



London Borough  
of Hounslow

# Residential Extension Guidelines

Supplementary Planning Document  
A Guide for Householders

**Adopted 20<sup>th</sup> December 2017**

# Residential Extension Guidelines

## Preface

The Council has produced these Residential Extension Guidelines to help guide homeowners, applicants, developers and agents when making a planning application to the London Borough of Hounslow for a residential extension or alteration.

The Guidelines aim to ensure that a balance is struck between protecting neighbours' interests, keeping a good quality and attractive street scene and meeting applicants' reasonable expectations for increased accommodation. The Council understands that every property is slightly different. Because of this, the Council will consider each application on its own merits against its policies and these Guidelines and this may mean that a proposal that follows the letter of the Guidelines may not always be acceptable or that one that does not may sometimes be acceptable due to the circumstances of the site. Planning law requires that the Council must take this approach.

Notwithstanding this, the Council's aim is to provide clarity and consistency when considering applications in the Borough and if a proposal does not meet these Guidelines there is a risk that it will be refused.

### **Please Note:**

The Council has produced this document to provide clarity on planning applications. Some alterations to a property do not require planning permission because they benefit from what is called 'Permitted Development Rights'. For further information on these rights please visit the Planning Portal website: [www.planningportal.co.uk](http://www.planningportal.co.uk)

Please also note that these works may still need Building Regulation Approval and you should check with the Council's Building Control service before going ahead (see Section 2.6 of this document).

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## Got a question?

Online:  
[www.hounslow.gov.uk/planning](http://www.hounslow.gov.uk/planning)  
[www.planningportal.co.uk](http://www.planningportal.co.uk)

Email us:  
[planning@hounslow.gov.uk](mailto:planning@hounslow.gov.uk)

Call us:  
020 8583 4998

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# 1. Introduction

Hounslow is an attractive and diverse borough which stretches from Chiswick in the east to Heathrow Airport and Surrey in the west. It is varied in its urban character, gradually changing from being dense and compact in the east around Chiswick and Brentford, to become more suburban going westwards towards Feltham and Hanworth. The Borough contains a wide range of buildings and neighbourhoods, which reflects its historical development.

Hounslow's suburban character is mainly a mix of detached, semi-detached and terraced housing with many good examples of historic residential developments. The Borough has 28 conservation areas, most concentrated in the east of the borough, in Chiswick, Brentford and Isleworth.

The Council has undertaken extensive work to identify and analyse the Borough's urban character to help guide planning policy, good design, and new development. This has allowed the Council to produce an Urban Context and Character Study (2014), which has helped the Council write policies to shape the Borough including the 2015 Local Plan which guides development and growth in Hounslow until 2030.

This Extension and Design Guide is a 'Supplementary Planning Document' (SPD) which aims to protect and enhance Hounslow's character by providing greater details to support the house extension design policies in Hounslow's Local Plan and the London Plan.

## 1.1 Status of the SPD

Supplementary Planning Documents (SPDs) do not have development plan status, but they are intended to expand on policy or provide further details to support development plan documents. SPDs must comply with statutory preparation procedures under regulations 11 to 16 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended). This SPD underwent a statutory public consultation process for 6 weeks between 18<sup>th</sup> July 2017 and 12 September 2017.

Now the Council has adopted these Guidelines, development proposals should have regard to this SPD, which will be a 'material consideration' in determining applications alongside the relevant planning policies in the Hounslow Local Plan and The London Plan and its associated Supplementary Planning Guidance.

## 1.2 Purpose of the SPD

The Council will only accept designs that are appropriate to their context and protect or improve an area's character and quality. The purpose of this SPD is to expand on policy and to provide guidance on good design.

The key objective of this SPD is to achieve the highest possible standards of design. It also aims to provide specific advice on development involving "heritage assets" - usually a property in a conservation area or a listed or locally listed building - where achieving the best quality design to protect or enhance the historic asset is essential. It will also provide clarity for planning officers and help them make consistent decisions across the borough.

According to the National Planning Policy Framework (NPPF), SPDs should only be used ‘where they can help applicants make successful applications ... and should not ... add unnecessarily to the financial burdens on development’ (paragraph 153). Accordingly, this SPD will not set out any additional policies or procedures.

### 1.3 Policy Context

#### 1.3.1 National Planning Policy Framework

Good design is encouraged at all levels of planning policy. At the national level, good design is a core principle of the NPPF. Paragraph 64 of the NPPF explicitly states that planning permission ‘should be refused for development of poor design that fails to take the opportunities available for improving the character and quality of an area and the way it functions’.

In paragraph 58, the Framework stresses that planning policies and decisions should ensure that new development ‘responds to local character and history, and reflects the identity of local surroundings and materials, while not preventing or discouraging appropriate innovation’.

It goes on to state that planning policies and decisions should address ‘the integration of new development into the natural, built and historic environment’ (paragraph 61) and that it is ‘proper to seek to promote or reinforce local distinctiveness’ (paragraph 60).

However, paragraph 65 recognises that well-designed buildings that promote high levels of sustainability should be considered positively, even where there are concerns about incompatibility with an existing townscape.

#### 1.3.2 London Plan

At the regional level, The London Plan includes a number of policies that aim to encourage high-quality design.

These London Plan policies provide specific guidance on residential design.

- Policy 2.6: Outer London: Vision and Strategy
- Policy 3.5 Quality and Design of Housing Developments (points a-d)
- Policy 3.8 Housing Choice
- Policy 7.1 Lifetime Neighbourhoods
- Policy 7.2 An Inclusive Environment (point a)
- Policy 7.3 Designing out Crime (point a)
- Policy 7.4 Local Character (points a-e)
- Policy 7.5 Public Realm (A and B)
- Policy 7.6 Architecture (A, B: points a-i)
- Policy 7.8 Heritage Assets and Archaeology (A-E)
- Policy 7.9 Heritage-led Regeneration (B)

The London Plan policies are supported by a number of Supplementary Planning Guidance (SPG) documents, including the Housing SPG (2016) and the Character and Content SPG (2014).

The London Plan is updated from time to time and may be subject to change within the lifetime of this SPD. Therefore you should always refer to the latest version of the London Plan and associated SPGs

when reading this SPD. Further information is available from the Mayor of London website:  
[www.london.gov.uk](http://www.london.gov.uk)

### 1.3.3 Housing Supplementary Planning Guidance

The Mayor of London's Housing SPG 2016 provides guidance on the implementation of the housing policies outlined in the London Plan.

The 2016 Housing SPG seeks to ensure that housing developments are of the highest design quality, both internally and externally, respect the character of the wider area, and have the flexibility to meet people's needs at different stages life. Part Two of the SPG addresses quality and design by setting standards for new housing.

Proposals for new extensions should refer to the Housing SPG which provides comprehensive guidance, best practice, and design advice. They should show how the Housing SPG standards have been applied in design and access statements that accompany a planning application.

As with the London Plan, the Housing SPG may change during the lifetime of these Guidelines, and therefore the latest version of the Housing SPG should always be consulted.

### 1.3.4 Character and Context Supplementary Planning Guidance

London Plan Policy 7.4 and the 2014 Character and Context SPG set out how London's boroughs must identify areas of different character and which ones Councils should protect, sustain and enhance.

The Character and Context SPG outlines how to understanding character and context to help to guide change in the built environment in a way that responds positively to individual places and locations. It is central to many of the policies in Chapter 7 of the London Plan, particularly policies 7.1 Lifetime Neighbourhoods and 7.4 Local Character.

### 1.3.5 Hounslow Local Plan

The Hounslow Local Plan (2015) provides the main local policy framework for development in the borough.

It outlines how Hounslow will seek to accommodate its growing population with new housing while ensuring that housing developments, extensions or alterations conserve and enhance the character and heritage of the borough.

In relation to these Guidelines, the following Local Plan policies apply; however please note that this list is not exhaustive.

- Policy SC3 – Meeting the need for a mix of housing size and type
- Policy SC5 – Ensuring suitable internal and external space
- Policy SC6 – Managing building conversions and sub-divisions of the existing housing
- Policy SC7 – Residential extensions and alterations
- Policy CC1 – Context and character
- Policy CC2 – Urban design and architecture
- Policy CC4 – Heritage
- Policy GB7 – Biodiversity

## Residential Extension Guidelines



Because the Local Plan is subject to review you should also consult any Local Plan review documents which are available on the Planning Policy pages of our website:

[www.hounslow.gov.uk/planning](http://www.hounslow.gov.uk/planning)



## 2: The Planning Process

### 2.1 Permitted Development, Prior Approval and Planning Applications

The first step to take before you begin any building work on your land is to establish whether you need permission and what type of permission you need. Some householder extensions, alterations and structures do not require planning permission and are 'Permitted Development'. You can visit the Planning Portal website: [www.planningportal.co.uk](http://www.planningportal.co.uk) to find out if your proposal is Permitted Development. You can then apply to the Council for a Certificate of Lawfulness to have this confirmed in writing. You may also be able to build a larger home extension under the neighbour consultation scheme. In such cases you need first to submit an application for 'Prior Approval' to ask the Council to confirm this in writing before you can go ahead.

However you should first check with the Council to make sure that it has not previously removed your property's Permitted Development rights (see preface). These rights may be subject to change during the lifetime of this document.

Any extensions and alterations that are not Permitted Development will, with the exception of non-material changes, require planning permission from the Council and you will need to submit a planning application. You can find advice about the type of extensions and alterations that will generally be acceptable in the rest of this document and can approach the Council for pre-application advice. Please see section 2.3 about how to do this.

Upon receiving a planning application the submission will be reviewed by officers to establish whether it is 'valid' (i.e. contains all the information required to make a decision). Details on the information required in a submission are listed in the Council's 'Validation Checklist', details of which may be found at: [www.hounslow.gov.uk/planning](http://www.hounslow.gov.uk/planning). On receiving a valid application the Council will always try to make a decision within a statutory time frame of 8 weeks from the date of validation, though there will be occasions when we may need additional time for the consideration of a scheme.

### 2.2 Conservation Areas, Listed Buildings and Article 4 Directions

Your property may also fall within a conservation area or be a listed building or locally listed; you can view the conservation area maps on the Council's website to check this. You can find details of listed buildings at Historic England's website: [www.historicengland.org.uk](http://www.historicengland.org.uk). If your property is in a conservation area or is a listed building then there will be more restrictions on what you can build without needing planning permission. This document also gives advice in the following sections about the type of extensions that might be acceptable in these circumstances (section 6.0). Applications on listed buildings must also be accompanied by a separate Listed Building Consent submission.

Certain properties in the Borough (such as the Bedford Park and Gunnersbury Park Conservation Areas) are subject to an 'Article 4 Direction'. If this applies to your property then there will be restrictions to your Permitted Development Rights. You can check this on the Council's website: [www.hounslow.gov.uk/planning](http://www.hounslow.gov.uk/planning)

***Please note: If you are unsure of the planning designation of your property please contact the Council before you submit an application.***

## 2.3 Pre-application Advice

The Council offers a formal pre-application advice service where we will give you site-specific advice about any extensions and alterations to your property and whether you need planning permission and, if so, the likelihood of your application being successful. You can either arrange a meeting with a Planning Officer to discuss your proposal or just ask for written advice. All the information on how to apply can be found on the Council's website: [www.hounslow.gov.uk/planning](http://www.hounslow.gov.uk/planning) There is a modest fee for this advice.

We strongly encourage applicants to take advantage of this service to establish areas of concern prior to the submission of a scheme. Failure to obtain advice before submission of an application increases the chance of refusal and often results in frustration and an unnecessary waste of time and expense for an applicant.

## 2.4 Plans and Drawings

Any application submitted to the Council must be accompanied by scaled metric plans showing the existing site and the proposed site together with the relevant application form and fee. Floor plans and elevations will need to be at a scale of 1:100 or 1:50, block plans should be 1:200 or 1:500 and a site location plan outlining the site in red should be 1:1250. You may need to employ a planning agent or architect to draw these for you. On the Council's website our validation checklist outlines all the documents you have to provide with your application. The Council will not process submissions that do not include complete and accurate sets of plans.

The Council strongly advises you to choose a reliable agent or architect before applying for planning permission. For reasons of fairness the Council is unable to recommend a person, but employing a suitably qualified professional should minimise the time taken to register and process a planning application with the Council. Shop around and take time to choose this person. Ask them to provide references from their previous customers if you are uncertain.

You may also find suitably qualified persons via the appropriate professional body:

The Royal Town Planning Institute (RTPI): <https://www.rtpiconsultants.co.uk/>

The Royal Institute of British Architects (RIBA): <https://www.architecture.com/>

The Royal Institute of Chartered Surveyors (RICS): <https://www.ricsfirms.com/>



## 2.5 Consultations

As part of the planning process we may have to consult with your neighbours depending on the type of application you make. We will then give your neighbours the opportunity to make any comments about your application before we make a decision. We must take account of these comments and explain whether or not we agree with them. We therefore recommend that you talk through your proposal with your neighbours before you make your application, to address any concerns they may have.

## 2.6 Building Regulations and Other Permissions

You should also be aware that you may require Building Regulation approval for the proposed works even if they do not require consent from Planning. You should therefore contact Building Control for further advice: [www.hounslow.gov.uk/buildingcontrol](http://www.hounslow.gov.uk/buildingcontrol)

You may need to contact other Council Departments depending on the type of extension/ alteration you are proposing. This may include the Housing Department if your property is Council owned and Hounslow Highways for vehicular crossovers. If you rent or lease a property, you will also need permission from your landlord and must confirm to the planning office that you have informed them that you are making an application.

## 3 Planning Issues

The following sections (from paragraph 3.1) outline some of the key areas the Council must consider when it assess an application. The list is not exhaustive.

We must stress that there are a number of issues that applicants or neighbours may feel to be important that the Council cannot consider as part of this process. This includes:

- Loss of a view
- Loss of property value
- Boundary disputes, private rights of way and covenants on land
- The alleged character and behaviour of an applicant
- The individual circumstances of an applicant or a neighbour
- Moral objections
- The belief that the applicant intends to profit from a development
- Other consents/ licenses that may be required.

There are a number of other matters relevant to planning, such as internal space standards, sub division of houses and conversion of properties into Houses of Multiple Occupation (HMO's). However this guidance is restricted to residential extensions so gives no further reference to these issues, which are covered in detail within the Council's adopted Local Plan.

The factors we do take into account when considering applications for residential extensions are:

### 3.1 Design and Heritage

Extensions and alterations must respect the quality, character, materials and scale of the principal building, be subordinate to it, and not overdevelop the site.

It is particularly important to seek guidance if you live in a listed building, Conservation Area or Article 4 Direction area. Extensions and alterations on such sites must respect Local Plan Policy CC4 - Heritage, the Urban Context and Character Study, Conservation Area Appraisals and the list of Article 4 Directions.

Where proposals may affect the setting, character or appearance of a designated heritage asset, such as a listed building or Conservation Area, the law requires the Council to consider particularly the desirability of preserving the heritage asset, its setting and any features of special architectural or historic interest. It may be that a development proposal may accord with the standards in *Section 4 ( Design Guidance for Extensions and Alterations* of this document), yet still be considered to cause significant harm to a designated heritage asset, and therefore the Council would be likely to refuse it. It is therefore important that you ensure that proposals consider impacts on designated heritage assets and their settings carefully. Detailed design guidance is offered in section 6 of this document.

The Council will also consider the impacts of a proposed development on non-designated heritage assets. These are buildings, monuments, sites, places, area or landscapes that are not formally designated heritage assets but are identified as having a degree of significance meriting consideration in planning decisions. The Council will reach a balanced judgement about the scale of any harm or loss



and the significance of the heritage asset in these cases.

### 3.2 Character of the area/ Streetscape

Extensions and alterations should complement the original building, harmonise with adjoining properties and maintain the character of the general street scene and the character and value of private spaces (including rear gardens). The starting point for any alterations to a dwelling should be to appear subordinate to the host property and not to dominate it, so that the existing character of the dwelling and surrounding area may still be appreciated.

Extensions and alterations should have regard to the Urban Context and Character Study and Conservation Area Appraisals.

### 3.3 Visual Intrusion and Sense of Enclosure

Extensions or alterations that create an unacceptable sense of enclosure or appear overbearing when seen from neighbouring gardens or rooms will not be permitted. This could be due to the height, scale or how close the proposals are to neighbouring properties. Please refer to *Section 4: Design Guidance for Extensions and Alterations* for guidance on the acceptability of specific extensions.

The final test of acceptability, however, will depend on the particular circumstances of the site. For example: distances from the boundary and neighbouring properties; height next to the boundary; materials used and layout of neighbouring sites may lead to refusal of planning permission even in cases where the guidelines recommendations are followed

### 3.4 Privacy and Overlooking

Your neighbours are entitled to a reasonable level of privacy, inside their homes and outside in their private gardens. In dense urban areas there is always going to be some degree of mutual overlooking. Extensions and alterations should not result in any substantial loss of privacy to neighbours' dwellings and gardens.

### 3.5 Sunlight and Daylight

Residential development should create good living conditions and not cause any significant loss of daylight or sunlight to habitable rooms or gardens in neighbouring homes. It is the position of the extension relative to the path of the sun, combined with its height, shape and bulk which will determine the amount of shadow that would be created. The advice offered by part 4 of this document accounts for potential loss of light when recommending suitable sized additions, there may be site specific circumstances where loss of light is of increased concern, the Council will be guided by the Building Research Establishment (BRE) standards in such matters (<https://www.bre.co.uk/daylight-and-sunlight>).

### 3.6 Amenity Space

The Council requires properties to be of the highest quality internally and externally, and to meet the demands of everyday life for intended occupants. The retention of good quality, useable amenity space is considered to be essential to this. Therefore extensions should not lead to a substantial reduction in garden areas / amenity space, if a property has a small garden this may restrict the size of any acceptable extension to ensure that you keep a usable open space.

Unless material considerations indicate otherwise the Council will adopt the approach outlined by Building for Life Assessments, which recommend rear gardens are at least equal to the footprint of the (original) dwelling. The garden should be useable and provide privacy and security. Should a proposed extension/ outbuilding reduce the rear garden area of a property to below this level the application would be at risk of refusal, though given the varied nature of properties and their locality in the borough each application will be considered on a case by case basis.

### 3.7 Light Pollution

When designing an extension, you should think about potential light pollution that may be caused through excessive use of roof lights and / or glazed roofs. This is particularly important when a property is subdivided into flats.

### 3.8 Trees

The Council seeks to protect the borough's trees because they play an important role in defining the local character, and are valuable in protecting the appearance of an area, its local ecology and biodiversity and improve air quality. We encourage property owners to get help from a suitably qualified Arboriculturalist (tree specialist) before doing work to trees.

The Council will assess all tree related works in conservation areas or to trees protected by a Tree Preservation Order (TPO) and you have to get Council permission before you can work on such trees (see Sections 3.8.1 and 3.8.2)

Hounslow's Local Plan Policy GB7 (Biodiversity) promotes replacement of trees where loss does occur and, wherever possible, planting of additional trees in new developments

#### 3.8.1 Trees in Conservation Areas

Not all trees in Conservation Areas are protected by a TPO, however most tree works in conservation areas require six weeks' advance notification to the Local Planning Authority (LPA).

An application for works to trees in Conservation Areas should include the following:

- Address of the property where the tree is
- A clear and accurate site plan of where the tree is in relation to the property

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- A photograph of the tree(s), preferably labeled
- Correct identification of the type of tree(s)
- A precise description of works to be done on the tree (for example, you cannot just say 'pruning')
- Contact details for the applicant or agent

The applicant may usually carry out the proposed tree works once 6 weeks has elapsed from the notification date (or when notification is valid based on the list above ), subject to the outcome of the submission. During this time the LPA may wish to grant the application (no objection), choose to protect the tree (objection) by placing a TPO on the tree(s) or agree an alternative specification.

### 3.8.2 Trees protected by a Tree Preservation Order (TPO)

The Council can place a TPO on any tree(s), tree groups, areas or woodlands in the Borough that it deems contribute value to the appearance of the area and biodiversity.

Once the order is served the community has six months for representations, in which time the TPO is temporary. After considering the representations the Local Planning Authority may choose to confirm the TPO, confirm with amendments, or not confirm the TPO. No works can be done to the tree during this period without Council permission.

Once confirmed the tree is permanently protected from works unless the Local Planning Authority gives prior permission.

Any proposed works on a tree protected by a TPO must be submitted as a TPO application to the Local Planning Authority and should include the following:

- Address of the property where the tree is
- A clear and accurate site plan of where the tree is in relation to the property
- Correct identification of the type of tree(s)
- A valid reason for the proposed tree works (fell due to lack of light is not a valid reason)
- Detailed description of proposed tree works in accordance with British Standard 3998 2010 (or any legislation that supersedes this document)
- Photograph of the tree(s), preferably labeled
- Contact details for applicant or agent

The application is subject to an eight weeks' time frame. If the Council does not make a decision within eight weeks, the applicant can appeal to the Government's Planning Inspectorate to obtain a decision.



### 3.8.3 Dead and Dangerous Trees

There are exceptions to these controls when trees are either dead or present a risk of harm and work is needed to remove that risk. Unless work is urgently necessary because there is an immediate risk of serious harm, 5 working days' prior written notice must be given to the authority before cutting down or carrying out other work on a dead tree. The authority's consent for such work is not required.

Where a tree presents an immediate risk of serious harm and work is urgently required to remove that risk written notice must be given as soon as practicable after the work is completed. Works must only be undertaken to a point where the risk is removed.

In both cases the views of a qualified arboriculturist should be sought. There is a duty on the landowner to provide a replacement tree of an appropriate size and species.

## 3.9 Flood Risk

If your property is in a Flood Risk Zone 2 or 3 and the proposal involves a basement or ground floor extension then you must submit a Flood Risk Assessment with your application. Flood Maps showing the risk zones may be found at the Government's website <https://www.gov.uk/check-flood-risk>.

Should you require a Flood Risk Assessment it must follow Standing Advice offered by the Environment Agency. Further details may be found at the website <https://www.gov.uk/guidance/flood-risk-assessment-standing-advice>.

All basements, extensions and conversions likely to flood must have internal access to a higher floor and must include flood resistance and resilience in their design techniques. Basements must not include sleeping accommodation.

In the functional flood plain (Zone 3b), no basements or extensions are acceptable.



## 4 Design Guidance for Extensions and Alterations

### 4.1 Introduction

This section outlines the type of development the Council may find to be acceptable. The Council will acknowledge that every property is slightly different and this is part of the consideration of a scheme, but any development that does not meet this guidance is at risk of being refused.

These Guidelines set out the importance of balancing your need for space against the need to prevent your extension harming the neighbours' living conditions or the character of the house and local area. You can achieve this through careful attention to the depth, position, height and design of the extension.

The Council would also stress the importance of seeking pre – application advice (see section 2.3) before making an application. Failure to provide accurate plans, in accordance with the Council's adopted guidance could result in unnecessarily wasted time, unnecessary expense, and cause frustration to applicants.

This guidance includes single storey and two storey extensions. When designing extensions the height of such additions should be designed to ensure they appear in scale with the host property. As such ground floor extensions should not appear larger than the ground floor of the property, with a height that sits below the sill level of first floor windows. Additionally first floor extensions should replicate or be lower than the eaves height of the host property where relevant.

If your property is listed or in a conservation area you should review section 6.0 of this report in addition to the guidance offered below.

### 4.2 Windows, Doors and Materials (within extensions)

The design, position and size of windows and doors on extensions must reflect the style, position, proportions and size of the ones used in the main house. To avoid overlooking neighbouring properties, you should only propose windows and doors in the front and rear wall of an extension. If you propose side windows that allow views into neighbouring properties, they should contain frosted glass and be non – openable to a height of at least 1.7 metres above the internal floor level.

With regard to materials, the aim is to integrate the extensions with the original house keeping the range of materials used to a minimum.

It is important with brick extensions to match the mortar colour, bonding and pointing of the host dwelling and to preserve architectural details, such as balustrades, cornices, balconies, chimney stacks and window sills . Roof tiles should match those of the host dwelling.

We may consider contemporary architecture acceptable if it responds intelligently to current and future lifestyles, needs and technology, whilst ensuring that it still respects its local context, at all scales, and enhances the appearance of the area.

You should use high quality and durable materials to create long-term value and help to ensure that extensions and alterations can stand the test of time.

In general, a standard condition of a planning permission will require that the materials used in the

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construction of an extension and alteration match those of the existing building.

### 4.3 Single Storey Rear Extensions

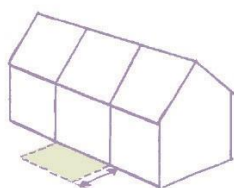
#### Summary:

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

#### Scale:

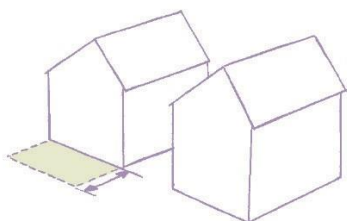
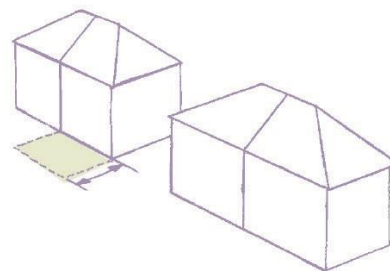
It is important that this type of extension is secondary to the original house. It should not project too far from the rear wall of the original house as this could cause unacceptable enclosure and block daylight and sunlight received by neighbours. To help prevent this, the Council has set the following maximum depths depending on the type of house. You must measure these from the main rear wall of the original house. The measurements must include any overhanging roof added to the rear wall of the extension.

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



Terraced house (including end terrace) = 3.05m (10ft)

Semi detached house - 3.65m (12ft)



Detached house = 4.25m (14ft)

The height of a single storey rear extension should appear in scale with and subservient to the host dwelling. It should be set below any first floor window and be designed in a manner that minimises harm to neighbouring properties.

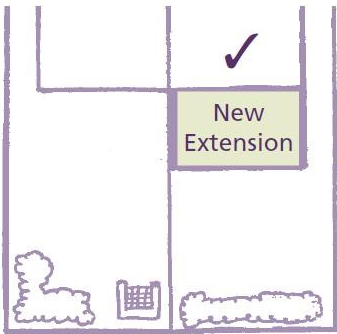
It is important to remember that these limits apply to first time extensions. Second extensions, canopies or conservatories added to existing extensions (and therefore exceeding the limits) can severely overshadow and enclose neighbors' houses and can raise design issues. They will

## Residential Extension Guidelines

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normally be refused.

If the property has a small rear garden then the need to retain amenity space will be considered. A property will be expected to retain a garden area in accordance with section 3.6 of this guidance.



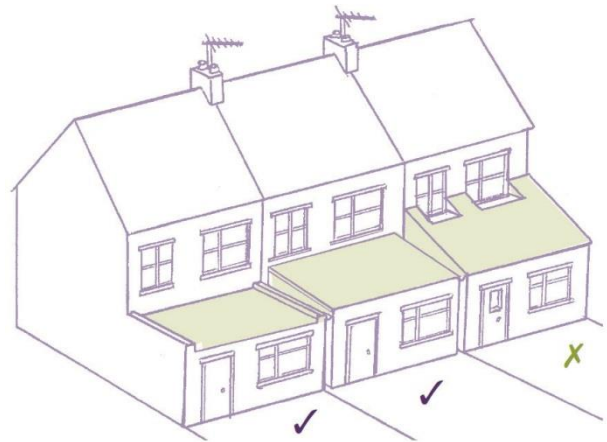
### Position:

It is important to design your extension to ensure that no part of it, including guttering, crosses or overhangs the property boundary.

### Roof Design:

A flat roof is normally acceptable for a single storey

rear extension. However, some types of house may require a pitched or hipped roof. No roof should be too high as this could spoil the design of the scheme and block sunlight and daylight to your neighbours' house and garden. To help prevent this, we recommend that the angle of the roof pitch is as shallow as possible. If your roof pitch is too steep we are likely to refuse it.



The use of a flat roof as a balcony, roof terrace or garden is likely to harm neighbours privacy and the Council will normally refuse permission for one.



### Infill Extensions:

Some older houses were originally built in an L-shape and have an existing rear projection or 'outrigger'. This means that there are two rear walls or, 'building lines'.

An extension that projects for the entire depth of the outrigger and wraps around the rear part of the original addition has the potential to block daylight and sunlight to the neighbouring house unacceptably. In some cases, it may be acceptable to build an infill extension the full depth of the original rear addition, but where these extensions exceed



## Residential Extension Guidelines

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the maximum depth requirements the eaves of the extension on the side boundary with your neighbour should not exceed two metres high and the pitch of the roof should not exceed 45 degrees, sloping away from the side boundary.

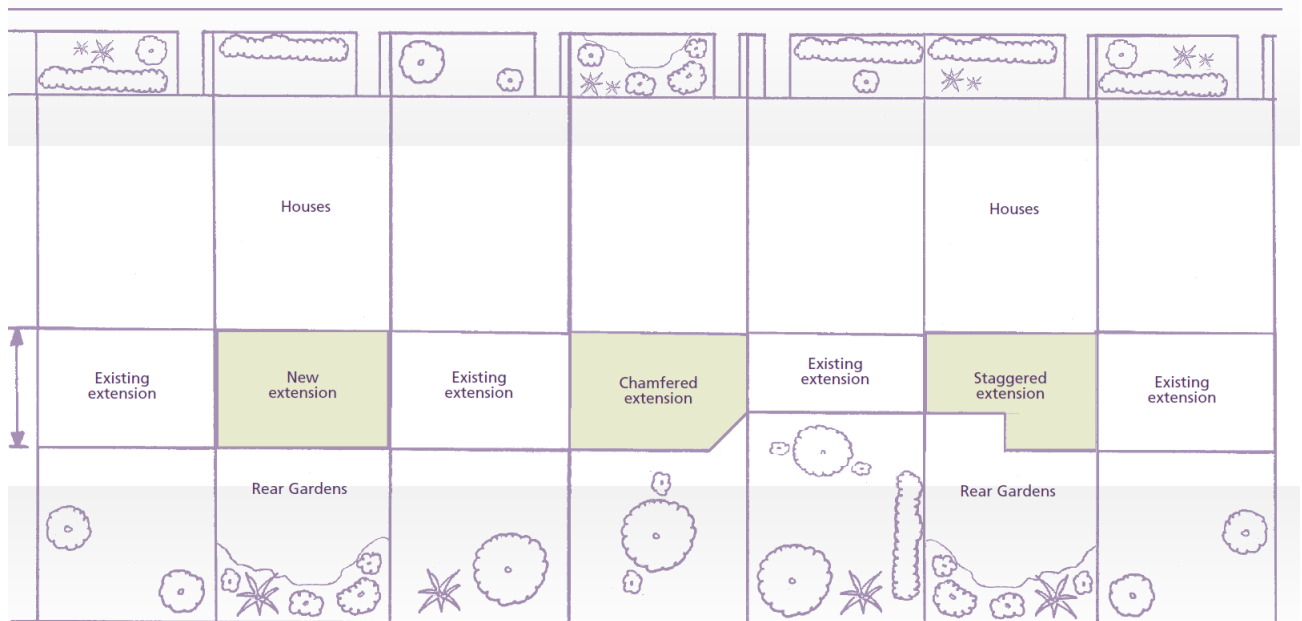
### Conservatories/Pergolas:

A glazed conservatory or open sided 'pergola' on the back of the house is still considered as an extension. The criteria that apply to brick and rendered extensions still apply to these types of extension. The side elevations of a conservatory should be in solid materials to prevent overlooking and where high level windows are proposed, they should be fixed closed and in frosted glass. Where you propose to add a conservatory or pergola to the rear of an existing extension the Council will normally refuse planning permission. Conservatories should be confined to rear and side gardens at ground floor level only.

### Adjoining Extensions:

Your property might lie between two houses that have had very deep rear extensions built. This sometimes happens when the neighbours have built extensions as 'Permitted Development' or without planning permission over four years ago. Under these circumstances we may give you permission for an extension of similar depth if it does not block light to neighbours.

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



## 4.4 Single Storey Side Extensions

### Summary:

Single storey side extensions provide an opportunity to extend your home but are likely to raise concerns in terms of design and impact on neighbours due to their visibility from the street and proximity to neighbouring properties. You need to give careful attention to the extension's depth, position, height, roof style and design and the arrangements you make for off-street parking. It is very important that side extensions accurately reflect the design of the main house and remain secondary in size and appearance.

Please note this section does not refer to infill, additions to the side of existing rear projections. Please see Section 4.3 for details on how to design such additions.

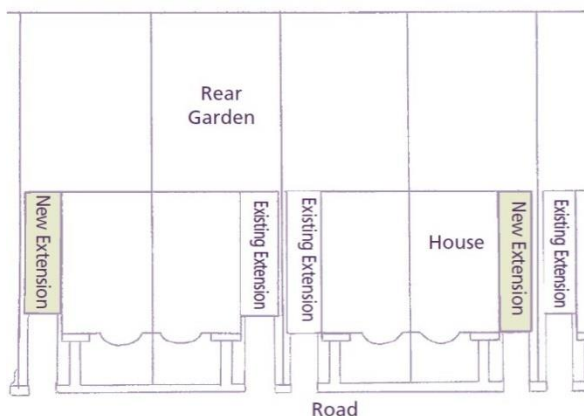


### Proportion:

The height and width of side extensions should be proportionate and subordinate to the dimensions of the main house, with the roof height retained below the eaves level of the first floor of the property. The width should be significantly less than that of the main house, the side wall of the extension should be parallel to the original house and, where the boundary is at an angle to the house, the side wall should not follow the boundary line.

### Position:

You should set back the extension at least one metre from the main front wall of the house (excluding bay windows) to stop creation of a 'terracing effect' and to allow the original proportions of the building to remain the prominent feature.



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



## Residential Extension Guidelines

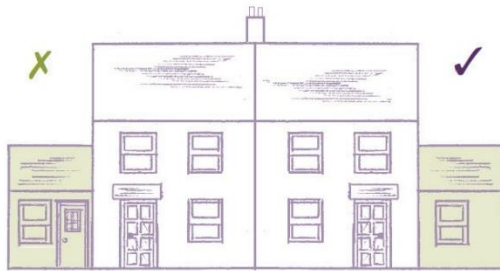
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symmetry of a pair of semis or the opposite ends of a terrace would be kept or restored.

The Council may not require a front set-back where an existing addition/garage is replaced which already projects up to the front line of the house.

The Council also may not require a front set-back where houses are staggered back from one another and your neighbour's property projects well in front of your extension. However, to stop your extension from blocking light to the neighbouring house, it should include a corresponding set-back from the rear wall. It is important to design your extension to ensure no part of it, including guttering, crosses or overhangs the boundary line.

### Design:



To help the extension blend in with the house and street, the design and style of the roof should either be flat or match that of the main roof to the original house. If a pitched roof is proposed, on the front and side, the angle of the roof should match that of the main roof of the house. Where appropriate, you could copy detailed design features from the existing house into the extension. A separate front entrance door will not be acceptable.



### Granny Annexe:

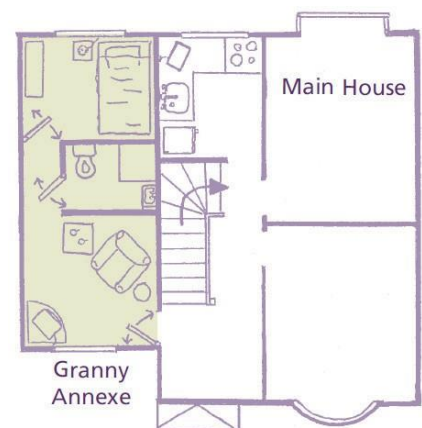
If the purpose of the extension is to provide accommodation for a relative, it must not have a separate entrance. The extension must be connected internally to the rest of the house, not include a separate kitchen and not be designed in a manner so that it is capable of being used as a separate dwelling.

### Balconies:

To ensure neighbouring properties are not overlooked, the roof of the extension must not be used as a balcony.

### Corner Plots:

Extra care needs to be taken for proposed side extensions on corner plots due to their exposed location. In such cases a set in from the side boundary may be required to reduce the impact of the





addition, any wrap around proposal that connects a side extension to a rear extension on a corner plot will be refused.

### 4.5 Two - Storey Side and First Floor Side Extensions

#### Summary:

Similarly to ground floor side extensions, two - storey and first floor side extensions have the potential to harm the character of the area and neighbouring properties due to their location and proximity to neighbouring dwellings.

The ground floor section of a two - storey side extension should follow the same principles as a ground floor side extension, as outlined in section 4.4 above. The only exception to this would be when the ground floor extension already exists, and the proposal is for an additional storey above this.

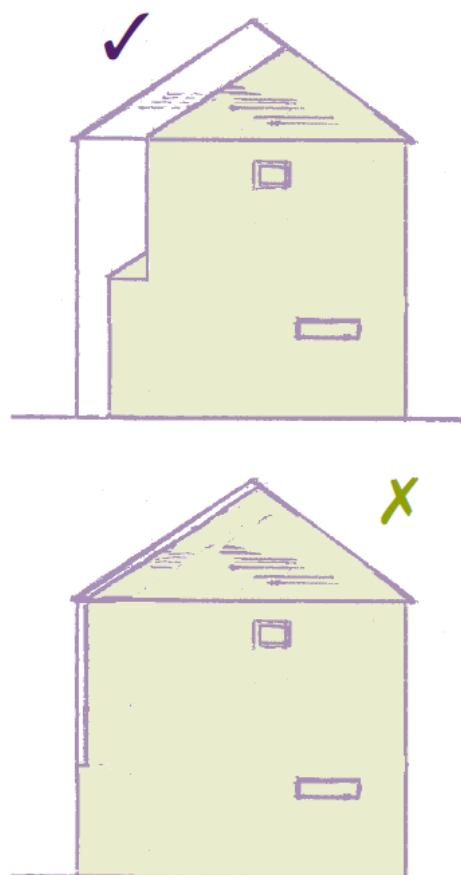
#### Position:

The extension should normally be set back at least one metre from the main front wall of the house to stop the creation of a 'terracing effect' and allow the original proportions of the building to remain the prominent feature following the same principles as ground floor side extensions. It is essential that a first floor addition is set back one metre from the front of the house regardless of the set back of the ground floor.

#### Proportion:

The height and width of these side extensions should be proportionate and subordinate to the dimensions of the main house. The width should be less than half the width of the main house and the roof should be set down from the roof of the original house by at least half a metre.

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

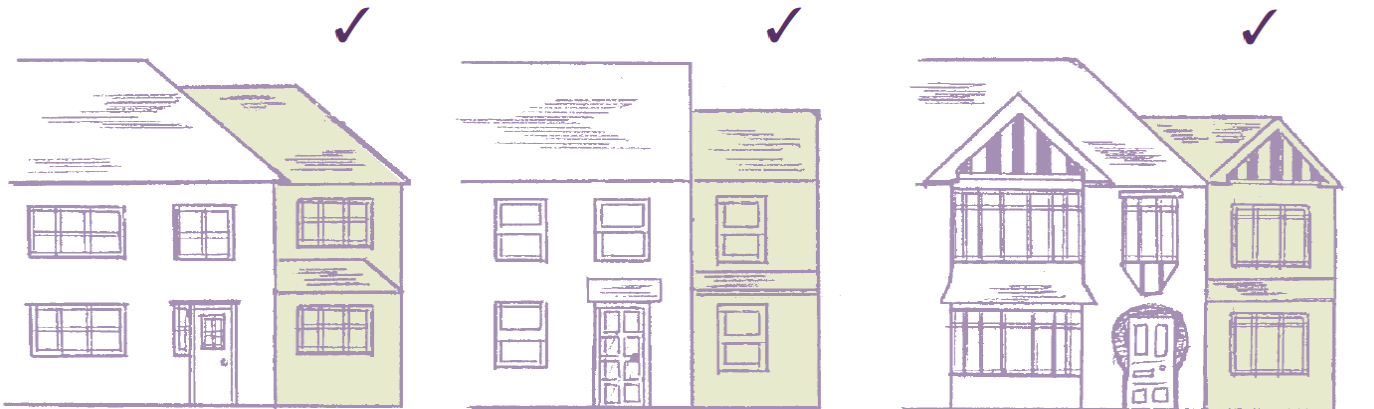


## Residential Extension Guidelines



### Design:

To help the extension blend in with the house and street, the design and style of the roof should match that of the main roof of the house. On the front and side, the angle of the roof should match that of the original main roof. Where appropriate, you could copy detailed design features from the existing house into the extension. A separate front entrance door will not be acceptable

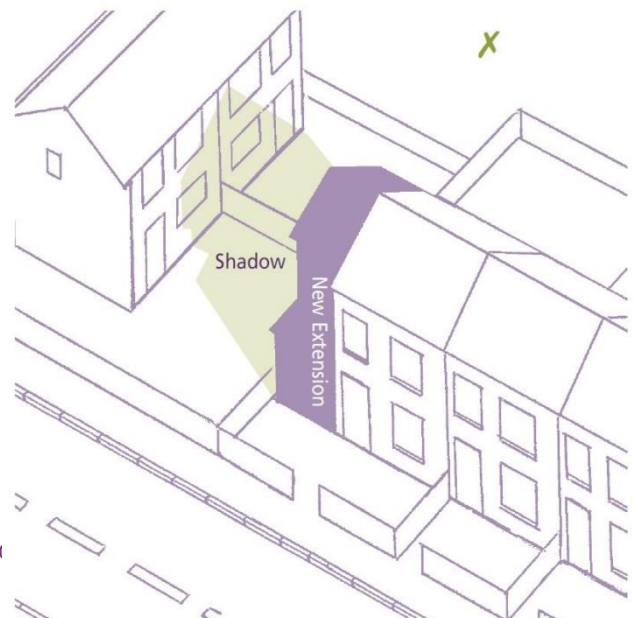


### Granny Annexe:

If the purpose of the extension is to provide accommodation for a relative please refer to page 22 of this guidance which deals with a granny annexe.

### Unusual Layouts:

Most houses are built in a row with their main windows looking onto the street and rear gardens. However, there are several streets in the Borough where the rear windows of houses on one street directly face the side wall of another house. In these circumstances, two storey or first floor side extensions will normally be refused if they would overshadow or block daylight to these windows. We may also refuse the extension if it blocks in the side garden of a neighbouring house unacceptably. In such

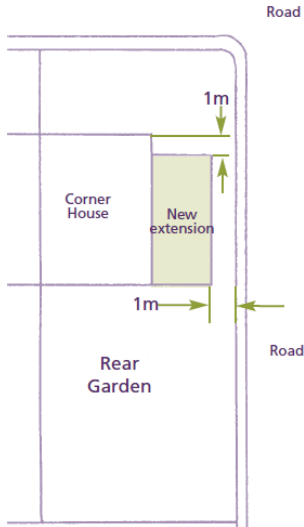




## Residential Extension Guidelines

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cases the Council may only allow a single storey side extension.



### Corner Plots

If your house is on a corner plot with a road or footpath alongside it, a side extension will be visible from the public highway. In these circumstances, it is important to set your extension at least one metre in from the side boundary and at least one metre back from the main front wall of the house (regardless of whether there is an existing ground floor extension). As stated before, all extensions should be proportionate to the dimensions of the main house. Where a side extension is proposed to a property on a corner plot it should not wrap around to connect with a rear extension.

We will assess the impact of the extension on the street's character and appearance. You may wish to consider using patterned brickwork or matching render to soften the appearance of the enlarged side wall of your house. The Council will refuse proposals that would result in an ugly or bulky extension on or close to the street boundary.

### Bungalows, Cottages, Three - & Four - Storey Houses:

A small number of these house types are scattered throughout the Borough. Because their appearance varies considerably the above advice should be applied wherever possible, but the Council understands that special consideration will have to be given to the design of any multi-storey extension to these properties. We will assess each case individually. We suggest that you apply for formal pre-application advice before you submit an application. You can find details of how to apply on the planning pages of the Council's website.

## 4.6 Two - Storey and First Floor Rear Extensions

### Summary:

These potentially have much more negative impact on neighbours than other types of extension. They may cause severe enclosure and overshadowing, unacceptably reducing the availability of light and blocking-in adjoining houses and gardens. For these reasons a two – storey or first floor rear extension on a mid-terrace property will rarely be acceptable, such extensions on end of terrace, semi - detached and detached properties may be acceptable, dependent on individual site circumstances

The ground floor section of a two storey rear extension should follow the same principles as a ground floor rear extension, as outlined in section 4.3 above.

### Proportion:

The height and width of these rear extensions should be proportionate and subordinate to the dimensions of the main house, a suitable balance would need to be sought to allow a practical rooms size without adversely impacting on neighbouring properties or causing harm to the character of the host property or surrounding area.

The scale of two storey rear extension that may prove acceptable will largely be dictated by the need to protect neighbouring properties from loss of light, outlook and to prevent enclosure. This will vary based on the size of the host property and the proximity of adjoining premises.

On this basis the width of a first floor rear extension should be no greater than half the width of the original house. The depth of the first floor extension should not project more than 2.5 metres

## Residential Extension Guidelines

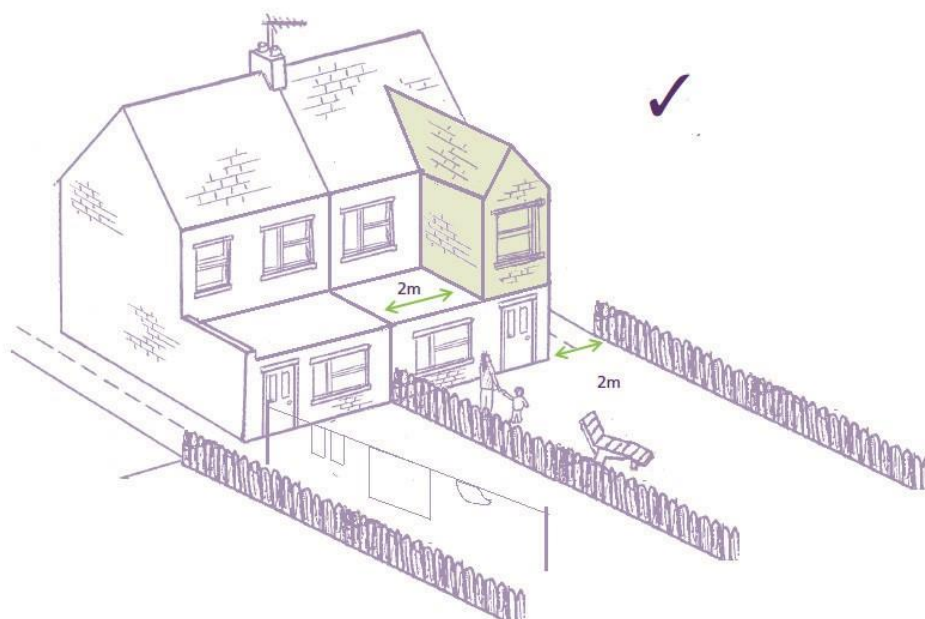
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beyond the rear wall of the house. The eaves height of the addition should match the height of the eaves height of the host property.

### Position:

The first floor section of the proposal should be set a minimum of 2 metres from the original side wall of a neighbouring property to avoid loss of light or enclosure. In general a first floor rear extension should be set off the shared boundary with the adjoining property as far as possible while retaining a 2 metre separation from the side wall of the non-adjointing neighbour.

Any application that proposes an additional storey on top of an original two storey outrigger will generally be refused due to the potential for impact on neighbouring properties and failure to achieve a subservient design.



## 4.7 Basements

### Summary:

Basements can be a useful residential extension because they have little visual impact and may provide additional space without encroaching into garden areas. However, not all basement proposals are appropriate for their context. Basements should not harm the character of the property or the surrounding area, or neighbours' living conditions. They should respect and maintain biodiversity, particularly mature trees, and garden planting.

In addition basements can raise a number of other planning issues and challenges, including matters of sustainability, drainage and flood risk and concerns over disruption during construction and land stability.

With regard to disruption during construction and land stability there is limited control the planning authority can exercise over this. Planning conditions will seek to limit such impacts and include: hours of construction, membership of Considerate Constructors' Scheme or comparable arrangements and to require details to be made available of skip placement, vehicle movement and emergency contact information. In addition, where the Council allows a basement, the developer will be required by condition to submit a Construction Method

## Residential Extension Guidelines

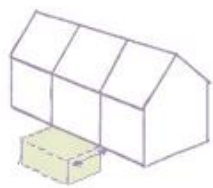
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Statement which is certified by a suitably qualified engineer. The statement must provide details of excavation, temporary works and construction techniques, including potential impacts on neighbouring land based on assessment of the area's geology and hydrology.

The guidance which follows seeks to achieve a suitable balance that would allow additional space without compromising current policies relating to the matters above.

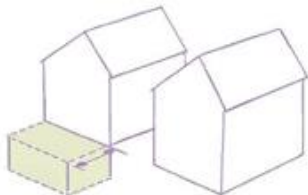
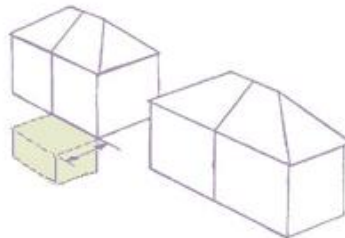
### Size:

The depth of basement should be no deeper than a single subterranean floor to ensure the development remains sustainable and doesn't result in a scale of dwelling that harms neighbours.



Terraced house (including end terrace) = 3.05m (10ft)

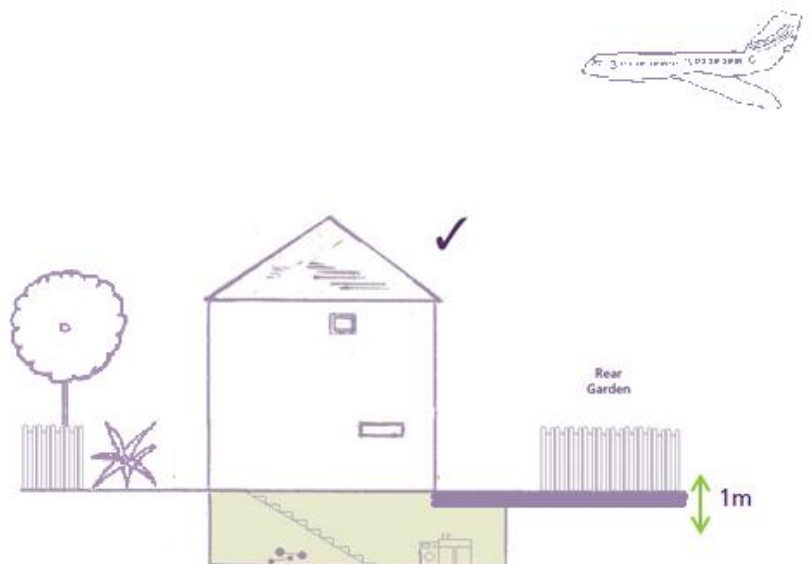
Semi detached house - 3.65m (12ft)



Detached house = 4.25m (14ft)

Basements should not extend beyond the main front or side walls of the house. For larger properties, it may be acceptable to construct a basement under part of the garden space up to a depth of 3.05 metres for terraced properties, 3.65 metres for semi detached properties and 4.25 metres for detached properties.

Where basement extensions project under the original garden, the surface level should be reinstated with a minimum soil depth of 1 metre, this is to allow for sustainable drainage and replanting.



### Design:

Unless visible lightwells are a characteristic of other buildings in the street, new lightwells

## Residential Extension Guidelines

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should be of a modest depth and extend no more than 1m from the front wall of the building and 2m from the rear wall. Front lightwells should be screened from the street by boundary walls, fencing and landscaping to avoid changing the character of the street scene and be of a width that respects existing features and proportions of the house. Large, open and full height lightwells will not be supported where they are not already part of the established character of the street. In most cases lightwells should be secured by grilles set flush with ground level rather than upright railings as the latter adds clutter to front gardens and the streetscene, though these may be acceptable at properties with large gardens or where similar lightwells are a feature of the street. The use of skylights designed within the landscaping of a garden will not usually be acceptable, as illumination and light spill from a skylight can harm the appearance of the area and cause light pollution.

Basements should be accessed internally from the house. Separate access to the basement from stairs or ladders (apart from any emergency escape) will not be permitted.

New basements to listed buildings will be opposed in principle as being out of keeping with the original architectural and historic character of the building.

Should the front of a property be used for the parking of cars sufficient space should be retained where a front light well is proposed to ensure the parking spaces remain sufficient in size to accommodate a vehicle. Further details are contained within the Councils adopted 'Residential Crossovers and Off – Street Parking Policy' document (available at the Council's website).

**Please note:** Though basements are located below ground level a Party Wall Agreement may still be required.

### Use

Basement extensions must not be used as a self-contained dwelling, or be capable of conversion to such. Additionally, basements must not be used as a main living area or as sleeping accommodation due to concerns over flood risk and emergency access.

### Flood Risk

A site specific Flood Risk Assessment must be submitted for all basement developments within flood zones 2 and 3; and within flood zone 1 where there is evidence of a risk from surface water, groundwater or sewer flooding.

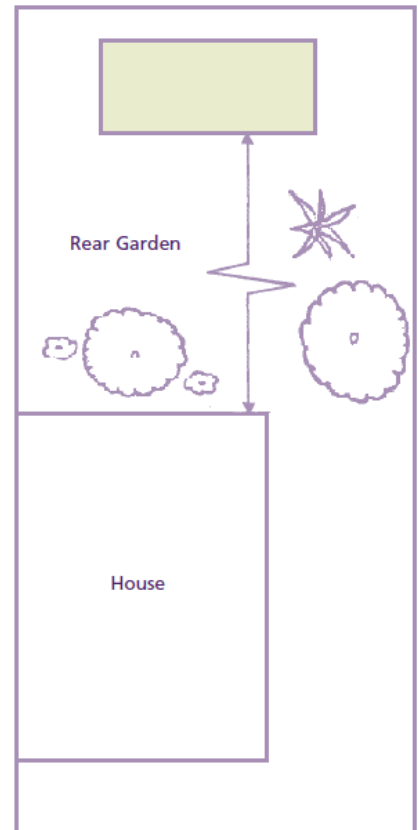
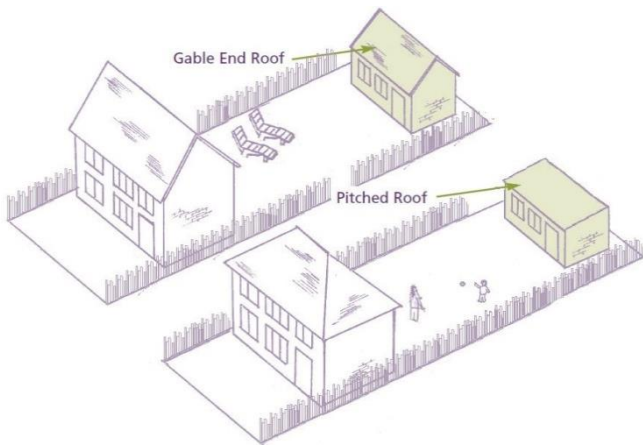
## 4.8 Outbuildings

### Summary:

The majority of houses in the Borough will be able to make use of their permitted development rights to build a detached outbuilding without the need to apply for full planning permission. Please refer to Section 2.1 for more information on this. This guidance outlines the scale, design and location of outbuilding that may prove acceptable, should planning permission be required, and which uses of the outbuilding may prove acceptable.

### Location:

An outbuilding should be as far away from the house as possible to stop it from overshadowing adjoining houses and gardens or appearing overbearing. The Council will not normally allow detached outbuildings sited very close to the house.



### Scale:

The eaves height of an outbuilding and the overall height of a flat roofed outbuilding should be no higher than three metres. For an outbuilding with a ridged roof, the top of the ridge should be no higher than four metres. Where an outbuilding is located within one meter of the boundary of a property steps should be made to reduce its height to minimise impact on this side, such as the introduction of a hipped roof on the boundary.

An acceptable footprint size would depend on the scale of the garden area of the property, but it would need to appear clearly subservient to the host dwelling. For guidance of the amount of garden area that should be left free of extensions and alterations please refer to section 3.6 of this guidance.

### Design:

The external materials should be similar to those used in the rear of the existing house or ones that are otherwise be sympathetic to their garden setting (such as shiplap timber). The proposed roof style should be suitable to its setting. Guttering should be retained within the application site.

The Council will not allow rear access to an outbuilding. Doors and windows should primarily be installed only within the front elevation to avoid overlooking into neighbouring plots. Side and rear facing windows would only be permitted where officers are satisfied the enjoyment of the neighbours garden would not be compromised, the use of frosted glazing may be required.



### **Use:**

It is essential that an outbuilding must only be used in a manner incidental to the main house, any application that proposes an independent residential unit or has been designed in a way that may facilitate future use in such a manner will be refused due to impact on neighbours.

Suitable uses for an outbuilding may include storage, children's playroom, greenhouse or hobby room. Usually primary living accommodation, such as a bedroom, bathroom or kitchen would not be allowed.

Conditions may be attached to any planning approval to ensure such facilities are not installed and any outbuilding that fails to comply with such a condition would be at risk of Enforcement Action.

## **4.9 Porches**

### **Summary:**

Due to their prominent location, changes and extensions to the front of the house must be minor and not alter the overall appearance of the house or dominate the character of the street. Normally, planning permission will only be given for small front entrance porches.

Front extensions that are larger than a porch will normally be refused because they stand out as unusual, bulky extensions that significantly change the appearance of house and street.

Any front extension that encroaches into an existing parking area should ensure sufficient space is retained for the parking of cars in accordance with adopted the Council's 'Residential Crossovers and Off – Street Parking Policy' document (available at the Council's website).

### **Location:**

A porch must only be built in front of the original door way to the house and planning permission will usually be refused for porches that extend sideways and are linked to a side extension or attached to the bay window.

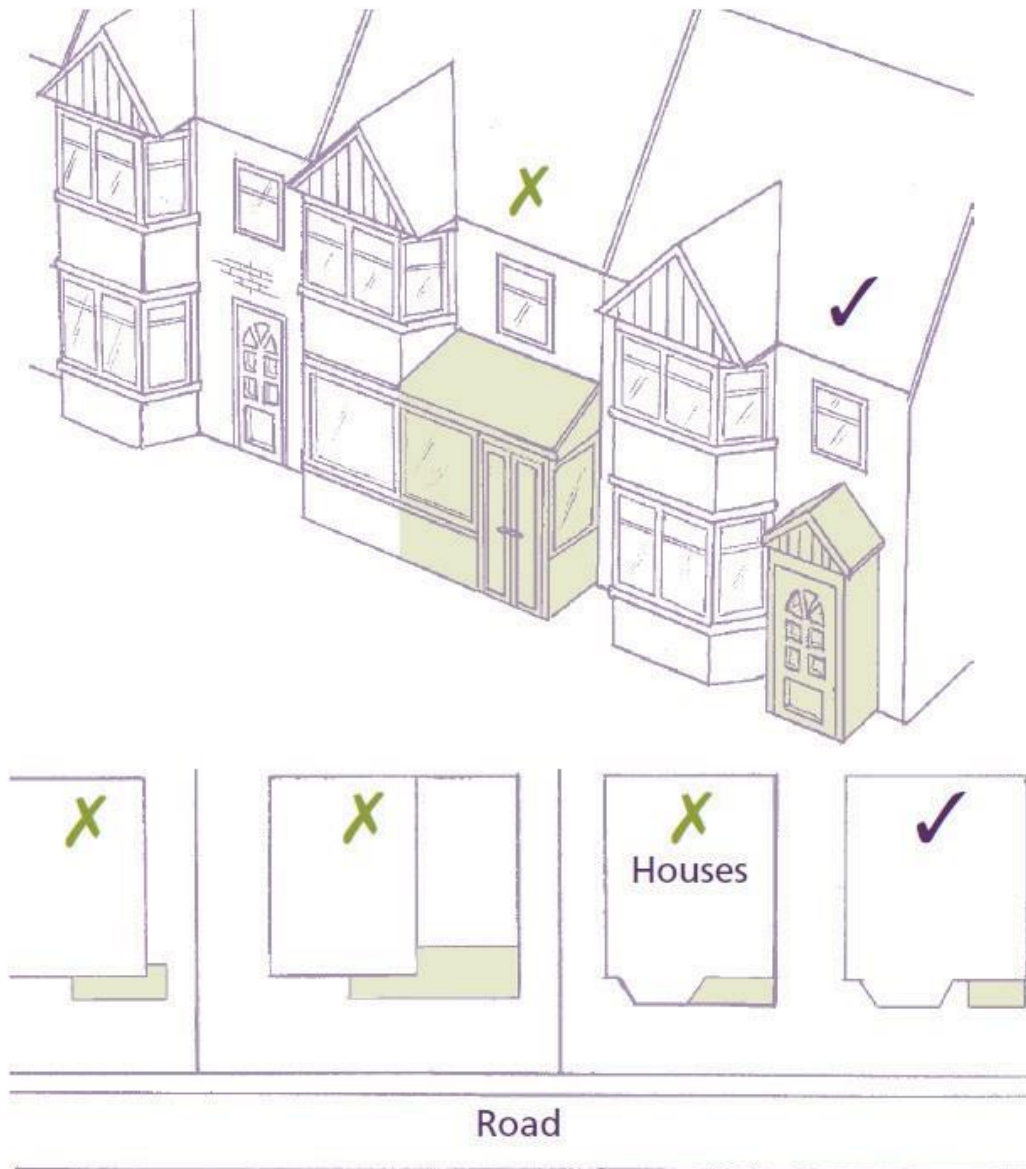
### **Scale**

The depth of any porch must not extend out past the line of a bay window. The following diagram illustrates the style and design of porch likely to prove acceptable.



## Residential Extension Guidelines

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## 4.10 Roof Extensions, Roof Lights & Solar Panels

### Roof Extensions

#### Summary:

Any roof extension can have a big impact on the appearance of a house and the surrounding area and therefore it is important to make the size of the extension secondary to the size of the roof face within which it would be set. There are a number of roof extensions that may be constructed using the permitted development rights of a property without the need to make a planning application, for more details on this please refer to section 2.1.

If you are proposing to convert a sloped hip-end roof into a flat gable-end roof on the side of your house, Council permission will normally be refused. This is because it would unbalance the appearance of the house, pair of semi-detached houses or terrace. However some houses may already have this type of extension as a result of permitted development legislation. If your house is a semi-detached house and the attached house has an existing, lawful extension of this sort, then it may be possible to re-balance the appearance of the pair by building a similar extension. The Council will base its assessment on the impact of the extension on the street scene and character of the property.



The same may apply to an end of terrace house where the terrace at the other end of the same row has been extended in this way. As these situations are rare, we recommend that you discuss your proposal with a planning officer at an early stage by taking up our pre-application advice service ([https://www.hounslow.gov.uk/info/20063/pre-application\\_advice](https://www.hounslow.gov.uk/info/20063/pre-application_advice)).

Potentially acceptable methods of extending into the roof of the property involve the erection of a dormer window and the insertion of roof lights into a roof slope.

#### Position:

A dormer window or roof extension should be constructed in the centre of the roof face or positioned so that it is as unobtrusive as possible where features on the building allow this, such as behind an existing two- storey rear extension.

Dormer windows to the front of the property will generally be refused due to their impact on the character of the street scene.

Any proposed roof extension that exceeds / raises the ridge height of the property will normally be refused.

#### Scale:

The Council will normally refuse roof extensions that would be as wide as the house and create the appearance of a large box. Where the roof can be extended, the Council will recommend that you build a modest dormer window extension.



## Residential Extension Guidelines



The size of each roof face will vary from one house to the next. As a guide, any roof extension to the rear of a terraced house or a small semi-detached house should be set at least 0.3 m below ridge level, at least 0.5 m above eaves level and at least 0.5 m from the sides of the roof.

On larger detached and semi-detached houses these set-ins should be increased to at least one metre. Where a terraced house has parapet walls on each side of the roof, these should not be built up – the dormer or extension must be set in. Sometimes, the need to include a staircase would result in a wider dormer. In these cases, the roof extension will normally be refused and you may have to consider a standard loft conversion with roof lights.

Dormer windows on a side elevation would need to be clearly subservient to the scale of the roof slope, set in from all sides of the roof.

If you propose dormers on both the side and rear roof slopes, they must remain independent from each other and not wrap around to create one large extension.

### Design:

The Council will normally accept a flat roof for a rear dormer. The design, style, proportions and size of proposed windows within the dormer should match those on the existing rear elevation. Dormer window extensions on the side roof should be small and have a pitched or hipped roof at the same angle as the main roof slope. The internal layout of the roof extension should allow the side dormer to provide the headroom for a stairwell only so that the window facing the adjoining house does not lead onto a bed/living room and cause overlooking. The bricks, tiles and window frames you intend to use must match those used in the original house. Side windows must be in frosted glass.



### Mansard Slopes:

Normally, creation of a mansard – style extension will not fit in with the character of the area. However, in areas with older house styles and where there is a historical precedent, planning permission may be given for an attractive mansard slope that complements the appearance of the house and



### Roof lights:

In most cases a roof light that does not project above the face of the roof will not normally require planning permission. Any roof light should respect the size and position of the windows in the main house. Concerns may be raised where several roof lights are proposed in the front roof face and these may be refused.

### Balconies & Roof Terraces:

While balconies and roof terraces can replace garden space lost through the construction of an extension, their use requires planning permission. The Council will normally refuse roof terraces because they can lead to loss of privacy.

### Solar Panels:

The provision of solar panels is strongly supported by the Council in accordance with policies seeking to secure sustainable energy generation and carbon reduction throughout the Borough. Most panels will benefit from permitted development rights (please refer to Section 2.1 of this document). Should panels require planning approval it is suggested you seek advice from the Council as part of its pre application advice service (please refer to Section 2.3 of this document).



## 4.11 Garages, Dropped Kerbs and Off - Street Parking

### Existing Garages

Any planning application that proposes the demolition or replacement of an existing garage on a property should be accompanied by justification to show that there would be no harm to on street parking in the area. This could include re-providing parking elsewhere on the site or undertaking a parking survey to prove there is sufficient space on the street to accommodate additional vehicles.

If the garage to be removed is accessed via a crossover that is no longer required the Council will require its reinstatement into footway at the applicants cost.

### Converting a Garage to a Habitable Room:

These conversions to a room used for living or sleeping, may require planning permission. Depending on when the garage was granted planning permission, the Council may have attached a condition to the permission that only allows it to be used to park a car. The Council's statutory register of planning decision notices (available on line) will help you find out if such a condition exists for your property. If there is, you will need planning permission to convert it. If the use of the garage is not conditioned, you may still need permission to change the appearance of the garage elevation to a wall and a window and you should check with the Council first.

### The Provision of a New Garage:

In October 2016 Hounslow Council adopted its 'Residential Crossovers and Off – Street Parking Policy' document (available at the Council's website). This document includes details of the size and location requirements for garages and guidance on forming crossovers and new access points to a property. You should refer to this document when proposing a new garage alongside the design guidance outlined above, should the garage form part of an extension or outbuilding.

## 4.12 New and Replacement Windows and Doors

Most houses in the borough do not require planning permission to install new or relocate existing windows and doors. When planning permission is required, a proposal should respect the existing character of the property. New windows and doors should be similar in design and location and be constructed in materials to match existing windows and doors on the host and neighbouring properties. Design details, such as sash windows and soldier courses should be retained and reinstated where possible.

Further advice on windows and doors in conservation areas is contained within Section 6.3.

## 4.13 Boundary Walls and Hard standing

### Summary:

This advice is to ensure that any proposals to install an area of hard surfacing or create new boundary walls/ fences are of a high standard and carried out sensitively because they can have significant visual and environmental impact.

### Hard standing

You can find advice on hard standing to serve parked cars in the Councils' guidance 'Residential Crossovers and Off – Street Parking Policy'. Many properties may be able to construct areas of hard standing without the need for planning permission (see section 2.1). Where approval is required applicants need to show that the hard standing is permeable to avoid drainage problems and ensure that a steep gradient is avoided. The area of hard standing should be no more than is necessary to meet its functional need and should allow for areas of landscaping to be retained on the front garden.

A proposal should avoid material chippings/fragments from spreading onto the highway.

### Boundary walls/ fences

Many properties will not require planning permission to construct boundary treatment up to a certain height (see section 2.1).

Where you do need planning approval a balance needs to be reached to achieve a suitable level of privacy to the host property while not harming the character of a street. A height of up to two metres is recommended for boundary walls and fences around a rear garden.

In terms of front boundary treatment any proposed design should look to reflect the character of the area. Where there is a consistent style of boundary treatment in a street you should reflect this character.

Where there is limited consistency in a street the Council would usually require that boundary walls and fences be restricted to a height under one metre to the front of the property. This ensures that an open street environment is retained and that the character of properties in the street may be appreciated.

Front boundary treatment that proposes a mixture of wall and railings may be considered acceptable in certain locations over a height of one metre, with a ratio of one third wall to two thirds railing recommended. We will make it a condition of any planning permission that the railings are not later infilled with solid material for safety and security reasons and to protect an area's appearance

When proposing vehicle access you should first consult the Councils guidance 'Residential



Crossovers and Off – Street Parking Policy’, which deals with issues such as retaining vehicular site lines.

#### 4.14 Miscellaneous Development

There may be a number of alterations you wish to undertake to your property that are not covered in this guidance, such as installation of air conditioning units or satellite dishes. As a basic rule such additions should be located as discreetly as possible to the rear of the house, and placed to ensure they do not cause loss of light or outlook to neighbouring properties. You should seek pre – application advice before installing such fixtures.

Air conditioning units should be positioned away from the boundary of the property and fitted with a screen where necessary to ensure they do not cause noise disturbance to neighbours. A noise assessment would need to be included as part of any planning application for such installatons.

The Planning Portal Website: [www.planningportal.gov.uk](http://www.planningportal.gov.uk) offers further guidance for satellite dishes.

## 5.0 Technical and Other Considerations

### 5.1 Details/ Conditions

In the case of newer houses, planning conditions often regulate what can be done to walls, fences, garages, outbuildings, or enlargements to the house. It is important that you find out about any such conditions before making your planning application. We advise you contact Planning Department to find out if your home is affected by such conditions before contemplating any work to your property.

### 5.2 Construction Method Statements (CMS) and Construction Management Plans (CMP)

Proposals which involve extensive structural alterations, such as basements, will be required by condition to follow a Construction Method Statement which is certified by an engineer and approved in advance by the Council and a Construction Management Plan. The method statement must provide details of excavation, temporary works and construction techniques, including potential impacts on neighbouring land based on assessment of the area's geology and hydrology. The management plan details must include construction hours, location of skips, vehicle movements and hoardings. We may also ask for emergency contact details.

### 5.3 Land Stability and Drainage

Land stability and drainage are material considerations for any planning application, but not solely planning matters. Though the impact of householder extensions on these would likely be limited, you must take account of both in any scheme.

With regard to land stability the Council will need a statement from a suitably qualified Structural Engineer for any application likely to raise concerns. This would generally be limited to basement extensions.

Any applications likely to affect drainage in an area will generally only be for sites within Critical Drainage Areas identified by the Environment Agency. The Council will seek to ensure that areas of hard surfacing use permeable material and we will require a Flood Risk Assessment where appropriate.

### 5.4 Party Wall Agreements and Land Ownership

Party Wall agreements and land ownership are civil matters with which Council may not become involved. They are not material to consideration of a planning application. We recommend that you reviewing the Department of Communities and Local Government publication: The Party Wall etc. Act 1996 if you or your neighbours are thinking about an extension. It is available from: [www.gov.uk](http://www.gov.uk)



## 5.5 Headroom

Hounslow does not have any planning policy requirements for headroom in house extensions, although we do for new dwellings. However there are requirements in the Building Regulations that you will need to meet usually relating to staircases only. Suitable internal head heights are essential when designing a scheme, this would be particularly relevant for roof extensions where you will need space for a stairwell.

## 5.6 Fire Resistance and Means of Escape

You must design extensions and alterations to ensure suitable fire resistance and means of escape are incorporated into a scheme. These will be particularly relevant to (though not limited to) loft and basement extensions. They are handled under the Building Control Regulations, not planning, but will need to be acknowledged when you design a proposal for planning permission as they can affect layout and appearance. For further information please contact the Council's Building Control Team whose details may be found on the Council's website.

## 5.7 Landfill

Large areas of Hounslow are within landfill 'zones of concern', areas that are on or close to a former landfill site. Should your property be in such an area, we will attach a condition will be attached to any planning approval you may receive either requiring you to investigate the site for land fill gases to determine required gas protection levels or to install gas protection measures at the base of the extension.

The Council have produced a leaflet called 'The Small Developments Landfill Condition – A Guide for Developers' which may be referred to for further information. The leaflet is available on the Council's website.



## 6.0 Conservation Areas and Listed Buildings

### Conservation Areas

In Hounslow there are 28 Conservation Areas. The adopted Conservation Area Character Appraisals contain specific detailed information and design guidance for each area and you should refer to it alongside this SPD. Guidelines in this SPD aim to address the general amenity and character considerations associated with householder development.

Some properties in a conservation area may be subject to an 'Article 4 Direction'. For further information please refer to Section 2.2 of this guidance.

Any new development in conservation areas must preserve and/or enhance the special character and appearance of the area. Development must be of a high standard of design and respect the existing architectural style, scale, proportion, position, materials, roof, boundary treatment and landscaping in and around the site.

All forms of development in a conservation area, including conversions, will affect the outside appearance of the property. Works such as replacing a roof, installing new windows, removing boundary walls and removing a chimney or wall will affect the overall appearance of the property and area and may require planning permission from the Council.

In most cases, extensions will have to use materials and be in a design that reflects or exactly matches the original building. New windows may have to be sliding sash or metal framed if these materials dominate the main building.

+ Conservation Area appraisals

### Listed Buildings

If a building is listed, then you will need Listed Building Consent for any alteration that would affect the special architectural and/or historic interest of the building (both inside and out). The Council's Conservation team can provide guidance on properties that are included in the National Statutory List, the Local List or the Buildings at Risk Register.

Internal and external alterations or extensions (including demolition) that affect the character of a Listed Building will require Listed Building Consent, in addition to any planning permission that may be necessary. Proposals to convert or subdivide a listed building are likely to be considered appropriate only if the internal layout and external appearance of the building lends itself to this use.

We will make our decisions mainly on the individual merits of each property, however all alterations to the building must safeguard the special character of the listed building. We will be likely to resist removing original features such as walls and openings. Where there may be scope for openings in original walls, these should be modest with nibs and upstands retained to identify original features.

You must support any proposal by a heritage statement which highlights original and non-original features of the property, and provides historic and architectural justification for the changes proposed.

This advice extends to proposals that may impact on the setting of a listed building, with care needed to ensure an addition does not dominate or detract from the site.

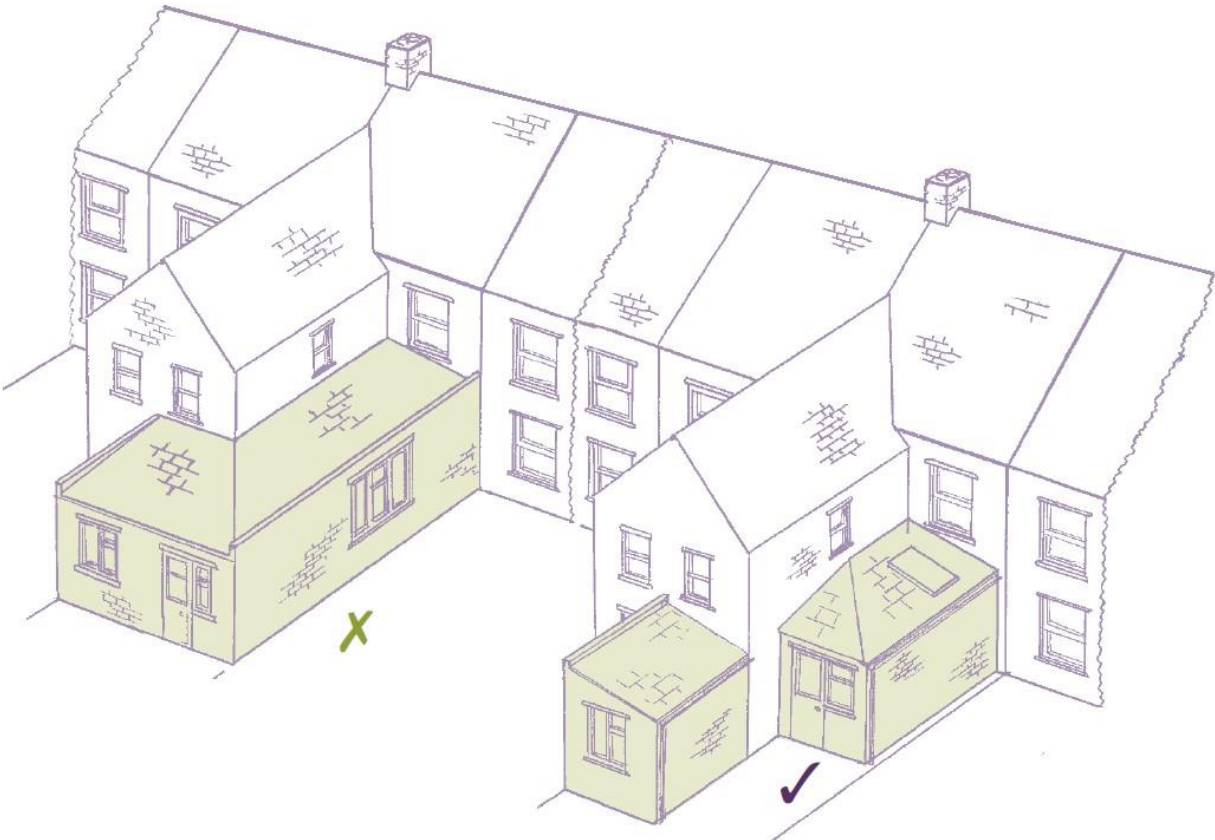




## 6.1 Extensions in Conservation Areas

New extensions should never dominate in terms of bulk, scale or design. In most cases using the existing architectural vocabulary of the parent building ensures a harmonious design. However, in some cases a more modern design approach may be acceptable where this would not harm the character of the area or the building.

Original rear extensions that form a specific feature of the building or rhythm of a terrace, such as a two storey outrigger, must be preserved. Proposals that wrap around an original rear projection within a conservation area will generally be refused.



The Council will normally refuse two storey and first floor rear extensions in a conservation area where they are clearly visible from the public realm or harm the character of the area.

Where a side extension would rise to the eaves or above or create a joined-up (terracing) effect, it is unlikely to be acceptable to extend the property this way – particularly where this unbalances a pair of properties.

## 6.2 Roof Extensions, Solar panels and Roof Terraces

### Roof Extensions

Although extending the loft space may be a practical way of enlarging a house, the guidelines



## Residential Extension Guidelines

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controlling roof extensions in conservation areas are more restrictive than those in 4.11 of this report. This is because of the effect it might have on the character and appearance of the conservation area.

Large roof extensions will not be given planning permission, but smaller dormer window extensions will be considered where they do not harm the character of the area.

### Front Dormers:

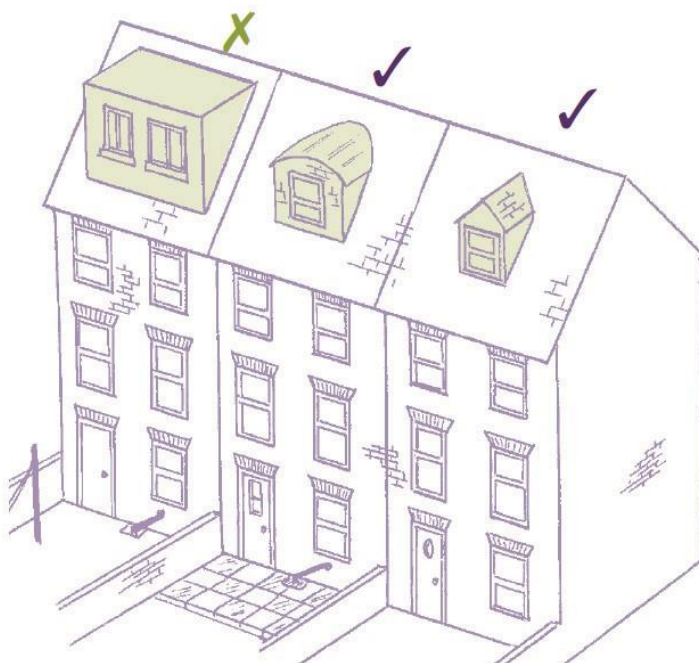
Dormers will not normally be acceptable on the front roof slopes, as these are likely to harm the character and appearance of the conservation area.

### Side Dormers:

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

### Rear Dormers:

Dormer window extensions should be of modest size and not dominate the roof. As a rule they should be less than half the width (i.e. from party wall to party wall) of the original roof, set down one metre from the ridge and one metre above the eaves. A central position is usually preferable and the extension should reflect the design of the original building. A pitched or hipped roof may be required and, where appropriate, ornamental barge-boards or cornice may need to be included. Windows should reflect the prevailing design of the original building and should fill the frame of the dormer.



### Hip to Gable:

Hip to gable roof extensions will not normally harm the character of the building and the street, altering its original proportions.

### Roof lights:

Roof lights should be on the rear or side roof faces of a house only and be positioned so as to match the position of the main windows of the house. In some situations, a single small roof light may be acceptable on the front roof face but must be 'conservation style', installed to be flush with the existing roof slope.

### Replacement Roofs:

Where natural slate or tiles dominate the street, you will be required to use these matching materials when repairing or replacing a roof. In some cases where a roof is hidden from view, grey cement-fibre or imitation tiles may be acceptable (although these do not usually weather as well as the real thing).

## 6.3 Miscellaneous

### Doors:

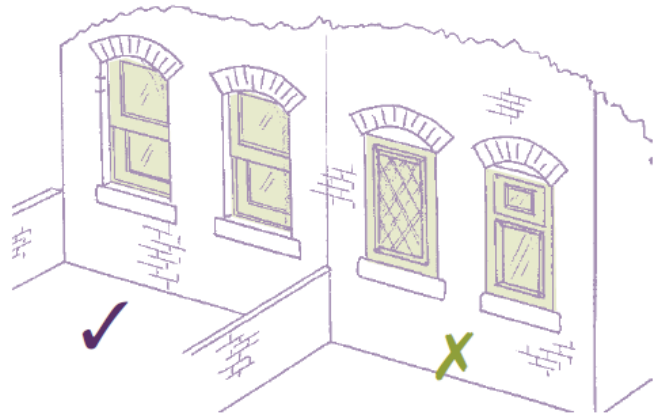
Should you need planning permission to alter or replace a front door for a property in a conservation area, a modern replacement will not normally be allowed.

### Windows:

When they need planning permission the Council will normally refuse replacement windows where the new materials, design, proportion and finish would differ from the original prevailing types. The substitution of a timber sliding-sash with a PVCu or aluminium replacement will not normally be acceptable, for example, because these materials do not always satisfactorily replicate the timber frame design.

Contrary to some perceptions, replacement wooden sliding sash windows and metal-framed windows are available fully double-glazed and draught proofed.

They are also guaranteed to last as long as PVCu windows. Secondary glazing behind the existing windows can often be an acceptable alternative and is frequently cheaper to install.



### Painting and Cladding:

In some conservation areas in the Borough, legal controls (such as Article 4 Directions – see restricted Permitted Development rights below) restrict the painting of render and brickwork. You may need planning permission to paint brickwork or change the paint colour of a facade in these areas. Similarly, the cladding of any part of the exterior with stone (stone cladding, crazy-paving, render, etc.) also requires planning permission. Like-for-like maintenance is normally acceptable.

### Architectural Details:

During building works, architectural details such as balustrades, cornices, balconies, chimney stacks and window sills can be damaged. In a conservation area, these features form part of the historic character and you should protect them during construction and retain or, if appropriate, replicate them in the extension where permission is needed.

### Front Gardens & Parking

In some circumstances, it will not be acceptable to provide off street parking in your front garden. Where this would involve removal of part or all of the garden wall or railing adjacent to the street/pavement and the wall or railings form part of a continued means of enclosure to a terrace or pair of dwellings, the Council will refuse permission. This is to prevent the loss and fragmentation of an important feature of the street's style.

In some cases, you will need planning permission to create a driveway or hard standing in a front garden. If this involves losing most of the garden area or attractive trees the Council will refuse your

## Residential Extension Guidelines

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application. Steps and pathways in the front garden should be repaired and not replaced. We will encourage the repair or restoration of original tile or mosaic front steps as part of major schemes. We will not normally allow removal of original tiles or the installation of inappropriate tiles. We will expect sympathetic proposals for front gardens as part of any conversion, extension, or major refurbishment. As explained in the introduction section, you will need to contact the Highways Section about any new vehicle crossover or dropped kerb.

### **Basements**

Small basements beneath the existing footprint of the house may be acceptable, but will depend on the specific context of the site and surrounding area. We will usually resist front and side basement light wells in Conservation Areas, because they can be an incongruous addition to the street scene, involve unacceptable loss of garden space and diverge from the style of the host property and its neighbours.

### **Restricted Permitted Development Rights:**

In some Conservation Areas, there are Article 4(2) Directions. This means that the property's Permitted Development (PD) rights have been removed. Similarly, new houses in conservation areas may have had their PD rights removed by condition. You may, therefore, have to apply for planning permission for a development that might have otherwise been allowed under the Town and Country Planning (General Permitted Development) Order.

To find out whether your rights have been removed, you should either visit the Council's website or seek pre application advice.



## 7.0 Further Information

### 7.1 Planning Portal

The Planning Portal is the main online information point for developments which are commonly carried out in the UK. It is used by many different local authorities for people to submit applications. As of December 2017 an estimated 80% of applications were submitted online. It is Hounslow's recommended website to the public when it comes to gaining information about permitted development, making applications, or for submitting online planning applications to us.

#### **Permitted development and other information**

Lists of all possible developments that benefit from these rights are available from the Planning Portal. Alternatively there is an interactive house guide on the Portal that allows for different areas of a common house to be selected with a passage of text (both planning permission and building regulations) specific to each development. These outline the criteria for permitted development and where permission is required.

#### **Submitting planning applications**

The Portal is also an online method of submitting planning applications. The website allows members of the public to register an account, make an application, and monitor their documents once the application has been submitted. All that is required is that the relevant local planning authority is selected at the beginning of the application. All types of application forms are available through the Portal website varying from householder applications to details applications. You can attach documents such as statements and plans to your application before you submit it and you are prompted for the correct fee at the end of the application process so that all elements of the application can be completed on submission, ready for validation. Once submitted, the Planning Portal sends all parts of the submission to Hounslow so it is ready on our system for processing and validating and, then for assessment by a case officer.

#### **Other Information/Services**

The Planning Portal also offers an array of other information and services such as interactive guides for certain developments, buying planning maps to accompany planning applications, information on Community Infrastructure Levy (CIL), making appeals, and the different types of consent that the Council can offer with a brief outline helping users to clarify which type of application is appropriate for the development they want to carry out.

### 7.2 The Planning Guide

The Hounslow Planning Guide is an independently produced guide that is available to be distributed to new planning applicants. The guide is designed to cover all aspects of the planning process and is an invaluable source of information to help you with your project.

The guide identifies local and national companies that cover all relevant planning and building services. Whether your application is domestic, commercial or industrial, you will be able to find examples of the required trades to help you complete your development (although the Council can make no recommendations about these suppliers).

The Planning Guide may also be found at Hounslow's website [www.hounslow.gov.uk/planning](http://www.hounslow.gov.uk/planning)

### 7.3 Useful Contacts and Websites

<b>London Borough of Hounslow:</b>	<a href="http://www.hounslow.gov.uk">www.hounslow.gov.uk</a>	<b>020 8583 2000</b>
Hounslow Housing	<a href="http://www.hounslow.gov.uk/housing">www.hounslow.gov.uk/housing</a>	020 8583 4000
Planning (Applications)	<a href="http://www.hounslow.gov.uk/planning">www.hounslow.gov.uk/planning</a>	020 8583 4998
Planning (Policy)	<a href="http://www.hounslow.gov.uk/planning">www.hounslow.gov.uk/planning</a>	020 8583 5202
Building Control	<a href="http://www.hounslow.gov.uk/buildingcontrol">www.hounslow.gov.uk/buildingcontrol</a>	020 8583 5454
<b>Highway Authorities:</b>		
Hounslow Highways <sup>1</sup>	<a href="http://www.hounslowhighways.org">www.hounslowhighways.org</a>	020 8583 2000
Transport for London <sup>2</sup>	<a href="http://www.tfl.gov.uk">www.tfl.gov.uk</a>	0343 222 1234
<b>Thames Water:</b>		
Developer Services:	<a href="http://www.thameswater.co.uk">www.thameswater.co.uk</a>	0800 009 3921
<b>Network Rail</b>	<a href="https://www.networkrail.co.uk">https://www.networkrail.co.uk</a>	<b>03457 11 41 41</b>
<b>London Underground</b>	<a href="http://www.tfl.gov.uk/tube">www.tfl.gov.uk/tube</a>	<b>0343 222 1234</b>

Please note: the information above was correct at the time of publication (12/2017).

<sup>1</sup> Hounslow Highways manage the majority of the Borough's roads on behalf of the Council.

<sup>2</sup> Transport for London (TfL) manages arterial routes in the Borough including: A4 (Great West Road/Ellesmere Road); A312 (Great South West Road/Faggs Road/Harlington Road West and East/Uxbridge Road/Hampton Road West; A316 (Twickenham Road) and North Circular Road (Gunnersbury Avenue/Chiswick High Road/Kew Bridge Road).

**REGs 12/17 03/19 HH**

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अनुवाद की मुफ्त सेवा  
उਰਜمہ دی مڈت سہوا

**020 8583 2299**

