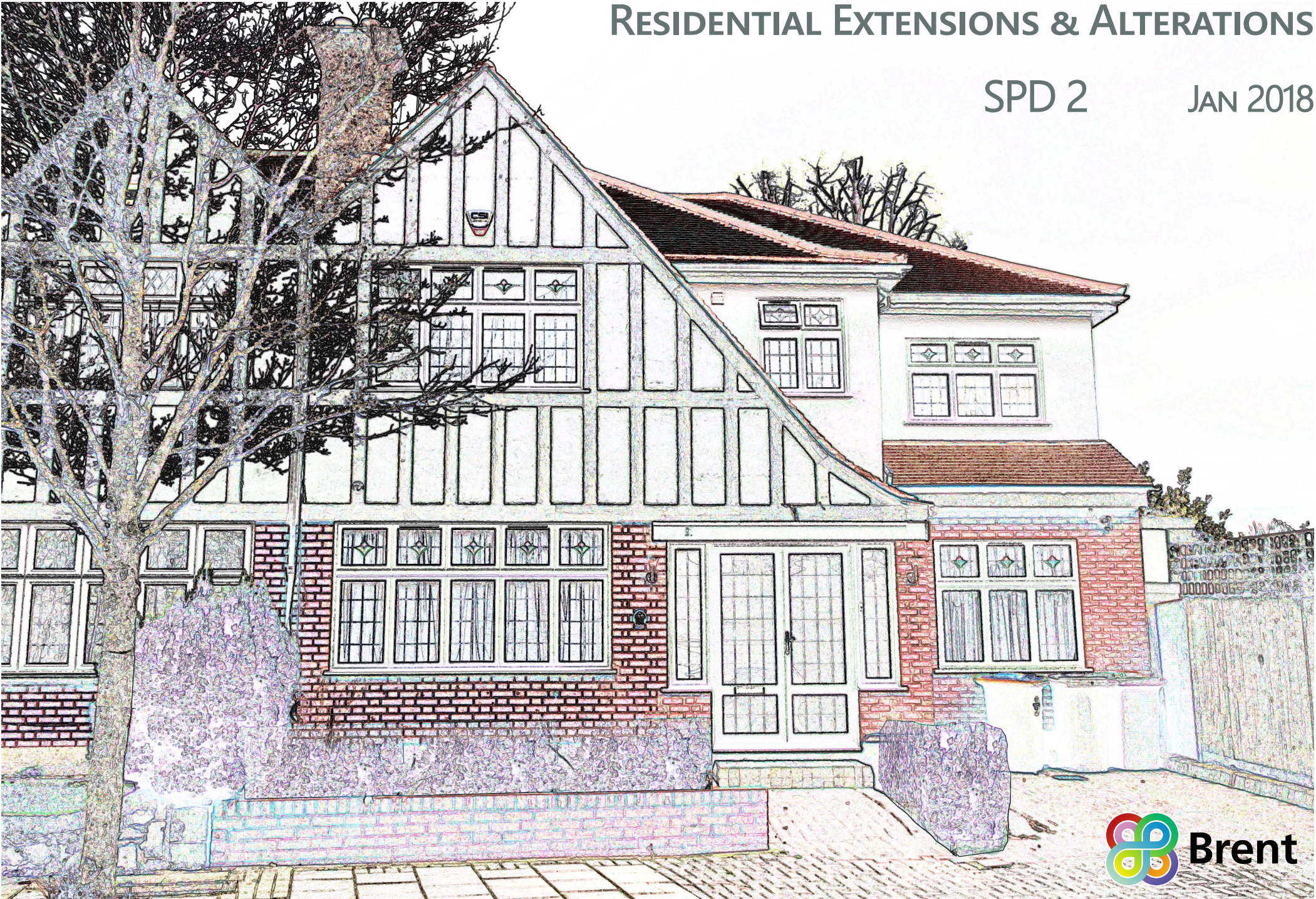


RESIDENTIAL EXTENSIONS & ALTERATIONS

SPD 2

JAN 2018



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1.0 Introduction

1.1 Background to document

This document is a Supplementary Planning Document (SPD) to Brent Council's Local Plan, specifically policy DMP 1. A draft version of the SPD was consulted upon in July – August 2017 for 6 weeks. The Council's Cabinet considered representations made, appropriate amendments to the document's contents and adopted it as a SPD in January 2018.

This SPD will be a material consideration in the determination of planning applications. Where planning permission is needed to alter or extend your house, proposals should conform to the guidance in this SPD. This guidance may also be useful for helping ensure that development that benefits from permitted development rights can be more sympathetically undertaken to fit in with its context.

1.2 Permitted development & planning permission

If you live in a house rather than a flat or maisonette then you may be able to carry out minor changes and extensions to your property without the need for planning permission. This type of work is often referred to as 'permitted development'. Details of works that can be carried out are set out in the Town & Country Planning (General Permitted Development) Order 2015 (as amended). The Order is periodically updated. The Planning Portal¹ provides more detailed and up to date guidance on the types of permitted development for householders.

If you live in a flat, or a house converted into flats, then you will normally require planning permission for most external changes. If you are in any doubt as to whether a project will require planning permission you should contact the Planning Service² for further advice. Formal confirmation of whether planning permission is required can only be obtained from the Planning Service through the submission of an application for a Certificate of Lawful Development. Basements are covered in an additional SPD³.

1.3 Conservation Areas & Listed Buildings

Some areas of the borough have been designated as conservation areas due to their architectural quality and historic significance. Some individual buildings have been deemed so important that they have been statutory listed. It is recommended that you always check whether your property is within a conservation area or is a listed building before you start planning any changes⁴. This is particularly important as each conservation area or listed building will have special planning controls that apply.

The advice contained in this guide is not intended for properties in conservation areas or listed buildings although you may find that some of the principles being applied are useful for developments within a conservation area. The Council's website provides information on which buildings are listed, conservation area boundaries, and relevant conservation appraisals and design guides. Brent's conservation staff can give advice on proposals within conservation areas, or relating to listed buildings.

1.4 Building Regulations

All building work is required to comply with current Building Regulations, regardless of whether planning permission is required or not. For more information on Building Regulations and how to make a Building Regulations application please contact the Council's Building Control Consultancy Service².

Useful guidance & contacts

- ¹ Planning Portal - www.planningportal.gov.uk
- ² Development Management (Planning) and Building Control Teams - 020 8937 5210 or planandbuild@brent.gov.uk
- ³ Basements SPD - [click here](#)
- ⁴ Conservation Areas and Listed Buildings - www.brent.gov.uk/conservation

2.0 Detailed Guidance

2.1 Single storey side extensions

Protruding extensions will not be permitted unless these are the predominant character of the area. This includes porches that are linked to front bays or garages and front extensions to garages. This type of extension detracts from the character of your house and the area.

Width

Single storey side extensions should be modest and complement your house. The size, shape and height should be subservient to the main building. Side extensions should be no wider than two thirds the width of the original house, with a maximum width of 4m.

Set in from joint boundary

Single storey side extensions will normally be allowed to be built up to the common boundary. Exceptions include:

- where the light into any existing side window on an adjoining property, which provides the only means of light for any habitable* room, is unduly affected;
- where this would result in a disproportionate addition of more than two thirds of the original house; and
- for corner properties (see below).

If your corner property is on a road junction with an open character (where the corner houses have a gap of more than 5 metres between their side wall and their garden boundary wall or fence), any single storey side extension must be set in by 2 metres from the boundary (Fig. 1).

If you have an angled boundary you must keep a minimum set in of 2 metres from that boundary to the side wall of your new extension (Fig. 2).

* For the purposes of this SPD, but not necessarily other planning documents, kitchens are regarded as habitable rooms.

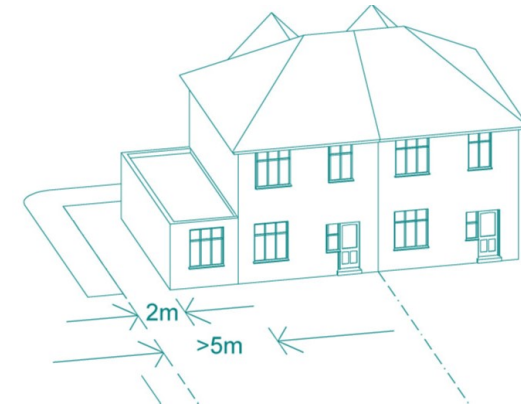


Fig. 1 - Open character

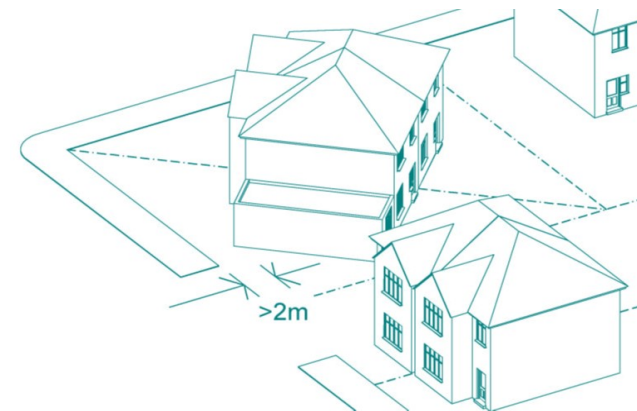


Fig. 2 - Angled boundary

Building design features

The building materials should where possible match the main house. Extension features such as doors and windows should also be of similar design and use the same materials as those in the main house. Particular attention should be given to the roof design. The eaves and the gutter should not overhang the boundary.

Other details such as unusual brick bonds, quoins, string courses, plinth, corbelled eaves, stone or tile creased lintels etc. found on the original house should also be considered for inclusion in your design.

Particular consideration should be given to the positioning of windows and doors. There should be internal access from the main building only and no additional doors in the front elevation. The inclusion of windows in the side walls of extensions is not permitted where it would cause loss of privacy for neighbours. Stairwells and bathrooms/toilets may be acceptable but they should also be obscure glazed and can open above 1.7m from floor level.

2.2 Two storey side extensions

Two storey side extensions should be of a size, shape and height that complement rather than dominate your house. Side extensions should normally be no wider than two thirds of the width of the original house.

Set-in and set-back from the front wall of house

A set-in and/or set-back is required from the main front wall to ensure the extension is suitably subservient to the main house and to prevent the creation of a terracing effect between buildings.

As with single storey side extensions the Council will permit development up to the boundary. The exceptions to this are when the extension would be more than two thirds of the width of the original property or where the light into any existing side window on an adjoining property, which provides the only means of light for any habitable room, is unduly affected.

A first floor side extension should be set back by 2.5 metres from the main front wall of the house (Fig. 3).



A sensitively designed extension



A too dominant, inactive extension

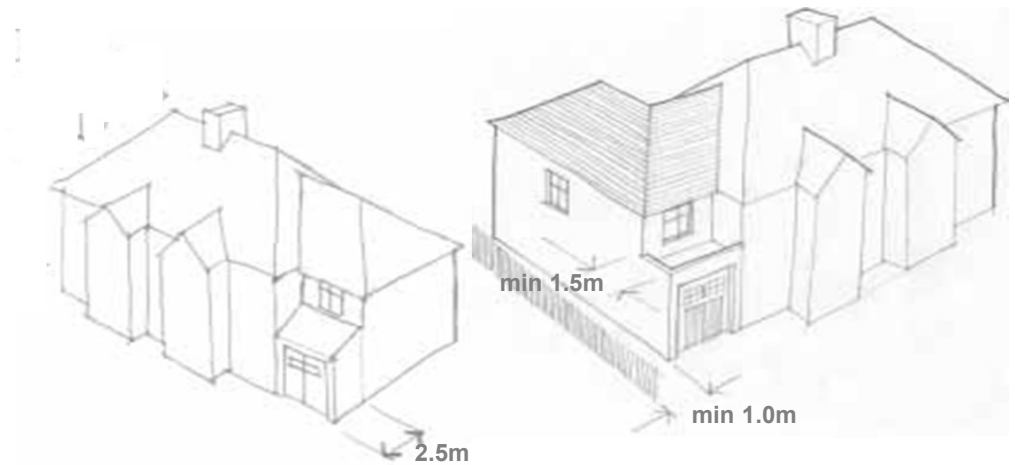


Fig. 3 - Set backs

A reduced set back of 1.5 metres may be permitted if a set in from the joint boundary of at least 1.0 metre can be achieved. Two storey side extensions to corner properties may also have a 1.5 metre set back.

At ground floor level an extension may be flush with the main wall of the house (not the front bay or porch) if you have an existing side extension or garage which is already flush with the main wall of the house. Any guttering must be within your site boundary.

Height/roof details

The roof should match the pitch angle and materials used on the main roof of the house. Flat roofed or "false pitch roofs" (see glossary) are unacceptable. The extension should have a hipped side roof plane where the existing roof is hipped to the side, and a gable end where it is gabled. The ridgeline of the new extension should be set to a minimum of 0.5m below the ridgeline of the original house to ensure it appears suitably subservient. Every effort to retain features like chimney pots, stacks, party walls and ridge tiles should be made.

Building design features and Corner Properties

The guidance set out in section 2.1 *Single storey side extensions* should also be followed if a two storey side extension is proposed.

On *corner properties* windows may be permitted in the side elevation in order to ensure an active and attractive street frontage.



A sensitive, set-back extension



Protruding ground floor and first floor not set back from the main wall

2.3 Single storey rear extensions

Rear extensions should be designed to respect the character and size of your house. You will have to be particularly careful with the design of your extension if your home is located at the *end of a terrace* or is a *corner property* as it is likely to be visible from the street.

Extensions to extensions may be acceptable if it is well designed to integrate with the existing extension. However, any extension may be required to be offset from the boundary.

Depth

Attached Houses, including Terraces and Semi-detached:

The maximum depth normally permitted is 3.0 metres from the wall of the house (Fig. 4).

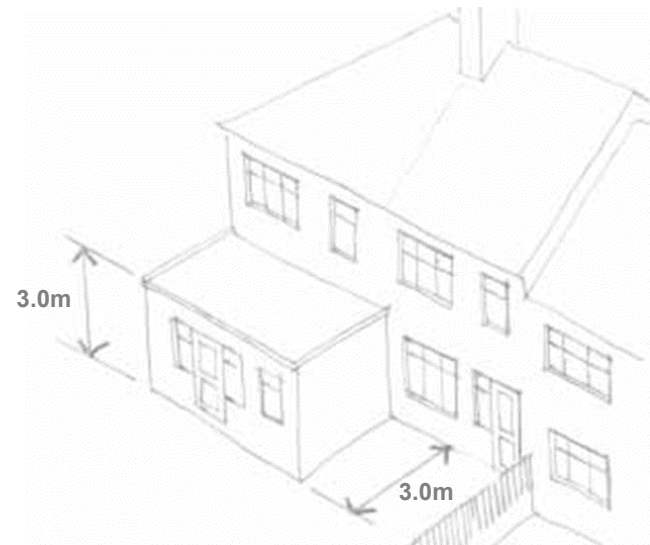


Fig. 4 - Depth and height of single storey rear extensions

An extension up to 6 metres in depth may be acceptable providing that for every additional metre beyond 3.0 metres in depth, the extension should be set in from the boundary by an additional metre to protect neighbouring residential amenity. (Fig. 5)

New single storey extensions to an existing two storey outrigger should not project further than 3 metres from the rear elevation (face) of a terrace, or semi-detached house (Fig. 6).

L shaped extensions are generally permitted provided they do not extend further than 3 metres in depth from the deepest part of the existing building (outrigger) and comply with the details below provided on height (Fig. 7).

If your neighbour's house is set at a lower level or has a different rear building line this depth may have to be reduced by a commensurate amount*.

Detached Houses:

The maximum depth normally permitted is 4.0 metres. An extension up to 8 metres in depth may be acceptable providing that for each additional metre beyond 4.0 metres the extension should be set in from the boundary an additional metre to protect neighboring residential amenity.

Site levels and changes in rear building line

If your neighbour's house is set at a lower level or has a different rear building line this depth may have to be reduced by a commensurate amount*.

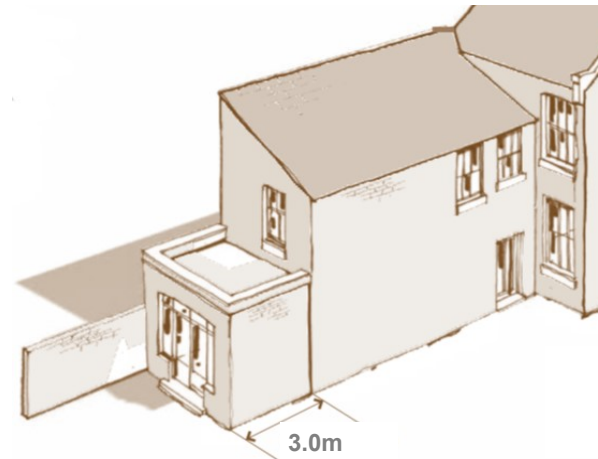


Fig. 6 - Rear extension to outrigger

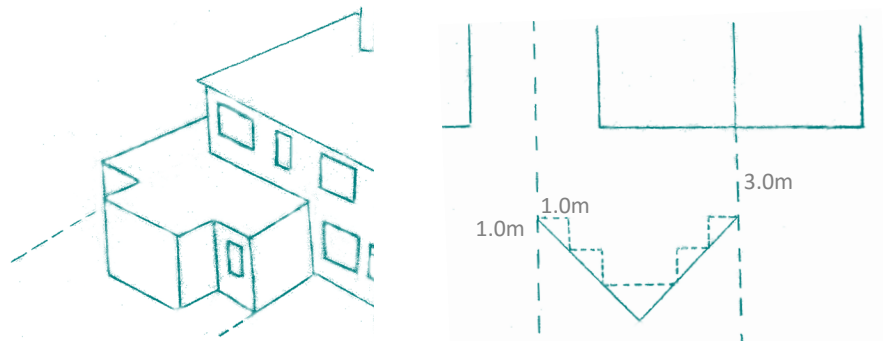


Fig. 5 - Set-in after 3m depth

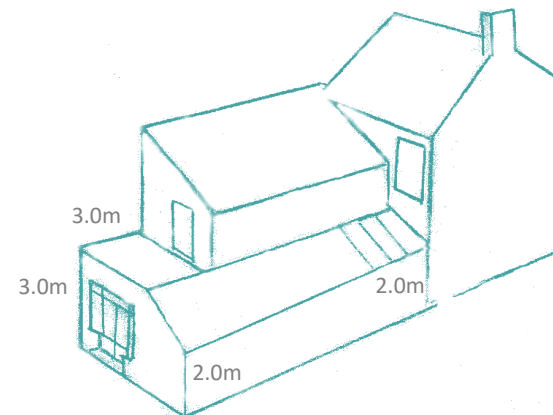


Fig. 7 - L-shaped extension

* Changes in levels, and the position of buildings within adjoining properties, including the locations and nature of window within those properties should be clearly shown on drawings. If a raised terrace is proposed, this will be examined on a case by case basis. The terrace may set in from the boundary and screen planting proposed to mitigate the potential impact.

The following guidelines are applicable to all properties:

Width

Single storey rear extensions may extend to the full width of your house as long as the roofing (including guttering) and foundations are kept within the boundary. However if the adjoining property is set at a lower level the extension may need to be set in from the boundary to reduce loss of light.

Height

Height can have a significant impact on the light into your neighbour's home. Therefore, the maximum height permitted for a flat roof is 3.0 metres on the boundary including parapets. If a pitched roof is proposed the maximum permitted height is an average of 4 metres.

Extensions to outriggers

Extensions which infill the side return between a two storey outrigger and the boundary should be no higher than 2.0 metres in height on the boundary, when measured from the neighbour's side in order to protect amenity. The maximum height of any part of the extension should be 3.0 metres where it meets the main house (Fig. 8).

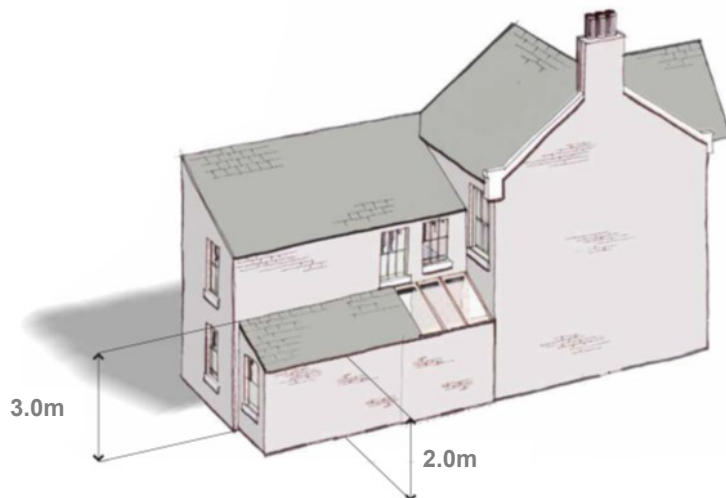


Fig. 8 - Side extension to outrigger

2.4 Two storey rear extensions

Two storey rear extensions to terraced houses are normally unacceptable due to the adverse impact (loss of light and outlook) on adjoining occupiers. However, in some circumstances two storey rear extensions to *end-of-terrace* properties may be acceptable if they are able to comply with this guidance, in particular the 1:2 rule (Fig. 9).

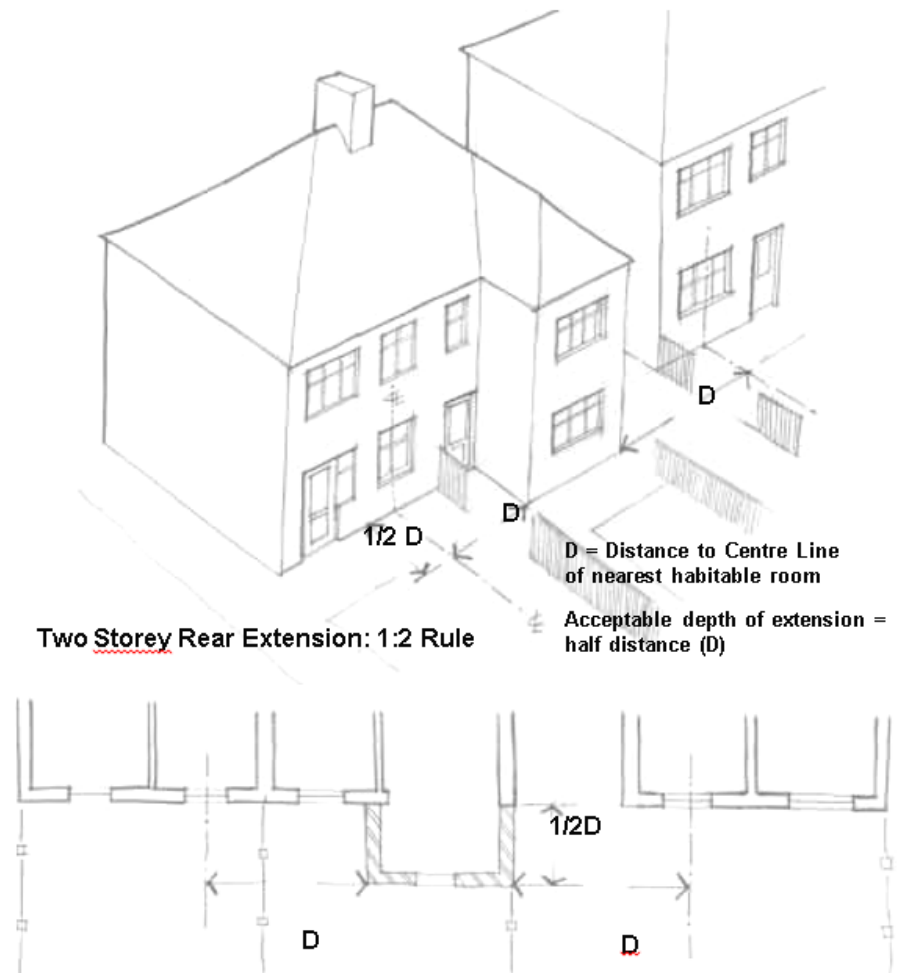


Fig.9 - The 1:2 guide

Depth

The depth of any two storey rear extension is restricted to half the distance between the side wall and the middle of any neighbours nearest habitable room window (this includes kitchens but excludes bathrooms, storage cupboards etc), up to a maximum depth of 3m. If the habitable room has a bay window, the measurement must be taken from the main wall of the elevation, not any part of the bay window.

This rule ensures that the loss of amenity and light to the neighbouring properties is kept within reasonable limits. Where there is a flank wall window which provides sole light to a habitable room (including kitchens) any loss of light to this room will be taken into account and is likely to reduce the size of extension considered acceptable.

Height/roof details

The design, shape and materials of the roof must match the original roof. Every effort to retain roof features should be made. It is often not possible to erect a two storey rear extension where there is an existing rear dormer window as this can result in an unacceptable design.

Building Design Features

See 2.1 Single storey extensions.



Rear extensions in uncharacteristic materials

2.5 Roof extensions & alterations

The roof form of your house and other houses in your street is a significant part the area's character. Alterations to your roof should be designed to complement your home and the original street character.

Front Dormer Windows

Dormer windows will not normally be permitted on the front roof slope. Exception may be made in some areas of the Borough where front dormer windows are a common feature.

Side Dormer Windows

Side dormers will only be allowed if well designed and where the dormer does not compromise the building's or the street's character or your neighbour's privacy. They should be set down from the ridge by at least 0.3m and must be set up from the eaves line by at least 0.5m measured along the roof plane (Fig. 10).

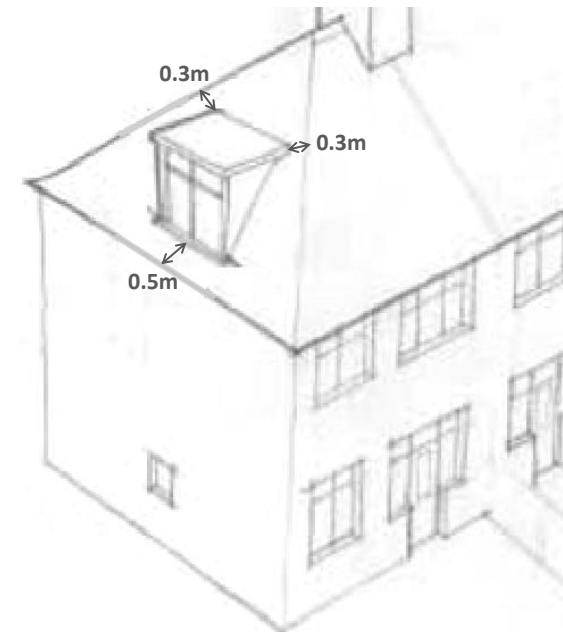


Fig. 10 - Side dormer, inset from roof edges

Rear Dormer Windows

Rear dormers can be the full width of the *original* roof plane outside Conservation Areas. They should be set down from the ridge by at least 0.3m and must be set up from the eaves line by at least 0.5m measured along the roof plane (Fig. 11).

Dormers that project onto or over a rear projection (whether it is original or an extension to the house) will not normally be permitted. Care should be taken with the design of any rear dormer. To ensure that you get the maximum light from your new dormer window the front face should be mainly glazed. The style of windows installed into dormers should be in keeping with the rest of the house.

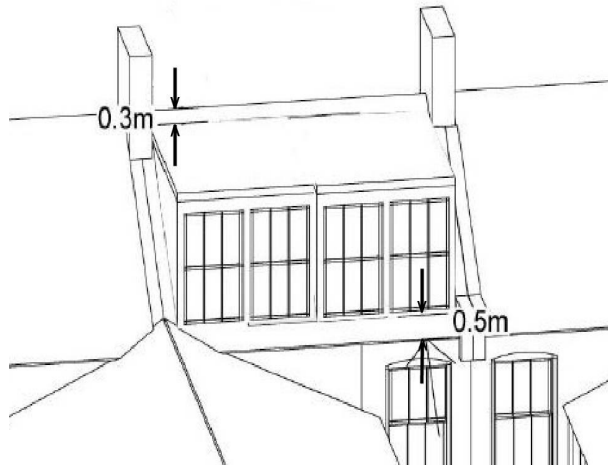


Fig. 11 - Rear dormer

Hips and Gables

The conversion of a hipped roof into a full gable is generally acceptable (Fig. 12). However, where there is an existing two storey side extension with a hipped roof, a full gable to main house would not be acceptable

Side or rear dormers are not generally permitted on a two storey rear projection or extension however as described above are allowed on the main rear roof plane.

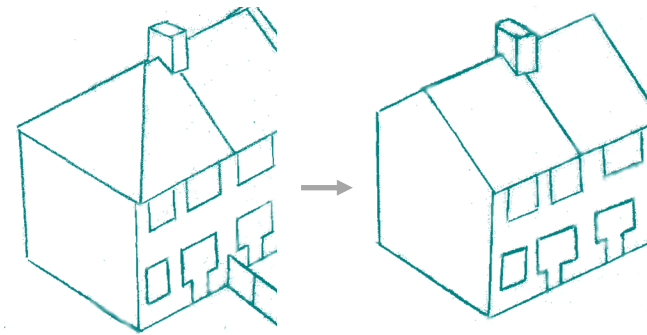


Fig. 12 - Hip-to-gable conversion



Too large, uncharacteristic front dormer



Side dormer that distorts the character of the roof and the building

2.6 Balconies and Roof Terraces

Balconies and roof terraces can be difficult to provide without impacting adjoining residents. Any proposal should be designed not to overlook the habitable room windows or gardens of adjoining properties. Designs should aim to minimize the impact on the elevation, match existing materials and colours, and use setbacks where possible.

2.7 Front Extensions & Porches

Front extensions will not be permitted unless these are the predominant character of the area. This includes porches that are linked to front bays or garages and front extensions to garages. This type of extension detracts from the character of your house and the area.

Porches and Canopies

If you propose to build a porch or canopy the design should take into account the most appropriate position, size, shape and height that will complement the design of your home. In most cases the porch should not project beyond or connect to a bay window or garage. A correctly designed porch or canopy will enhance your house.



A sensitive front porch



Too wide, protruding, uncharacteristic extension

2.8 Boundary Walls and Fences

Boundary walls contribute to the character and appearance of your house and your street. You should always keep a boundary wall, fence or hedge line. When building a new boundary wall or fence it is always best to use high quality long lasting materials; it will be cheaper in the long run. The design of your new boundary:

- Should have a driveway access that complies with the Council's guidance relating to accesses to the highway and should restrict the ability to drive across the footway outside of the authorised access
- Should be arranged and constructed to complement the character of the rest of your street
- Should provide suitable visibility splays which comply with the Council's traffic and visibility standards.

Please also refer to Brent Council's other policy such as domestic vehicle footway crossover, if relevant.



High fence along the street, creating inactive frontage

2.9 Parking in Front Gardens

When planning permission is required for a dropped kerb, creating a parking space in your front garden is acceptable if the following requirements can be met:

- The hardstanding surface is constructed in high quality, permeable materials.
- To reduce the risk of river/surface water flooding elsewhere, water run-off from the hardstanding is minimised through containment within your property boundary, feeding into soft landscaping areas and/or soakaways/water storage tanks.
- A front wall is provided to prevent vehicles crossing the pavement access to any other part of your front garden other than from the driveway.
- The design of your front garden maintains a 50/50 balance between soft and hard landscaping.
- However, where it is not possible to achieve the 50/50 balance and 30% soft landscaping is proposed (as mentioned in *Domestic Vehicle Footway Crossover* guidance notes), extra attention needs to be placed on the design of the front garden to ensure that it is high quality.
- The distance from the back edge of the public footpath to the front wall of your house is at least 4.8m so that your car does not overhang the pavement.
- The position of the drive or parking space will not have a significant negative impact on the street, street trees, your neighbour, your garden or your house.



Fully paved front garden, using tarmac



Fully paved front garden, without typical boundary treatment

2.10 Outbuildings

Building an outbuilding or shed is a good way of creating extra storage space or providing a place to carry out a hobby. Providing you live in a house you may not need planning permission for an outbuilding if it is used incidentally to the main property and does not contain a toilet, shower/bath or cooking facilities. It is always advisable to check with the Planning Service before starting work. If you live in a flat, or a house converted into flats, you will need planning permission to build any outbuilding or garage.

Where planning permission is required, only one outbuilding will normally be permitted in your garden. The maximum size of your outbuilding will usually be determined by its location and the size of your garden. If the garden is less than 100m² then up to 20m² may be acceptable. If the garden is more than 100m² then normally no more than 30m² may be acceptable. It should generally be located within the final fifth of your garden.

Outbuildings will normally be restricted to a single-storey so that they do not overbear the neighbouring gardens. The maximum permitted height will normally be determined by the proximity of your outbuilding to the neighbouring boundaries, on both sides and to the rear. If any part of your outbuilding would lie within a distance of 2m of the boundary with the neighbours' garden then the maximum height permitted would be 2.5m. If you are able to maintain a gap of at least 2m from all neighbouring boundaries an increased maximum height of 3m may be permitted.

In certain circumstances, when a dual-pitched roof is proposed and the outbuilding would be at least 2m from all neighbouring boundaries, then a ridge height of 4m may be considered acceptable. The eaves of an outbuilding with any type of pitched roof should not exceed 2.5m in height.

Submissions should demonstrate that the outbuilding is reasonable required for purposes "Incidental" to the main dwelling, and that they do not include any forms of primary accommodation such as bedrooms, bathrooms/shower rooms, toilets or kitchens.

2.11 Trees

Where the placement of a building or extension is likely to result in the loss or damage to a significant tree, either in the applicant's garden or within a neighbouring property, a suitable design solution that retains the tree(s) should be found.

3.0 Glossary

- *Brick bond* Arrangement of bricks in a wall, combining bricks laid lengthways (stretchers) and width ways (headers)
- *Canopy* Deep overhanging roof to provide shelter below
- *Corbel* Structural piece of stone or brick projecting out from a wall to carry a weight above
- *Eaves* Part of a roof that meets or overhangs the walls
- *False pitched roof* Short single pitched roof with a flat roof behind
- *Gable* Wall with triangular part where it meets the pitched roof
- *Hipped roof* Pitched roof that slopes to the front, rear and side walls
- *Obscure glazed* Opaque glass reducing visibility for privacy reasons
- *Outrigger* Part of a house that extends perpendicular to the rear
- *Parapet* Protective edge of a roof or balcony; wall or fence
- *Porch* Front extension containing the main entrance; partially open or fully closed
- *Quoins* Decorative corner features usually in stone that bond with brickwork.

