SUPPLEMENTARY PLANNING GUIDANCE

NOTE 5
PREFACE

This document was adopted as
Supplementary Planning Guidance
To the Harborough District Plan by
Full Council at its meeting on 19th March 2003.

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March 2003
1. INTRODUCTION

1.1 Since 1998 Harborough District Council has adopted a series of guidance notes as Supplementary Planning Guidance to the Harborough District Local Plan.

1.2 In order to ensure that the guidance notes remain relevant and up-to-date they were reviewed and approved by the Executive on 3rd July 2002 for consultation purposes.

1.3 A new guidance note relating to Conservatories on Listed Buildings and Buildings of Character was also included (Note no.21). The Monitoring of Housing Land (Note no.20) was the subject of a separate consultation exercise (for further information contact the Planning Policy Team on 01858 821160).

1.4 A six-week period of public consultation was held between 2nd September and 11th October 2002 on the revisions. A list of those consulted is included at Appendix A. The consultation exercise was advertised in the local press. A copy of the advertisement is included at Appendix B. Copies were also made available at libraries throughout the District, the Council offices at Market Harborough and the Lutterworth Service Shop.

1.5 A breakdown of the comments received on the revised Supplementary Planning Guidance and the Officer’s response to those comments is included at Appendix C. No comments were made on Note no.5 (Extensions to Dwellings), 18 (Working from Home) and 21 (Conservatories on Listed Buildings and Buildings of Character).

1.6 Following Executive approval the Full Council at its meeting held on 19th March 2003 formally adopted the guidance notes as Supplementary Planning Guidance to the Harborough District Local Plan. A copy of the report to the Executive meeting and minutes of the Council resolution to adopt is included at Appendix D.

1.7 The revised guidance notes constitute a material consideration in the determination of planning applications. The weight accorded to the guidance will reflect the fact that extensive public consultation has been undertaken on the document and it has been the subject of a council resolution to adopt as Supplementary Planning Guidance.

1.8 For further information on the content of this document contact the Planning Policy Team on 01858 821160. This document is also available on line at www.marketharboroughonline.co.uk and www.lutterworthonline.co.uk.
NOTES NO.5

HARBOROUGH DISTRICT COUNCIL

EXTENSIONS TO DWELLINGS

1. INTRODUCTION

1.1 This guidance note is one of a series which has been prepared as supplementary guidance to the Harborough District Local Plan. The policies and proposals of that Plan set out a planning context for development. However certain detailed matters are more appropriately considered in this supplementary guidance format.

1.2 The intention of this note is to provide design guidance for householders and home-owners within Harborough District, who wish to alter or extend their homes and for architects/agents in the preparation of planning applications. In this way, the interests of householders, other local people, and the quality of the local built environment is taken into consideration.

5.2 This guidance note has been designed to apply to all extensions to dwellings regardless of whether planning permission is required. The lack of a requirement for planning permission does not imply that good design principles should not be followed.

2. GENERAL PRINCIPLES

2.1 A well designed extension can improve the appearance and the value of a building.

2.2 A bad design can let down a buildings appearance, devalue the property and adversely affect the overall character and residential quality of the neighbourhood. A planning application for an extension which is considered to be a poor design or one which unacceptably affects a neighbouring property will be resisted by the Council.

2.3 An extension, garage or outbuilding may require planning permission. In addition to this note a free booklet “Planning - a Householders Guide” produced by the Department of the Environment, Transport and the Regions is available from Customer Services and the Development Control Team. In addition, you can obtain guidance about whether your proposal requires planning permission on-line at www.marketharboroughonline.co.uk by clicking on the ‘services’ button and selecting the ‘planning’ option.

2.4 You may find it useful to talk to the Duty Planning Officer at the Council Offices in Market Harborough or Lutterworth. They will be able to advise you whether or not planning permission is needed for your proposal and on which factors will influence the acceptability of the design, size and position of the extension.
2.5 New building work may also require Building Regulation Approval. This ensures that the building materials used and the method of construction are safe and correct. You can talk to a Building Control Officer at the Council Offices in Market Harborough for advice. *Please Note: It is advisable to telephone and book an appointment if you wish to speak to either a Planning or Building Control Officer. (Tel: 01858 821161).*

3. EXTENSIONS

3.1 Local Plan policy HS/12 ‘Domestic Extensions, Outbuildings and Garages’, requires that extensions, outbuildings and garages should be subordinate to the main building and be of harmonious design, form and materials. It also requires that such development should not have a detrimental effect on the visual amenities of the area nor affect the amenities of neighbouring residents. Furthermore the policy states that such domestic extensions, outbuildings and garages should not result in an unacceptable loss of open space around the building or result in a loss of on-site car parking to a substandard level.

3.2 Extensions to properties should be in keeping with and subservient to the original building in terms of scale, mass and design. Particular consideration should be given to detail, for example; roof pitch, span and window emphasis, i.e. vertical or horizontal.

3.3 For reasons of visual amenity and good building design, pitched roofs will be encouraged on all extensions, dormer windows, outbuildings and garages. Flat roof extensions of two or more storeys will not normally be permitted, particularly in visible locations. Flat roofs can be more expensive to maintain than a pitched roof.
3.4 Extensions to properties should normally be constructed in materials to match in type, colour and texture, those used on the original building, unless the District Council is satisfied a contrast in materials would serve as an enhancement to the property.

3.5 Two storey side extensions between houses should be set back slightly from the front of the house, otherwise the extension could appear overbearing and result in ‘terracing’, or upset the visual balance of the dwelling.

3.6 Take care in matching materials to blend old and new work. Using different materials or styles could spoil the whole appearance of your house. Where the extension, garage or outbuilding is in front of the house, care must be taken to ensure that it doesn’t affect the appearance and character of the street scene in general.

3.7 Local Plan policies IN/1 (Standards of Development) and HS/12 (Domestic Extensions, Outbuildings and Garages) are of particular relevance to this guidance note and seek to ensure that new development does not adversely affect the amenities of nearby properties. There are 3 main ways in which extensions can adversely affect neighbours:

(i) loss of light (overshadowing)
(ii) loss of privacy (overlooking)
(iii) erection of an overdominant or over-bearing structure

As the impact on adjoining properties may be subjective, to provide greater certainty to all those involved, the Council will apply the following guidelines:

**Loss of light**

3.8 The quantity of direct sunlight received by properties (both to their windows and garden areas) is influenced by numerous factors, such as:

- orientation of properties in relation to the path of the sun
- window positions
- obstructions to light from existing buildings and structures
- obstructions to light by other physical features, e.g. trees, hedges etc.
Given the range of circumstances that can influence these matters it is not practical to specify a quantitative measure (i.e. number of hours in the day) at which an acceptable level of amenity is retained. All the above factors will be considered as part of an application’s determination.

**Loss of privacy (overlooking)**

3.9 Window-to-window distances between ‘habitable rooms’ (bedrooms, lounges/sitting rooms, dining rooms and kitchens) should retain a distance of not less than 21m where windows directly face those of another property.

3.10 These standards will be applied flexibly as there will often be factors which will enable a reduction in standards, or conversely, may require the standards to be exceeded. Such factors include:

- Differences in levels between the buildings concerned
- Obstructions to lines of sight caused by existing structures, trees etc
- The angle of the line of sight between windows, such that it reduces or increases the ability to obtain invasive views into rooms

**Over-dominance and a sense of enclosure**

3.11 In order to assess the impact of new structures on existing dwellings, the Council will adopt the ‘45º guideline’.

This involves the drawing of an imaginary 45º line from the centre of principal windows (of habitable rooms) in properties adjacent to the site of a proposed development. The 45º guideline will be applied both at the front and rear of the dwelling. Where an extension crosses the line, it is most likely to be considered unacceptable in terms of the overbearing effect it will have on the adjacent property. This approach will be applied to the following forms of extensions:

- single storey extensions which project 4m or more from the windows of adjacent properties (the 4m will include any differences in alignment between the properties)
- two storey extensions which project 2.5m or more from the windows of adjacent properties.
 Similarly to other standards, the guideline will be applied flexibly, depending upon the physical circumstances of the site and its surroundings. Factors which may enable a relaxation of the standard include:
• building at a lower level than neighbouring property: the overall height may reduce the impact of an extension
• the existence of substantial boundary treatment: high walls or fences can sometimes mean that single-storey extensions will not significantly add to existing levels of overbearing or enclosure
• window arrangements: where the room of the affected property benefits from other window(s) providing significant outlook or the window affected is ‘secondary’ within the room.

**Distance separation**

3.12 The impact of new structures is also significant where it directly faces windows of rooms in existing dwellings. The Council has adopted the following distance separation standards which it will apply to such circumstances:

Ground floor windows of habitable rooms to two*- storey structure: 14m } see diagrams
Ground floor windows of habitable rooms to three*- storey structure: 18m }  

* These standards will also apply between developments having the same overall difference in height e.g. first floor windows to three storey development would require a separation of 14m (the difference in height being one storey)

**Distance Separation**

*14m ground floor window to 2-storey structure*
4. DORMER WINDOWS

4.1 Pitched, hipped roof or angled dormers (as illustrated) should be used to match the style of the original roof. Flat roof dormers are generally unsightly and ruin the appearance of the house and the neighbourhood.

4.2 Dormer windows should not exceed in size and scale windows elsewhere on the property and will not normally be permitted to be joined to form a wide single dormer extension to the roof.

4.3 A good guide for the positions of dormer extensions is to align them vertically with existing windows. The scale and proportion of the other windows should be matched together with materials to match the rest of the building.

5. SPACE AROUND THE HOUSE

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5.1 Existing trees and hedgerows should be retained where possible. Established planting
improves the appearance and character of an area. Where trees or hedgerows have been
removed to make way for an extension etc., you may be required to plant replacements.
More detailed advice on protecting trees and hedgerows is given in Notes 10 and 11.

5.2 Over-development of a site will not be permitted and adequate private garden space and
space for car parking in proportion to the size of a dwelling must be retained.

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APPENDIX A

LIST OF CONSULTEES
Agents & Developers

David Wilson Estates
Fisher German
The Planning Bureau Ltd (acting on behalf of McCarthy & Stone (Developments) Ltd)
Chesterton
William Davis Ltd
Westbury Homes (holdings) Ltd
Persimmon Homes (North Midlands)
Bryant Homes (East Midlands) Ltd
CWS Property
Gazeley Properties Ltd
J S Bloor (Measham) Ltd
Jelson Ltd
McLean Homes East Midlands Ltd
Fisher Hogarth
Godfrey Payton
Andrew Granger & Co Ltd
Landmark Planning Ltd
David Loveday

Statutory Consultees

Anglian Water Services Ltd
Department of Land Transport and the Regions
East Midlands Electricity plc
English Nature
English Heritage
Highways Agency
Department of Environment, Food and Rural Affairs
Environment Agency
Transco
Severn Trent Water Ltd
Leicestershire and Rutland Trust for Nature Conservation Ltd

Other consultees

The Countryside Agency
Sport England
National Farmers Union

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Rural Community Council
British Horse Society
Chamber of Trade (Market Harborough)
Chamber of Trade (Lutterworth)
Leicestershire Chamber of Commerce
Leicestershire Economic Partnership
House Builders Federation
Leicestershire Training and Enterprise Council
Council for the Protection of Rural England
The Ramblers Association
Institute of Lighting Engineers
Leicestershire Constabulary

Local Authorities
Leicestershire County Council
Rugby Borough Council
Daventry District Council
Kettering Borough Council
Corby Borough Council
Rutland County Council
Melton Borough Council
Charnwood Borough Council
Leicester City Council
Oadby & Wigston Borough Council
Blaby District Council
Hinckley & Bosworth Borough Council
Warwickshire County Council
East Northamptonshire Council
Northamptonshire County Council

Telecommunications Companies
(consulted on SPG 15 Telecommunications Developments only)

British Telecommunications plc
Vodafone Ltd
Orange Personal
Ionica
NTL
Pitcairn Surveyors Ltd
Orange Personal
Albany Partnership
Richard Ellis
Mercury Personal Communication
Pasterfields Chartered Surveyors

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Cellnet

All Parish Councils and Parish Meetings within the District

All District Councillors

APPENDIX B

PUBLIC NOTICE ADVERTISED IN LOCAL PRESS
TOWN AND COUNTRY PLANNING ACT 1990
REVISED SUPPLEMENTARY PLANNING GUIDANCE

A series of guidance notes has been approved by the Council as Supplementary Planning Guidance to the Harborough District Local Plan since 1998. Supplementary Planning Guidance may be taken into account in the determination of planning applications.

In order to ensure that the Guidance Notes remain relevant and up-to-date the Council has produced revised Supplementary Planning Guidance for consultation purposes.

Copies of the revised Supplementary Guidance Notes are available for inspection at the Council Offices, Market Harborough, the Lutterworth Service Shop and at libraries throughout the District. The consultation period will take place between 2\textsuperscript{nd} September and 11\textsuperscript{th} October 2002.

Any comments on the revisions must be made in writing to Planning Policy, Harborough District Council, Adam and Eve Street, Market Harborough, LE16 7AG or email h.patton@harborough.gov.uk by 11\textsuperscript{th} October 2002 at the latest.

For further information contact Helen Patton on (01858) 821153.

Signed
Nicola Yates, Services Director
APPENDIX C

REPRESENTATIONS RECEIVED AND OFFICER’S RESPONSE TO THOSE REPRESENTATIONS