

CHORLEY BOROUGH COUNCIL

DEVELOPMENT AND REGENERATION

**DRAFT HOUSEHOLDER DESIGN GUIDANCE
SUPPLEMENTARY PLANNING DOCUMENT**

JUNE 2006

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Contact Details:

**Chorley Borough Council
Union Street
Chorley
Lancashire
PR7 1AL**

Tel: 01257 515151
Fax: 01257 515297
Email: dcon@chorley.gov.uk

Web: <http://www.chorley.gov.uk/planning>

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1 Introduction

- 1.1 The Council recognises that people wish to improve their properties to provide accommodation that meets their changing needs, provided there is no adverse impact on the living conditions of neighbours or the environment.
- 1.2 Badly designed extensions can spoil a building, equally they can also have an adverse effect upon the streetscape in which they are situated, and this imposes upon the wider community and affects our enjoyment of the environment. It is also worth noting that a well-designed extension is more likely to add value to your house than a poorly conceived example.
- 1.3 The purpose of this guide is to assist all those who wish to extend a residential dwelling, in both urban and rural areas, and to promote a higher standard of design. It will be used as a guide to how the policies in the Development Plan will be applied to householder developments. The information held within the guide can be used to firm up ideas that you may already have with regards to extending your property, and will hopefully avoid the disappointment of submitting a planning application, which ultimately cannot be approved. This guide does not seek to impose rigid conditions, or stifle creative and innovative architecture. The focus is instead aimed at encouraging good design and hopefully identifying features and ideas that can be used to achieve high standards.
- 1.4 The importance of good design is recognised at a national level within government guidance. General principles are set out within Planning Policy Statement 1: *'Delivering Sustainable Development'* which states that 'good design should contribute positively to making places better for people'.
- 1.5 It must be emphasised that this guide relates to planning issues only. There are other matters that may require consideration including Building Regulations, Party Wall Legislation, and Rights of Way legislation etc. All of these should be considered when designing your extension. Guidance on Building Regulation issues should be sought from the Council's Building Control Section; other matters should be discussed with a suitably qualified professional, such as a Solicitor or Surveyor.
- 1.6 The objectives of this guidance document are:
 1. To assist in the interpretation and ensure consistent delivery of design objectives as held within Local Plan Policies DC8A, DC8B & HS9;
 2. To encourage high quality design which minimises its impact upon sensitive areas and protects the residential amenity of neighbouring properties;
 3. To maintain local distinctiveness and enhance local character in order to protect the varied qualities of the built environment of Chorley Borough;
 4. To encourage sustainable building practices, which minimise waste and promote the use of sustainable energy resources.
- 1.7 The document supersedes the advice found in the House Extension Design Guide adopted in June 1998. It will be applied to all applications submitted after its adoption. If other properties have had historic extensions that conflict with this guidance it will not set a precedent for future decisions.

Sustainability Appraisal

- 1.8 From 11 November to 16 December 2005 a Sustainability Appraisal Scoping Report for the Household Extension Design Guide SPD was sent out for consultation to the four statutory bodies nominated for this purpose (English Nature, English Heritage, Environment Agency and Countryside Agency) and other bodies considered

appropriate. The Scoping Report sets out a framework to test options and includes sustainability objectives. The options were:

1. Do nothing (retain guidelines in the existing House Extensions Design Guide SPG)
2. Produce a new SPD that will reinforce policies by:
 - Containing more transparent guidelines;
 - Providing greater certainty to applicants regarding the Council's design requirements and aspirations;
 - Covering a wider range of issues than the existing SPG including replacement dwellings in the countryside and curtilage extensions.

1.9 Testing of the options was carried out in April 2006 to identify how each performed against social, economic and environmental objectives in the Sustainability Appraisal framework. The most sustainable option for this document was then selected, which was option 2, and the draft SPD prepared. The draft SPD was then tested further in the Sustainability Appraisal process in order to predict and evaluate its effects.

Planning Policies

1.10 The Council determines planning applications after assessing the application against policies in the Development Plan, which are set at a local and regional level. There are three documents which comprise the Development Plan:

- (1) Regional Planning Guidance for the North West March 2003 (RSS13);
- (2) The Joint Lancashire Structure Plan 2005; and,
- (3) Chorley Borough Local Plan Review 2003.

1.11 Detailed policies are contained in the Local Plan, which expand upon Policy DP3 of RSS13 on "Quality in New Development". These detailed policies (see Appendix 1) relate to the design of house extensions, and include:

- GN5** *Building Design and Retaining Existing Landscape Features and Natural Habitats*
- DC8A** *Replacement Dwellings and Extensions in the Green Belt*
- DC8B** *Replacement Dwellings and Extensions in Safeguarded Land and Area of Other Open Countryside*
- HT2** *Alterations and Extensions to Listed Buildings*
- HT7** *New Development in Conservation Areas*
- HS9** *Residential Extensions in Settlements Excluded from the Green Belt*
- TR4** *Highways Development Control Criteria*

1.12 It is worth bearing in mind however, that there may be other relevant policies, such as those related to Listed Buildings. This guidance does not override other considerations that may constrain the size of any extension.

2 Starting Principles

Does it need Planning Permission?

- 2.1 The first step when you have decided that you want to extend your property is to establish whether or not you require planning permission. The planning system controls all new development. This includes all construction, engineering and other works. Permission can be required for a range of activities from digging a ditch, constructing a raised patio or decked area, pruning a tree, erecting a conservatory or extension, or constructing a nuclear power station.
- 2.2 Many houses (but not flats) benefit from what are called 'Permitted Development Rights'. This means that some small alterations and extensions may not require planning permission. There is a leaflet produced by central government entitled '*Planning – A Guide for Householders*' which will provide further guidance in relation to this. This is available free from the Council or can be downloaded from the website www.communities.gov.uk.
- 2.3 The regulations relating to permitted development are complex. It is advised that if you are in any doubt as to whether your property benefits from such rights you contact the Council for further advice. A form that can be completed and submitted to the Council to enquire as to whether planning permission is required. This is available from either the Council Offices on Union Street or on the planning pages of the Councils website.

Other Consents and Regulations

- 2.4 You should also be aware that there are a range of consents may be required in order for works to be undertaken. These can include, for example:
- **Building Regulations** - This relates to the technical aspects relating to the construction of the extension/alteration and is entirely separate from the planning system. Advice should be sought from the Building Control Section on 01257 515245.
 - **Land Owner** – You may need consent from previous or adjoining land-owners depending on the nature of the works. Planning permission or any other consent does not override rights accrued by ownership or other controls.
 - **Party Wall Act** – This controls works that are close to, or on, the boundary of your property, or affect an existing boundary or party wall. A leaflet is available from the Council and advice can be obtained from an appropriate person, as it is not a matter that is controlled by the Council.

Processing your Application

- 2.5 The Council have prepared a Guidance Document on the validation of applications which outlines the level of detail is required for differing types of application. This document together with the necessary application forms is available from the Council Offices, or can be downloaded from the website.
- 2.6 Once the application is received the Council will undertake various consultation, including nearby residents who may be affected by the proposal. For this reason it is always advised that you make your neighbours aware of your proposals, and discuss it with them prior to submitting your proposal.

Issues Considered on a Planning Application

- 2.7 When considering applications for extensions and alterations there are many considerations that will be taken into account by the Council. These include, for example:
- The design of the extension;
 - Its impact on the amenity of adjoining properties;
 - Its relationship with adjoining properties;
 - Dominance and overshadowing of adjoining properties;
 - Impact on the streetscene and character of the area;
 - Impact on protected species such as bat and newts;
 - Access, parking and vehicle turning arrangements;
 - Impact on trees and other landscape features such as ponds and hedgerows;
 - Impact on archaeology or other heritage assets.
- 2.8 Other matters, that are not land use planning matters, will not be taken into account. These include, for example:
- The effect on the value of the adjoining property;
 - Whether or not the works can be physically undertaken;
 - Whether or not third party consents are required.

Site Appraisal and Survey – Establishing your Context

- 2.9 Chorley contains a variety of building types and styles; it is therefore almost impossible to impose any hard and fast rules relating to design matters. However, the key to the success of any extension is to ensure that it takes careful note of its surroundings, and the building to which it is to be attached.
- 2.10 The extension should take a lead from its surroundings, and incorporate these principles within its overall design, and taking the character into account. It should also reflect the original appearance of your property, its scale, massing and detailing. A carefully analyse of these factors should be undertaken as it will provide a good idea of the type of extension which could be acceptable.
- 2.11 The following matters should be covered as a minimum when establishing the character of your site, this is intended as a guide with many of these factors being considered in greater detail later on in this document:
- The existing building, including its siting within the plot;
 - Materials and detailing within the building, e.g. eave height, roof shape and pitch, pattern of windows and doors;
 - Site boundaries – location and treatments;
 - Ground levels – what is the topography of the site?
 - Any landscaping / vegetation features, e.g. trees and hedges;
 - Location of services, e.g. drains, sewers overhead or underground services;
 - Existing accesses and footpaths within the site.
- 2.12 Once you have a better understanding of your property you should undertake an analysis of its surroundings is undertaken, to establish the wider context of your site. Matters to consider include:
- Siting and arrangement of surrounding streetscape – this should identify building lines and the scale and mass of surrounding buildings;
 - Local design features and detailing;

- Topography – The surrounding landform can impact upon the degree to which your proposal is visible in its wider context;
- Roads and footways – areas from which your extension may be particularly visible;
- Any planning permissions granted on surrounding buildings.

2.13 It is worthwhile bearing in mind that not every building can be extended in a manner that would be acceptable in planning terms. There is no right to extend your property and it is inevitable that there are occasions where a given property cannot accommodate the needs of the existing occupant.

2.14 It is also important to note that simply because similar extensions have been completed in the past on a nearby properties does not mean that this should be repeated. In the past, extensions have been granted that might now contradict the guidance in this document. In those circumstances the later advice in this document will take precedent.

Key Points

- ***Designs must be based upon a detailed analysis of both the original building and the surrounding streetscape.***
- ***Designers should learn from the mistakes made on surrounding buildings.***

3 General Advice

Siting Principles

3.1 Extensions and new developments should make a positive contribution to the streetscape in which they are sited. They should respect identified building lines and the spatial arrangements of the buildings, along with the spaces between them. The following general rules should be taken into account:

- Front extensions are unlikely to be acceptable, unless there is a pattern of such features within the surrounding streetscape;
- Side extensions should not be sited in such a way that fills the space between your property and its neighbour (the terracing effect);
- Corner plots are very prominent and are often difficult to extend;
- The siting of extensions should avoid excessive levels of overlooking and shadowing of neighbouring property;
- Extensions should not result in an excessive loss of off-street parking or private amenity space;
- Extensions should not lead to a loss of significant landscape features.

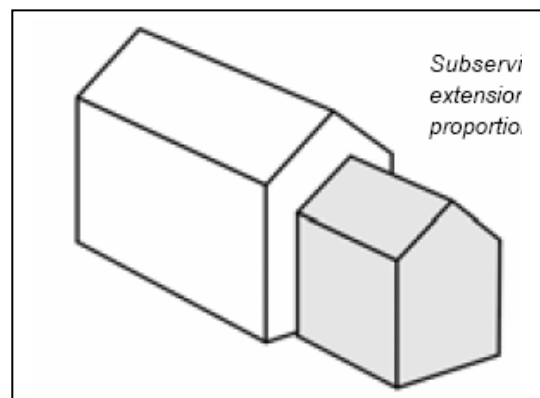
3.2 All of the above matters will be considered in greater detail within this document. It is important however, that the issues of siting your extension are fully addressed prior to detailed design work being undertaken.

Key Points

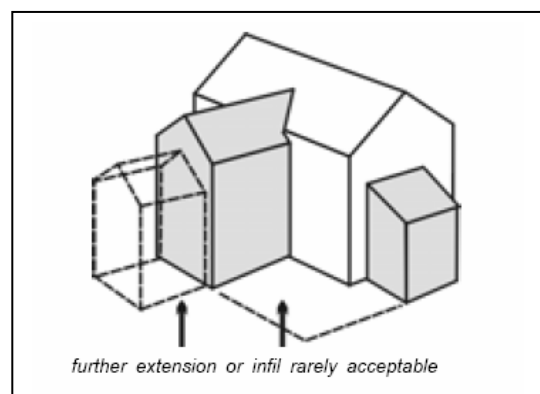
- ***Siting decisions must be based on the contextual and site analysis undertaken.***
- ***Proposals should respond to identified context and reinforce local character.***
- ***Proposals should respect spatial arrangements and building lines to integrate into the street.***
- ***Special consideration must be given to neighbour effects when siting extensions.***

Form and Mass

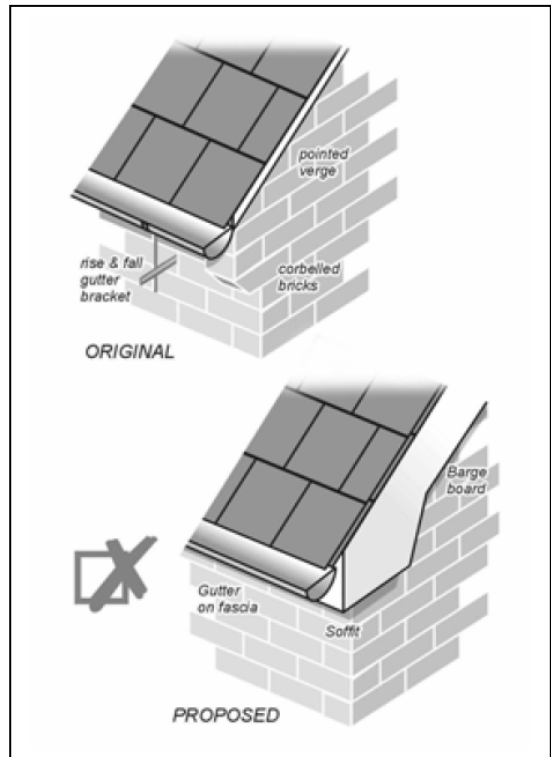
3.3 Once you have identified a suitable site for your extension, the next issue is to consider its form and mass. The form of your building is one of the most significant features when attempting to achieve a satisfactory standard of design. It is imperative that the chosen form reflects the local character and distinctiveness, as identified through your initial site analysis.



3.4 The extension should be well proportioned and sit comfortably with the original building, be sympathetic to its scale and not overbearing. Incremental extensions over time are rarely acceptable, as they extend properties without cohesion or a perceived architectural style. Large extensions, which dominate the original building, should be avoided.

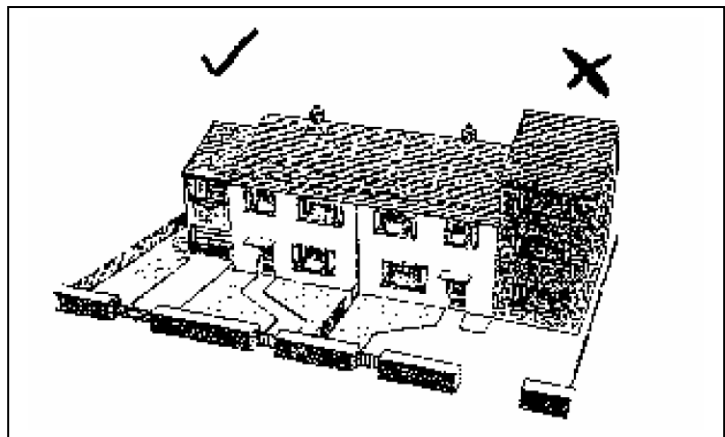


3.5 Roof shape is also a critical issue when deciding upon the form of extension, the style and scale of roof should always seek to complement that of the original building. Flat roofs are very rarely acceptable; equally hipped roofs should only be used on extensions where the original building or surrounding buildings are fitted with hips. Finally the pitch of the proposed roof should match that of the original building.



3.6 There are a number of general rules that should help the development of the design, when deciding upon the form and mass of your extension:

- Extensions should have similar proportions to the original building, although on a smaller scale;
- Generally the eaves wall should be longer than the gable wall, this improves the proportion of the extension;
- Roof pitches utilised on the extension should match those found on the original building;
- Ridges and eaves should be lowered to achieve a subservient relationship, allowing an easy understanding of what is original and what is extension;
- The walls of the extension should be set back at front and rear, to emphasise the subservience of the extension and to break up flat elevations.



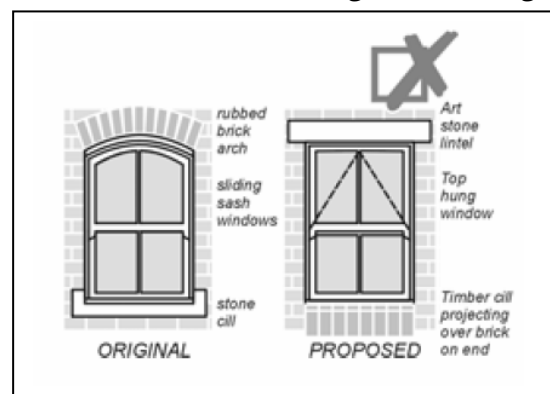
Key Points

- **Form and mass should take into account the scale of the original building along with its surroundings.**
- **Extension should share proportional characteristics with the original building and never dominate it.**
- **Extensions should be subservient to the original building.**
- **Roof scale and design should complement that fitted to the original building.**

Detailing your Extension

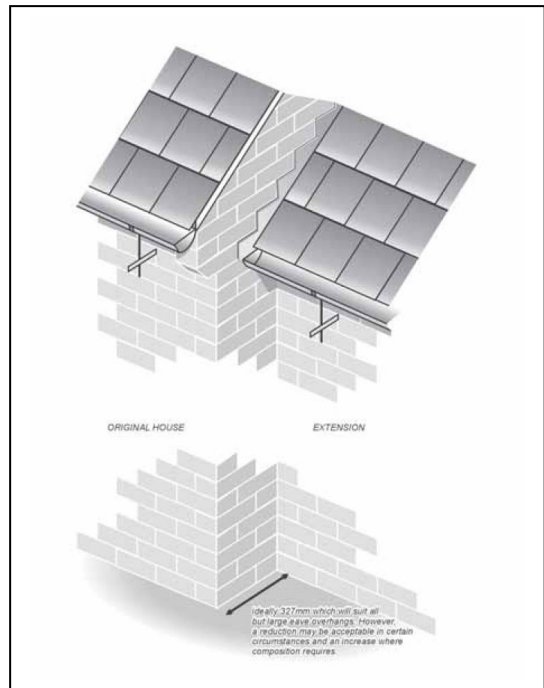
3.7 However well you design your extension in terms of the siting, scale and massing, the good work can be destroyed if care is not taken to ensure that the detail of the design is well considered and applied.

3.8 As a general rule, a direct lead should be taken from the original building with regards



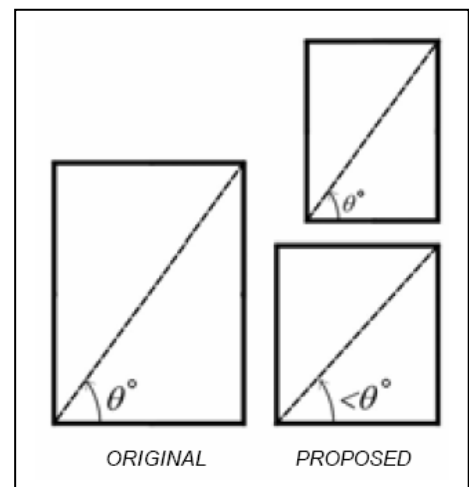
to the detailing, as this will achieve a degree of cohesion between the original building and extension. However, there may be cases, where a sensitive designer can assess the local character and reinterpret local form and detail in a creative contemporary style, to add to the character and interest of the area. There are a number of differing detail elements that should be considered:

- 3.9 Materials - They should match those used within the original building, in order to achieve a degree of cohesion between original and extension.
- 3.10 Detailing Methods – They should reflect those employed within the construction of the original building, and where appropriate these methods should be integrated into the extension. These can include:



- The coursing of the walling material, especially in the case of brickwork;
- The manner in which slates are laid, e.g. in diminishing or regular courses;
- The eaves construction and detailing;
- The cornering technique employed, e.g. quoins;
- The treatment of windows and doors, including cills, lintels, and jamb design.

- 3.11 Fenestration - The external appearance of the extension should be well proportioned, with balanced fenestration, which reflects the style and arrangement employed on the original building. It is vitally important that the extent and arrangement of the fenestration on the extension is sympathetic to that of the original building, this can be considered as the ratio between solid wall and window. Excessive windows, to, seeking to maximise natural light, will not sit comfortably with its neighbours and thus is highly unlikely to be acceptable. The proportional style of the windows should be identified and included within the design of the extension. This proportion can be simply established by completing a scale drawing of the original opening, and then establishing the angle of a diagonal across the window. This angle can then be used to ensure proportionality remains when designing windows of differing sizes.



- 3.12 Chimneys - As well as their purpose to vent fireplaces or gas fires, chimneystacks and pots can add character to extensions and add character to the roofscape. Where stacks exist on the original building, the inclusion of new stacks to a similar design can assist in achieving a degree of cohesion between original and extension.

Key Points

- **Extensions should normally be constructed of materials that match and complement the original building.**
- **Detailing should respect local styles and features to maintain local distinctiveness.**

- ***Fenestration should be carefully applied taking into account the arrangement and proportion of that on the original building.***
- ***Notwithstanding the above, in certain cases, with great care and sensitivity, contemporary design and reinterpreting local character can sometimes be used to complement the original building.***

Neighbour Effects

- 3.13 It is regularly the case that the building of an extension will impact on its neighbours. Therefore it is a very important that you consider the impact that any extension will have upon your neighbours amenity or living conditions. Whilst your main concern is always likely to be the internal arrangement of the extension, its external scale and appearance will be the main concern of your neighbours.
- 3.14 The simple rule to initially consider when designing an extension is to view it from your neighbours' perspective and ask ***'Would I object if my neighbour proposed a similar extension?'***
- 3.15 They key questions to ask are:
- Does it have an overbearing impact?
 - Will it cause overshadowing of the neighbours property?
 - Will it reduce neighbours privacy below acceptable levels?

Dominance and Overbearing

- 3.16 Problems of dominance come to the fore when the sheer mass and proximity of the proposed extension give an oppressive character, and cause severe detriment to the amenity of occupiers of the neighbouring property's.
- 3.17 Where a proposal is overbearing depends upon a number of factors, including the topography of the site, the height of the walls and roof of the extension and the proximity of the extension to the boundary. It is also worth noting that even single storey extensions can have an overbearing impact upon their neighbours, if they extend excessively along boundary lines.

Shadowing

- 3.18 This occurs when an extension is of such a size and sited in such a location that it causes extensive overshadowing of the neighbouring property and amenity space. The extent of shadowing is often difficult to determine, as it will depend upon the size of the extension, the variance in levels across the site and the orientation of the extension.
- 3.19 Full details of the means to assess the shadowing impact of extensions are held within the Building Research Establishment document 'Site Layout Planning for Daylight' by P. J. Littlefair. However when initially designing your extension there are a few points to consider:
- The sun rises in the east and sets in the west.
 - The sun reaches its maximum height at noon, and will be due south at this point.
 - The sun is higher in summer than winter.

Overlooking

- 3.20 Unacceptable overlooking occurs when there is an inadequate distance between windows of your extension and windows or private amenity space of your neighbour's property. An extension should not cause significant overlooking of neighbouring

properties. The guiding principle is that extensions should be suitably located, with windows orientated, to prevent direct overlooking of habitable rooms or areas of private amenity space on nearby properties. This overlooking can be accentuated if there are differences in ground level. The following simple rules should guide the development of your proposal:

- Windows to habitable rooms at ground floor level should not allow unrestricted views into neighbouring windows or garden areas.
- In general a minimum of 21 metres should be distance for privacy between parallel windows of habitable rooms.
- Windows to habitable rooms at first floor level, which overlook a neighbour's garden, should be a minimum of 10 metres from the boundary they face.

3.21 The distances between windows to bathrooms, which would normally have obscured glazing, and kitchens are less sensitive to overlooking and thus distances can often be less.

3.22 Overlooking can be overcome in a number of ways; at ground floor level the use of screening can often overcome the problems encountered. Equally there is often scope to site windows to provide oblique views of neighbours windows, this can remove the danger of direct overlooking.

Key Points

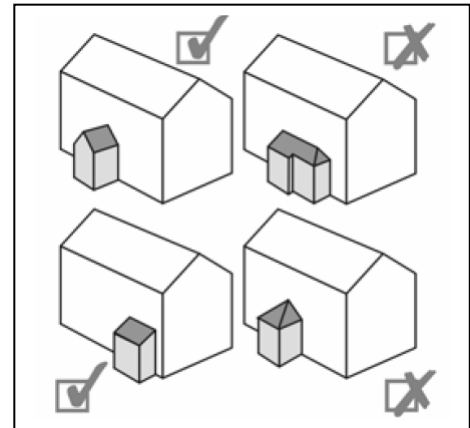
- ***Endeavour to be a good neighbour, always consider 'Would I object if my neighbour proposed a similar extension?'***
- ***Extensions must avoid causing unacceptable levels of overbearing to neighbouring properties.***
- ***Extensions must avoid causing unacceptable levels of overshadowing of neighbouring property.***
- ***Windows to habitable rooms at ground floor level should not allow unrestricted views into neighbouring windows or garden areas.***
- ***In general a minimum of 21 metres should be distance for privacy between parallel windows of habitable rooms.***
- ***Windows to habitable rooms at first floor level, which overlook a neighbour's garden, should be a minimum of 10 metres from the boundary they face.***

4 Specific Advice

- 4.1 The following sections provide specific advice to certain types of extension and should be read in the context of the relevant policies in the Development Plan, and the advice in the preceding general section. Each proposal will relate to several of the following sections and should take account of the advice in each one.

5 Front Extensions

- 5.1 Extensions that project forward of the original building have a significant effect on both the building itself and also the wider streetscape of the area involved. Front extensions often upset distinct building lines, and appear prominent within the streetscape, causing an upset of balance and form. Therefore in general terms, they are rarely acceptable.



- 5.2 Front extensions may be acceptable however, in cases where there is not distinct building line or rhythm of architecture within the locality of the original building. Such examples may be streets that have a wide variety of architectural styles. It is advised that you seek informal advice at an early stage from the Council, should you feel that your building might be suitable for such an extension.
- 5.3 The most common form of front extension proposed is a porch. They can significantly alter the principal elevation of the building as they alter its focal point, i.e. the buildings entrance. These are only likely to be acceptable where their inclusion does not cause detriment to both the building itself, but also the surrounding street. The form and scale of the proposed porch should respect the proportion of the original building, and should complement rather than compete with existing features such as bay windows.
- 5.4 Porches are unlikely to be acceptable on terraced houses; as such buildings depend upon conformity, rhythm and universal design to provide much of their architectural integrity. In such cases an unsuitable porch can cause severe detriment to the whole terrace.

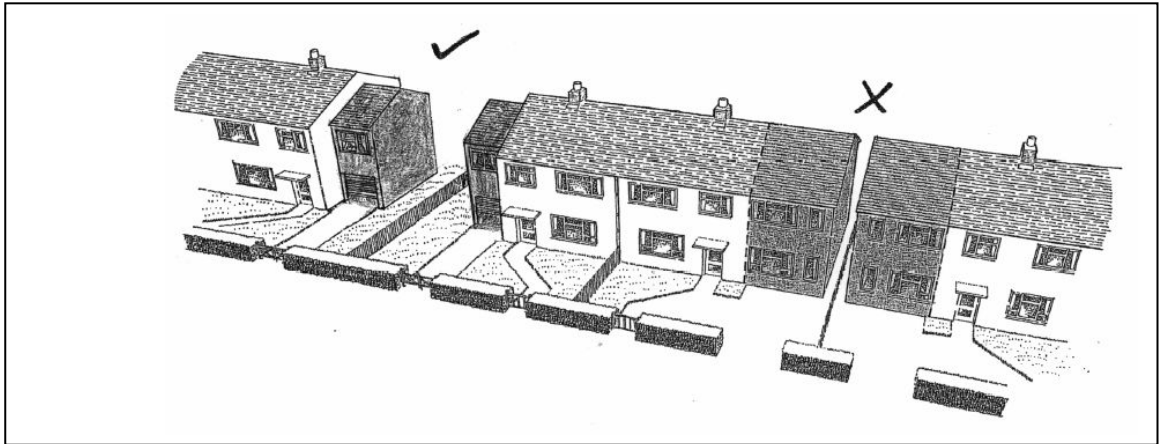
Key Points

- **Front extensions are rarely acceptable in suburban areas, where they would upset distinctive building line and character.**
- **In cases where porches may be acceptable, they should be subservient to the original building and complement rather than compete with existing features.**
- **Porches are rarely acceptable on terraced properties, unless they are identified as an original feature of the building.**

6 Side Extensions

- 6.1 Often the side elevation of properties does provide an opportunity for extension. In such cases the success of a design proposal, will generally depend upon its relationship with the style and form of the building and surrounding streetscape. As any form of side extension is likely to be viewed in association to the original building, it is important that the design is relates to the whole building, whether it is detached, semi-detached or terraced.

- 6.2 Extension should generally be subservient in design to the parent property. Elevations fronting or visible from the surrounding area should be set back by approximately 1 metre and the ridge height should be lower than the main range. There should be a distance of at least 12 metres between the windows of habitable rooms and any two storey blank gable to maintain the amenity of the adjoining property.



Semi-Detached and Terraced Houses

- 6.3 Such extensions must be subservient to the subject building in order to maintain the overall integrity of the streetscape but also not to adversely upset the balance between the subject building and its twin. Subservience can be achieved in many ways, as outlined elsewhere in this document, including stepping the front elevation and lowering eaves and ridge.

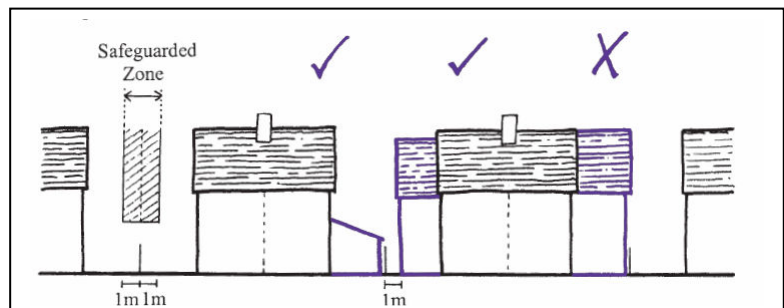
Detached Houses

- 6.4 There is a greater degree of flexibility when extending such properties, especially where there is less of an apparent streetscape pattern. Subservience remains important, as it allows the viewer to appreciate the original building and extension, and ensures that the extension does not dwarf the original building.

Gaps Between Buildings – The Terracing Effect

- 6.5 The gaps between buildings contribute an enormous amount of the aesthetic quality that gives the streetscape its character. Care must therefore be taken, to ensure that this character is not eroded, by the loss of the relationship between buildings and spaces.

- 6.6 Should these spaces be in filled with side extensions, detriment can be caused to the streetscape, as it can appear cramped. This effect, known as the 'terracing effect', gives the impression when viewed, of a constant building with no breaks, leading to one building blending into its neighbours.



- 6.7 In order to overcome this, two storey extensions should leave a gap of at least 1m between the extension and the boundary with the adjacent property.

Key Points

- **Side extensions should not lead to an unacceptable loss of space between the original building and its neighbour.**
- **Side extensions should not lead to a loss of off-street parking provision.**
- **Side extensions should be subservient to the original building.**
- **In order to avoid terracing, two storey extensions should leave a reasonable gap of at least 1m between the extension and your boundary with the adjacent property.**

7 Rear Extensions

7.1 Rear extensions whilst often not viewable from the public highway, can have a very significant impact upon the amenity of neighbours. Equally such extensions impact upon the space about buildings, which is an important consideration in relation to streetscape and amenity.

7.2 Whilst there are variations in terms of what is acceptable between single and two storey extensions, the Council uses the '45-degree rule'. This seeks to:

- Maintain a satisfactory relationship between the existing buildings and proposed extensions.
- Avoid overbearing impacts on adjacent properties and amenity areas.
- Prevent excessive loss of daylight or overshadowing of habitable rooms and amenity spaces of adjacent properties.

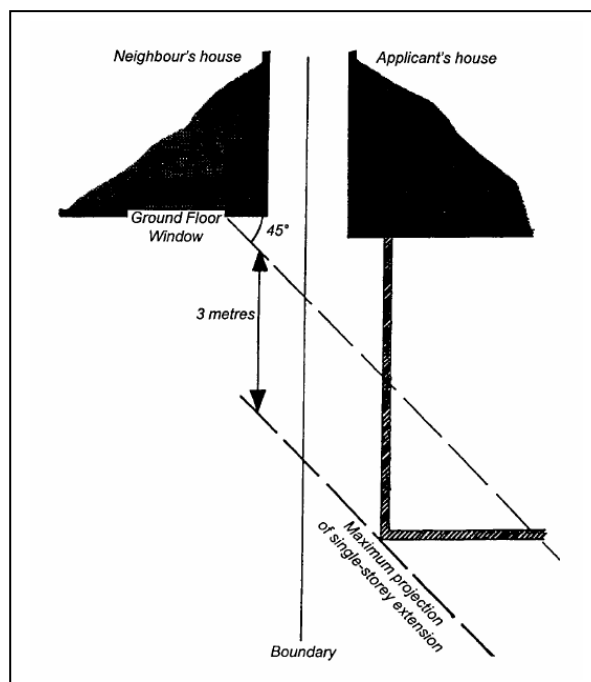
In relation to neighbouring conservatories the angle will be drawn from the edge of the pane of glass closes to the back of the original house. Where there is a significant change in levels a stricter standard will be applied

Single Storey Extensions

7.3 The Council use the 45 degrees + 3 metre rule to assess proposals. This means that extensions should not project more than 3 metres beyond a 45-degree line drawn from the near edge of any ground floor rear-facing window to a habitable room in a neighbouring house.

Two Storey Extensions

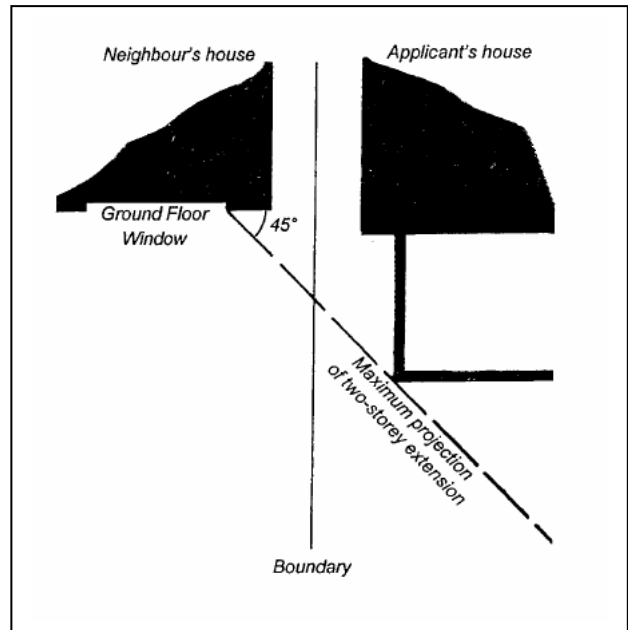
7.4 Two storey extensions are much more problematical, and due to the close relationship between many properties are often not acceptable in suburban situations. It is often impossible to accommodate the necessary scale of a two-storey extension in such locations without causing unacceptable detriment to neighbouring properties through the mass and scale of the extension.



7.5 Two storey projections should not cross a 45-degree line drawn from the near edge of any ground floor rear-facing window to a habitable room in a neighbouring house.

7.6 Two-storey or first floor extensions should not project more than 3 metres beyond a 45-degree line drawn from the near edge of any first floor rear-facing window to a habitable room in a neighbouring house.

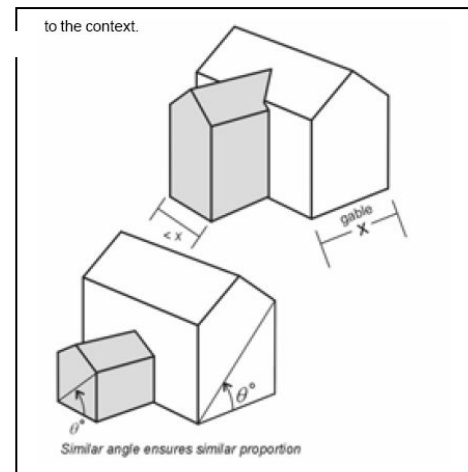
7.7 A further matter to bear in mind when designing such an extension is the distance between the gable end of your extension and the rear of any properties that back onto your property. There should be a distance of at least 12 metres between the windows of habitable rooms of any adjoining property and any two storey blank gable. There should also be a distance of 21 metres between any facing first floor windows, which should also be at least 10 metres from the boundary, for any window serving a habitable room.



7.8 Due to the more substantial scale of two-storey rear extensions, greater care must be taken with its design and detailing to ensure that a satisfactory relationship is achieved between the original building and the extension. As there are many different styles of rear extension, it is important that the design complements the original building, the key issue normally being the roof arrangement and design.

Gabled Extensions Perpendicular to House

7.9 In order to achieve subservient design the gable width of any extension should be less than the gable width of the house. However a proportional relationship should be achieved by ensuring that the diagonal angle across the gable from the foot of wall on one side to eaves on the other is similar. The roof pitch should match that of the original building.

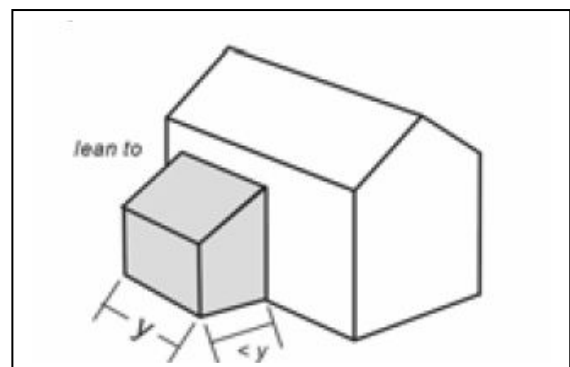


Lean-to Extensions

7.10 In order to achieve a satisfactory proportion, such features should always have a greater eaves length than depth.

Hipped Roof

7.11 Hipped roofs should only be incorporated into extensions where the original building is fitted with a hipped roof, the only exception being in cases where there is a strong local design character of hipped roofs in the vicinity of your site.



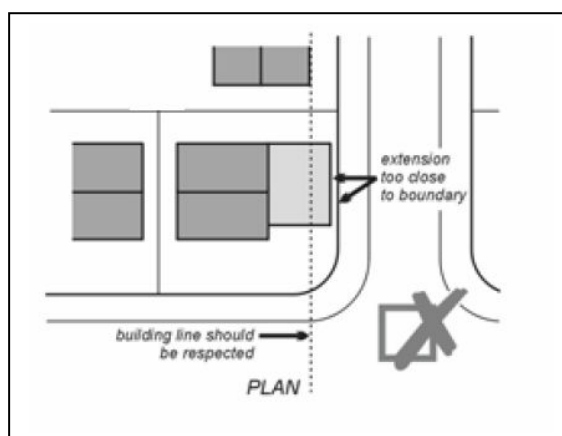
Key Points

- **Single storey extensions should not project more than 3 metres beyond a 45-degree line drawn from the near edge of any ground floor rear-facing window to a habitable room in a neighbouring house.**
- **Two storey extensions should not cross a 45-degree line drawn from the near edge of any ground floor rear-facing window to a habitable room in a neighbouring house.**
- **Two-storey or first floor extensions should not project more than 3 metres beyond a 45-degree line drawn from the near edge of any first floor rear-facing window to a habitable room in a neighbouring house.**
- **There should be a distance of at least 12 metres between the windows of habitable rooms and any blank elevations of the extension, in order to maintain the amenity of the adjoining property.**

8 Extensions on Corner Plots

8.1 Whilst extensions on corner plots should adhere to the guidance outlined elsewhere in this document, there are a number of further matters that require consideration.

8.2 Corner plots are especially difficult as it is normally the case that such extensions will need to achieve a degree of streetscape cohesion with two differing urban forms.



Key Points

- **Corner extensions are visible from a number of locations, it will therefore be especially important that a high standard of design and detailing is implemented.**
- **There may be distinct building lines for both streets; any extension will need to adhere to all building lines to avoid becoming an incongruous feature within the streetscape.**

9 House Extensions in Rural Areas

9.1 Chorley Borough includes large areas of attractive countryside and special care will be taken by the Local Planning Authority when considering applications for the need to protect their open and rural character. The overall aim is to prevent substantial additional buildings in open countryside where development is not normally allowed. This includes areas shown in the Local Plan as Green Belt, Safeguarded Land and Open Countryside. There may be circumstances in which an extension to an existing dwelling, or the replacement of the dwelling, is acceptable providing the new dwelling is not materially larger than the original.

9.2 Over-large and poorly designed extensions and outbuildings can diminish the openness and attractiveness of these rural areas. Within the Green Belt Policy DC8A states that permission will be granted for the rebuilding and extension of dwellings should not detract from the openness of the Green Belt to a greater extent than the original dwelling. Three further criteria apply to all rural dwellings in that they should not detract from landscape character, in the case of replacement dwellings be materially larger than the building it replaces, and that extensions should not result in a significant increase in the volume of the original dwelling.

9.3 Proposals for replacement dwellings will be dealt with on a similar basis as the policy for extensions. In order to retain control over the future development of the site both

policies advise that permitted development rights may be removed in certain circumstances.

The 'Original Dwelling'

- 9.4 The policy refers to the concept of the '*original dwelling*'. The original dwelling is that as existing on 1 July 1948 or, if constructed more recent, as originally built. Where planning permission has previously been granted for a replacement dwelling, the term original dwelling will refer to that which has been replaced not the new building. If a dwelling has been replaced with a larger property, this may mean that any further extensions are inappropriate. Likewise, where planning permission has been granted and remains extant, or extensions to the property have been built, these will be taken into account when assessing the appropriateness of further extensions.

House Extensions

- 9.5 House extension will include any extension of the dwelling, including basements, roof conversions, and conservatories. Basements and roof conversions often need planning permission and their impact will be assessed not only on the physical impact of the built form, but also on the intensification of the use of the site. Conservatories, although of lighter construction than most conventional buildings, are a common means of providing additional habitable rooms and will be treated under the same policies as other forms of house extension. Extensions should not be disproportionate to the original house. As set out in the policies in the Development Plan the main way of assessing the appropriateness of extensions will be by comparing the volume of the resultant dwelling to that of the original dwelling. **Extensions, including any other built or approved extensions, should not exceed more than 50% of the volume of the original house.**
- 9.6 This figure is a maximum and will not be applicable in all circumstances. For example, only very minor alterations and extensions will normally be allowed to converted former agricultural buildings, so as to protect their special character. Equally, on existing very large dwellings a 50% extension could have a significant impact.
- 9.7 Whilst every application will be taken on their individual merits, the following points should be borne in mind:
- Irrespective of the 50%, extensions should not normally exceed 375m³;
 - They should be closely related to the scale and form of the main property and should not create unduly long elevations;
 - They should not normally exceed the height of the existing dwelling.

Outbuildings

- 9.8 Any proposed outbuildings (e.g. detached garages, stables, summerhouses etc.) will receive careful consideration. Outbuildings should appear subordinate and commensurate in scale and function to the original house. Outbuildings should normally be sited close to the house; otherwise they may intrude into the open rural character of the area to which garden areas can make an important contribution. **The size of any outbuilding must be commensurate with the replaced or extended property.** It is unlikely that planning permission will be forthcoming for more the equivalent of a double garage, a small shed, and a small greenhouse on a single dwelling.
- 9.9 It has been the case in the past that garages have been developed embodying 'storage' space above which has later been converted to habitable rooms. This form of covert extension would not be acceptable. **Any space above ground floor should be limited solely to storage use. Such space should not be capable of later conversion to residential use.**

Garden Extensions

- 9.10 Extensions to garden areas and curtilages are inappropriate development in rural areas. They change the character and appearance of the land and encourage the erection of ancillary structures and domestic paraphernalia that significantly intrudes upon the character and appearance of the area.
- 9.11 Any extension to a dwelling or outbuilding that relies upon an extension of the curtilage will not normally be acceptable. Where permission has historically been given for a curtilage extension, and permitted development rights removed, permission not be granted for any further structures on the land.

10 Conservatories

- 10.1 Conservatories are a popular means to extend properties. As they constitute an extension, the design should take into account the guidance within this document to ensure a satisfactory relationship with the original building.
- 10.2 Many buildings may not be capable of extension with a conservatory. It is often the case that small simple dwellings are of insufficient scale and detail to accommodate a conservatory, without causing severe detriment to the architectural quality of the building.
- 10.3 Should the principle be acceptable, the design should relate to the original building. For instance a highly detailed conservatory, with fussy period detailing such as finials, is unlikely to be suitable for a simple rural building with limited detailing. Many modern 'off the shelf' conservatory designs are not suitable for traditional buildings and are unlikely to be acceptable.
- 10.4 Where dwarf walls are to be incorporated into the design they should be of a material and finish compatible with the original building.
- 10.5 Conservatories sited adjacent to a boundary with a neighbour should have a solid side, or be obscure glazed, or be screened by a fence or wall. The elevation facing the neighbour should not contain any opening windows.

Key Points

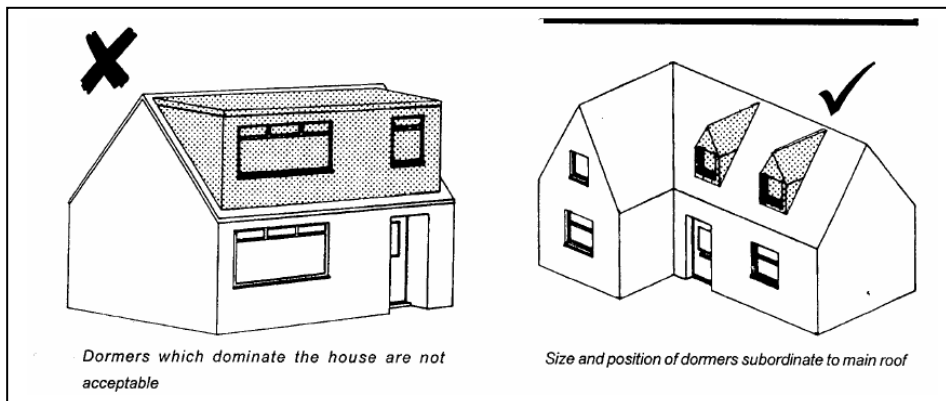
- ***Many properties cannot accommodate a conservatory extension due to their size or design.***
- ***Design and detailing of any conservatory should relate to that of the original building.***
- ***Conservatories adjacent to a boundary with a neighbour should have a solid side, be obscure glazed, or be screened by a fence or wall. This elevation should not contain any opening windows.***

11 Dormers, Rooflights and Roof Extensions

Dormers

- 11.1 Throughout the Borough, there are many examples of badly designed and executed dormer windows; these cause detriment to the character of the buildings to which they are attached, due to their prominent position.
- 11.2 Dormers are unlikely to be acceptable on the front elevations of properties, due to their prominence, unless such features are typical of the local area in which the property is situated. Where they are acceptable on the front elevation they should cumulatively fill

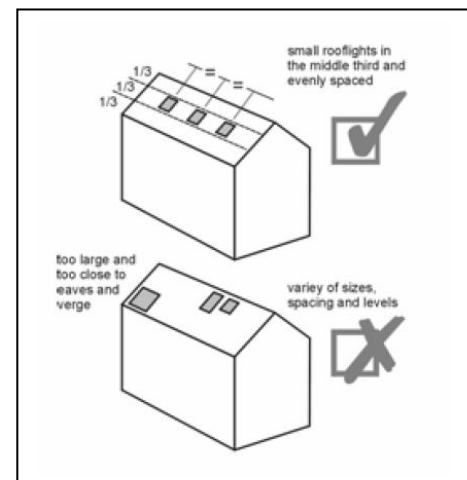
less than $\frac{1}{3}$ rd of the width of the roof slope on which they are sited. Rear dormer windows should cumulatively fill less than $\frac{2}{3}$ of the width of the roof. In either respect a dormer window should be set at least 1 metre from the flank wall of the house, or the boundary line with the adjoining property.



- 11.3 Dormer windows will not be acceptable if they are built off the house walls or project above the ridge of the roof, they should be designed with care, to be subordinate to the roof structure. Flat roof dormers do not sit comfortably with pitched roofs and are unlikely to be acceptable, particularly on front elevations.
- 11.4 Where dormers are considered acceptable, they should be designed to complement the original building in terms of style, detailing and materials. The roof should normally match that of the original roof. The size of the cheeks of dormer windows, i.e. the part between the window and the side edge, should be kept to a minimum and should be of vertically hanging slate or lead. The dormer window should also be limited in height, normally to that of the height of the window.

Rooflights

- 11.5 Rooflights often represent an easy opportunity to obtain natural light into loft conversions or your roof space. They should wherever possible be restricted to the rear or least visible elevations of the original building.
- 11.6 Rooflights should not be used excessively, to avoid an unacceptable level of clutter on the roof of the original building. If more than one is proposed on any roof plane, they should be the same size and symmetrically sited.

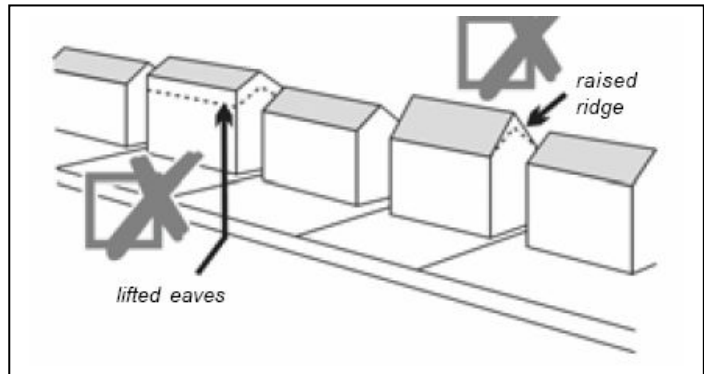


- 11.7 Rooflights should also not be sited opposite each other on both roof slopes. This is in order to prevent light penetrating the roof, giving a 'hole in the roof' appearance.
- 11.8 Flush fitting 'conservation style' rooflights should be used wherever possible, and are the only type likely to be acceptable on listed buildings and in conservation areas.

Roof Extensions

- 11.9 Increasing the height of a dwelling by amending the roof pitch of eaves height, will significantly affect the character and proportion of the building. This will impact upon the building itself, along with its surrounding streetscape.

11.10 Such extensions are unlikely to be acceptable in suburban areas, where roof pitches and heights are the same, as they will cause detriment to the streetscape altering its rhythm and form.



Key Points

- ***Dormers are unlikely to be acceptable on the front elevations of properties.***
- ***Dormers should appear subordinate to the roof, complementing its design and form.***
- ***Rooflights should where possible be limited to rear or least visible elevations.***
- ***Excessive numbers of rooflights are not acceptable. Where more than one is proposed they should be of the same size and sited symmetrically.***

12 Solar Panels and Wind Turbines

12.1 Chorley Borough Council is committed to the promotion of sustainable energy sources being incorporated into domestic dwellings. Many of the technologies are applicable at a micro scale for integration into new and refurbished buildings or 'retro-fitted' to existing structures.

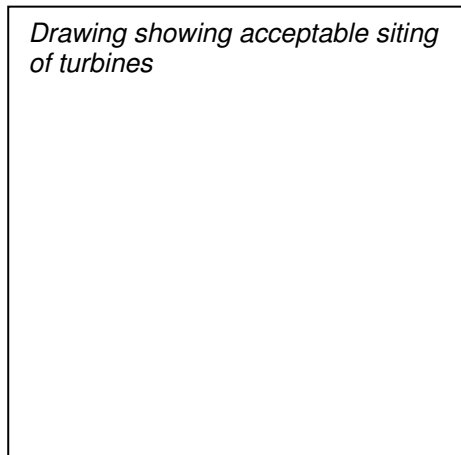
Solar Panels

12.2 Planning permission is not always required when installing solar panels to existing buildings, particularly where roof-mounted panels do not exceed the ridge height or are fitted flush with the external plane of any roof slope. This, however, may not apply within Conservation Areas and upon Listed Buildings where planning permission and/or listed building consent may be required.

12.3 Where solar panels are proposed their fitting should, wherever possible, follow the same principles as rooflights with their being sited on least visible slopes, equally spaced upon the roof away from the eaves or verges, and ideally should be flush fitting.

12.4 However as their efficiency is dependent on siting and orientation, rear slope siting may not prove effective and thus consideration may be given to their siting on more visible slopes. Wherever they are proposed they should be fitted flat against the roof to ensure the minimum impact upon the roofs profile.

12.5 Highly visible solar panels are unlikely to be acceptable in sensitive areas such as Conservation Areas or on Listed Buildings.



Wind Turbines

12.6 Building mounted and small freestanding turbines have a strong contemporary design that will often contrast with traditional buildings and streetscapes. Where they are to be incorporated into traditional forms and layouts care will be needed to ensure that their siting does not cause detriment to the historic form. Design solutions should be sought that minimise the views of the turbine and avoid

wherever possible their siting in prominent locations. The location should also be selected so as to avoid impacting unduly on neighbouring properties.

12.7 Building-mounted turbines should, so far as practicable, be sited so as to minimise their effect on the external appearance of the building and streetscape, for example upon non-public frontages and below the highest part of the roof or chimney. This may mean that they have to be sited in location that is not as effective as other, more prominent locations. A balance should be sought between the visual impact of the proposal and its performance.

Drawing showing unacceptable siting of turbines

12.8 In terms of all forms of sustainable energy device, it is advised that you contact the planning department at an early stage to discuss design and siting issues.

Key Points

- ***Solar panels should be sited where possible, on least visible elevations and as flat against the roof plane as possible.***
- ***Highly visible solar panels are unlikely to be acceptable in sensitive areas such as Conservation Areas or on Listed Buildings.***
- ***Building mounted wind turbines should be carefully sited, to minimise any impact on the building or streetscape.***

13 Balconies & Terraces

13.1 The installation of balconies and terraces is always problematic, and in many cases unacceptable. In most suburban areas they will lead to an unacceptable level of overlooking of neighbouring properties, exacerbating many of the overlooking issues outlined elsewhere in this document.

13.2 One solution that can be considered is to incorporate some form of privacy screen to overcome the overlooking of the neighbouring property. Should this idea be considered, it is imperative that you consider the impact any screen will have on your neighbour's property in terms of overbearing and enclosure. Privacy screens can also significantly increase the visual impact of a proposal, particularly in terms of design, bulk and mass, and they should be used only in appropriate circumstances. Ideally they should be designed into the fabric of the extension rather than appear as an afterthought addition.

Key points

- ***Balconies or terraces, which lead to an unacceptable level of overlooking, will not be acceptable.***

14 Garages and Outbuildings

14.1 It is important to consider and understand that garages and other outbuildings, whether or not they require planning permission, can have similar impacts on the amenity of neighbours as other extensions. Equally as with extensions, such features should respect the scale, character and materials of the original property.

14.2 It will rarely be acceptable to site such buildings in front of the original property, as such developments would dominate the streetscape, and fail to respect any established building lines. Ideally garages at the side of the original building should be set back from

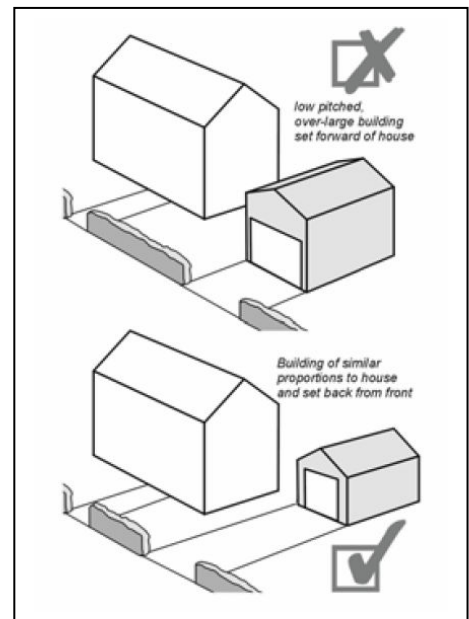
the main building line, with ample space for car parking and turning in front of the garage.

14.3 Outbuildings should be constructed in a style that reflects the original building, taking a design lead from its materials, detailing and proportion. Garage doors should be the width of a single car to minimise their visual impact upon their surroundings.

14.4 Care must always be taken to ensure that any outbuildings do not lead to an unacceptable level of overshadowing of neighbouring properties.

Key Points

- ***Proposals should respect the design, materials and form of the original building and surrounding streetscape.***
- ***The siting of such buildings should respect established building lines.***
- ***A minimum 6 metres length parking space should be provided between any garage and the highway.***



15 Access and Parking

15.1 The design of extensions must not involve the loss of existing off-street parking provision, unless it can be illustrated that such provision can be provided elsewhere within the curtilage, without causing detriment to the overall streetscape, an unacceptable loss of amenity space, or causing a danger to highway safety.

15.2 Parking should generally be provided at a ratio of 1 space for a single bed dwelling, 2 spaces for a two or three bed dwelling, and 3 spaces for a larger property. This will include garages. Car parking spaces are 2.5m by 5.5m. Parking spaces in front of a garage should be 2.5m by 6m. Relaxation of the parking standards may be accepted in highly accessible locations.

15.3 On main through roads, such as classified roads or roads with a speed limit greater than 30mph, turning should be provided within the site as part of proposals. Proposals that result in the loss of existing manoeuvring facilities are unlikely to be acceptable. Where gates are proposed, they should be set so as to allow a vehicle to pull off the carriageway to await their opening. This allows for both people accessing the premises and for visitors and delivery vehicles to park. In this respect gates should be set at least 5 metres from the back edge of the footpath and open into the site. Appropriate visibility will also need to be provided, the standards for which will vary depending on the site.

15.4 Further detailed or technical advice can be obtained from the County Council who are the Highways Authority for the area.

16 Works to Front Curtilage Areas

16.1 The treatment of frontage boundaries contributes a great deal to the character of buildings and the wider streetscape. Therefore applications to remove or substantially alter such features are unlikely to be acceptable due to the detriment that is caused to the streetscape.

- 16.2 Associated with this, a popular solution to ever-increasing car parking problems is to surface front curtilage areas. Once again this alters the setting of the building and streetscape, often causing detriment and is unlikely to be acceptable.

Key points

- ***Proposals to remove front curtilage boundary treatments and surface curtilage areas for parking are unlikely to be acceptable.***

17 Boundary Treatments

- 17.1 Boundary treatments, whether traditional or modern, contribute a great deal to the streetscape. They define areas of private space and often make a positive contribution to the setting of the building. Poorly designed boundary treatments can undermine the quality of the buildings, and the wider character of the area.
- 17.2 The removal of such features alters the hierarchy of spaces, making it difficult to identify where public space ends and private space starts, this gives the streetscape a very confused and awkward rhythm.
- 17.3 Where new boundary treatments are proposed, care must be taken to ensure that the materials and detailing utilised takes a lead from its surroundings. Care should also be taken to ensure that proposed walls and fences do not cause detriment to neighbours, avoiding excessive overbearing arrangements. Such treatments can make it almost impossible for your property to engage with the streetscape.
- 17.4 Where estates are open plan, or have a distinctive sylvan character, walls and fences at the front of the property are unlikely to be acceptable. The character of the estate is derived from its open or landscaped environment and physical built barriers will significantly detract from that character. Likewise, such development, which would obstruct visibility on adjacent highways, or would otherwise cause highways danger, will also be unacceptable.
- 17.5 In rural areas, walls and fences in prominent locations are most unlikely to be acceptable. Typical treatments that are more likely to be acceptable in these areas are agricultural style post and rail or post and wire fencing reinforced with appropriate hedge planting (native species).

Key Points

- ***The removal or substantial alteration of historic boundary treatments is unlikely to be acceptable.***
- ***Boundary treatments should be designed in materials and details that respect the surrounding streetscape.***
- ***Boundary treatments must not be oppressive and should allow the building to remain engaged with the wider streetscape.***

18 Listed Buildings and Conservation Areas

- 18.1 Chorley Borough contains a substantial number of buildings of historical and architectural significance; these are designated as Listed Buildings. Equally there are a number of areas of the Borough, which hold historical significance. These have been designated as Conservation Areas, and are listed below:
- St George's Street, Chorley
 - St Lawrence's, Chorley
 - Abbey Village
 - Bretherton
 - Brindle

- Croston, as amended in November 2001
- Rivington
- White Coppice
- Withnell Fold

18.2 Tighter planning controls apply to both Listed Buildings and Conservation Areas to protect their historic character and significance. Whilst it may be possible to alter and extend your property, such proposals often require a greater understanding and assessment of the buildings significance. Any proposals should also be submitted with a justification statement, which demonstrates that your proposal takes into account this significance and avoids causing detriment.

18.3 Whilst many of the guidelines within this document will be relevant in such cases it is strongly recommended that you contact the Council for advice prior to undertaking detailed design works on such buildings.

Key points

- ***Extensions should be designed to specifically preserve or enhance the special character of Conservation Areas.***
- ***Extensions to listed buildings should respect the character and scale of the original building and be designed to complement that character.***
- ***Proposals for extensions should be discussed with the Council prior to any detailed design works being undertaken.***

19 Conclusions and Checklist for Avoiding Common Mistakes

- 19.1 As emphasised throughout this guide, the key to designing any extension is appreciate the character and format of both the building but also the surrounding streetscape. Through this assessment a clearer picture can be established of what form of extension will sit comfortably in its context.
- 19.2 Sadly whilst most applications are successful, some are refused, often because mistakes have been made during the design process. In particular care should be taken to avoid the following:
- Limited contextual analysis so that the proposal does not respect the building or its wider streetscape.
 - Use of a standard design used elsewhere that fails to respect the character of the area.
 - Lack of a clear design rationale and concept that takes blends the building into its context.
 - Lack of commitment to a quality outcome and consequent failure to respect architectural principles or traditions.
 - Competent contextual analysis, but no evidence that this has informed the design solution put forward.
 - A lack of clarity in the plans submitted making it very difficult to understand exactly what is being proposed.
 - Cases where external design becomes a secondary issue behind internal layout.
 - A proposal that is poorly designed with little interest in its surroundings, compromising the streetscape and neighbours amenity.

Appendices will include:

- 1 Planning Policies
- 2 Definitions/Glossary
- 3 An application checklist