



Chorley Borough
Local Development
Framework

Householder Design Guidance

Supplementary Planning Document

February 2007

Chorley
Council



www.chorley.gov.uk



Chorley Borough Local Development Framework

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આ માહિતીનો અનુવાદ આપની પોતાની ભાષામાં કરી શકાય છે. આ સેવા સરળતાથી મેળવવા
માટે કૃપા કરી, આ નંબર પર ફોન કરો: 01257 515823

ان معلومات کا ترجمہ آپکی اپنی زبان میں بھی کیا جاسکتا ہے۔ یہ خدمت استعمال کرنے کیلئے براہ مہربانی اس نمبر پر ٹیلیفون
کیجئے: 01257 515823

On-Line An electronic version of the adopted document can be found on the Council's website at www.chorley.gov.uk/planning in the Planning Policy section.

Jane E Meek BSc (Hons) DipTP MRTPI
Director of Development and Regeneration

Tel: (01257) 515282/515295/515281

Fax: (01257) 515211

E-mail: planning.policy@chorley.gov.uk

www.chorley.gov.uk/planning



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Contact Details:

Development Control
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 Chorley is a Borough of considerable variety in terms of both natural landscape and settlement. Stretching from the flat west Lancashire plain to the western fringes of the West Pennine Moors, it is a predominantly rural area, with distinctive villages, hamlets and farmsteads. The town of Chorley itself is a market town, with a significant industrial heritage. Housing is equally varied, from historic farmhouses to rows of terraced houses, from Victorian and Edwardian villas to modern residential estates, each with its own particular characteristics.
- 1.2 The purpose of this document is to assist those who wish to alter, improve or extend a residential property. Although such “householder developments” are generally small in scale, each will have an impact on the character and appearance of the property, on the locality and environment and/or on the living conditions enjoyed by neighbours.
- 1.3 Badly designed alterations or extensions spoil the appearance of a building. They can also have an adverse effect upon the surrounding landscape or streetscape. Any building affects the wider community and enjoyment of the environment. A well designed scheme makes a positive impact and is also likely to add value to a property. A poorly conceived change or addition can make a property more difficult to sell.
- 1.4 This guide promotes a high standard of design at the micro-scale, by explaining how planning policies will be applied to householder developments.
- 1.5 The guide can be used to help develop or firm up ideas about altering a property and will, if formal permission is required, hopefully help prevent the disappointment

of submitting proposals that are, ultimately, rejected. This guide does not seek to impose rigid conditions, or stifle creative and innovative architecture. The focus is on good design and how that can be achieved. There may be circumstances in which the advice given cannot or should not be followed. In such a case, clear justification should be established to support a case for departing from the guidelines.

Other Consents and Regulations

- 1.6 It must be emphasised that this guide relates to planning issues only.

You should also be aware that a range of other consents may be required before works are undertaken. These can include, for example:

- **Building Regulations** - These cover the technical aspects of construction and are 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 proposed. Planning permission or any similar consent does not override rights derived from ownership or other sources.
- **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 appropriately qualified person, but it is not a matter that is controlled by the Council.
- **Water, Waste and Pollution Controls** - Advice on these matters



1. Introduction

should be sought from the Environment Agency, from whom consent may also be required.

All of these should be taken into account when designing your project. Matters other than Building Regulation issues should be discussed with a suitably qualified and experienced professional, such as a Solicitor or Surveyor.

Objectives

- 1.7 The importance of good design is recognised at a national level. General principles are set out in the government's Planning Policy Statement 1: *'Delivering Sustainable Development'* (PPS.1) which states that 'good design should contribute positively to making places better for people' and that 'good design is indivisible from good planning'.
- 1.8 The objectives of this guidance document are therefore:
- To assist in the interpretation and ensure the consistent delivery of design objectives held within national policy guidance and in the Development Plan;
 - To encourage high quality design which has positive impact on the environment and protects the residential amenity of neighbours;
 - To maintain local distinctiveness and local character in order to enhance the built environment of Chorley Borough and maintain its diversity;
 - To encourage sustainable building practices, which minimise waste and promote the use of sustainable energy resources.
- 1.9 The document supersedes the House Extension Design Guide adopted in June

1998. It will be applied to all applications submitted after its adoption. If properties have, historically, been altered in a manner that conflicts with this guidance, such changes will not set a precedent for future decisions, where permission is required.

Sustainability Appraisal

- 1.10 From 11 November to 16 December 2005 a Sustainability Appraisal Scoping Report for the Householder Design Guidance 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:
- Do nothing (retain guidelines in the existing House Extensions Design Guide SPG)
 - 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.
- 1.11 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. This was option 2, and the draft SPD was then prepared. The draft SPD was tested further in the Sustainability Appraisal process in order to predict and evaluate its effects.



1. Introduction

- 1.12 The draft document was placed on public deposit for a six week consultation period, from 29 September until the 10 November 2006. During that period a workshop was held for local agents who regularly submit householder planning and other applications on behalf of local residents and householders. Amendments have been made to the guidance in response to the representations made.

Planning Policies

- 1.13 The Council determines planning applications after assessing development proposals against relevant planning policies. At local and regional level, these are held in the Development Plan. There are three documents which comprise the Development Plan:
- Regional Planning Guidance for the North West March 2003 (RPG13): soon to be replaced by the Regional Spatial Strategy (RSS).
 - The Joint Lancashire Structure Plan 2005: to be replaced by the RSS once adopted and provided that Policy W3 of the draft RSS is amended and a new policy for Gypsies & Travellers is introduced;
 - Chorley Borough Local Plan Review 2003.
- 1.14 Detailed policies are contained in the Local Plan, which expand upon Policy DP3 of RPG13 on "Quality in New Development". These detailed policies (see Appendix 1) relate to the design and impact of householder schemes 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*

DC9 *Landscape Character Areas*
EP9 *Trees, Woodland and Hedgerows*
EP10 *Landscape Assessment*
HT2 *Alterations and Extensions to Listed Buildings*
HT3 *The Setting of Listed Buildings*
HT7 *Development in Conservation Areas*
HT10 *Locally Important Buildings*
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. Also, this guidance does not override other considerations that may constrain the scale or detailing of any scheme.

2. First Principles

Does the proposal need Planning Permission?

- 2.1 The first step to take, when you have decided that you want to alter or extend your property, is to establish whether you require planning permission. The planning system controls all forms of development. This includes all construction, engineering and other works. Permission can be required for a range of activities from digging a ditch to constructing a raised patio or decked area, pruning a tree, erecting a conservatory or extension, or constructing a nuclear power station.
- 2.2 However, many dwellings (but not flats) benefit from what are called 'Permitted Development Rights'. Where these rights apply, some small alterations, extensions or outbuildings may not require planning permission. A leaflet produced by the government entitled 'Planning – A Guide for



2. First Principles

Householders' provides more detailed 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 and in some instances, permitted development rights may have been withdrawn by the imposition of an Article 4 Direction or a planning condition attached to an earlier permission. So, you are advised to contact the Council to establish whether planning permission is required. A form for this purpose is available either from the Council Offices on Union Street or from the planning pages of the Council's website.

2.4 These design guidelines are relevant whether or not planning or other consent is needed. This is because the guidance will be taken into account as a material consideration in the determination of planning applications and because even small, permitted development projects can have seriously adverse effects if poorly designed. The aim of the planning service is to improve the quality of the built environment of Chorley as a consequence of the consistent and universal use of this guidance.

Processing an Application

2.5 The Council has prepared a draft Guidance Document on the validation of applications which outlines the level of detail required for different types of application. This document, together with the necessary application forms, is available from the Council Offices, or can be downloaded from the website www.chorley.gov.uk/planning. (See also Appendix 2).

2.6 Once an application has been received, the Council will undertake various consultations. This will include advising nearby residents who may be affected by the proposal. For this reason it is always advisable to make your neighbours aware of your proposal, and discuss it with them prior to submitting an application.

Issues Considered on a Planning Application

2.7 When considering applications for extensions and alterations, there are many planning related 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 neighbours;
- Its relationship with adjoining properties;
- Impact on the streetscene/landscape and character of the area;
- Impact on protected species such as bats, newts and some birds;
- Access, parking and vehicle turning arrangements;
- Impact on trees and other landscape features such as watercourses, ponds and hedgerows;
- Impact on archaeology or other heritage assets.

2.8 Certain other matters, that are not land use planning matters, will not be taken into account. These include, for example:

- 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. So the key to the success of any scheme is to ensure that it responds to its surroundings, and to the building to which it is to be attached.



2. First Principles

2.10 Any alteration or extension should be designed to enhance its surroundings. It should also complement the appearance of the existing property, in terms of its scale, massing and detailing. A careful analysis of the existing building and its setting will provide a good basis for the design of any scheme.

2.11 Assessing the following matters will help you carry out this analysis. Many are considered in greater detail later on in this document:

- The character and appearance of the existing building, including its siting within the plot;
- Materials and detailing e.g. eaves height, roof shape and pitch, pattern of windows and doors;
- Site boundaries – location and treatment;
- Ground levels – what is the shape of the site in 3D?
- Any landscaping/other features, e.g. trees and hedges, watercourses and culverts and associated riparian responsibilities;
- Location of services, e.g. drains, sewers, overhead or underground cables;
- Existing accesses and footpaths within the site.
- Flood risk.

2.12 Once you have a good understanding of the property, you should undertake an analysis of its surroundings, to establish the wider context. Matters to consider include:

- The building lines, scale and mass of surrounding buildings and their spacing;
- Local design features and detailing;
- The form of surrounding land which can impact upon the prominence of

- any development;
- Roads and footways – public thoroughfares from which your proposals may be particularly obvious;
- Any planning permissions for development of surrounding land or buildings.

2.13 It is worth bearing in mind that not every building can be extended in a manner that would be acceptable in planning terms. There are instances where a given property cannot accommodate the aspirations of occupants.

2.14 It is also important to note that simply because alterations have been made to a nearby property, does not mean that this should be repeated. Extensions may have been built, for example, that would now contradict the guidance in this document. In those circumstances, the more recent advice in this document will take precedence.

Key Points

- **Designs must be based upon a detailed analysis of the existing building and its setting.**
- **Designers should avoid copying any example of poor design seen on surrounding buildings.**



3. Listed Buildings and Conservation Areas

3.1 Over 400 buildings in the Borough are of national significance in terms of their architectural or historic interest. These are designated as Listed Buildings. A smaller number of buildings has been identified, on similar grounds, as locally important. In addition, nine areas are currently designated as Conservation Areas:

- St George's Street, Chorley
- St Laurence's, Chorley
- Abbey Village
- Bretherton
- Brindle
- Croston
- Rivington
- White Coppice
- Withnell Fold

3.2 Tighter planning controls apply to Listed Buildings and in Conservation Areas than elsewhere to allow the local planning authority to preserve, protect and enhance their heritage value. In addition, consent is required for demolition and special controls apply in conservation areas to the display of advertisements and in relation to trees. Whilst it may be possible to alter or extend listed buildings or buildings in conservation areas, proposals often require a greater understanding and assessment of the circumstances than elsewhere. Any proposals should also be accompanied by a justification statement, which demonstrates that the proposal takes into account the significance of the heritage asset and avoids causing harm.

3.3 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 work.

3.4 Works to locally listed buildings are less tightly controlled but schemes should comply with the criteria listed in Local Plan policy HT10 and with the general guidelines set out in this document.

Key points

- ***Extensions should be designed to 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***

4. Rural Areas

4.1 Chorley Borough includes large areas of attractive countryside and special care will be taken to protect their open and rural character and distinctiveness. Areas defined as open countryside includes those shown in the Local Plan as Green Belt, as Safeguarded Land and as Areas of Other Open Countryside and the overall aim is to prevent substantial additional building in these areas. There may be circumstances, however, in which an extension that requires planning permission or the replacement of an existing dwelling, is acceptable, providing, in the latter case, that the new dwelling is not materially larger than the original.

4.2 Over-large and poorly designed extensions and outbuildings can diminish the openness and attractiveness of rural



4. Rural Areas

areas. Within the Green Belt, Local Plan policy DC8A states that 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 other criteria also apply to dwellings in rural areas: i) that they should not detract from landscape character; ii) in the case of a replacement dwelling, that they should not be materially larger than the building replaced and iii) that extensions should not result in a significant increase in the volume of the original dwelling.

- 4.3 In order to retain control over the future development of a site, both Local Plan policies also advise that permitted development rights may be removed when a replacement dwelling is permitted.
- 4.4 Moreover, where a dwelling has been replaced with a larger property, this may mean that *any* further extensions will be deemed inappropriate.
- 4.5 Where planning permission has been granted and remains extant, or where extensions to the property have already been built, it should be noted that these too will be taken into account when assessing the appropriateness of further extensions.

House Extensions in Rural Areas

- 4.6 House extension includes any extension of the living space, including basements, roof conversions, and conservatories. Basements and roof conversions often need planning permission and their impact will be assessed not only in terms of the physical built form, but also in terms of the intensification of the use of the site. Conservatories, although generally 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.

- 4.7 As set out in the policies in the Development Plan, one measure of assessing the appropriateness of extensions that need planning permission will be the extent to which an extension would increase the volume of the original dwelling.
- 4.8 In this connection, it should be noted that only very minor alterations will normally be allowed to converted former agricultural buildings, so as to protect their special character.
- 4.9 Moreover, whilst each application will be taken on its individual merits, the following points should be borne in mind:
- Any extension should be closely related to the scale, footprint, and form of the existing property;
 - An extension should not normally exceed the height of the existing dwelling.
 - The replacement or extension of dwellings in the countryside should not result in a significant increase in the volume of the original dwelling.

Outbuildings in Rural Areas

- 4.10 Any proposed outbuildings (e.g. detached garages, stables, summerhouses etc.) should also be carefully designed although many will be permitted development. Outbuildings should appear subordinate and be commensurate in scale and function to the original house. Outbuildings should



4. Rural Areas

normally be sited close to the house; otherwise they may intrude into the open/rural character of the area to which gardens can make an important contribution. **The size of any outbuilding should be commensurate with the scale of any 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 in the countryside.

- 4.11 In the past, garages have been developed with 'storage' space above which has later been converted to habitable rooms. In many cases, this scale of building will require planning permission and is unlikely to be acceptable. **Any space above ground floor will be restricted to storage use and should not be capable of later conversion to residential use.**

Garden/Site Extensions in Rural Areas

- 4.12 The extension of gardens and curtilages are largely considered inappropriate in rural areas. They change the character and appearance of the land and encourage the erection of ancillary structures and domestic paraphernalia that can significantly erode the rural character and appearance of the area.
- 4.13 Any extension to a dwelling or outbuilding that relies upon an extension of a curtilage will not normally be acceptable. Where permission has historically been given for a curtilage extension, and permitted development rights removed, permission is unlikely to be granted for any further structures on the land.

5. General Advice

Siting Principles

- 5.1 Alterations and extensions should make a positive contribution to their surroundings. They should respect identified building lines and the pattern and spatial arrangement of buildings, including the spaces between them. The following general rules should be taken into account when designing and extension:
- Front extensions are unlikely to be acceptable, unless such features are typical of the surrounding streetscape;
 - Side extensions should not fill the space between one property and its neighbour (the terracing effect);
 - Corner plots are very prominent. Buildings on corner plots may be difficult to extend and special design skill will be required;
 - The siting of extensions should not cause excessive overlooking or 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 such as trees, or have an adverse impact on neighbours.
- 5.2 All the above are considered in greater detail below. It is important however, that issues about siting your extension are fully addressed prior to detailed design work being undertaken.

Key Points

- ***Siting decisions must be based on careful analysis of the property and its setting, including landscape features, such as trees***
- ***Proposals should respond to the context and reinforce local character.***



5. General Advice

- **Proposals should respect spatial arrangements and building lines to fit into their surroundings.**
- **Special consideration must be given to how an extension will affect neighbours.**

Form and Mass

5.3 Once you have identified a suitable position for an extension, the next issue is to consider its form and mass. It is imperative that the chosen form is suited to the original building and reflects local character and distinctiveness, as identified through your initial site analysis.

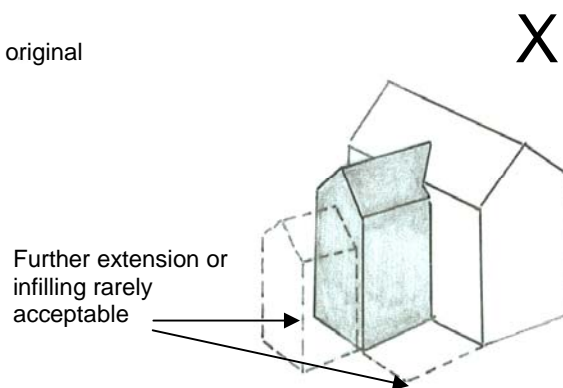
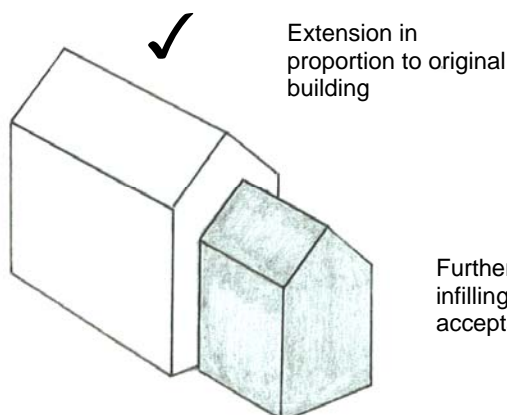
5.4 The extension should be well proportioned and sit comfortably with the original building. It should respect the scale and proportions of the original and should not overwhelm. There may be cases, where a sensitive designer can assess local character and reinterpret local form and detail in a creative contemporary style, to add to the character and interest of the area.

5.5 Multiple extensions are rarely acceptable, as they tend to produce a cluttered appearance and undermine architectural style. Large extensions, which dominate the original building, should also be avoided.

5.6 Roof shape is another critical issue. The style and scale of a new roof should always complement that of the original building. Flat roofs are rarely acceptable and hipped roofs should generally only be used if the original building is fitted with hips. Finally, the pitch of a proposed roof should match that of the original building.

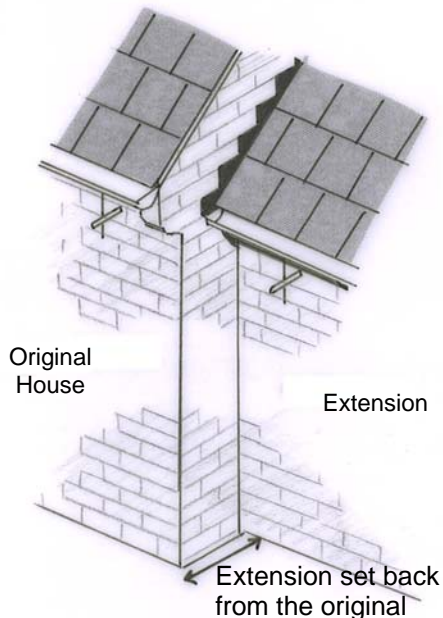
5.7 There are a number of general rules that should help the development of the design, when deciding upon the form and mass of an extension:

- Extensions should have similar proportions to the original building, although on a smaller scale;
- The eaves wall should generally be longer than the gable wall, as this will improve the proportion of an extension;
- Roof pitches 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;
- Generally speaking, the walls of an extension should be set back from the main elevations at front and rear, to emphasise the subservience of the extension and to break up flat elevations.



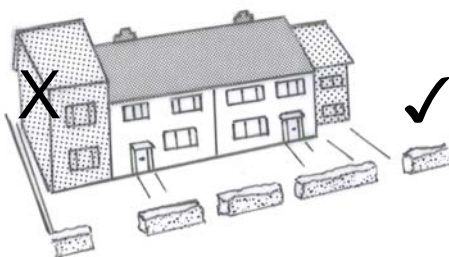


5. General Advice



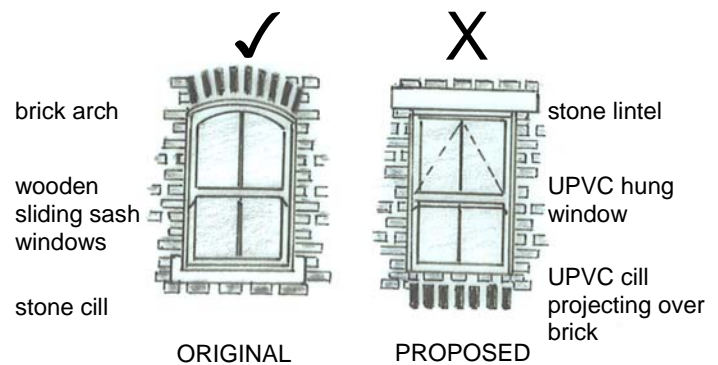
Key Points

- **The form and mass of an extension should take into account the scale of the original building, along with its surroundings.**
- **An extension should share the proportions of the original building and never dominate it.**
- **Extensions should be subservient to the original building.**
- **Roof scale and design should complement that of original building.**



Detailing an Extension

5.8 However well an extension is designed 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.



5.9 As a general rule, the details of design should take a direct lead from the original building, as this will achieve a degree of coherence between the original building and extension. There are a number of elements that should be considered:

Materials - These should match those used in the original building, in order to achieve a degree of coherence between original building and extension.

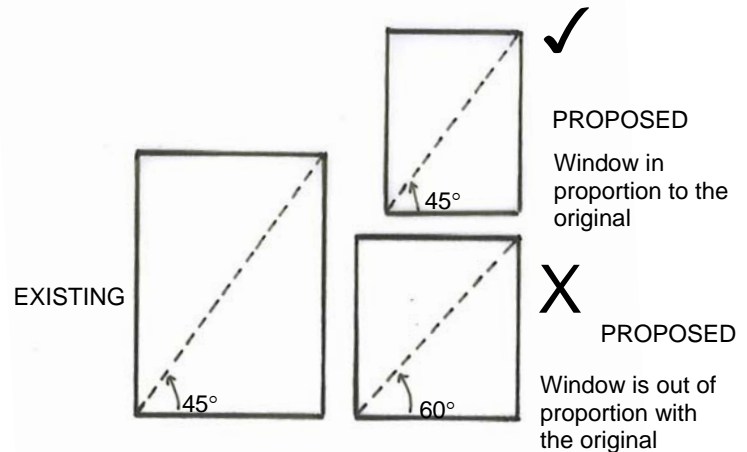
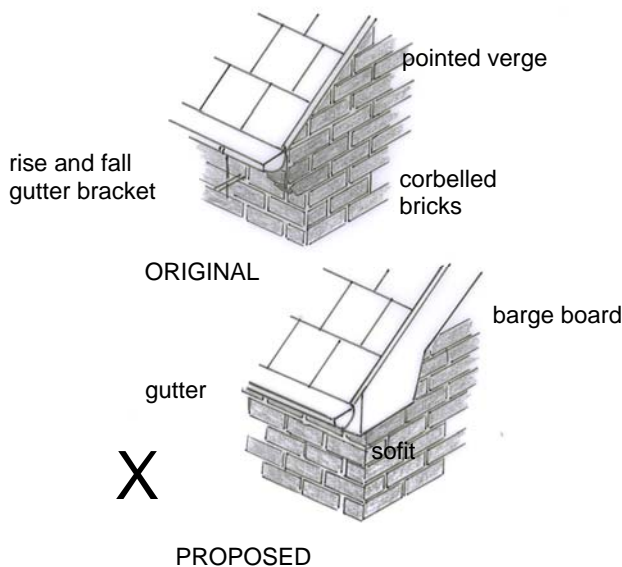
Detailing Methods – These should reflect those employed in the original building, and, where appropriate, original building methods should be integrated into the extension. These can include:

- The coursing and mortaring 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,



5. General Advice

including cills, lintels, jamb design and fixing within the openings.



Windows (Fenestration) - The external appearance of the extension should be well proportioned, with window openings which reflect the style of openings in the original building. It is also vitally important that the number and arrangement of the windows in an extension are sympathetic to the original building by reflecting the same ratio between solid wall and window. The introduction of large windows, seeking to maximise natural light, may not sit comfortably with the building or neighbouring buildings and may well be unacceptable. The proportions and style of proposed windows should be identified and included within the design process. Correct proportions can be established by completing a scale drawing of the original opening, and then establishing the angle of a diagonal across the window. This angle should then be applied when designing windows of differing sizes to ensure compatibility.

Chimneys - As well as their practical function, chimneystacks and pots can add character to extensions and add character to a roofscape. Where stacks exist on the original building, the inclusion of new stacks of a similar design can assist in marrying an extension to the original building.

Key Points

- **Extensions should normally be constructed of materials that match the original building.**
- **Detailing should respect local styles and features to maintain local distinctiveness.**
- **Window openings should be carefully applied, taking into account the arrangement and proportion of openings in the original building.**
- **Notwithstanding the above, in certain cases, with great care and sensitivity, a contemporary design, reinterpreting local character, may be acceptable, providing that it complements the original building.**



5. General Advice

Impact on Neighbours

- 5.10 It is regularly the case that the building of an extension will impact on neighbours. So it is very important that you consider how any extension will affect neighbours' amenities or living conditions. Whilst your main concern is always likely to be the internal arrangement of the extension, its external impact will be the main concern of your neighbours.
- 5.11 The first question to ask when designing an extension is ***'Would I object if my neighbour proposed a similar extension?'***
- 5.12 Further key questions follow:
- How will the extension affect neighbours' outlook from house and garden?
 - Will it have an overbearing impact?
 - Will it cause overshadowing of neighbours' property, reducing sunlight or daylight?
 - How will it affect neighbours' privacy ?

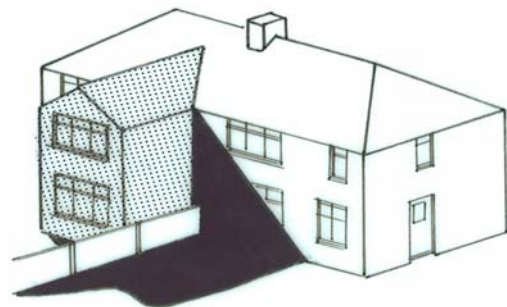
Dominance and Overbearing

- 5.13 Problems of dominance come to the fore when the sheer mass and proximity of the proposed extension produce an oppressive impact, and cause severe detriment to the amenity of occupiers of the neighbouring properties.
- 5.14 Whether a proposal is overbearing depends upon a number of factors, including the lie of the land, the scale and height of the walls and roof of the extension and the proximity of the extension to the boundary. It is worth noting that even single storey extensions can have an overbearing impact upon neighbours, if they produce an excessively long wall against a boundary or are sited on higher ground.

Shading

- 5.15 Extensive overshadowing of a neighbouring building or amenity space is unacceptable. The extent of shading maybe difficult to determine, as it will depend upon the size of the extension, the variation in levels across the site and the orientation of the extension.
- 5.16 However, full details of the method used to assess the shading impact of extensions are held within the Building Research Establishment document 'Site Layout Planning for Daylight' by P. J. Littlefair. 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.

Daylight and Sunlight



Overshadowing and overbearing effect on neighbouring property



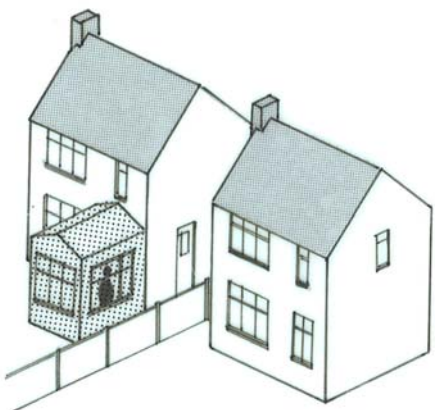
5. General Advice

Overlooking

5.17 Unacceptable overlooking occurs when there is an inadequate distance between windows in an extension and the windows or private amenity space of a neighbouring property. An extension should not cause significant loss of privacy. The guiding principle is that extensions should be located and windows orientated, to prevent direct overlooking of habitable rooms or areas of private amenity space that belong to nearby properties. Overlooking can be made worse 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 maintained between parallel windows serving 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.

5.18 These distances may be less important in the case of windows, which would normally have obscure glazing.



Extension with windows too close to neighbouring property cause overlooking and loss of privacy. A two storey extension would also be unacceptable.

5.19 Overlooking can be avoided in a number of ways. At ground floor level, the use of screening may assist. Equally, there may be scope to site windows to provide only indirect views of neighbouring property.

Key Points

- ***Endeavour to be a good neighbour, always consider 'Would I object if my neighbour proposed a similar extension?'***
- ***Extensions must not be unacceptably overbearing.***
- ***Extensions must not cause unacceptable 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 maintained 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.***

5.20 It may well prove to be difficult to extend small properties in a way that satisfies the guidelines outlined above. In cases, where options for an extension are severely limited, it may be worth thinking creatively about whether internal alterations could deliver more useable space, always remembering that, in the case of a listed building, internal alterations are likely to need Listed Building Consent (see also section 18).



6. Specific Advice

6.1 The following sections provide more specific advice about certain types of extension and should be read in the context of relevant policies in the Development Plan, and the general advice in the preceding general section. As schemes are likely to relate to several of the following sections, relevant advice from each should be applied.

6a. Front Extensions

6.2 Extensions that project forward of the original building have a significant effect on the building itself and on the wider streetscape. Front extensions often upset building lines and architectural rhythms, and appear unduly prominent in the streetscene. In general terms, they are rarely acceptable.

6.3 Front extensions may be acceptable, however, in cases where there is no distinct building line or form, in a street with a wide variety of architectural styles for example. It is wise to seek informal advice at an early stage from the Council, should you wish to pursue such an extension.

6.4 The most common form of front extension is a porch. A porch can significantly alter the principal elevation of the building by altering its focal point, or changing its character. Care should be taken to ensure that porches will not cause harm to the building itself, to neighbouring properties or to the wider setting. The form and scale of a proposed porch should respect the proportions of the original building, and should complement rather than compete with existing features, such as bay windows.

6.5 The addition of a porch is likely to have a detrimental effect on terraced houses; as terraces depend upon conformity, rhythm and consistent design to provide much of their architectural interest and integrity. In such cases a single porch can cause severe detriment to the character and appearance of the whole terrace.

Key Points

- **Front extensions are rarely acceptable in suburban areas, where they would upset regular building lines 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 having been an original feature of a terrace.**

6b. Side Extensions

6.6 The side elevation of a property will often provide scope for an extension. In such cases the success of a design, will generally depend upon establishing a good relationship with the style and form of the building and the surrounding streetscape. It is important that the design relates to the whole structure of which it is part, whether that is a simple dwelling, a pair of semi-detached or a group of dwellings.

6.7 An extension should generally be subservient in design to the parent property. To achieve this, elevations can usefully be set back by a minimum of 1 metre from the



6b. Side Extensions

existing elevations and the ridge height made lower than the main range. There should be a distance of at least 12 metres between the windows of habitable rooms in neighbouring houses and any two storey blank gable to maintain amenity.

Semi-Detached and Terraced Houses

6.8 Extensions to such dwellings must be subservient and maintain the overall integrity of the streetscape. Particular care is needed to avoid upsetting the balance between the subject building and its twin or neighbours. 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

6.9 There is a greater degree of flexibility when extending detached properties, especially where there is no obvious streetscape pattern. Subservience remains important, however, 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

6.10 The gaps between buildings contribute an enormously to the quality and appearance of a street or locality. Care must therefore be taken, to ensure that this character is not eroded by changing the balance between buildings and spaces.

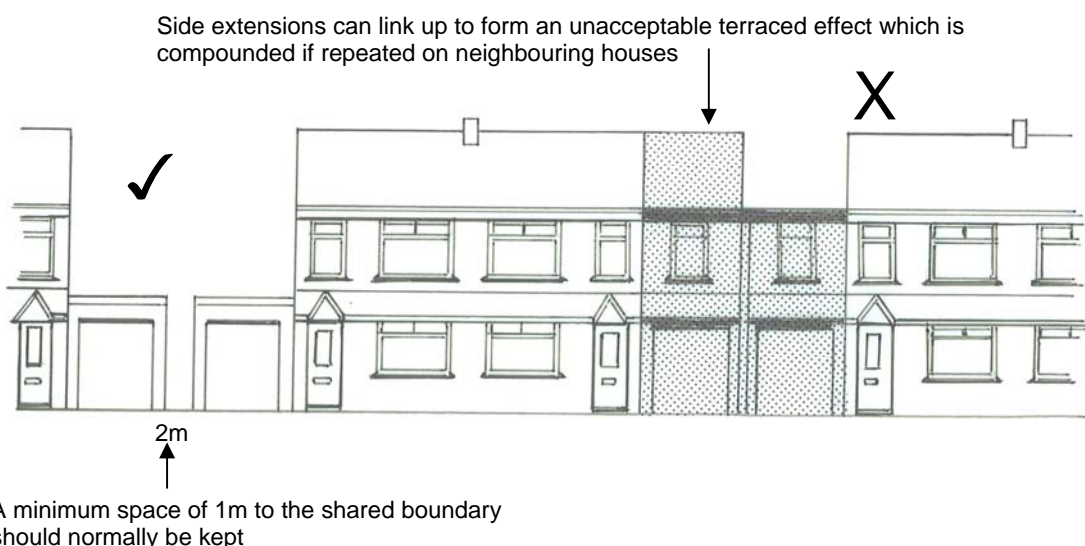
6.11 Where spaces are filled by side extensions, the buildings can appear cramped. This effect, known as the ‘terracing effect’, creates the impression of one enormous and unrelieved mass of building.

6.12 In order to overcome this, side extensions should leave a gap of at least 1m between the extension and the boundary with the adjacent property and this dimension should be increased with height

Key Points

- **Side extensions should not lead to an unacceptable loss of space between an original building and its neighbours.**
- **Side extensions should be subservient to the original building.**

- **In order to avoid terracing, extensions should leave a reasonable gap (at least 1m) between an extension and the boundary with the adjacent property.**





6c. Rear Extensions

6.13 Due to the more substantial scale of a two-storey rear extension, 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 issues normally being the roof arrangement, massing and detailing.

6.14 Rear extensions may not be seen from the public highway but can have a very significant impact upon the amenity of neighbours. Equally such extensions impact upon the space around buildings, which is an important consideration in relation to the character and amenity of an area.

6.15 Whilst there are differences 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 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.

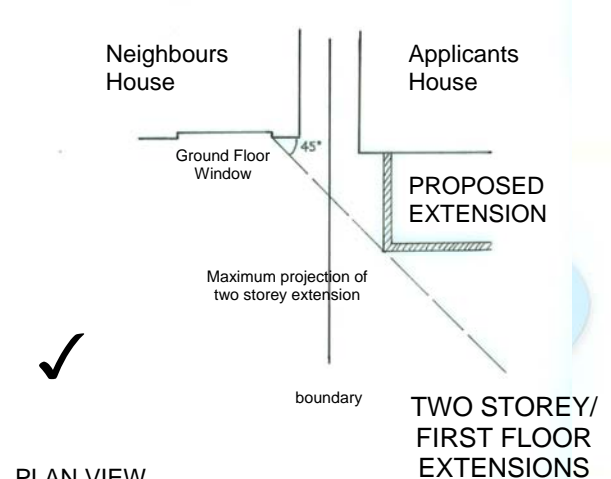
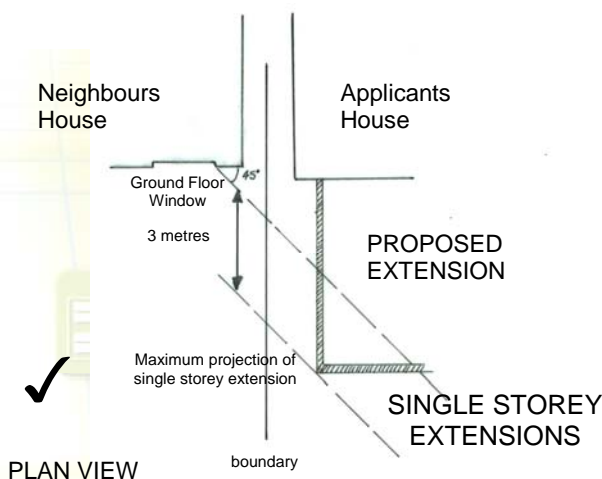
In relation to neighbouring conservatories the angle will be drawn from the edge of the pane of glass closest to the back of the original house. Where there is a significant change in ground levels a stricter standard will be applied

Single Storey Extensions

6.16 The Council uses the 45 degree + 3 metre rule of thumb 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

6.17 Two storey extensions are much more problematical, and due to the proximity of many properties will often be unacceptable in suburban situations. It is often impossible to accommodate a two-storey extension in such locations without causing harm to the character and appearance of an area and to the amenities of neighbours.



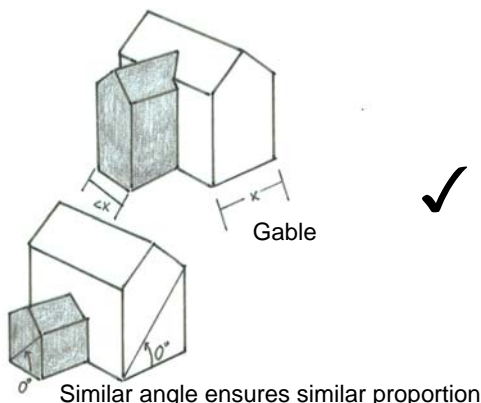


6c. Rear Extensions

- 6.18 Two storey or first floor projections should not cross a 45-degree line drawn from the near edge of any ground floor rear-facing window serving a habitable room in a neighbouring property.
- 6.19 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 dwelling.
- 6.20 Both these guidelines should be applied if relevant
- 6.21 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. New first floor windows serving a habitable room should also be at least 10 metres from the site boundary.

Gabled Extensions Perpendicular to House

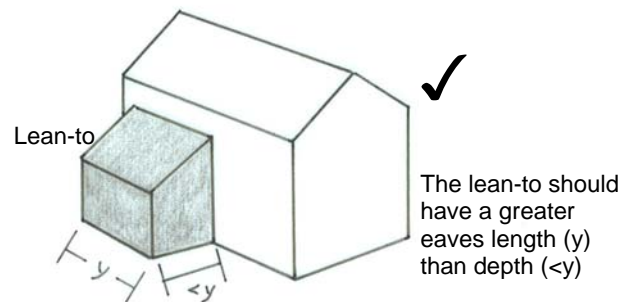
- 6.22 In order to achieve subservient design the gable width of any extension should be less than the gable width of the house.



Additionally, a proportional relationship should be achieved by ensuring that the diagonal angle across the gable of the extension from the foot of the wall on one side to the eaves on the other side is similar to that found in the original building. The roof pitch should also match that of the original building.

Lean-to Extensions

- 6.23 In order to achieve a satisfactory proportion, such extensions should always have a greater eaves length than depth.



Hipped Roofs

- 6.24 Generally speaking, hipped roofs should only be incorporated into extensions where the original building is fitted with a hipped roof.

Key Points

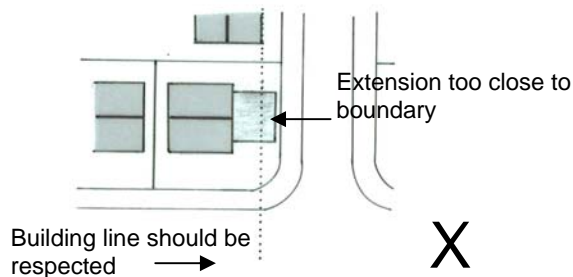
- **Adhere to the 45° rule to safeguard residential amenity.**
- **Pay careful attention to the impact of a rear extension on the original building and on the character and appearance of the area.**



6d. Extensions on Corner Plots

- 6.25 Whilst extensions on corner plots should adhere to the guidance outlined elsewhere in this document, there are a number of further matters to consider.

PLAN VIEW



- 6.26 Corner plots can be especially difficult as any extension must achieve a degree of compatibility with two, potentially very different, streetscapes.

Key Points

- **Corner extensions are visible from a number of locations. It will therefore be especially important to assess their impact and produce a high standard of design and detailing.**
- **There may be a distinct building line for each street; any extension should respect all building lines to avoid becoming an incongruous feature within the streetscape.**

6e. Conservatories

- 6.27 Conservatories are a popular means to extend properties. As they constitute an extension, their design should take into account the guidance within this document to ensure a satisfactory relationship with the original building.

- 6.28 Many buildings do not lend themselves to extension with a conservatory. Severe

detriment can be caused to the architectural quality of small, simple dwellings by the addition of an off-the-peg conservatory.

- 6.29 However, should the principle be acceptable, the design of a conservatory should relate to the original building. A highly detailed conservatory, with fussy period detailing such as finials, for instance, 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, where planning permission is required, are unlikely to be permitted.

- 6.30 Where dwarf walls are to be incorporated into the design they should be of a material and finish compatible with the original building.

- 6.31 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 close to a boundary with a neighbour should pay careful attention to the impact on neighbours' amenity. For privacy's sake, it may be advisable to incorporate a solid side, obscure glazing, or screening in the form of a fence or wall. A neighbour facing elevation in close proximity to a boundary should not contain any opening windows.**

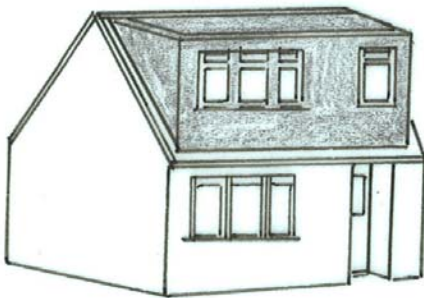


6f. Dormers, Rooflights & Roof Extensions

6.32 The roof of a building is an important element of its design. Unsympathetic alterations can have a dramatic and adverse effect.

Dormer Windows

6.33 Some roof alterations are permitted development. However, throughout the Borough, there are many examples of badly designed and executed dormer windows which cause detriment to the character of the buildings to which they are attached as well as to the surrounding area, due to their prominent position and unattractive form. They may also increase the extent to which neighbouring properties are overlooked. So the following guidelines are commended in all cases.



Dormers which dominate the house are not acceptable



Size and position of dormers subordinate to main roof and related to ground floor openings

respect any dormer window should be set at least 1 metre from the flank wall of the house, and/or the boundary line with adjoining property.

6.35 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 main roof structure. Flat roofed dormers do not sit comfortably with pitched roofs and are unlikely to be acceptable, particularly on front elevations.

6.36 Where dormers are considered acceptable, they should be designed to complement the original building in terms of style, detailing and materials. The roof pitch should normally match that of the original roof. The section of the dormer construction between window and sides should be kept to a minimum and should be of vertically hung material to match the main roof or lead.

6.34 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 occupy less than $\frac{1}{3}$ rd of the width of the roof slope on which they are sited. Rear dormer windows should cumulatively occupy less than $\frac{2}{3}$ ds of the width of the roof. In either

6.37 Dormers are unlikely to be acceptable in the roofs of converted farm buildings.

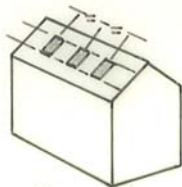
Rooflights

6.38 Rooflights often represent an easy opportunity to obtain natural light into loft conversions or roof space and may not need planning permission. However, they should generally be restricted to the rear or least visible elevations of the original building.

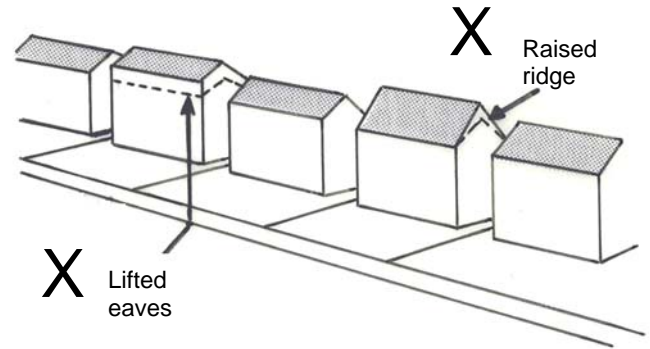
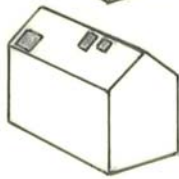


6f. Dormers, Rooflights & Roof Extensions

Small
rooflights in
the middle
third



Too close and
too large to
eaves and
verge



6.39 Rooflights should be introduced with caution. Too many destroy the character of an unbroken roof slope and can create an unacceptable level of clutter on the roof of the original building. If more than one rooflight is proposed on any roof plane, careful thought should be given to size and siting.

6.40 Rooflights opposite each other on two roof slopes should also be avoided. This is in order to prevent light penetrating the roof, giving a 'hole in the roof' appearance.

6.41 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

6.42 Increasing the height of a dwelling by amending the roof pitch or eaves height, will significantly affect the character and proportions of the building and will impact on the surrounding streetscape.

6.43 Such changes are unlikely to be acceptable in areas where roof pitches and heights are consistent, as they will cause detriment to

the streetscape altering its rhythm and form.

Key Points

- ***Dormers should generally be confined to the rear elevation of a property.***
- ***Dormers should appear subordinate to the roof, complementing its design and form.***
- ***Rooflights should, where possible, be located on the rear or least visible roof slopes.***
- ***Excessive numbers of rooflights are detrimental.***

7. Balconies & Terraces

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

7.2 One possible solution is to incorporate some form of privacy screen. However it is imperative to consider the impact any screen will have on neighbours in terms of its appearance and potential to overshadow. Privacy screens can significantly increase the visual impact of

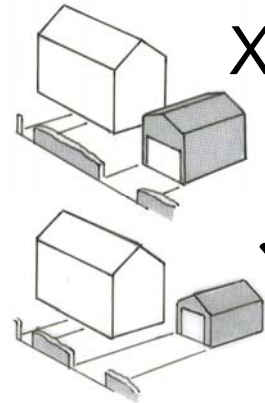


7. Balconies & Terraces

a proposal, and should only be used with great care. Ideally they should be designed into the fabric of an extension rather than be added as an afterthought .

Key Points

- **Balconies or terraces, which lead to an unacceptable level of overlooking or are visually intrusive are unacceptable.**



Low pitched over large building set forward of house

Building of similar proportions to house and set back from front

8. Garages and Outbuildings

8.1 It is important to consider and understand that garages and other outbuildings, whether or not they require planning permission, can have a similar impact to other extensions. Such features should, therefore, respect the scale, character and materials of the original property and care should be taken to safeguard the amenities of neighbours.

8.2 Outbuildings should generally be sited in an inconspicuous position. The siting and design of outbuildings needs particular care in rural areas, where they can be particularly prominent, in conservation areas and in the setting of listed buildings. It will rarely be acceptable to site outbuildings in front of the original property as they would then be too prominent; and conflict with any established building lines. Ideally garages at the side of an original building should be set back from the main building line, with space for car parking, and preferably turning, in front of the garage.

8.3 Outbuildings should be constructed in a style that reflects the original building, in terms of materials, detailing and proportion. Garage doors should generally be the width of a single car to minimise their visual impact upon their surroundings. In a double garage, this can be achieved by using two doors with a pillar between.

8.4 Care must always be taken to ensure that any outbuildings and other structures, such as decking, do not lead to an unacceptable level of overshadowing of neighbouring properties, disturbance or loss of privacy.

Key Points

- **Proposals should respect the design, materials and form of the original building, its setting and the residential amenities of neighbours.**
- **The siting of such buildings should respect established building lines.**
- **A minimum 6 metre long parking space should be provided between any garage and the highway.**



9. Access and Parking

- 9.1 The design of extensions should not involve the loss of existing off-street parking provision, unless it can be demonstrated that alternative provision can be made elsewhere within the curtilage, without causing detriment to the overall streetscape, an unacceptable loss of amenity space, and without causing a traffic hazard or harming the amenities of neighbours.
- 9.2 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 occupy a space 2.5m by 5.5m but parking spaces in front of a garage should be 2.5m by 6m to allow for opening/closing doors. Relaxation of the parking standards may be accepted in highly accessible locations.
- 9.3 On main roads, such as classified roads or roads with a speed limit greater than 30mph, turning space should be provided within the site. Proposals that result in the loss of existing manoeuvring facilities are unlikely to be acceptable. Where gates are proposed, they should be positioned to allow a vehicle to pull off the carriageway even when the gates are closed. So gates should be set at least 5 metres from the back edge of the footpath and open into the site. Appropriate visibility will also be needed, the standards for which will vary depending on the location and site.
- 9.4 The creation of a new hardstanding and access is only likely to require planning permission if the access is to/from a classified road or where permitted development rights have been withdrawn.

- 9.5 Further detailed or technical advice can be obtained from the County Council which is the Highway Authority for the area.

Key points

- **Side extensions should not lead to a loss of off-street parking.**
- **Access and parking space should not prejudice highway safety and should respect the amenities of neighbours.**

10. Works to Front Gardens

- 10.1 Most walls and fences of modest height to the rear of a dwelling will not require planning permission. But they can look intrusive and overshadow neighbouring land. Care should therefore be taken in the choice of material, detailed design and siting.
- 10.2 The treatment of front boundaries contributes a great deal to the character of buildings and of the wider scene. Here, careful thought should be given to the impact of demolition. In some areas, consent to demolish will be required and is unlikely to be acceptable where harm would be caused to the streetscene.
- 10.3 Associated with this, a popular solution to ever-increasing car parking problems is to surface front gardens. This greatly alters the setting of the building and streetscape, often causing detriment and, where such proposals require permission, is unlikely to be permitted.

Key points

- **Proposals to remove front boundary treatments and surface front gardens for parking are generally harmful.**



11. Boundary Treatments

- 11.1 Boundary treatments, whether traditional or modern, contribute a great deal to the streetscape and character of an area. 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 built environment.
- 11.2 The removal of enclosure alters the hierarchy of spaces, making it difficult to identify where public space ends and private space starts. This can produce very confused and awkward rhythms in the streetscene.
- 11.3 Where new boundary treatments are proposed, care must be taken to ensure that the proposed materials and detailing take a lead from the surroundings. Care should be taken to ensure that proposed walls and fences do not harm the streetscene or cause detriment to the amenities of neighbours.
- 11.4 Where estates are open plan, or have a distinctive, sylvan character, the erection of walls and fences at the front of the property is unlikely to be acceptable. The character of such estates is derived from the open, landscaped environment and physical built barriers will significantly detract from that character. Likewise, development that would obstruct visibility, for highway purposes, or would otherwise cause highway danger, will also be unacceptable.
- 11.5 In rural areas, any new boundary treatment should be of the traditional style typical of the immediate locality. Standard modern solutions will generally have an adverse visual impact.

Key Points

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

12. Solar Panels and Wind Turbines

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

Solar Panels

- 12.2 In general terms, planning permission will not be required for the installation of solar panels on the roofs of existing dwellings, provided that the panels are roof mounted and fitted flush with the external plane of the roof slope so that there is no material alteration to the shape of the dwelling house. There may, however, be a need for planning permission if the property is in a conservation area and, if the property is a listed building, there will be a need to obtain listed building consent.
- 12.3 Whether formal permission is needed or not, however, design principles are still



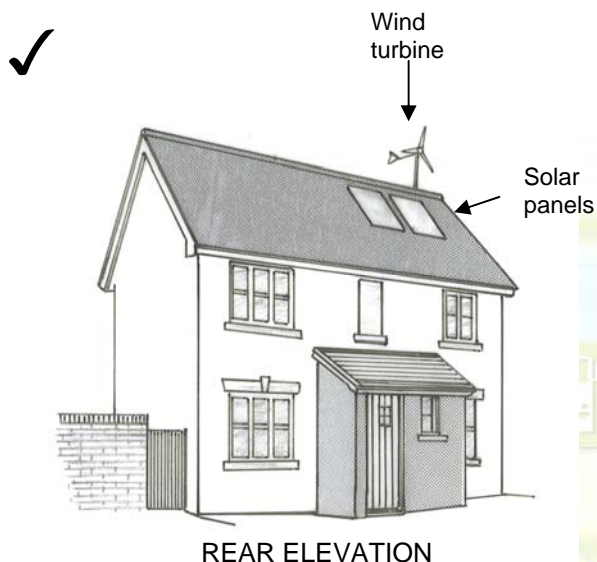
12. Solar Panels and Wind Turbines

relevant and should be taken into account when contemplating where to site such an installation. The guidance concerning rooflights should be used as a guide and panels should preferably be sited on least visible roof slopes, away from eaves, verges and ridge. It is, however, recognised that their efficiency is dependant on solar gain, which will have a bearing on siting and orientation.

- 12.4 This said, highly visible solar panels are unlikely to be acceptable in sensitive areas such as Conservation Areas or on Listed Buildings.

Wind Turbines

- 12.5 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 layouts care will therefore be needed to ensure that their siting does not cause detriment to the historic form. Design solutions should be sought that will minimise views of the turbine and, wherever possible, siting in prominent locations should be avoided.



The location should also be selected so as to avoid an adverse impact on neighbouring properties.

- 12.6 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 a 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.

- 12.7 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, as well as any need for planning permission.

Key Points

- **Solar panels should be sited on least visible roof slopes and installed flush with the roof plane .**
- **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. Trees and Landscape Features

- 13.1 Trees, hedgerows, walls, ponds and other landscape features are hugely important in terms of their ecological and landscape value. Many trees are protected by Tree Preservation Orders or are safeguarded because they are located in a Conservation Area.
- 13.2 Wherever possible these landscape features should be retained and extensions should be designed to accommodate them.
- 13.3 The Council has published guidance on Trees and Development (Sept 1999) to assist. This is a free publication available from the Council Offices in Union Street.

14. Conclusions and Checklist for Avoiding Common Mistakes

- 14.1 As emphasised throughout this guide, the key to designing any extension is appreciate the character and format of both the building and its setting
- 14.2 Most applications are successful. Those that are refused, are often rejected because mistakes have been made during the design process. Care should be taken to avoid the following errors:
- Limited contextual analysis so that the proposal fails to respect the building or its wider setting.
 - Use of a standard design that fails to respect the particular character of the locality.
 - Lack of a clear design rationale that fails to secure a proposal that blends 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.
 - Allowing external design to become a secondary issue behind internal layout.
 - A proposal that is poorly designed with little interest in its surroundings, compromising the streetscape and neighbours amenity.





Appendix 1— Local Planning Policies referred to in Section 1.12

Building Design and Retaining Existing Landscape Features and Natural Habitats

GN5 The design of proposed developments will be expected to be well related to their surroundings, including public spaces, and with landscaping fully integrated into the overall scheme. The appearance, layout and spacing of new buildings, which may include innovative and original design forms, should respect the local distinctiveness of the area.

Applicants for planning permission will be expected to demonstrate that they have followed a methodology which sets out the design principles adopted, and have carried out a full survey of the site and its surroundings, the likely impact of the development and how this is to be mitigated, and propose a design which is specific to the site. The following design features will also be considered:

- (a) building height, bulk and roof shape;
- (b) external construction materials;
- (c) proposed landscaping and incorporating existing important and characteristic landscape features;
- (d) layout, levels and spacing of buildings;
- (e) retaining important natural habitats and historical landscape features; and
- (f) measures which help to prevent crime and promote community safety.

During construction works developers will be required to suitably protect those wildlife, landscape and other important features which are to be retained.

Replacement Dwellings and Extensions in the Green Belt

DC8A Permission will be granted for the rebuilding and extension of dwellings in the Green Belt providing the following criteria are met:

- (a) the proposed building would not detract from the openness of the Green Belt to a greater extent than the original dwelling;

- (b) the siting, design, external materials and final character of the dwelling do not detract from its surrounds or from the Landscape Character Area;
- (c) the proposed replacement would not be materially larger than the building it replaces nor involve enlarging the residential curtilage;
- or
- (d) the proposed extension should not result in a significant increase in the volume of the original dwelling.

In order to retain control over the future development of the site, permitted development rights may be removed.

Replacement Dwellings and Extensions in Safeguarded Land and Area of Other Open Countryside

DC8B Permission will be granted for the rebuilding and extension of dwellings in Safeguarded Land and Area of Other Open Countryside providing the following criteria are met:

- (a) the siting, design, external materials and final character of the dwelling do not detract from its surrounds or from the Landscape Character Area;
- (b) the proposed replacement would not be materially larger than the building it replaces nor involve enlarging the residential curtilage;
- or
- (c) the proposed extension should not result in a significant increase in the volume of the original dwelling.

In order to retain control over the future development of the site, permitted development rights may be removed.

Landscape Character Areas

DC9 Development in the rural areas should respect



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the local building styles, features and materials that are distinctive of the Landscape Character Areas identified in the Lancashire Landscape Strategy.

In each of the Landscape Character Areas proposals should contribute to the appropriate strategies for conservation, restoration or enhancement of the key environmental features.

Trees and Woodlands

EP9 Proposals which would result in the loss of trees, woodland areas or hedgerows which make a valuable contribution to the character of the landscape or a building or a settlement or its setting will not be permitted. Replacement planting will be required where it is considered that the benefit of the development outweighs the loss of some trees or hedgerows. Tree planting will be required as part of new development proposals and a scheme of maintenance will need to be approved. Tree Preservation Orders will be used to protect trees of landscape or townscape significance.

Landscape Assessment

EP10 Developers will be required to demonstrate that the character and value of the existing landscape and its features have been taken into consideration during the design of a proposal. An appropriate landscape assessment may be required as part of an application.

Alterations and Extensions to Listed Buildings

HT2 The Council will seek to ensure that the special architectural or historic interest of all Listed Buildings are preserved. Proposals involving internal or external alterations, extensions to, or the change of use of a Listed Building will not be permitted which would have an adverse effect on the special architectural or historic character of a Listed Building. In particular development proposals will be required to have special regard to the protection of features of special architectural or historic interest, its detailed

design, siting, scale, choice of materials and effect on the historic fabric of the building.

The Setting Of Listed Buildings

HT3 Development proposals affecting the setting of a Listed Building will be required to have special regard to the siting, scale, design, materials of construction and the retention of trees and other landscape features. Development which would detract from the setting of a listed building will not be permitted.

New Development in Conservation Areas

HT7 The Council will seek to ensure that all development within or affecting the setting of a Conservation Area will preserve or enhance the character or appearance of the Area. All new development within, or affecting the setting of, Conservation Areas should be of a standard of design which respects the special architectural or historic interest of the Area and should comply with all of the following criteria:

- (a) the mass, bulk, and height of buildings should be in scale and harmonise with adjoining buildings and the streetscene;
- (b) building materials should be appropriate to the locality and be sympathetic to buildings nearby in terms of type, texture and colour;
- (c) development should be in keeping with the streetscape, roofscape or skyline and should not detract from important views into and out of the Area;
- (d) development should retain important landscape features such as trees, hedges, fences and walls and ensure that open spaces are not adversely affected;
- (e) new uses for existing buildings will be encouraged where they ensure the retention of existing buildings which make a positive contribution to the Areas' character or appearance.

Locally Important Buildings

HT10 Development proposals for the extension, change of use or demolition of any buildings



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identified as being locally important will only be permitted if the following criteria have been met:

- (a) the size, scale and design of the extensions/alterations reflect the character of the building and appear subordinate to the existing property;
- (b) existing features are retained, wherever possible, and alterations to the external appearance, which affect the buildings character, are kept to a minimum;
- (c) materials match the existing building in type, colour and texture;
- (d) that, in relation to demolition and/or redevelopment, the building has been proven to be structurally unsound and incapable of a beneficial reuse;
- (e) that a new use can be accommodated without undue loss of the building's fabric.

Residential Extensions in Settlements Excluded From The Green Belt

HS9 Within settlements excluded from the Green Belt, house extensions will be permitted provided that all of the following criteria are satisfied:

- (a) the extension is in keeping with the existing house and the surrounding buildings in terms of scale, size, design and facing materials;
- (b) an adequate level of private open space is retained;
- (c) there is no unacceptable adverse effect on the amenity of neighbouring properties through overlooking, loss of privacy or reduction of daylight;
- (d) the proposal does not have an unacceptable adverse effect on highway safety.

Highway Development Control Criteria

TR4 Proposals for new development will be required where appropriate to be supported by a Transport Impact Assessment and to meet the following highway development control criteria, to ensure that developments satisfactorily mitigate any highway and transportation problems that may arise:

- (a) the provision of facilities for public

transport including kerb adjustments and shelters;

- (b) the early introduction of bus services for major schemes arising from developer contributions;
- (c) the provision of safe and adequate access having regard to environmental considerations, the impact of traffic and avoidance of traffic of excessive volume, size or weight;
- (d) the provision of off street parking, on site loading/unloading facilities and adequate parking and garaging in accordance with the adopted standards;
- (e) the provision of access for servicing and emergency vehicles;
- (f) the provision of facilities for cyclists and pedestrians;
- (g) the provision of traffic calming measures; and
- (h) the provision for the funding of any necessary improvements to the transport system arising as a direct result of the development.

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Appendix 2— Planning Application Checklist

The guidance given below is taken from the Council's Draft Planning Checklist and Guidance Note on the Validation of Applications, where more extensive advice can be found.

The Council needs to determine most applications within 8 weeks of its submission. To enable an application to be dealt with promptly, it is essential that all relevant information is submitted with an application.

Certain information, such as application forms, certificate of ownership, and scaled plans etc. need to be submitted with almost every application. Other detail should be submitted to ensure a quality planning application submission, so that the Council has sufficient information to determine your application.

Where all the necessary information is submitted it will allow rapid validation and registration of the application. If relevant details are not submitted, the application may be returned as invalid and this will delay its registration/progression.

If you are in any doubt as to what information you should submit with your application, please contact the planning section prior to its submission. It may also be helpful to call to discuss your proposals before you complete the application. If you are having any difficulties with the form, what details to submit, or if you are in doubt whether your project requires planning permission (because it may not involve development or it may be permitted by the Town and Country Planning (General Permitted Development) Order 1995), please seek advice from the planning section.

Postal Address: Development Control, Civic Offices, Union Street, Chorley, Lancs, PR7 1AL
Email Address: dcon@chorley.gov.uk

Web Address: <http://planning.chorley.gov.uk/PublicAccess/>

Please ensure that you have provided all the required information according to the checklist below.

Applications for planning permission can be made electronically via the Planning Portal (www.planningportal.gov.uk). It is possible for you to track the progress of the application, once it has been validated and registered, on the Council's web site at www.planning.chorley.gov.uk/publicaccess/.

Alternatively, paper based applications can be made by post to: Development Control, Civic Offices, Union Street, Chorley, Lancashire, PR7 1AL. If possible electronic copies of all documents, preferably as Adobe Acrobat Portable Document Format (PDF) files, should also be included with the application.

Checklist:

With the vast majority of applications it will be necessary to submit the following information:

- The appropriate application forms signed and dated (4 copies);
- The correct certificates signed and dated (4 copies);
- A location plan (to show where the site is) at a scale of either 1:1250 or 1:2500 (4 copies);
- A block plan at a scale of 1:200 or 1:500 of the site showing the proposed works (4 copies);
- Detailed elevations and floor plans of the existing/proposed work at a scale of 1:50 or 1:100 (4 Copies);
- The appropriate application fee.



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A guidance sheet is available for each application form type that explains how to complete that form. All the relevant questions should be answered on the application form.

It is sometimes necessary to submit two or more applications for the same development. For example, to apply to partially demolish, extend and alter a listed building in a conservation area it may be necessary to submit three individual applications – a planning application, a listed building consent application and a conservation area consent application. It should be noted that each is a separate application and it is necessary to submit the appropriate number of copies of forms, plans and documents for each one.

Submitted drawings should clearly show the proposed work and include:

- (a) Existing Elevations
- (b) Existing Floor Plans
- (c) Proposed Elevations
- (d) Proposed Floor Plan

Most applications for planning permission attract a fee. The fee should be included with any application submission. Where either no fee or an incomplete fee is paid the start date for the application will not commence until receipt of the full outstanding balance. Listed Building consents and many other applications do not attract a fee.

It is a requirement of the Planning (Listed Buildings and Conservation Areas) Regulations 1990 that all applications for Listed Building Consent be accompanied by a Design and Access Statement. The scope and degree of detail that should accompany listed building applications will vary depending upon the specific circumstances of each application. However applications other than for the most minor of works will be expected to be accompanied by a supporting letter/statement providing:

- A detailed schedule of the proposed work;
- An analysis of the archaeology, history, character and interest of the building;
- A justification of the proposed work;
- Principles and methodology for the proposed work;
- An assessment of the impact of the proposed works on the special character/interest of the listed building, its setting and, where applicable the setting of adjacent listed buildings.

All applications for Conservation Area Consent or for work within, or affecting a Conservation Area should be submitted with an appraisal that identifies the character of the area and assess the impact of the proposed works on that character.

Development proposals for the alteration or extension of listed buildings should be accompanied by a written justification as to why the works that affect the character of a listed building are desirable or necessary. The application should also include a detailed method statement and specification for the proposed works. This should include photographs showing existing and proposed works which demonstrate clearly how the proposals will impact on the special architectural or historic interest of the building and on its setting.

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Notes



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