front garden. Schemes that involve the loss of most of the garden area or trees of amenity value will be refused. Steps and pathways in the front garden should be repaired and not replaced. The repair or restoration of original tile or mosaic front steps will be encouraged as part of major schemes. The removal of original tiles or the installation of inappropriate tiles will not normally be given permission. Sympathetic proposals will be sought for front gardens as part of any conversion, extension, or major refurbishment. As already explained in the introduction section, you will need to contact the Highways Section in respect of a new vehicle crossover or dropped kerb.

**Restricted Permitted Development Rights:**
In some Conservation Areas, Article 4(2) Directions are in place. An Article 4 Direction means that the property's Permitted Development (PD) rights have been removed. Similarly, new houses in conservation areas may have had their PD rights removed by condition. You may, therefore, be required to apply for planning permission for a development that might have previously been permitted under the Town and Country Planning (General Permitted Development) Order 1995.

To find out whether your rights have been removed, you should contact a Planning Officer in the team that deals with your area. Leaflets that explain which rights have been removed are available for those Conservation Areas with an Article 4 Direction. Please contact the Planning Department.
If your preferred language is not English or you need this brochure in another format please call 020 8583 2299

PLANNING SERVICE
Development Control - Planning Services
London Borough of Hounslow
Civic Centre - Lampton Road
Hounslow - TW3 4DN
Tel: 020 8583 2000
Fax: 020 8583 4900
ADOPTED July 2002
FG-PL

www.hounslow.gov.uk
E-mail: planning comments@hounslow.gov.uk